

MESSAGE TO PARENTS AND STUDENTS

Welcome to the ministry of Wilson Christian Academy. We thank God for the way He has blessed this educational ministry over the past 47 years.

As a guide for your information and guidance, this Handbook presents our philosophy, procedures, standards, and goals. It should answer most questions about WCA.

As part of the outstanding present and rich heritage Wilson Christian Academy, consider the benefits and the training your student receives from Christian education. We strive foremost to meet Biblical standards for academic, spiritual and moral instruction. When we succeed, we believe God honors our efforts. We accept the challenge, opportunity and privilege of joining with you to provide a quality, academic Christian education. As a Christian school, we feel we have much to offer.

Our staff is graciously mindful of our great responsibility in encouraging each student to reach his fullest academic, physical, social and spiritual potential. Our staff realizes that we are engaged in a work of eternal value and are ministering to lives more precious than the wealth of the entire world. We remain zealous to faithfully fulfill the ministry entrusted us. We are sure you will find that each member of our staff has care and concern about the progress of your child.

As we seek to follow the purposes of WCA, it is vitally important that we work together to produce a generation of spiritually mature young people who are able to identify, interpret, and implement truth. We believe that the development of your child into a mature Christian young person will, in part, be determined by the examples and challenges we see. We believe prayer, Bible study, and church attendance are vitally important to your child's development as a Christian. The examples set by WCA staff and your family plays a large part in the development and ultimate individual success

Among the many Academy goals these three are very important:

- (1) An excellent academic education
- (2) A safe, nurturing, comfortable learning environment
- (3) A well-rounded education that includes athletics and fine arts

Let us team together to direct them to follow the two greatest commandments:

“Thou shalt love the Lord thy God with all thy heart, and with all thy soul and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself. On these two commandments hang all the law and the prophets. Matthew 22:37 – 40

We have an awesome task before us -- you as parents and we as a staff. With our Mighty God's available resources, let us commit to lead these young ones to their maximum potential and future.

All Glory Be to God,

Dwight Vanderboegh
Administrator

TABLE OF CONTENTS

Philosophy and Purpose

Statement of Faith.....	1
School History and Purpose.....	1

Admissions and Enrollment

Nondiscriminatory Policy.....	2
Admission Procedures.....	2
Enrollment Procedures.....	2
Registration/Reenrollment.....	2
Withdrawals/Dismissal.....	3

General Information

Arrival and Dismissal.....	3
After-School Supervision.....	3
Athletic Program.....	4
Attendance.....	5
Book Policy.....	8
Church Attendance.....	8
Communication.....	8
Driver Education.....	9
Emergency Closing.....	9
Field Trips.....	9
Financial Information.....	10
Health & Safety.....	11
Insurance.....	11
Library.....	12
Lockers.....	12
Lost & Found.....	12
Lunch/Lunch Tickets.....	13
Music Instruction.....	13
News & Notes - EdLine.....	13
Parent Information.....	13
Right to Search.....	14
School Schedule.....	14
Senior Activities.....	15
Spiritual Emphasis.....	15
Telephone Calls/Cell Phones..	15
Transcripts.....	15
Transportation.....	15
Visitors.....	17
Unapproved Social Function...	17
Use of Name of WCA.....	17

Academic Departments

Kindergarten/Elementary.....	18
Middle/High School.....	18

Academic Information

Awards.....	19
Bible Curriculum.....	19
Classification of Students.....	20
Course Offerings/Grading.....	20
Faculty.....	22
Fine Arts Competition.....	22
Graduation Honors.....	22
Graduation Requirements.....	22
Homecoming.....	23
Homework.....	24
Honor Roll.....	25
Honor Courses.....	25
Make-Up Work.....	25
Marshals.....	25
National Honor Society.....	26
Physical Education.....	26
Plagiarism.....	26
Progress Reports.....	26
Promotion/Retention.....	26
Report Cards.....	27
Summer School.....	27
Technology Use.....	28
Testing Program.....	29
Tutoring Sessions.....	29

Conduct and Discipline

Care of Property.....	30
Conduct.....	30
Discipline & Consequences.....	33
Disciplinary Practices.....	35
Dress Code.....	35
Expectations.....	40
Expulsion.....	40
Forbidden Articles.....	41
Homework Policies.....	42
Probation.....	42
Review of Students.....	43
Student Relationships.....	43
WCA Handbook Disclosure.....	43
WCA School Board.....	43
WCA Financial Giving.....	44

Philosophy and Purpose

Statement of Faith

1. The Bible (both the Old and New Testaments) is the inspired and authoritative Word of God. It is sufficient for all matters of doctrine, faith, and practice.
2. Man, the universe, and all things in the universe were created by the direct act of God in six literal days.
3. Man is a sinner and under the condemnation of sin. Man is needful of salvation and regeneration.
4. Jesus Christ is the Son of God, and He is God Himself. He was born of a virgin, lived on earth, was crucified, and rose from the grave on the third day.
5. The Godhead is a Trinity consisting of God the Father, God the Son, and God the Holy Spirit.
6. Salvation is by grace through faith without any works or merit of our own. Our justification and forgiveness of sin is through the vicarious atonement of Jesus Christ by the shedding of His blood upon the cross. Our righteousness is the imputed righteousness of Jesus Christ.
7. The Holy Spirit dwells within the believer.
8. We are expecting the imminent, visible, pre-millennial return of our Lord Jesus Christ.

School History and History

Tabernacle Baptist Church under the ministry of Dr. Otis Holmes founded Wilson Christian Academy Inc. in 1961. Wilson Christian Academy (hereafter known as WCA) began with a single five-year-old kindergarten class. Classes were held in the facilities of Tabernacle Baptist Church on Tarboro Street in Wilson.

In its 47 year history, the evidence of God's work is evident in spiritual advancement, steady enrollment, and financial strength. From the beginning of WCA, there was continual growth until 2000 when the enrollment began a slight annual decline. This trend has changed with an increase in enrollment for the 2007-08 year which is now just over 550 in day care through grade twelve. The school owns a 57-acre campus located in the prime growth area of Wilson. The new campus was purchased and first used during the 1970-71 school year and the first senior class graduated in 1972.

The facility consists of four buildings: Daycare, Kindergarten/Elementary, Middle/Senior High and the Gymnasium/Cafeteria. WCA is in the developmental stages of a multi-purpose building to serve as a cafeteria, dramatic production center and second gym.

We retain membership in the North Carolina Christian School Association (NCCSA) as well as the American Association of Christian Schools (AACCS). Our Board of Directors is composed of deacon-qualified members of Tabernacle Baptist Church.

The school's purpose is to aid Christian parents in fulfilling the scriptural command to *train up a child in the way he should go... (Proverbs 22:6)* While education cannot save the child, we are admonished to bring up the child in *the nurture and admonition of the Lord.*

The Purposes of WCA are the following:

1. To provide a high quality academic education in a Christian environment
2. To warn students of evil influences
3. To develop self-discipline and character
4. To build Christian values and principles
5. To teach the Bible with understanding for each student
6. To develop the God-given talents and abilities for later service to the Lord
7. To bring each student to a personal faith and acceptance of the Lord Christ

Admissions and Enrollment

Nondiscriminatory Policy

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

Admissions Procedures

Selection of students is based on achievement, the testing program, interviews with the administration, and openings in the particular grade levels. Family life, church status, and general behavior are also carefully considered. New students in kindergarten are required to take a placement test. Students in grades 1 – 11 must show evidence of academic progress and ability. Parents are required to sign a "Statement of Cooperation" with the "Student Application." A student is not considered enrolled unless the registration fee has been paid. This fee is non-refundable unless a student cannot be accepted or the family is transferred out of the area. All students are required to have a physical and proof of immunization as well as a copy of his birth certificate and social security number on file in the office prior to attending classes at WCA. No student will be allowed to remain in school that does not fully cooperate with the overall purpose and program. Students who have been expelled from WCA during the current or previous school year will not be considered for enrollment until one year has transpired after the expulsion. Any applicant expelled from WCA for any reason must meet school board approval before being accepted.

Enrollment Procedures

Our admissions procedures are as follows when enrolling a new student:

1. A completed application form with the registration fee
2. A birth certificate copy and proof of immunizations
3. A copy of the most recent report card or school transcript
4. A formal interview with parent(s) and the student (bring transcript or report card to the interview)
5. Entrance testing may be necessary
6. A signed Statement of Cooperation

Registration/Re-enrollment

Registration for new students occurs when the admissions materials have been submitted and evaluated and a parent/student interview conducted. The results of the evaluation and interview will follow within five days. The registration process will be complete upon receipt of the registration fee.

A student is considered for re-enrollment when he has completed the Registration Form and returned it by the deadline (usually the last day of February) along with the non-refundable \$125 registration fee. Students who are re-enrolled by the February deadline and pay the \$125 registration fee will receive a tuition discount. All students applying for re-enrollment will be evaluated on the basis of their academic, spiritual, and behavioral progress to determine if they qualify for re-admission.

During the time of enrollment, we ask for team cooperation and support. It is understood that attendance at WCA is a privilege and not a right. Any student who does not conform to the standards and regulations of the school forfeits this privilege. The school may request the withdrawal of any student at any time that, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

Withdrawal/Dismissal

Withdrawals from school must be made by the parent in person with the school administration. Records will not be released until all bills are paid, and all textbooks and materials have been returned. No refunds will be made on the registration fee, books, or first month's tuition. Withdrawal will be charged on a per-diem basis.

General Information

Arrival and Dismissal

Parents may deliver students beginning at 7:30 am. The school office is open on school days from 7:30 am – 4:00 pm. School starts at 7:55 am. Parents who need to deliver students before 7:30 am may do so by making arrangements through the Child Care. A fee is charged for this service. If someone other than the parent will be picking up a student, parents must notify the school. We want to take every precaution in the protection of your students. Regular Dismissal Times

K4, K5 & 1st	2:30
Grades 2 - 4	2:35
Grades 5 - 7	2:40
Grades 8 - 12	2:45

After-School Supervision

A. K4 – 5th Child Care

Parents are asked to pick up students promptly at the time of their dismissal. Any student in grades K4 - 5 who remains at school after 2:50 pm will be sent to after-school Child Care and charged a fee. Child Care is the only after-school supervision available on a regular basis. For safety reasons, we cannot honor requests that students remain at a certain location for pick up other than with the supervised Child Care.

B. MS/HS After School Care

All students in grades 6 - 12 must be picked up by 3:00 pm. Students who remain after school and who are involved in the athletic program must report promptly to the gym or sports field until practice begins. Failure to comply will result in procedural consequences. No student may remain at school unless he is staff supervised. Middle/High school students who are not involved in a supervised activity such as athletics will be placed in an after-school study hall unless they leave campus by 3:00 p.m. A small fee will be charged for this service. Parents who need to pick up a student before the normal dismissal time must go to the office first. (see Leaving School)

Athletic Program

WCA maintains an interscholastic sports program competing in regular season and tournament play in volleyball, soccer, basketball, softball, baseball, cross country and golf with other Christian and private schools within a reasonable driving distance of WCA. We permit students in sixth through twelfth grades to be involved in the sports program. Students must meet the academic requirements to remain eligible for these activities. An Athletic Handbook is issued to all student athletes outlining academic, attendance, and conduct requirements.

Christian athletics is competition between individuals or teams whereby all participants are dedicated to playing sports to bring honor to Jesus Christ. The purposes of Christian athletics include building character in the life of each athlete, exercising the ability to work with others, developing self-discipline, encouraging others to do their best, developing lasting friendships, and helping each athlete conform to the image of Jesus Christ. Coaches and players are ambassadors for Christ and should conduct themselves in that manner, especially when engaging in athletic events. *Now then we are ambassadors for Christ, as though God did beseech you by us: we pray you in Christ's stead, be ye reconciled to God. (II Corinthians 5:20)*

WCA competes in the NCCSA (Division III-A, East Region) with three seasons of boys' and girls' sports at the middle school/junior varsity and/or varsity level.

Sports Season	Middle School/Junior Varsity		Varsity	
	Boys	Girls	Boys	Girls
Fall	MS Soccer Cross Country	MS/JV Volleyball Cross Country	Soccer Cross Country	Volleyball Cross Country
Winter	MS/JV Basketball	MS/JV Basketball	Basketball	Basketball
Spring	MS Baseball	MS Softball	Baseball Golf	Softball Soccer

A. Athletic Policies

1. A student must be in school for a minimum of one-half day (4 class periods) on the day of a game if he expects to play. Students must arrive to school on time the day following an athletic event unless otherwise approved by the administration.
2. Athletic participants will always ride with the team to away games and practices in a vehicle provided by the school.
3. For more information about our athletic program, please request an athletic handbook from our school office.

B. Conduct

All student athletes are required to treat visitors, employees, parents and opposing players with respect. By the same token, all parents and visitors who attend WCA athletic events are required to be courteous and respectful to all employees, coaches, opposing players, referees, etc. The administration, athletic director and coaches will maintain order at athletic events and have the authority to remove any spectator who acts inappropriately.

Students are asked not to sing or "chant" anything that is a "put-down" or in any way derogatory to the opposing school. Students are to remain in the bleachers or in the gym and not be out loitering in the parking lot, around the gym, lockers, or gym classrooms during games.

C. Eligibility

1. Academic eligibility for athletes will be determined by each nine-week report card.
2. Students are considered not eligible when more than one F is received on the report card or when the student does not maintain a "C" (76%) overall average. Students who become ineligible will be on academic probation and will not participate in school sports.
3. All ineligible students will be evaluated at two (2) week intervals following the nine-week report card to determine continued eligibility.
4. If an athlete does not meet the athletic eligibility requirements, he will not be allowed to play until the two (2) week grade check is completed.
5. If an athlete remains ineligible for two consecutive grade checks, he will be removed from the team.
6. Students losing or gaining eligibility will do so on the day following the issuing of the reports.
7. Probation or academic ineligibility affects both athletic practices and game participation until the probation is lifted or eligibility is granted.
8. Any athlete who has difficulty maintaining proper sportsmanship may be denied the privilege of participating in athletics.
9. Any student proving to be a constant discipline problem in the classroom or in athletics may be removed from the team by the administration.
10. Prior to beginning practices, all students who participate in the WCA sports program are required to have an annual medical examination and secure written permission from a doctor giving verification that the student is physically able to participate in that sport. Proof of medical insurance is also required of all athletes.
11. Students on conduct probation will not be eligible to participate in athletic events as stated in the school's disciplinary policy.

Attendance

Good attendance is necessary for the proper academic development. In addition, it is important that the student learn to be punctual and ready to accomplish each day's work. We expect all WCA parents to cooperate by having their child(ren) to school on time and hold absences to a minimum. In order to gain the most from school, each student must be regular in attendance.

A. Absences

Absences are excused for these reasons: 1) personal illness; 2) doctor - dental appointment; 3) other reasons considered appropriate by the administration. A doctor's appointment does not excuse a student from school all day. A student is expected to be at school before the appointment and to return after the appointment. Given the long summer vacation and school breaks throughout the year, students' travel for pleasure on scheduled school days is discouraged.

The first day a student returns to school after an absence, he must bring a dated, written note from the parent to the school office (elementary notes to the teacher) explaining the reason for the absence. The note should include the following:

1. The student's name
2. Date(s) of the absence
3. Specific reason for the absence
4. Signature of the parent or guardian

In grades 6 - 12, an absentee slip will be issued, designated excused or unexcused. The absentee slip is taken to each teacher whose class the student has missed and is initialed by the teacher.

Failure to submit a note from home within three days from the day the student returns to school will result in the absence being considered unexcused.

If the student is absent for more than twenty days during the school year, WCA reserves the right to retain the student at the same grade level. In high school, attendance will be taken on a period-by-period basis. No credit can be awarded in 9 - 12 classes when the student has missed 20 or more class periods of instruction during the school year.

In order to give sufficient warning, students who miss 10 or more days may be placed on attendance probation. Any additional absences will only be excused by a doctor's note. Additionally, a student may be dismissed from school for excessive unexcused absences. Any elementary student who leaves school before 12 Noon or arrives after 10:00 a.m. will be counted absent for one-half day.

If a student is absent from school, he is not to be on campus for practices, social events, ball games, or just to visit. The following are not excusable absences:

1. Skipping or cutting classes
2. Suspension
3. Missing a ride
4. Trips not approved in advance
5. Shopping
6. Hunting/fishing
7. Birthday or other celebrations
8. Alarm failure
9. Entertaining friends or relatives
10. Attendance at games

In some cases of unexcused absences with extenuating circumstances, special permission may be granted to make up a major test if both the teacher and administrator agree.

B. Pre-excused Absences

Parents are encouraged NOT to take their student out of school unless it is necessary. If it becomes necessary to be absent from school, a PRE-EXCUSED ABSENCE should be arranged through the school office providing the written request is received at least 1 day prior to the absence. Students with an "F" in any subject should not request a pre-excused absence. Students are required to make up all work missed while they are absent.

Students in grades 6 - 12 will be issued a pre-excused form. This form must be taken to each class to get assignments for the day(s) to be missed. The administration will grant final approval when all teachers sign the form acknowledging the absence and make-up work has been listed. Pre-excused absences cannot be given for exam, exam review, or achievement testing days.

Leaving School (Elementary)

1. All parents coming during class time to pick up students for dental appointments, doctor appointments, or other excused absences must report to the office. The office personnel will call the student, and the parent must sign the official checkout register before the student may be dismissed. For the safety of all students, this procedure must be honored. Our teachers are not permitted to release a student unless they have office notification.
2. The dismissal of a student does not guarantee the student will receive an excused absence. If a student must leave school early, a note stating the reason must be brought from the parent and approved in the school office before classes begin in the morning.
3. Due to the responsibilities of the office staff, parents are asked to limit calls between 2:00 - 2:45 requesting any changes in pick-up locations or in the dismissal of their student(s). All requests must be made prior to 2:00 or the message may not reach the student.
4. Parents should not call to request that students be allowed to leave school early unless the reason for leaving is an emergency or is for a doctor's appointment that cannot be scheduled at any other time.
5. Parent cooperation is requested to minimize early dismissals. Class loss of instructional time and interruptions affect student achievement. Early dismissals to avoid car line traffic and congestion are discouraged.

Leaving School (MS/HS)

1. Once having arrived on campus, students are not to leave the grounds without permission. Leaving the school grounds without the proper permission or checkout procedure will be considered skipping class
2. If a student must leave school early, a note stating the reason must be brought from the parent and approved in the school office before classes

begin in the morning. MS/HS students (grades 6 - 12) leaving for a doctor's appointment with written parental permission must sign out in the high school office prior to leaving school grounds.

3. Students will not be granted permission to leave the school grounds before, during, or after school hours without written permission from their parents, except when leaving by their normal transportation or with their parents.
4. Permission will not be granted for students to leave school for lunch with a friend or with a friend's parents.
5. Students who drive to school are not allowed to sign out or leave for lunch during the regular school day.
6. Parents should not call and request the dismissal of their student(s) when there is a scheduled quiz, test, project, speech, or assignment that is due in an upcoming class. Academic grades in such cases will reflect the extra time allowed to prepare for the missed work.

C. Tardiness

Students are expected to be on time for all classes. Teachers keep a record of all tardies. Any MS/HS student who comes to school late or delays getting to his homeroom must obtain a pass to class from the office. A student is considered tardy if he is not in his seat when the bell rings. Three tardy marks within one grading period will be counted as one day absent for K4 - 5 students. Three tardies in any one grading period for K4 - 5 students will result in a student not receiving Perfect Attendance Recognition. Students in grades 6 - 12 with more than 2 tardies to school in a grading period will receive procedural consequences. Parents must make every effort in ensuring students arrive at school on time.

D. School-related Absences

Students are limited to no more than twenty (20) school-related absences per year for any reason. Whenever a student is absent for a school activity, he is responsible to get all assignments prior to leaving school. Also, the student must turn in the current assignment for the day before departing from school. Upon returning to school for the next class meeting, the student is expected to be responsible for all assignments and be ready to participate on an up-to-date basis. The student is not allowed extra days to make up work for a school-related absence. A student must take tests (except for the day he is absent) and turn in assignments on time when he misses class for a school activity. Failure to meet these requirements will result in the same penalty as if the student is present in class and unprepared.

Book Policy

Textbooks and library books are to be handled with care. Students must keep a book cover on each rental hardback textbook at all times to protect it from undue wear and damage. Book covers should not be put on with tape of any kind. Pencils or turned corners are not to be used as bookmarks. Rented textbooks or library books are never to be marked with pencil or ink. Students will be expected to pay for excessive damage to rented textbooks or library books.

Church Attendance

Attending a Christian school is only part of a student's academic and spiritual training. All Christians are to allow the Word of God to be their guide in every part of

life. WCA complements the ministries of the local, Bible-preaching church and the Christian home. Therefore, we strongly recommend that both students and parents regularly attend a Bible-believing church.

Communication

Open and unhampered communication between parents and teachers is an integral ingredient for a successful school year. Parents may communicate with teachers by email through EdLine or the WCA website, by writing a note or by leaving a message for a return call. Conferences may be requested during planning periods or after school. Conferences may not be scheduled during classroom time. Be careful not to criticize a teacher or staff member in front of your child. Please remember that it is never appropriate to discuss any problem with other parents. Take the problem directly to those who are in charge of the situation.

Driver Education

WCA does not offer Driver Education. We post class dates and times for the course when it is available at the local public high schools. The state of North Carolina requires a Certificate of Eligibility before students can receive a permit. These certificates are obtained from the high school office. Since Driver’s Education is an extension of the education offered by WCA, students are expected to maintain the same standards of dress as they would for any class taught here. Therefore, when students are dismissed from school to attend these classes, they are expected to leave campus following the same dress code established by the school.

Emergency Closing

For initial closings due to inclement weather, WCA will follow the decision of the Wilson County Schools. However, WCA reserves the right to return to school earlier than the public schools during a prolonged closing if the conditions are deemed safe. Since the public schools maintain a fleet of buses, factors affecting their decision to return to school may not affect WCA. Furthermore, the final decision whether it is safe for students to attend school ultimately lies with the parent. Students travel to WCA from a radius of thirty miles representing nearly sixty miles where weather and road conditions can vary greatly. School officials can only decide when conditions are suitable at the school and in the immediate vicinity. Therefore, the administration will decide when the school is open, but parents must decide if there is traveling safety. WCA cannot accept responsibility for determining if travel conditions are safe. We will work with students and parents on a case-by-case basis in these conditions.

Please listen to the media outlets listed below for the Wilson County Schools’ decision on closing during inclement weather. Once the county schools have announced their decision, WCA will follow up with its own announcement. Parents may also visit the school website at www.wilsonchristian.com for updated early dismissal or closing information. There are times when the school Child Care may re-open, even while the school remains closed. Please check for separate listings on the television and website. No announcement means school will open on time. Announcements are only made for closure or delay.

Television and Internet Announcements:

<u>Television</u>	WRAL (5)	WNCT (9)	WTVD (11)
<u>Internet</u>	www.wilsonchristian.com		www.edline.net

Field Trips

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from the school as is required at school. If parents are asked to serve as chaperones, it is requested that parents follow the same standards of dress and conduct as required of the students. This includes such class activities as class picnics, parties in the classroom, school programs, fine art activities, and field trips. A nominal fee for transportation will be charged for field trips. Those participating in field trips, fine art activities, and athletic events are required to ride to the activity with the group in a vehicle provided by the school. If the field trip dress is different from school dress, the announcement will be placed in the permission letter.

Financial Information

Of necessity, fees and tuition must be paid when due. The Registration fee is due in February with the Re-enrollment Application. For new students, the fee is due with the application. This fee is non-refundable unless a student is not accepted. WCA partners with FACTS, a third part tuition collection service. FACTS services parents who choose one of these two payment plans:

1. A 10-month payment plan (payment will be due on the first of each month beginning August 1 and ending May 1)
 2. A 12-month payment plan (payment will be due on the first of each month beginning June 1 and ending May 1)
- Parents may make one annual tuition payment due August 1st and thus avoid the fees that FACTS charges for the monthly maintenance of tuition payments.

A. Book fees and Tuition Statements

Book Fees: For your convenience, book costs are included in the tuition rates.

Other Fees: Fees such as Science Lab, Computer Lab, Athletic, etc. will be billed separately from FACTS. Fees are due within 30 days of billing.

Returned Check Policy: Should a check be returned because of insufficient funds, a \$20 charge will be made; and parents will be notified to come in, make cash payment, and pick up the returned check. Post-dated checks will not be accepted. If there are multiple returned checks, future payments must be made in cash form.

Statement Policy: FACTS will notify parents from whom they cannot collect. Parents may have the automatic transfer on the 5th or 20th of each month. Should FACTS fail to receive the monthly tuition, the account will become delinquent. Accounts over 45 days will be reviewed at monthly Board meetings. The Board will make a decision if the account becomes 60 days past due. Student(s) will be barred from attending school until complete payment is made. Students cannot register for classes or return for a new school year if an account is delinquent. All accounts must be current for MS/HS students to participate in mid-terms and finals. Student records, report cards, and diplomas will not be released for students having delinquent accounts.

B. Withdrawal and Dismissal

Upon withdrawal or dismissal from school, report cards and academic records will be forwarded only after all tuition and fees are paid in full and rental textbooks are returned. Since book fees are included in tuition, students withdrawing after books

have been issued will be billed to cover the cost of books purchased at these rates: K5 - Grade 5, \$220 and Grades 6 - 12, \$250. Exceptions to these policies must be requested in writing to the School Board that explains and provides an alternate plan for bringing the account current. Only the School Board can grant approval for this request. Students enrolling during mid-semester will be charged on a per-diem rate. Any withdrawals are charged tuition for any month in which they attend.

Health & Safety

We feel it is important to safeguard the health and welfare of our students and faculty. Certain steps have been taken to ensure that a safe and healthy environment can be assured.

A. Asbestos Information

WCA has been inspected according to the law under the Asbestos Hazard Emergency Response Act (AHERA) that requires that all public and non-public schools be inspected by a certified inspector. A certified inspector has conducted the inspection and our facility has been found to be asbestos-free.

B. Communicable Diseases

While it is not the policy of WCA to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is protect from exposure to mortal illness.

We recognize also that WCA with its limited finances is not equipped to physically care for the needs of very ill students or any student with a serious continuing or chronic communicable disease. Therefore, because we are moved with deep sympathy for the sick student and the well student, it will be the policy of WCA to deny admission or to require dismissal from the school for a student with a serious and continuing communicable disease. The concern is twofold: 1) other students not be infected; 2) ill students not become infected with diseases transmitted by fellow students or others within the school family.

Students enrolled or seeking enrollment at WCA, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall not be permitted to attend classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as the following: Syphilis, Gonorrhea, AIDS (Acquired Immune Deficiency Syndrome), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) or who are infected with ARC (Aids Related Complex) are included in this policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon enrollment of a new student or at the time of diagnosis for a current student.

In adopting this policy, WCA recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will update the policy statement in light of significant new medical information.

C. Food safety

The kitchen of WCA meets all applicable health regulations. WCA renews its permit yearly to operate a food service establishment with the Wilson County Health Department. The kitchen facilities are subject to periodic unannounced visits by the local health department inspector.

Insurance

WCA does not provide student accident insurance and is not responsible for injuries. Medical expenses related to injuries are the responsibility of the parent. We suggest that all students be covered under a family health insurance plan. Students participating in any of the sports programs must show proof of medical insurance.

Library

While the school does not endorse all the contents of any book in the library, the position of WCA is well understood to be in strict adherence to the doctrines and principles taught in Scripture. It is understood that to meet certain academic standards and to provide books of various fields of research and content, the library must out of necessity, have many books of different types.

- | | |
|-----------------------|---|
| 1. Library Visits | Elementary students visit weekly with their class. |
| 2. Limits on Books | Students responsible for all books checked out; limited # |
| 3. Overdue Books | Fines are charged at \$.10 per day per book. We encourage students to pay the fines out of their own money. While a student owes money to the library, he will not be permitted to check out a book. No fines charged for the days absent; however, all books are due the day the student returns to school after being absent. |
| 4. Damaged Books | Damage fee charged based on the extent of the damage |
| 5. Lost Books | Lost books must be paid at current list price plus one dollar for processing. Books are considered lost after two weeks. |
| 6. Reference Material | Encyclopedias, reference works, and magazines for use in the library only; occasionally, reference works are checked out for use on campus but must be returned that same day. |

Lockers

At the beginning of each school year, all students in grades 7 - 12 will be assigned lockers for storage of books and other belongings. All lockers and locks are the property of WCA. The student is assigned a locker number and combination. This is the student's personal combination to help safeguard belongings and to prevent loss. *Under no circumstance is the student to give his combination to any other student. No student is to open another student's locker.* It will be the responsibility of the student to keep his locker clean, neat, and orderly at all times. *All lockers are to be kept locked at all times.* No writing, stickers, or pictures are permitted on lockers. No items are to be placed on the top of the lockers. Belongings that students are unable to keep in the locker must be carried with the student. The hallway is to be uncluttered at all times. Lockers are subject to unannounced inspections. No personal locks may be used at any time. Any malfunction in the combination lock or locker should be reported to the office immediately.

Lost and Found

It is recommended that student's lunch box, coat, book bag, etc., be labeled with your child's first and last name. Proper labeling will enable us to assist you in locating lost items. Lost and found articles will be in the school library. Items left on

the playground, in the hallways, classrooms or gymnasium will be taken to lost and found. Please check with the library if your child reports a lost article. Any articles remaining unclaimed at the end of each month will be given to charity. Lost articles can be reclaimed for \$.50 each. Students are cautioned not to bring large amounts of money, cameras, or other valuables to school. If students wear watches or glasses, they should keep track of them at all times. Students are responsible for their personal property.

Lunch & Lunch Tickets

Students may either bring their own lunch to school or purchase lunch at school. A menu with current prices is published annually. Students are not permitted to leave school grounds for lunch off campus unless it is due to a school sponsored activity or for the student's birthday. Please do not call or make request for students to leave for lunch off campus. Elementary students in grades K5 - 5 are permitted to purchase 100% fruit juice or milk from the school.

To eliminate the problem of handling lunch money from students each day, and to simplify purchasing procedures for parents, we strongly urge all parents to purchase a pre-paid lunch ticket for each student. Tickets may be purchased for \$25.00. Teachers track purchases through a computer ordering system. *Tickets will be held by the homeroom teachers and marked off each day as students order lunches.* It is strongly recommended to purchase a pre-paid lunch ticket even if one does not plan to purchase lunches regularly. When a lunch is forgotten, this provides a means of purchasing lunch. Any unused amounts will be returned at the end of the school year.

Students are not allowed to charge in excess of five dollars (\$5.00) on any given lunch ticket. New tickets may be purchased or the student must bring his lunch from home! Please be sure to give lunches to your students before they leave for school. Bringing lunch to school interrupts office, student, teacher and class routine. If a lunch is forgotten, a student must charge a lunch rather than calling home. These guidelines will help ensure smooth operation of our daily schedule.

Music Instruction

Music is a vital part of a well-rounded Christian life. Music gives an opportunity for the student to develop and express God-given talents. Private music instruction (piano, band) is available at the school on a fee basis. These lessons are given during school when possible. Instruction can be scheduled by contacting the fine arts director. General music is taught to elementary students as part of their curriculum. Band is offered in grades 4 - 12. Chorus is offered for junior high and high school students. All music groups perform in various programs during the year. All students involved in music groups are to be in attendance at all announced programs. If a student chooses not to attend a program, his music grade may be adversely affected.

News & Notes – EdLine Communication

News & Notes will be published on EdLine on a regular basis to inform parents of upcoming events and activities. School calendar changes, athletic schedules, special awards, and other pertinent information is at www.wilsonchristian.com. Grades and other parent information may be found through www.edline.net

Parent Information

A. Communication to School

Parents may address concerns, offer suggestions, etc. in written form to the administration. If needed, the administration will take the letter to the board of directors for consideration. Letters must be author-identified to be considered.

B. Parental Involvement

The faculty and administration encourage parents to remain actively involved in their child's education. Parents are encouraged to contact their child's teacher(s) to discuss progress. There are times throughout the year when parents may be asked to serve as a chaperone or helper in some activity. The school requests that parents follow the same standards of dress and conduct as is required of the students. ***Parents who come to school during normal school hours for any reason are asked to go directly to the school office and identify themselves. For your child's protection, we attempt to identify any one we do not personally know.***

C. Parent - Teacher Conferences

Parents are welcome to visit classrooms; however, when a visit is desired, the parent should make request two to three day's in advance for any classroom observation. This request should be made through the main office. No parent is to go directly to the classroom! If a parent wishes to talk with his student's teacher, he should arrange for a private conference with that teacher through the school office. Teachers are happy to arrange for such conferences at scheduled times; however, teachers should not be detained before or after school unless an appointment has been scheduled for that time.

D. Parent - Teacher Conference Day

Parent-Teacher Conference Day is held after the first quarter to enable parents to follow the progress and development of their child(ren). Important information is given to parents during this time. Parents should plan to schedule conferences on Parent - Teacher Conference Day. Please note date on the School Calendar.

E. Conflict Resolution

When problems and disagreements arise during the school year, it is extremely important that they be dealt with in a Christ-like manner. Usually problems can best be solved at the level in which they occurred. We believe in and practice the chain of command when dealing with problems. The following procedure serves this end:

1. When the problem arises within the classroom regarding your child, please contact the teacher to discuss the problem and its solution. You may call the office and leave a message for the teacher to call you and set up an appointment.
2. If you cannot solve the problem with the teacher, a conference with an administrator should be arranged. We believe this is a scriptural method of solving any difficulty. Of course, discussing any problem with another parent is never appropriate and usually compounds the problem.

Right to Search

Since the Academy functions as a custodian rather than an employer of students, WCA maintains the right to search any place on campus including automobiles, lockers, book bags, purses and clothing.

School Schedule

Office Hours 7:30 am - 4:00 pm

Child Care 6:30 am - 6:00 pm

Grades 1 – 4 7:55 am - 2:35 pm

Summer Hours 8 am - 2 pm (M – Th)

K4, K5 & 1st 7:55 am - 2:30 pm

Grades 5 - 7 7:55 am - 2:40 pm

Grades 8 – 12 7:55 am - 2:45 pm

The Middle-High School schedule follows a traditional seven period day. The bell schedule may be found at the WCA website.

Senior Activities

The Senior Class participates in several senior activities. Seniors are required to participate in the week-long retreat at the Wilds unless a documented medical condition hinders participation. Seniors not attending the Wilds will be given a project that includes listening to selected messages to be outlined and summarized plus an essay assignment. A second spring trip is determined by the administration and the class advisors. Students are expected to abide by all policies while participating in these activities.

Spiritual Emphasis

A vital element at WCA is its spiritual emphasis. Our spiritual program is a combination of many things. Benefits received are these: 1) Bible-centered curriculum; 2) Bible reading and prayer each day; 3) Christian atmosphere; 4) Weekly chapel services; 5) Counseling; and 6) Bible courses for credit.

The chapel services are held weekly with special speakers, faculty, and students participating in the programs. From time to time, there will be special musical and educational programs. Parents are encouraged to visit any chapel service.

Telephone Calls/Cell Phones

Students are permitted to use the school phone only in the case of an extreme emergency. Calling home about forgotten homework, lunches, physical education clothing, etc., is not considered an emergency. Messages for students will be handled by the secretary and forwarded to the student. Students are not to answer telephone calls during class time. Students are not to use classroom phones. Permission may be granted for use of the office phone during lunch periods.

Cell phones are to be used for emergency situations. They are to be turned off and not to be visible at any time during the school day. Cells may not be used from 7:55 until 2:45. Students needing to call home for illness or to be picked up early should make these calls from the school office. Classroom teachers will dictate where cell phones are kept during class. Phones collected during the school day will be kept in the office and parents will be asked to come by the school to pick up the phone. Procedural consequences will be issued for use of cell phones during school day.

Transcripts

Transcripts of student records will be sent to the college(s) of the student's choosing. No fee is charged for forwarding records when a student transfers to another school. Records cannot be forwarded if a student's account indicates indebtedness to the school.

Transportation

A. Student Vehicles

Students driving to and from school should observe the guidelines below. Failure to comply with any of these rules or improper driving conduct such as speeding, reckless driving, etc. on the way to or from school will be sufficient grounds forfeiting the privilege to drive on school property.

1. After registering the vehicle(s) in the office, students will be required to park in assigned parking areas. Driving from school grounds during school hours is not permitted. The speed limit is 10 m.p.h.
2. Students may not enter the parking lot during the school day unless permission is obtained from the office.
3. Students may not sit in parked cars before, during, or after school. Students should leave their cars immediately after arriving at school.
4. Student drivers should not allow other students to ride in or drive their cars without parental consent of both parties. Student drivers should never leave campus with other students in their vehicle without prior consent of those students' parents.
5. Students driving to/from school or on school property must have a valid driver's license.
6. Students are not to play music that can be heard outside the car.
7. Students should lock their cars. The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored activity.

B. Pick-up/Drop-off

Immediately before and after school, the WCA campus is very congested with automobiles. To provide the maximum safety for our students, we ask parents to follow these simple guidelines when picking up or dropping off students to ensure the well being of all:

1. Drive carefully while obeying all traffic signs and the 10-mph speed limit.
2. Dropping students off
 - a. Do not park when dropping off your child(ren). Simply pull to the drop off point, unload, and proceed out of the campus.
 - b. Be sure to drop off at the assigned point for your child's grade. Please do not drop students off at corners or areas where potential traffic jams may occur. Please help us ensure the safety of all our students by following the appropriate drop zone for your student(s).
3. Picking-up students
 - a. Parents with students in K4 - 1st grade must enter the lower parking lot. Parents need to remain in the car in the car line and teachers will place the student in the car as it passes the building. K4 & K5 students will be placed in cars beginning at 2:30 (see point A) and 1st at 2:35 p.m.
 - b. Students in grades 2 - 4 must be picked up at the end of the elementary building by proceeding past the building, around the circle and back under the canopy where teachers will place the student in the car beginning at 2:35 (see point B)
 - c. Students in grades 5 - 7 must be picked up directly in front of the school buildings. Parents should remain in the car in the right lane, allowing

room in the left lane for other cars to exit. Students in grades 5-7 will begin loading at 2:40 (see point C)

- d. Students in grades 8 - 12 should be picked up at the gym at 2:45 pm. (point D)
In the case where a 6 - 12 grader has a younger brother or sister, he should proceed to the younger sibling's pickup point. Parents of students in grades 6 - 12 should not park in the grades 5 - 7 car line before 2:45, thus holding up traffic and blocking the view of students trying to locate their ride.

4. Other Hints

- Do not park and attempt to back into the car lines.
- Do not use the time before/after school to come in the building.
- Do not detain our teachers from focusing on their duties immediately before or after school. If you must meet with your student's teacher, please plan ahead and make an appointment through the school office.

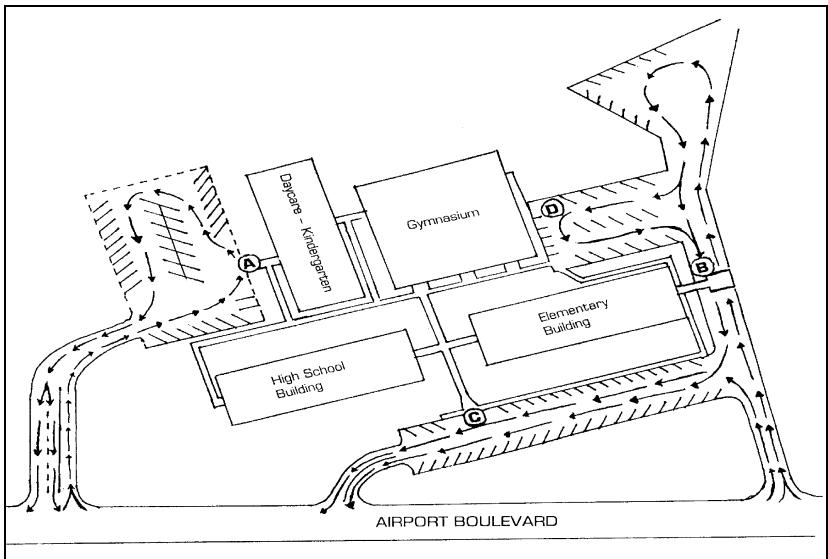
C. Pick-up Points

A K4, K5 & 1st

C Grades 5 - 7

B Grades 2 - 4

D Grades 8 - 12



D. Car Pools

Parents are encouraged to coordinate transportation with other parents living in the same area. Should additional assistance be needed, the office will compile a list of other parents living in your area for you to contact.

Visitors

To gain permission to visit the school, one must contact the school office at least three days in advance. We ask all visitors to check in at the office for a pass. All visitors (including parents and former/prospective students) are to secure the proper permission from the office before entering a classroom. Parents wishing to leave items for their child(ren) may leave them in the school office to be delivered. Visitors are welcome to attend our chapel services or special programs during the school day. Guests are asked to follow the same expectations as WCA students.

Unapproved Social Functions

WCA is not responsible for any party or social function that is not officially approved or sponsored by the Academy. Since the school provides written information regarding approved events, parents should question any event not announced through our regular communication channels (EdLine, WCA website, written permission slips, etc).

Use of School Name

No student or parent may use the name of the school on any radio or television program or any website or in any publications without prior authorization from the school administration.

Academic Departments

Kindergarten

Kindergarten classes at WCA offer a delightful learning experience for the 4 or 5 year old student. We offer an enjoyable educational program designed to give your student a firm foundation for a lifetime of learning. All kindergarten students must meet the October 16th birthday requirement for enrollment. Required kindergarten forms include birth certificate and medical report. Students enrolled in K4 in the Day Care building follow dress code guidelines of the Day Care building.

We use a Christian curriculum that includes Bible, phonics, reading, writing, numbers, and math. With these concepts in hand, the student can confidently enter first grade and parents can be assured the child is adequately prepared.

Each year the five-year-old kindergarten students are honored with a special graduation. They receive a unique diploma in recognition of their achievement. The graduation time is something that is cherished for years to come.

Elementary

A student forms most of his basic beliefs, concepts, and life-long principles before he reaches the secondary level of education. At the elementary school level, great emphasis is placed on the basic fundamentals of education. Beginning each day with Bible study, the day proceeds with a strong phonics program where everyone develops into readers. The mathematics program using traditional methods provides an excellent foundation. At WCA, penmanship is still considered important and receives attention through each subject. Homework, report cards, concerned teachers, and informed parents are the rule and not the exception.

High standards and effective discipline are hallmarks. It is our desire to train students to be diligent, to use their abilities to the fullest extent, and to understand that just getting by is not acceptable. We offer a proven educational program designed for the average student while producing above average results. All this is accomplished in a warm, caring, Christian atmosphere.

Middle/High School

The teenage years need to be times of spiritual and academic growth. Social habits, friendships, values, and Christian character are established for life during these important, formative years. Because a student's future is dependent upon the training and guidance given during these years, we believe a Bible-based education is imperative. Love for God, country, and for fellowman plus respect for

authority, honesty, faithfulness, self-discipline, and obedience are emphasized and taught from a Christian perspective.

Our program meets and exceeds the requirements established by the North Carolina Department of Public Instruction. All students must follow the course of study recommended to them. This is to ensure that each student attains as much as possible academically while at WCA. A student must earn a minimum of 25 credits during the 9-12 grades to graduate from WCA.

Academic Information

Awards

Awards create an incentive for a student to work diligently. WCA gives special awards at the end of each school year with the purpose of honoring students who have excelled in the areas of Godly character and high academics.

Our Awards Day program is for the purpose of recognizing students who excel in a given areas. Awards Day is not for the purpose of recognizing every student in a particular class or for the purpose of embarrassing those students who do not get awards. This is a time when we can teach our young people to be happy in the success of others and help them realize God is pleased when we give Him our best. He gives different talents, abilities, and personalities to each individual according to His will.

The following chart provides a list and description of some of the awards given during the Awards Day program on the last day of school.

Please note: The Principal's List and A-B Honor Roll requirements have been modified for the purpose of giving the awards more significance.

<u>Award</u>	<u>Qualifications</u>
Highest/Second Highest Scholarship Awards	Given to the students with the over-all highest and second highest academic average in each grade. Also, in grades 9-12, an over-all subject award given to the student with the highest average
Subject Awards	Given to the students in each class earning highest and second highest average in a given subject
Principal's List	Given to those students who have an overall A average on each 9 week marking period
A-B Honor Roll	Given to those students who have overall B average on the 9-week marking periods.
Citizenship Award	Given to one student in each class/grade who best demonstrates the following characteristics: proper respect, honesty in all things, a good attitude, school spirit, loyalty, and participation in fine arts.
Christian Character Award	Given to one student in each class / grade who best demonstrates the following Christ-like attributes: obedience, courtesy, respectfulness, compassion, kindness, honesty, joyfulness, dependability, purity,

	self-control, and tenderheartedness.
Perfect Attendance Award	Given to those students who attended school every day - must be in attendance on Awards Day in order to receive this award.

Bible Curriculum

Bible study and memory work are fundamental requirements for all students at WCA. Without Bible study, a student is not educated in the true sense of the word. *The fear of the Lord is the beginning of knowledge (Proverbs 1:7a)*. Bible is the major course at WCA and must be passed every year a student attends WCA. Those who do not pass Bible may not be accepted to return the following school year if the reason for failure is determined to be lack of effort due to an apathetic attitude.

We believe that basic to all knowledge is the knowledge of God - the God of the Bible. We hold the Bible as our principle textbook, and we interpret other subjects in the light of the Scripture. *Blessed is every one that feareth the Lord; that walketh in His ways. (Psalms 128:1) Wherewithal shall a young man cleanse his way? By taking heed thereto according to Thy Word. (Psalms 119:9)*

All students are taught Bible at least four times per week and attend chapel programs each week. Bible enhances the study of other subjects such as English, science, and especially social studies. A Christian school is privileged to use this most important tool in the work of character building, which is perhaps the most necessary task of a school. It far excels all other courses offered in laying a sure foundation of moral and spiritual values. Every effort will be made to intertwine the Scriptures with every subject to make God's Word practical to daily living and learning. To have uniformity for memorization and classroom text, the King James Version will be used.

Education, as we know it in America, has a Christian heritage. When our forefathers came to this country, the first building to be erected after providing for their shelter was a church. It was this church building that often served as the community school. Pastors and preachers were usually the principals and professors. We sing patriotic songs, say the pledge of allegiance, and salute the flag regularly. A program of Americanism develops a love for our country based of our American heritage and the Christian principles upon which America was founded.

Classification of Students & Course Offerings

Completed Credits	Grade Classification
Grade 8	Freshman (Grade 9)
6	Sophomore (Grade 10)
12	Junior (Grade 11)
18	Senior (Grade 12)

Bible	Bible 9, 10, 11, 12 (one for each year at WCA)
English	English 9, 10, 11, 12, Advanced Composition-H
Mathematics	Algebra I, Geometry, Algebra II, Advanced Math-H*, Calculus-AP/H*, Consumer Math, Business Math
Science	Physical Science, Biology, Biology –H*, Chemistry, AP Chemistry, Physics-H, Health Occupations
Social Studies	Government/Economics, World History, US History & AP US History, Geography, AP American Government
Health & Physical Education	Health, Physical Education
Foreign Language	Spanish I, Spanish II, Spanish III – H*
Business Education	Keyboarding/Word Processing, Computer Applications/Desktop Publishing, Accounting, Principles of Business
Fine Arts	Art I or II, Band, Choir, Dramatic Production, Speech
Other	Psychology, Yearbook

*Advanced Placement (AP) college credit may be received if AP exam is taken and passed with a score 3, 4, or 5 on the exam. AP courses require work and time commitments.

A. Courses recommended for students:

Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Bible	Bible	Bible	Bible	Bible	Bible
English 7	English 8	English 9	English 10	English 11	English 12
Pre-Algebra	Algebra I	Geometry	Algebra II	Advanced Math	Calculus or Consumer Math
Life Science	Earth Science	Physical Science	Biology	Chemistry or Health Occup	Physics or Health Occup
US History	N C History	Gov - Econ	World History	U. S. History	Speech
Directed Study, Culture, Drama	Keyboarding	Spanish 1	Spanish 1	Spanish 2	Honors Spanish
Health & PE	Art & Choir	Health & PE	Elective	Elective	Elective

B. Grading Scale

Letter	Point Value	Quality Points	Honors Quality Points
A+	100	4.33	5.33
A	96-99	4.00	5.00
A-	93-95	3.75	4.75
B+	91-92	3.33	4.33
B	88-90	3.00	4.00
B-	85-87	2.75	3.75
C+	83-84	2.33	3.33
C	80-82	2.00	3.00
C-	76-79	1.75	2.75
D+	74-75	1.33	2.33
D	70-73	1.00	2.00
D-	69.5-69.9	0.75	1.75
F	0-69.4	0	0

C. Exams

Students in grades 6 - 12 are required to take exams. Exams for students in grades 6 - 8 will be averaged as two test grades in the nine-week marking period. Exams for students in grades 9 - 12 count 20% of the semester average. Seniors who have maintained 96+ average per each class and per each semester and fulfilled all school requirements including the Wilds trip will be exempt from final exams. Computation of Semester Grades

Grades 6 - 8		Grades 9 - 12	
Quarter	50%	Quarter	40%
Quarter	50%	Quarter	40%
Semester Grade	<u>100%</u>	Semester Exam	20%
		Semester Grade	<u>100%</u>

Faculty

All teachers are born-again Christians who are dedicated to teaching. We seek to have teachers of the highest spiritual and academic quality. All elementary and secondary teachers are required to have a college degree and are encouraged to be working on advanced degrees.

Fine Arts Competition

Each year the North Carolina Christian Schools Association (NCCSA) sponsors a Fine Arts Competition for its member schools. All students in grades 3 - 12 will be encouraged to participate, and parents will be notified of the participation fee. This is an excellent opportunity for our students to sharpen their skills and enjoy competition in a variety of categories of academic, art, Bible, music, speech, and science fair. They compete with their fellow students and students from other NC Christian schools. On the high school level, the possibility exists for advancement to national competition in April. Students participating in Fine Arts are required to ride with the group to all performances and competitions in a WCA vehicle.

Graduation Honors

Seniors graduate with honors who have a final grade point average (GPA) of 3.33 or above on a 4.33 scale. The valedictorian and salutatorian from the graduating class will also be chosen.

Valedictorian and Salutatorian

Students with the highest and second highest cumulative averages for four years of high school in the college preparatory course of study are named Valedictorian and Salutatorian respectively. The Valedictorian and Salutatorian must be members of the National Honor Society and meet all of its qualifications. The Valedictorian and Salutatorian must have attended WCA for all semesters of 11th & 12th grade.

Upon accepting the recognition of Valedictorian or Salutatorian, an address must be written for Commencement ceremony presentation. A faculty member will assist in the organization and preparation of the speech. If a student forfeits the opportunity, the honor may be transferred to the next highest student who is academically qualified for the award.

Graduation Requirements for High School

Upon the completion of the minimum prescribed course of study, the student is awarded a high school diploma at the annual graduation service. Students are to dress in the appropriate regalia prescribed by the school. Graduating seniors are required to attend both the Baccalaureate and Commencement Services.

WCA requires the successful completion of an academic program to receive a diploma. The two courses of study offered at WCA are college preparatory and general. Course units begin to count towards cumulative graduation credits in grade nine. To graduate from WCA, a student must accumulate at least twenty-five credits during the ninth through twelfth grades. Because this is a Christian school, each student must be enrolled in and pass a Bible class each year while at WCA.

Students who plan to attend college should contact the college of their choice to determine any special requirements for admission. Since each college has its own individual requirements, students will need to plan a school program with the help of the administration to ensure fulfillment of particular college entrance requirements. The administration will assist the student in any way possible.

All credits necessary for graduation must be completed before a student will be permitted to march in the graduation exercises. WCA cannot be responsible for the inconvenience caused by a senior who fails courses during the last days of school.

All students must follow the course of study recommended to them by the administration. This ensures that each student attains as much as possible academically while at WCA and eliminate problems of graduation requirements.

Requirements	General Course of Study	College Preparatory * *
Bible	4 credits Bible 9, 10, 11, 12	4 credits Bible 9, 10, 11, 12
English	4 credits English 9, 10, 11, 12	4 credits English 9, 10, 11, 12
Mathematics	3 credits Algebra I + 2 additional math courses	4 credits Algebra I + Geometry Algebra II one higher level math *
Science	3 credits Physical Science Biology 1 additional science course	3 credits Physical Science Biology Chemistry or Physics *
Social Studies	3 credits Government/Economics World History US History	3 credits Government/Economics World History US History
Fine Arts	2 credits Speech 1 other fine arts course	2 credits Speech 1 other fine arts course
Health & PE	1 credit	1 credit
Foreign Language		2 credits
Electives	5 credits	2 credits
TOTAL	25 credits	25 credits

+ Algebra I in Grade 8 meets the course requirement for graduation and counts as high school credit (2007-08+)

* course with Algebra II as a prerequisite.

* * The College Preparatory Course of Study meets the UNC System minimum system requirements.

Homecoming

WCA promotes school spirit through various programs. Each year a full week of spirit activities are held to boost support for the upcoming athletic competitions. Activities of various types are permitted in order to help prepare for the crowning of our Homecoming King and Queen. Student representatives are selected from 9th – 12th to participate in the Homecoming court. Homecoming winners must be WCA students who have been in attendance for all semesters of their Junior and Senior years and must represent well the philosophies of WCA in both attitude and lifestyle. Attire for the Homecoming Court is approved through an administratively approved committee. Guidelines are available through the WCA office.

Homework

Homework is a part of the academic emphasis at WCA. It should always be done neatly, accurately, and on time. Homework should never be considered as "busy work". It is given by classroom teachers for specific purposes. Each student is expected to complete the assigned homework. Homework not done or incomplete may result in a zero given for a daily grade.

Homework must be a priority for students. They must learn to manage their time, plan the completion of assignments, and continue to completion. Some time should be regularly spent planning and working on the completion of major assignments to avoid the last minute rush. We do request parents' full cooperation in seeing that homework assignments are completed. Failure to complete homework will affect the student's daily grade. To encourage church attendance, little or no homework is assigned on Wednesdays or PTF nights. However, quizzes or tests may be given on Thursday in rare circumstances (Friday holiday, etc).

Requests for homework assignments may be made by calling the school office or by contacting another student in the class. Homework requests through the office must be made by 9:00 so that teachers can be notified and given ample time to pull together the information for the office for pick up at the end of the day. Teachers are not able to handle homework requests during the instructional day since they are teaching classes all day.

A. Homework Assignment::

1. Practice: following classroom explanations, illustrations, and study; good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught including review of materials already covered
2. Drill: when necessary to engage in drill for mastery of facts and certain skills and concepts
3. Remedial activity: when a student has a weak level of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.

4. Enrichment activity: for challenging the student to move on to higher levels of attainment; using their own creativity will help to "spark" them on independently to reach a broader scope of understanding
5. Special projects: extension of classroom activities resulting in book reports, compositions, special research, searching for various materials to share in class or the construction of various types of projects

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Each student in grades two through eight is required to have a homework assignment pad in which he must write his assignments. In grades two through six, it must be signed each night by the parent to indicate completion of the assignment. This pad can also serve as a means of communication since the teacher sees it each morning. Used pages should not be removed from assignment pads, as it serves as a yearly record of homework assigned and completed.

B. Homework Chart

The following chart is intended to be a guide for our teachers as they seek to strengthen each student's academic progress based on his current grade level. In no way will this chart be applicable for every student since each individual student works at a different rate of speed. Some students may be able to complete in fifteen minutes the same work that others may spend more than an hour completing. This is only an estimate and should be based on the average student.

Kindergarten - Grade 3	10 - 45 minutes per evening
Grades 4 - 5	30 - 90 minutes per evening
Grades 6 - 12	1 - 2 hours per evening

Honor Roll

An honor roll is compiled after each nine-week grading period and is determined by the following qualifications:

PRINCIPAL'S LIST	Given to students with an overall A average
A-B HONOR ROLL	Given to students with an overall B average

Activity grades such as art, computer, music, PE, and penmanship will not be used in determining honor roll (grades 1 - 5). Incompletes on a report card not made up by the time the honor roll list is determined will automatically disqualify that student from the honor roll for the grading period. Recognition is given at the end of the year to students who meet the above criteria for all of the nine-week periods.

Honor Courses

The following are Honors courses: Advanced Biology, Chemistry, English, Math, Physics, and Spanish. Approval from the subject teacher and the administration must be gained for admission. Written standards for admission may be viewed in the office. In addition, students may take Advanced Placement credit in Calculus, Chemistry and American Government. There is a fee for the AP exam. AP/Honors classes are designed for students with motivation and willingness to do substantial amount of work on their own.

Make-Up Work

All work missed as the result of an excused absence must be made up within 3 days of returning to school. Additional days may be granted by the teacher for an extended illness or absence. Work not completed within that length of time will be recorded as a zero. Assignments, tests, quizzes, etc. due on the day of the absence will be due upon returning to class. It is the student's responsibility to go to each teacher upon returning to school after an absence to get any missed assignments.

Marshals

Each year seven students are chosen from the junior class to serve as marshals during our high school Baccalaureate and Graduation ceremonies. These students must have a cumulative GPA of 3.33 or higher in order to be selected. They should exhibit the qualities of high academics, leadership, Christian character, and service. Discipline problems during the junior year will disqualify students from the selection of marshals. Once selected, marshals are expected to attend both the Baccalaureate and Graduation ceremonies.

National Honor Society

In the junior year after completing a minimum of two semesters at WCA, a student may be invited to join the Wilson Christian Academy chapter of the National Honor Society. Membership is by invitation only based upon the following criteria:

1. Attain a cumulative high school GPA of 3.33 on a 4.33 scale
2. Demonstrate evidence of good Christian character and behavior
3. Possess leadership abilities
4. Evidence service to church, community, other
5. Receive the recommendation of the high school faculty.
6. Any suspension in previous or current high school years will cause forfeiture.

The requirements are summed up in the words scholarship, character, leadership, and service. Following induction into the NHS, students must participate in leadership and service opportunities as an individual society member and as a chapter member. Specific induction requirements are available in the school office.

Physical Education

Physical education is required of all students in seventh and eighth grades. In high school, one credit of physical education/health must be earned as a graduation requirement. Students will only be allowed to miss physical education with a note of explanation from home. To be excused more than three consecutive days, a signed doctor's excuse is required. Students in high school will receive grade reductions as a result of missing more than three (3) days in a single grading period. Doctor's notes will allow the student to be excused, and the student will not be penalized academically such as missing Honor Roll designation.

Plagiarism

With the advent of Google and other powerful search engines, students have access to virtually limitless avenues of research. Students are not to copy and paste the thoughts and work of others into papers presented for evaluation at WCA. Students are to produce original work and carefully give proper credit for sources of information, even if not directly quoted. Plagiarism is penalized as cheating.

Progress Reports

Progress reports for students in grades 6 - 12 will be sent home at the mid-quarter (4 ½ weeks) point of the nine week marking period. Please check the school calendar for the mid-quarter dates. Elementary students who have academic difficulties will receive “caution slips” from their individual classroom teachers. The purpose of these reports will be for parents to evaluate their child’s grades and to take whatever action necessary to make improvements. After reviewing these reports, they must be signed by the parent and returned to the teacher the next day. Teachers will check to see that every report is returned.

Promotion/Retention

The following criteria will be used in determining whether or not a student will need summer tutoring or will need to be retained for the year:

- A. Summer tutoring is recommended to students with a year average of 75 or below in the following subject areas:
 - K5 - 2 Phonics or grades 3 - 5 reading
 - K5 - 8 Math
 - 3 - 8 Language or English
- B. Retention is required for students failing any two of the following:
 - K5 - 2 Phonics or grades 3-6 reading
 - K5 - 8 Math
 - 3 - 8 Language or English
- C. Retention is required for failing any three subjects for the year (1st – 8th).
- D. Middle/High school students (grades 6 - 12) who fail math or English with a 60 - 69 will be permitted to attend summer school and can make up credit for the course. The year grade will be averaged with the summer grade to determine credit.
- E. High school students (grades 9 - 12) who fail math or English with a 59 or below or who fail any other academic subject will need to repeat the course in order to earn credit.
- F. High school promotion to the next grade is primarily dependent on the number of high school credits students have earned. Student will be promoted to the next grade if they have (1) earned the required number of high school credits and (2) no more than twenty absences. (see Classification of Students)

Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress, or lack of progress that is being made. Each student is evaluated in two areas: academic and conduct. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, etc. The conduct grade reflects attitude and/or conduct and is, in the Christian school, an important part of the student's report card.

Report cards will be issued every nine weeks. Report cards are to be signed by a parent and returned the next school day to the homeroom teacher. This does not mean that the parent approves or disapproves of the report, only that it has been reviewed. If your child does not bring a report card home, or if the report is lacking some grades, please contact the school office immediately. If a report card is lost, a

note from the parent should be sent to the office. A duplicate card will be sent home for signing. A charge of \$5.00 is made for each lost card. The final report card will be held if the student's financial account indicates a balance due. Final report cards may be picked up from the homeroom teacher following the awards ceremony on the last day of school. Report cards not picked up at this time will be held in the high school office for later pick-up.

Summer School (See Promotion/Retention)

Summer school has been organized to enable students to make up courses failed during the regular school year - for credit. Subjects will be offered according to the number enrolling in a particular class. In order to be cost effective, a minimum of 3 students are necessary to open a summer school class. The cost of summer school is \$300 per class. Book fees may also apply for some classes. Our goal in our summer school program is to reinforce what has been taught during the school year. A minimum of 30 hours of classroom time is required to receive credit for summer school classes. The summer school grade and the final year grade will be averaged to determine course credit. If a student misses any day, regardless of cause, he will be dropped from the class.

Technology/Internet Access and Use

The Internet is a vast collection of interconnected computer networks involving millions of computers and users around the world. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the school setting. WCA is taking precautions to restrict access to questionable materials. Student access to the Internet will be permitted and monitored during class time as determined by the teacher. Prior to Internet use, parents must grant permission for their students to access the Internet. In addition, students will sign forms acknowledging that they have read and understand Internet use guidelines established by the school.

Technology Guidelines:

It is expected that each user will follow the guidelines of the school system as to rights, responsibilities and consequences of inappropriate use of computers and the Internet.

1. The computer system is made available to students to further their education. Internet access is filtered and strictly monitored.
 - a. Information acquired over the Internet is at the user's risk and must be verified for accuracy. WCA does not control, and thereby cannot guarantee, the quality of the information provided.
 - b. WCA reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited. Failure to adhere to WCA policies on computer use will result in disciplinary action and /or loss of privileges.
 - c. The Internet will be used ONLY with permission from the staff/teacher in charge.
 - d. Students will avoid tampering with hardware or software and introducing or using computer viruses.
 - e. Downloading of any data or programs from the Internet is not permitted without teacher approval.
 - f. Although WCA Internet access is filtered, potentially offensive material could pass through. Students must report these to a teacher. This includes, but is not limited to, sites with any sexually explicit implications,

material and/or photographs, racial slurs or questionable material contrary to Christian standards.

- g. Personal use of computers including, but not limited to, the following is not allowed: commercial activity (defined as buying, selling, bartering or advertising), political purposes, trading, or betting.
 - h. Posting anonymous messages and visiting chat rooms is prohibited.
 2. Students may not do any of the following when using WCA computers:
 - a. Delete, alter, or move any files on the computer other than directed by the instructor.
 - b. Alter any system settings, icons or configuration.
 - c. Attempt to alter and/or bypass any and all security.
 - d. Any activity that threatens the integrity of the school's internal systems or attacks or corrupts other systems.
 - e. Re-boot any system without specific instruction from the teacher.
 - f. Attempt to run any unapproved software.
 - g. Cause any physical damage to any equipment.
 - h. Use any system without supervision and specific authorization.
 - i. Type any inappropriate messages, notes, etc.
 - j. Share their password or attempt to logon with any ID other than their own.
 3. Students may face disciplinary action by participating in any of the following Internet activities ON OR OFF CAMPUS:
 - a. Posting messages containing blasphemy: messages that show irreverence for God, Jesus Christ, and those things held to be holy by the Word of God; messages that directly contradict the WCA Statement of Faith
 - b. Posting pornographic material: sexually explicit pictures, writing, or other material whose primary purpose is sexual in nature
 - c. Using inappropriate language: restrictions against inappropriate language and/or messages apply to public messages, private messages, and material posted on web pages. Inappropriate language includes obscenities, profanity, vulgarity, or derogatory statements.
 - d. Making harassing or defamatory statements: messages that contain personal attacks, misrepresentation, or discriminatory language about students, staff, or the school; messages that are knowingly false or defamatory; messages containing inflammatory, threatening, or disrespectful language.

Addition for 2008-09 : Students are responsible for the content on their personal websites. Although the administration does not routinely search student sites, by various means they may become aware of a site with unacceptable content of text, audio, images, video, etc. Since the content is available to the public, the student will be held responsible.

Testing Program

Each spring WCA administers tests for all students to measure their achievement in areas of English, math, science, and social studies. By using the nationally recognized Stanford Achievement Test series, student achievement is measured to reveal strengths and expose weaknesses in the classroom or the curriculum. These tests provide administration, teachers, and parents insight into students' achievement compared to the national average. Please make sure your child is present for each testing session as they become a part of the cumulative record.

In addition, sophomores test using the PLAN Plus (ACT prep) and juniors take the PSAT-NMSQT (Preliminary Scholastic Aptitude Test-National Merit Scholarship

Qualifying Test) that are offered during the fall semester at WCA for a small fee.

Students are encouraged to take these tests since it will show areas of academic weakness as well as prepare the student for the SAT and the ACT. All WCA students are required to take the ACT as a graduation requirement. WCA recommends seniors register for both the SAT (Scholastic Aptitude Test) and the ACT (American College Test). Registration may be completed by application or online. Applications may be picked up in the office. The fees for these tests are paid by the student to the testing service. Some colleges prefer the ACT while others the SAT, so the student should consult the college of his choice. WCA recommends students take both, so if a student scores poorly on one, analyses of both tests will give the college a clearer picture of the student's scholastic achievement and aptitude. Information is posted as to the times and places of these examinations.

Tutoring Sessions

Elementary and high school teachers will sometimes request that a student stay before or after school if it is apparent that the student is having difficulty with his work. This is recommended by the teacher to help the student make the progress of which he is capable.

A. Elementary

Teachers will offer tutoring sessions on prescribed days (Monday, Tuesday, Thursday) before school (7:30 - 7:55) or after school (3:00 - 3:30). These classes are offered as a form of review, and it is the student's responsibility to attend these if there is a need. When a student needs to attend these tutoring sessions, parents will be notified of the date and time of the sessions.

B. Middle/High School

The high school student can always seek extra help from his teachers if he does not understand an assignment, if work is difficult, or if he has been absent and has missed assignments and class discussions. The student should arrange a time convenient to both himself and the teacher during the day or after class.

Conduct and Discipline Information

Care of Property

All buildings, facilities, grounds and equipment of WCA are considered to be God's property. Respect for the appearance and care of the property is expected of students in helping keep it clean and in good repair. Making a habit of picking up any trash on the ground or in the buildings will help keep our campus free of litter.

Practical jokes involving school property are in poor taste and offenders will be dealt with accordingly. Rocking or leaning forward while sitting in student desk, sitting on desks, carving or writing on desks, chewing gum, eating in restricted areas, throwing things, and littering are never permitted.

Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined.

Students are not permitted in the gym unless a supervising teacher, PE instructor, coach or administrator is present. Students may take a short-cut through the gym between classes but they must stay off the basketball court and walk only on the

walkway areas. When using the hardwood gym floor, only clean gym shoes are to be worn. Tennis shoes or gym shoes worn to school are not allowed on the hardwood floor (basketball court).

Conduct

WCA is distinctly a *Christian school*. Our philosophy of discipline is not aimed merely for correction but guidance. It is our desire to change the direction of the heart instead of only correcting inappropriate behavior. Our purpose is to assist the home in training up a student to be more like Christ. *Train up a child in the way he should go: and when he is old, he will not depart from it. (Proverbs 22:6)* Toward that end, certain expectations have been established regarding student behavior.

WCA believes that the Bible is the infallible, inerrant Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ, which is the work of the Holy Spirit. *For as many as are led by the Spirit God, they are the sons of God. (Romans 8:14) But we all, with open face beholding, as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord. (II Corinthians 3:18)*

This growth begins with the initial act of saving faith and continues throughout life. The result is a life consecrated unto God and separated from the world unto holiness. *I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God. (Romans 12:1-2)*

WCA must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment.

1. All of the activities of a Christian must be to the praise of His glory. *That we should be to the praise of His glory, who first trusted in Christ. (Ephesians 1:12) But take heed lest by any means this liberty of yours become a stumbling block to them that are weak. (I Corinthians 8:9) Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. (I Corinthians 10:31)*
2. The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being. *But I keep under my body, and bring it into subjection: lest that by any means, when I have preached to others, I myself should be a castaway. (I Corinthians 9:27)*

The selection of the restrictions mentioned may appear arbitrary to some; but while not condemning others who see differently, we believe that the restrictions named are outstanding types of conduct which are detrimental to the standards established as our objective.

Students are expected to abide by these standards throughout their enrollment at WCA. Students found to be out of harmony with these ideals may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

Students should always strive to maintain a proper Christian attitude. While constructive suggestions are welcome, petty griping and complaining will not be allowed. Since both parents and students are well informed prior to one's

enrollment, students are not to gripe or complain about the standards and expectations of WCA. Furthermore, students must be respectful and reverential toward God's Word and Christian belief. Ridicule of Christian teachings and ideals will not be tolerated.

We know that righteousness and obedience cannot be achieved through a slavish adherence to a set of rules. Our rules are simply a set of guidelines for helping our students to know what is expected of them. True righteousness must come from the heart and the desire to do what is right.

While no set of standards (rules) can possibly cover every conceivable situation, our students can judge what is acceptable and what is unacceptable from the general direction and principles embodied in our standards of conduct and dress. If the behavior is doubtful, it is best not to do it. We expect our students to judge each situation from a Biblical, Christian perspective and to do what is right even though the specific case may not be covered in this handbook or the school's policies.

WCA expects that its students live above reproach showing respect to God, country, family, faculty, and fellow-students. Lying, cheating, stealing, and profanity will not be tolerated.

Four fundamental rules must be followed at Wilson Christian:

- 1. No student should be out of his seat without permission.**
- 2. No student should speak out in class without permission.**
- 3. Students should always address and reply to teachers with the utmost respect. All adults should be addressed using proper titles like Mr., Mrs., Miss, etc.**
- 4. Students must give attention to learning.**

It would be most helpful for us to remember that WCA is a private institution and as such, has the right to set and maintain its own standards of acceptable conduct, dress, cleanliness and scholarship for our student body and faculty.

Discipline and Consequences

Statement of Philosophy

Children who have responded to discipline in their earlier years rarely have difficulty cooperating with the classroom environment at WCA. Our goal is to provide education with the least amount of restraint and control. Students who follow a pattern of acceptable behavior enable us to accomplish academic excellence in a more effective manner. Our discipline system is designed for students who have habitual misbehavior. For us to maximize our purposes, external discipline is necessary. A controlled environment is essential for quality education.

Our motivation for discipline is love. *For whom the Lord loveth He correcteth; even as a father the son in whom he delighteth. (Proverbs 3:12) For whom the Lord loveth He chasteneth, and scourgeth every son whom He receiveth. (Hebrews 12:6)* Love's essence has both correction and encouragement. It is our goal to encourage students who are "in the flow" of our daily routines and to correct students who are distracting from the same.

The philosophy of WCA states that parents are responsible for their children's education. We cooperate with families in the process. When parents and teachers do not work together with mutual respect and confidence, there is harm to the child. If there is a misunderstanding, the parent should take it quickly to the teacher. Often an email, a telephone call or even a conference will clear up the

difficulty. Should the problem remain after this has been done, please feel free to consult the administrator. Any parent or student suggestion or complaint is expected to be taken through the proper chain of authority in a respectful manner. Because we feel so strongly about this, we ask parents and students (grades 6-12) to sign cooperation forms.

The need to create an atmosphere for spiritual growth has led WCA to adopt the following standards which will help the student better promote Christian values and principles that are taught in God's Word.

1. Refrain from swearing (using slang words for God or Deity)
2. Avoid using indecent or inappropriate language
3. Abstain from the use of tobacco products including smokeless products
4. Abstain from the consumption or use of alcohol or illegal drug
5. Refrain from wearing immodest clothing
6. Avoid any form of gambling
7. Refrain from dance parties and activities which compromise Scripture
8. Refrain from renting/viewing violent or immoral videos or movies
9. Refrain from talking about, humming and/or singing "inappropriate music" (rock, rap, country, Christian rock, etc.). This includes playing any of the above in automobiles while on campus.
10. Avoid any form of complaining, arguing, griping or displaying a poor attitude toward any faculty, staff, or volunteer in association with WCA
11. Maintain Christian standards of respect, kindness, morality, honesty and loyalty to WCA, which in turn will ultimately glorify the name of Christ

WCA has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at WCA is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request withdrawal of any student at any time, who in the opinion of the school does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. WCA has a great sense of commitment to and love for the students and families we serve. When problems arise, any of the following means of discipline may be used, though not necessarily in the order listed:

A. Elementary

- The teacher will explain why the behavior is not acceptable.
- Privileges may be restricted (suspension from an activity class, sports).
- Recess may be shortened.
- Isolation within the classroom may be used.
- A phone call/letter may be made to parents for input.
- A note may be sent to parents to be signed and returned the next day.
- Extra work may be assigned (written busy work or extra homework).
- A student may be sent for a conference with the administrator.
- Spanking may be administered by the parent or legal guardian.
- A student may be placed in after-school detention (30 minutes).
- A parent-teacher-administrator conference may be arranged.

- A student may be detained after school provided adequate prior arrangements have been made with parent/guardian.
- Student may be asked to write letter to parent concerning behavior.
- Student may be asked to call parent at home or work to explain behavior.
- A student may be suspended from school.
- A student may be assigned In-School Suspension.
- A student may be expelled from school.

B. Middle & High School

Our discipline system has a two-fold focus: Procedural and Behavioral. Procedural areas include homework violations, tardiness, classroom distractions, etc. Behavioral issues include disrespect, lying, cheating, disobedience, etc. The Discipline System is approved by the School Board and administrated by the faculty and staff of WCA. When continued misbehavior leads to expulsion, the School Board completes this decision. We have Five Steps on the Ladder. Along the way, students serve detentions in attempts to change the unacceptable behavior. These detentions include the following: Silent Lunch, Counseling Session with Mentors or Administrators, After-school detention and Saturday School. The following chart is for informational purposes. Teachers and administrators have latitude to adjust accordingly. Procedural Steps on the Ladder are refreshed each Monday. Behavioral Steps continue for the semester. Anything that is illegal such as the use or distribution of alcohol and drugs, bringing a weapon to school and other civil matters forfeits the student's privilege to attend until the School Board can meet for a final decision. WCA has the responsibility to notify local law enforcement in cases of illegal activity and/or actions.

STEPS OF THE LADDER	CONSEQUENCES
ONE	Procedural - Verbal Warning Behavioral - Counseling + Parent Notified + One Silent Lunch
TWO	Procedural - One Silent Lunch Behavioral - Counseling + 3 Silent Lunches + Parent Notification
THREE	Procedural - Counseling + Parent Notified + After-school Detention (1 hour) Behavioral - Parent Conf + Saturday School + Loss of One Athletic Contest
FOUR	Procedural - Saturday School (2 hours) + Admin Counseling Behavioral - Discipline Committee Meeting w/Parent + Shadowing One Day + Loss of Athletic Participation
FIVE	Procedural - Saturday School (3 hours) Behavioral - Expulsion
NOTES	Discipline Committee = Administrator, Teacher, School Board Member Shadowing = Parent or paid adult to follow student for entire day (\$75) After Step Five in Procedural – enter Step 3 Behavioral (for 6 th offense in week) Procedural Steps begin new each Monday; Behavioral Steps continue to end of semester
SATURDAY SCHOOL	2 or 3 Hours @ \$15 per hour (due on day of service)

Categories

Procedural (list is not conclusive)

Out, Dress Code Violations, Failure to Follow Instructions, Failure to Sign Hall Violation, Passing/Writing Notes, Interrupting Class, Failure to Participate in Class, Talking without Permission, Tardy to School or Class, Candy/Food/Gum, Homework Violation/Not Prepared for Class, Chapel

Misconduct, Others as determined by administration

Behavioral (list is not conclusive)

Cheating, Fighting, Profanity, Disregard of God's Name, Skipping Class, Stealing, Inappropriate Internet Use, Disobedience, Disrespect, Lying, Defacing School Property, Inappropriate Student Physical Contact, Others as determined by administration

Disciplinary Steps Expanded:

A. Parent/Student Conference

The student and his parents may be required to meet with administration concerning the student's conduct and the accumulation of demerits. A behavior contract will be planned with defined measurable goals for improved conduct.

B. Discipline Committee

Students and parents may be required to meet with a Discipline Committee composed of faculty members.

C. After-School Detention

Students serve detention after school on designated days from 30 to 60 minutes in length. Parents will be notified prior to the detention. During detention, students may not talk. Students must do assigned work or do clean-up duties on campus. Failure to serve assigned detention when scheduled will result in an additional detention or In-School Suspension.

D. In-School Suspension

Students who receive an in-school suspension are removed from the classroom and assigned to a substitute teacher who supervises as students complete assignments. Suspensions served on the assigned day from 7:55 – 2:45. It is assigned as soon as possible at the discretion of the administration. Students may not eat with other students or attend any school function. Students pay \$50 at the beginning of the day of suspension each suspension day to defray the cost of hiring a substitute.

E. Out-of-School Suspension

Serious discipline problems may result in students being assigned out-of-school suspension. Students are not allowed to be on campus for any reason without permission of the administration and may not attend any student function during the suspension period. The following points are deducted from the quarterly grade as academic consequences: **1 -2 days: 3%; 3 or more days, 7%.**

Dress Code

Our conviction is that appropriate attire has a significant effect upon the attitude of the student and the atmosphere of the classroom. WCA believes it is necessary to dress appropriately and modestly at all times. The school's firm belief is that Christian young people must dress and act differently than the world. *I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God. (Romans 12:1-2)* In order for students to mature spiritually, the teaching of Biblical separation is a vital part of the school's program. Our dress code has two main goals: 1) specifying a minimum standard of modesty; and 2) establishing a standard of appearance appropriate for school.

The administration and faculty will determine if dress or appearance is appropriate. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem and the time allowed for correction. Violations of the dress code will result in the student being dismissed from class and the parent coming to school to correct the situation. We seek to please God and obey His Word in all areas of life and are especially concerned with the teaching of Biblical holiness and separation from the world. Therefore we set our dress guidelines in accordance with the scriptures and trust that our parents and students will do likewise.

The principles of modesty are taught throughout God's Word—one example of this teaching on modesty can be found in 1 Thessalonians 4. *Furthermore then we beseech you, brethren, and exhort you by the Lord Jesus, that as ye have received of us how ye ought to walk and to please God, so ye would abound more and more. That every one of you should know how to possess his vessel in sanctification and honor. For God hath not*

called us unto uncleanness, but unto holiness. He therefore that despiseth, despiseth not man, but God, who hath also given unto us His Holy Spirit.

Biblical principles for dress are summed up in four main categories:

1. Is it modest?
2. Does it call undue attention to itself?
3. Does it identify with any aspect of society contrary to God?
4. Does it properly differentiate between the sexes?

A. Hair Code Violations

It is the student's responsibility to abide by the hair code at all times without reminders. Hair slips will be issued when a student fails in this responsibility to maintain the hair code. The hair code standards are listed on page 42. Students in grades 6 - 12 will receive demerits for each hair code violation. ALL STUDENTS are given two (2) days to correct the hair problem. If the problem is not corrected within that time, the student will be sent home.

B. Dress Code Violations

It is the parent's responsibility to see that the student abides by the dress code. Each morning parents need to monitor the child's dress. If in doubt, please have your child to change. Dress code violations will be dealt with as follows:

- 1) A student may not continue to attend class while in violation of the dress code. The student is expected to comply immediately with teacher instructions related to dress code and must correct any violation.
- 2) The student will be given a dress code violation and sent to the office.
- 3) A parent can bring a change of clothes, take the student home, or give permission for student to leave. The student will remain in the office until the parent arrives.
- 4) If a student is in continual violation of the dress code, student and parents will be asked to meet with the administrator.

C. After School Dress

Students in the athletic program who have practices immediately following school dismissal are allowed to change after school into gym clothes or clothes appropriate for practice. These students are not to be in the main building in practice clothes.

D. Casual – Special Day Dress Code

Students attending school or visiting campus after dismissal and during specially designated activities such as certain field trips, athletic events, or other approved events, the dress code information listed on the next page should be observed. All printing and pictures on clothing must be neat, conservative, and tasteful. Clothing should not have unacceptable emblems or unnecessary patches. Printing or pictures must be in compliance with the standards and policies of WCA. Listed below are some of the unacceptable items of dress:

1. Clothing promoting rock, rap, country, or Christian rock music.
2. Words or slogans with shady or suggestive meanings, including words with double meanings or bad connotations.
3. Names of items or products that have an unwholesome association with worldly ideals. This includes alcoholic beverages, tobacco products, etc.
4. Anything perverted, grotesque, bizarre, or in poor taste.

5. Anything promoting or associated with unwholesome television or movies.
6. Pictures or representations of the human body in immodest attire.
7. Any movie or sit-com which promotes worldly philosophies and violates Biblical principles of righteousness and holiness.
8. Clothing associated with or promoting violent lifestyles with references or associations to professional wrestling.
9. Clothing which advertises and promotes ungodly lifestyles, immodesty, and immorality in relationships such as Abercrombie and Fitch.

GIRLS:

- All clothing must be modest and worn in an appropriate way.
- Girls may wear loose-fitting slacks, shorts, or culottes that come to the knee. ***No jeans or tight-fitting slacks may be worn at any time.***
- Blouses, t-shirts, tops, etc., must not have low necklines in the front or back and must be appropriate for the activity.
- The following styles of dress are not allowed at any school activity: tank tops, above-the-knee split-skirts, short skirts, tight t-shirts or blouses, low-rise pants, any jeans, etc.
- Do not wear shirts with offensive words, graphics, or advertisements which conflict with Wilson Christian values.
- Casual flip flops or other casual shoes may be worn to the school activities in which the student is not participating, but is acting in the role of spectator. Shoes with rollers are not permitted.

BOYS:

- Boys may wear long pants or shorts that come to the knee.
- Tank tops and athletic shorts should be worn only for athletic practices or as part of an approved team uniform.
- Pants or t-shirts that are torn, ripped, or in poor taste should not be worn.
- Do not wear shirts with offensive words, graphics, or advertisements which conflict with Wilson Christian values.
- Male students are not to wear neck chains (which would include any fashion worn around the neck), or earrings to any school sponsored event.
- Flip flops or other casual shoes may be worn to the school activities in which the student is not participating, but is acting in the role of spectator. Shoes with rollers are not permitted.

The casual dress code may not be used for school-sponsored programs, plays, orientation, recitals, award ceremonies, or graduation services. During these times, regular school dress is required and students not in compliance may be asked to leave and return in the appropriate school attire.

Repeat violations of the casual dress code may result in student not being allowed to attend after school activities or being required to follow the regular school dress code.

F. Academic Dress Code

Guidelines for Girls (in current use and prior to 2008-09 school year)

- Girls' shoulders should be covered.
- Casual or dress shoes are to be worn.

- Girls may wear loose, modest slacks or knee-length shorts or culottes for athletics/PE and upon occasions approved by the administration. Culottes/shorts must come to the middle of the knee in length. Athletics or PE attire is to be worn in the gym and on the athletic fields.
- Elementary girls may not use make-up. High school girls may use make-up conservatively.
- Formal dresses for the Junior-Senior Banquet, Homecoming, etc. are to be checked by the designated school official before being worn. Off the shoulder designs, low-cut backs and bodices, etc. are not acceptable. More specific details for formal dress requirements may be obtained by inquiring at the office.
- Leotards are permissible during cold weather, but must be worn under skirts. During the winter months, girls through grade 2 may wear pants under skirts.

Inappropriate Dress

- Any clothing that is too tight or too short
- Jeans, culottes, and shorts
- Tank tops, sundresses and dresses with spaghetti straps without a blouse underneath.
- Short, low cut, see-through, blouses or tops
- Form-fitting blouses, tops, skirts
- No athletic/PE clothing attire in classroom buildings.
- No athletic slides or casual flip-flops
- Body piercing or tattoos
- Imprinted t-shirts with worldly slogans or advertising
- Low-rise skirts or pants/slacks
- Sunglasses, hats, or caps during school hours
- Pants/slacks may not be worn during performance programs

Boys: (Grades K5 - 12)

Appropriate Dress

- Clean-shaven at all times.
- Sideburns are to be no longer than the bottom of the ears.
- Hair must be no longer than medium neck (the natural hairline) and cannot touch a conventional collar. A mild taper style for the back is standard. The hair must be off the eyebrows, completely off the ears, and styled in a manner that is neither too full nor bushy. Hair must be cut on the sides so that it will not be over the ears when combed down. Hair must be neat and combed at all times. The school reserves the right to judge if one's hair is in compliance with school policy.
- Boys' shirts must have a fold down collar. Boys' shirts should remain buttoned. Shirts must be tucked completely in so the belt is visible.
- Pants or jeans must fit properly and must be worn at the natural waist. Belts are required for grade 3 and above when the pants have belt loops.
- While participating in athletics/PE, boys may wear modest shorts. Shorts must be loose, have modest length legs, and be neat in appearance. Cutoff

jeans are not acceptable. Also, shirts are to be worn at all times. Athletic/PE clothing (i.e. shorts) is restricted to being worn only while participating in sports on the athletic field or in the gym. At other times (i.e. before and after games or practice), boys are to wear long pants.

- Casual or dress shoes are to be worn.
- Jewelry must be limited to watches and rings.

Inappropriate Dress

- Any clothing that is too tight
- Painter pants, camouflage pants, strap overalls, nor any style of pant that is sloppy, dirty, patched, torn, unduly faded or excessively baggy
- Shorts, except for athletics/PE participation
- Beards, mustaches, goatees, “stubble”
- Non-acceptable hairstyles:
 - Bowl, shelf, or bi-level haircuts (sides and backs must be tapered)
 - Shaven heads (GI or short cuts are acceptable)
 - Bizarre and extreme hair styles (including bleaching or coloring)
- No athletic/PE clothing attire in classroom buildings
- No athletic slides or casual flip-flops. You may not be barefoot at school or school events.
- Body piercing or tattoos
- Earrings, chains, bracelets, or jewelry that may be considered feminine attire. Jewelry collected by faculty will be held until the end of each semester.
- Sunglasses, hats, or caps during school hours

Dress Code New Policy for 2008 -09

ALL STUDENTS shall wear short or long-sleeved polo shirts with no defined color, design, or manufacturer. No lettering, numbering, or other pictures/emblems/insignias are permitted except a manufacturer’s logo that is less than two inches in diameter, college/sports teams’ logo of 3 inches or less, or the official logo provided by Educational Outfitters. (Girls may choose to wear dresses, skirts, or jumpers that come to a minimum of middle of the knee – see clarification under the pants section.) All buttons for polos or oxfords will be buttoned with no more than the top two buttons unbuttoned. Optional wear for warmth or style worn under the polo will include short or long-sleeved turtleneck or t-shirts that do not have visible letters/numbers/symbols. **GIRLS** must wear undergarments that do not distract from the outer polo such as t-shirts/tank tops/camisoles. Any undergarment must not be longer than the outer shirt. **GIRLS** do not require tucking of shirts unless material length hangs below the top of the legs. If material is excessively long, the shirt must be tucked. Polos may not be so short as to reveal midriff or undergarments.

Definition of a polo shirt: A polo shirt, originally called a tennis shirt and also known as a golf shirt, is a T-shaped shirt with a collar, typically two or three buttons down a slit below the collar. A polo is made of knitted cloth, pique or twill cotton. No material that clings and is form-fitting will be permitted. Polo shirts must have buttons manufactured that are positioned close to the collar (not in a V formation below the neck area) for modesty’s sake.

Oxford Shirt Option – Traditional short or long-sleeved dress shirt with no defined color, design or manufacturer made of cotton or cotton-blend may be worn. Females must wear an undergarment such as t-shirt, tank top, camisole or crew neck covering to the collar-bone area. No letters, numbers, pictures, emblems, or insignias are permitted except manufacturer's logo with diameter less than two inches.

Definition of Oxford Shirt: An oxford shirt is a dress shirt with a collar, a full-length opening up the front from the collar to the hem, and full or short length sleeves. Long sleeves also have cuffs.

GIRLS may also wear uniform-styled pants with no defined manufacturer. "Uniform styled" means plain pants with full leg style and a full rise to the waist, pleated or flat front, straight or slightly tapered leg. The following styles are not acceptable: capri pants, low rise pants (hip huggers), and bell bottoms. Pants may not be made of denim or corduroy. Torn and/or cut-off pants and pants that have large buttons, studs, or zipper pockets may not be worn. The acceptable color of pants is solid navy, khaki, or black. Skorts that come to the knee are still acceptable wear in grades K5 – 5th grade. The emphasis for pants is modesty without a tight-fit around the legs or posterior. If a skirt or jumper is worn, a polo or oxford must be worn with it. If a dress is worn, the top part must meet guidelines as described above.

BOYS shall wear pants or jeans worn at the waist, that fit properly and are in good repair with no holes or tears. Legs must not be torn, worn, or cut-off and must not have flared bottoms. Pants are not to have large buttons, studs, or zippered pockets. Belts are required if pants are manufactured with belt loops.

ALL STUDENTS in grades K5 – 3rd may wear uniform-styled shorts that come to the knee during the months of August, September, April, and May.

ALL STUDENTS may wear, on designated special days, WCA school attire such as t-shirts or other designated clothing.

ALL STUDENTS in grades 6 – 12, if outerwear is chosen to be worn in the classroom during school hours, may wear sweaters, sweater-vests, or plain solid-color sweatshirts. All outerwear should be without lettering, numbering, pictures/emblems/insignias. Official WCA outerwear purchased from Educational Outfitters is acceptable for classroom wear.

Expectations

Students are expected to arrive at school on time prepared for class with all assignments and materials present when class convenes. During class, they are to conduct themselves in an orderly fashion and contribute to a learning environment under the direction of the teacher.

Expulsion

1. The minimum expulsion period will be for the completion of one full year from the expulsion date.
2. A student may be re-admitted if proper restitution has been made and true repentance has been shown. The school board must approve re-admittance.
3. Expelled students will not be permitted to attend school or school functions.

4. Any expelled student is not allowed to be on the school grounds except to conduct official business.

Reasons for Withdrawal/Expulsion:

1. Attending a rock concert, lounge, or nightclub
2. Threatening an administrator, teacher, or another student
3. Involvement in criminal activity
4. Bringing firearms, guns, or knives to school
5. Possession or use of any alcoholic beverage
6. Possession or use (or makes pretense of using, possessing, or encouraging others to use) illegal narcotics
7. Involvement in immorality
8. Any attitude, dress and behavior that gives evidence of not wanting to uphold the testimony of the school.

Forbidden Articles

The following items are not appropriate for the school environment and are not to be brought to school or used at school. This includes school sponsored trips, athletic events, fine art activities, or at any function in which WCA students are participating.

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| 1. Digital, video, cell cameras | |
| 2. Electronic games | 11. Blank or live cartridges |
| 3. Laser pointers | 12. Firearms, guns, knives, darts, etc. |
| 4. Pagers | 13. Matches, lighters, firecrackers, or any fire producing agents |
| 5. Squirt guns of any kind | 14. Tobacco in any form |
| 6. Unapproved books and magazines | 15. Any item which prohibits or hinders the fulfillment of the academic or spiritual mission, or any media which advocates aspects of a lifestyle contrary to Biblical values |
| 7. Razor blades | |
| 8. Radios, CDs, CD players, cassettes, tape recorders, headsets | 16. Objects the administration could consider harmful to the safety of the school or its students. |
| 9. Walkie-talkies | |
| 10. Caps or cap pistols | |

Bringing the above items to school will result in confiscation of the items and appropriate disciplinary action of the student. Live pets and animals are not to be brought to school without prior permission.

Please remember, WCA, as a private Christian institution, reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness and scholarship. The administration maintains the right to suspend or expel anyone who violates the standards or spirit of the school. The administration shall determine, when and how to discipline offenders of both written rules and the general spirit and/or direction of the institution.

Homework Policies

For education to progress at the rate we desire, homework must be attempted 100% of the time and completed 95% of the time. Discipline for incomplete homework on the junior/senior high level will be dealt with on a per marking period basis. Homework offenses are part of the Five Step Discipline system. Students not falling in guidelines of complete homework will suffer consequences.

Plagiarism

With the advent of Google and other powerful search engines, students have access to virtually limitless avenues of research. Students are not to copy and paste the thoughts and work of others into papers presented for evaluation at WCA. Students are to produce original work and carefully give proper credit for sources of information, even if not directly quoted. Plagiarism is penalized as cheating

Probation

Probation gives a student an opportunity to correct the problem. If the student does not improve to a satisfactory level, he may be expelled or asked to withdraw. A student may be placed on probation for accumulation of absences, insufficient academic progress, delinquent homework assignments, a continued negative attitude or influence upon other students, or for social misconduct.

A. Academic Probation

If a student is failing 3 or more courses, he is placed on academic probation until his grades improve. A student will be encouraged to obtain a tutor. If a student remains on academic probation throughout the year or has poor grades over an extended period of time, he may be asked to leave the school due to academic performance and the lack of effort on his part. During academic probation, the student may be suspended from extracurricular activities.

B. Attendance Probation

In order to give sufficient warning, students who miss 10 or more days may be placed on attendance probation. Any additional absences will only be excused by a doctor's note. Additionally, a student may be dismissed from school for excessive unexcused absences. Any student who leaves school before 12:00 pm or arrives after 10:00 am will be counted absent for one-half day. In grades 6 - 12, students are counted absent each time they miss class. No student will receive class credit with more than 20 absences in a given class. During attendance probation the student may be suspended from extracurricular activities.

C. Conduct Probation

A student is placed on conduct probation because of unsatisfactory conduct. He must show definite progress in improving his conduct. He must be cooperative with his teachers and the administration and must display an attitude of wanting to remain in the school. During conduct probation the student may be suspended from extracurricular activities. Any time it is felt that the student has violated this probation, whether by actions or attitudes, he will be asked to withdraw or will be expelled from school.

D. Social Probation

Couples who do not present a "proper" attitude toward each other will be placed on social probation. During the probation period, the couple will not be permitted to communicate in any way or be with each other. This would include during any break, in the hallways, at lunch, at any school-sponsored activity, or in chapel. During social probation the student(s) may be suspended from extracurricular activities. Violation of the probation will result in school suspension.

Review of Students

Throughout the year, the faculty and administration reviews students in grades six through twelve. Parents will be notified of any student whose attitude is not in keeping with the spirit of the school. If the attitude/behavior problems are not corrected, the student's future enrollment at WCA will be questionable.

Student Relationships

Proper Christian conduct with the opposite sex is emphasized in the school. *"What? Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's."*(1 Cor. 6:19-20)

In addition, proper conduct among students and their peers will be emphasized. Name calling, derogatory remarks, or sexual innuendos (suggestions) (whether done seriously or jokingly) will not be tolerated. The holding of hands, embracing, or other inappropriate physical contact between those of the opposite or same sex will not be tolerated on campus, on the buses, or at any school activity. This conduct will also apply to field trips, sporting events—at home and away—school programs or any activity associated with WCA.

WCA Handbook Disclosure

The contents of this handbook are to be used as a guide. This book is in no way an all-inclusive statement of Wilson Christian Academy's rules, regulations, and philosophy. The administration reserves the right to determine acceptable actions, behavior, conduct, and dress. The administration also reserves the right to add or delete elements of this handbook at any time if deemed necessary.

WCA School Board

The School Board is the governing body of the school and is responsible for all matters of policy making, and employment of personnel. The board also sets fees and determines code of ethics, practice and appearance for faculty and students at school. Extra-curricular and auxiliary activities operating in the name of Wilson Christian Academy are ultimately subject to approval by the governing board. Parents are urged to submit suggestions to the board via the office of the Administrator. These suggestions will be considered during monthly board meetings.

Sharing with Wilson Christian Academy

To consider giving to WCA is to ultimately consider a gift to your students. They are the benefactors of your ministry. The following programs may be helpful to you as you plan your giving needs:

MEMORIALS

You may wish to honor a departed friend or loved one by designating a memorial gift of any amount to the school. An appropriate card will notify families of these gifts on behalf of the one(s) honored. We invite you to honor your loved ones by investing in a life yet to be lived.

MAJOR DESIGNATED MEMORIALS

Others may wish to memorialize a friend or loved one by a designated gift. These gifts may be used for needed areas to help in the educational process. They could be in the form of buildings, furnishings, equipment, or materials for the library.

MATCHING GIFTS PROGRAM

Many corporations in America will match gifts of their employees to educational institutions and non-profit organizations. Your company's Business Manager or Accountant could inform you if they have a matching gifts program and if Wilson Christian Academy qualifies for it. This program could double or triple your potential gift to the school.

TAXES CAN BECOME GIFTS

The Federal government provides tax breaks to encourage charitable giving since it recognizes the benefits made by charitable organizations to society.

A WILL

Taking the time to make a will and reviewing it periodically not only makes good business sense, but also is good stewardship. In addition, a will is your opportunity to return to God a portion of His gifts that you have received during your lifetime through your property ownership. Whether or not you are considering a charitable gift in your estate plans, Wilson Christian Academy urges you to make a will.

LIFE INSURANCE

Life insurance is a unique and flexible means of giving often overlooked. It allows the majority of the opportunity to create substantial gifts which otherwise would not be possible. Two ways available for your consideration would be to donate a policy taken for some special need that no longer exists or to name the school as a second or third beneficiary.

A tax-deductible receipt is available on all gifts to Wilson Christian Academy.