

# MESSAGE TO PARENTS AND STUDENTS

Welcome to Wilson Christian Academy. We continue to proclaim God's goodness as we celebrate our 50<sup>th</sup> year of Christian education in the Wilson, North Carolina area!

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 an established, seasoned Christian school, we feel we have much to offer.

Our staff is graciously mindful of the 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 in faithful fulfillment of 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 raise 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 set. We believe prayer, Bible study, and church attendance are vitally important to your child's development as a Christian. The examples of WCA staff and your family play 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

Thank you for teaming together in following the two greatest commandments:

***“Thou shall 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 shall 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

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# 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 Purpose

Under the leadership of Dr. Otis Holmes, Tabernacle Baptist Church 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. Now celebrating our 50<sup>th</sup> year, the evidence of God's work is abundant in spiritual advancement, steady enrollment, and financial stability. Although the current campus was a rural setting in the late 1960's when purchased, the 57-acre campus is now located in the prime growth area of Wilson. First occupied in 1970, the first senior class graduated in 1972. The facility now consists of five buildings: Daycare, Kindergarten/Elementary, Middle/Senior High, Main Gymnasium, and the Fine Arts Center/Cafeteria/PE-practice court. For the past few years, WCA has been in a consistent growth pattern from 404 in 2007 to 460+ with another 110+ in the daycare. 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...* (Proverbs 22:6).

## 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, testing results, interviews with the administration, and openings in the particular grade levels. Family life, church status, and general behavior are also carefully considered. 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. A signed Statement of Cooperation

## Registration/Re-enrollment

Registration for new students occurs when the admissions materials are submitted and evaluated and a parent/student interview conducted. 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. After the Re-enrollment period in February, the registration fee increases to \$200. Students applying for re-enrollment are evaluated on the basis of academic, spiritual, and behavioral progress for re-admission.

It is important there exists a team effort of cooperation and support between parent-student-staff. 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. If it becomes obvious, for the betterment of the school or individual student, WCA may request the withdrawal of any student at any time 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 a.m. Office hours are 7:30 – 4:00. School starts at 8:00 a.m. Parents who need to drop off before 7:30 should make 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.

### Regular Dismissal Times

<b>K4, K5 &amp; 1st</b>	<b>2:30</b>	<b>Grades 2 - 5</b>	<b>2:40</b>
<b>Grades 6 - 8</b>	<b>2:50</b>	<b>Grades 8 - 12</b>	<b>3:00</b>

### After-School Supervision

#### ***A. K4 – 5<sup>th</sup> 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 15 minutes after scheduled dismissal times will be sent to after-school Child Care (fee based service). For safety reasons, we cannot honor requests for students to 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 3:15 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 dismissal time must go to the office first.

### 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. Students in 6<sup>th</sup> – 12<sup>th</sup> are eligible to try-out and must meet academic requirements to remain eligible for these activities. An Athletic Handbook is issued to athletes outlining 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. Our philosophy is summed up in this verse:

***“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 Cheerleading
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, parents and visitors who attend WCA athletic events are asked to be courteous and respectful to all involved in the event. The administration, A.D. and coaches 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. Try-outs are permitted if not eligible, but a student must meet the requirements below to begin practice.
2. Students are considered ineligible 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 for the next two weeks 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. 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. If an athlete remains ineligible for two consecutive grade checks, he/she will be removed from the team.

4. Students losing or gaining eligibility will do so on the day following the issuing of the reports. Probation or academic ineligibility affects both athletic practices and game participation until the probation is lifted or eligibility is granted.
5. Any athlete who has difficulty maintaining proper sportsmanship may be denied the privilege of participating in athletics. Any student proving to be a constant discipline problem in the classroom or in athletics may be removed from the team by the administration.
6. 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.
7. 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. We request 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 marked as Authorized and Unauthorized. Any absence where parental notification is received in writing (email, note, fax, etc) will be noted and excused. Any absence where no documentation is provided will be considered an Unauthorized Absence. We track doctor visits/excuses separately. All submitted documentation 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. If the student is absent for more than ten day per semester, 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 10 or more class periods of instruction each semester or 20 total days during the school year. Elementary students who leave school before 12 Noon or arrives after 10:00 a.m. are counted absent for one-half day.

***If a student is absent from school, he/she 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   | 6. Hunting/fishing                   |
| 2. Suspension                    | 7. Birthday or other celebrations    |
| 3. Missing a ride                | 8. Alarm failure                     |
| 4. Trips not approved in advance | 9. Entertaining friends or relatives |
| 5. Shopping                      | 10. Attendance at games              |

In some cases of Unauthorized 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. When each teacher has signed the form acknowledging the absence with make-up work listed, the administration will grant final approval. 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. Parents are asked to limit calls after 2:00 p.m. requesting any changes in pick-up locations or in the dismissal of their student(s) as there is not guarantee 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 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. When leaving for a doctor's appointment, there must be written parental permission and student must sign out in the 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. Students who drive to school are not allowed to sign out or leave for lunch during the regular school day except seniors who are permitted to eat off-campus once a month as scheduled by the administration.
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. 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 all students. Three tardies in any one grading period for K4 - 5 students will result in a student not receiving Perfect Attendance. Patterned tardiness for students driving to school will result in procedural or behavioral consequences. Parents must make every effort in ensuring students arrive at school on time.

### **D. School-related Absences**

When a student is absent for a school activity, he is responsible for all assignments prior to leaving school. The student should submit the current assignment for the day before departing from school. Upon returning to school for the next class, the student is expected to submit 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. Seniors may visit colleges/universities as Authorized Absences with advanced notice.

### **Book Policy**

Textbooks/library books are to be handled with care. Book covers on each rental hardback textbook are required to protect from undue wear/damage. Book covers should not be attached with tape. Pencils/turned corners are not to be used as bookmarks. Rented textbooks/library books are never to be marked with pencil or ink. Fees are assigned 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 Sycamore 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. Stay positive with your child concerning all staff members. 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 makes the decision based on a number of factors. WCA reserves the right to return to school earlier than the public schools during a prolonged closing if the conditions are deemed safe. The final decision whether it is safe for students to attend school ultimately lies with the parent. 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, but will work with parents on a case-by-case basis.

Announcements will be posted on Sycamore, our website, and announcement through MySchoolCast system. There are times when the school Child Care may re-open, even while the school remains closed. No announcement means school will open on time. Other outlets for announcements will be WRAL (TV5) and WTVD (TV11) if their systems are working and available.

## **Field Trips**

Field trips are taken for educational enhancement/interest. Parents who serve as chaperones are asked to follow the same student standard of dress and conduct. This includes such class activities as picnics, parties in the classroom, school programs, fine art activities, and field trips. Fees for transportation are 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, due in February, holds a spot for your child(ren). For new students, the fee is due with the application. WCA partners with FACTS, a third part tuition collection service. In lieu of FACTS, parents may make one annual tuition payment due August 1<sup>st</sup>. 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)

## ***A. Book fees and Tuition Statements***

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

Other Fees: Science Lab, Computer Lab, Athletic, etc. fees are billed separately.

Registration Fee: Registration fees are not refundable.

Returned Check Policy: ISF incurs a \$25 charge, cash payment must be made.

Post-dated checks will not be accepted. If there are multiple returned checks, future payments must be made in cash.

Statement Policy: FACTS will notify parents from whom they cannot collect. Parents may have the automatic transfer on the 5<sup>th</sup> or 20<sup>th</sup> 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 textbooks 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 students entrusted to our care by their loving parents. Our purpose is to 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 kitchens of WCA meet 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 provide student accident insurance which is to serve as supplemental insurance. Medical expenses related to injuries are the responsibility of the parent. We recommend you file with your primary insurance and the student accident insurance immediately after an incident. It is recommended parents carry family insurance on students participating in any of the sports program.

### **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 6 - 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. 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.

## **Lost and Found**

It is recommended that student's lunch box, coat, book bag, etc., be labeled with child's first and last name. Proper labeling will enable you in locating lost items. Lost & Found is located in the school library. Items left on campus will be placed there. Any articles remaining unclaimed at the end of each month will be given to charity. Lost articles can be reclaimed for \$.50 each.

## **Lunch & Lunch Tickets**

Students may either bring their own lunch to school or purchase lunch at school. A menu with current prices is published regularly. 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.

To eliminate the problem of handling lunch money from students each day, and to simplify purchasing procedures for parents, parents are asked to place at least \$30.00 to begin an account. Lunch purchases will be tracked through a computer ordering system. Any unused amounts are returned at the end of the school year.

## **Music Instruction**

Music is a vital part of a well-rounded Christian life. Music gives opportunities 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 middle 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.

## **New Communication Tool**

Grades, announcements, and communication will be published through Sycamore on a regular basis to inform parents of upcoming events and activities. This system is an all-in-one system to track all aspects including library books/lunch purchases. School calendar changes, athletic schedules, special awards, and other pertinent information is available at [www.wilsonchristian.com](http://www.wilsonchristian.com).

## **Parent Information**

### ***A. Communication with 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 days 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  
K4, K5 & 1<sup>st</sup> 8:00 am-2:30 pm  
Grades 2 - 5 8:00 am-2:40 pm

Summer Hours 8 am - 2 pm (M-Th)  
Grades 6 – 8 8:00 am – 2:50 pm  
Grades 9 – 12 8:00 am - 3:00 pm

## 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 listening to selected messages to be outlined/summarized plus an essay assignment. A spring trip is determined by the administration and class advisors. Students are expected to abide by all policies while participating in these activities.

## Spiritual Emphasis

A vital element at WCA is 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 8:00 until dismissal. Students needing to call home for illness or to be picked up early should make calls from the school office. Classroom teachers may dictate where cell phones are kept during class. Phones collected during the school day will be kept in the office and parents asked to come by the school to pick up the phone. Behavioral 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 is not clear.

## Transportation

### *A. Student Vehicles*

Students driving to and from school should observe the guidelines that follow: ***Failure to comply with any of these rules or improper driving conduct such as speeding, reckless driving, etc. on the way to/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 off school grounds during school hours is not permitted. The speed limit is 10 mph.
2. Students may not enter the parking lot during the school day unless permission is obtained from the office. Students may not sit in parked cars before, during, or after school. Students should leave their cars immediately after arriving at school.
3. 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.
4. Students driving to/from school or on school property must have a valid driver's license.
5. Students are not to play music that can be heard outside the car. Cars be locked. The school assumes no liability for damage to/losses from any vehicle parked on campus during the school day or during any school sponsored activity.

### ***B. Pick-up/Drop-off***

Immediately before/after school, the WCA campus is very congested. To provide the maximum safety, we ask parents to follow these simple guidelines when picking up/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 - 1<sup>st</sup> grade must enter the lower daycare 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 and 1<sup>st</sup> at 2:35
  - b. Students in grades 2 - 5 are picked up at the end of the elementary building by following the faculty traffic directors beginning at 2:40
  - c. Students in grades 6 - 8 must be picked up in front of the elementary and high 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 6-8 will begin loading at 2:50
  - d. Students in grades 9 - 12 should be picked up in front of the new building and the gym at 3:00 pm. *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 9 - 12 should not park in the grades 6 -8 car line before 2:45, thus holding up traffic and blocking the view of students trying to locate their ride.*
4. Other Hints
  - a. Do not park and attempt to back into the car lines.
  - b. Do not use the time before/after school to come in the building or detain teachers from focusing on their duties as school is dismissing.

## **C. 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 (Sycamore, 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. 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, K5 students enjoy a special graduation receiving a unique diploma in recognition of their achievement.

## **Elementary**

A student develops 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 formative teenage years are when godly social habits, friendships, values, and Christian character are established for life. 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 minimum of 25 credits during the 9-12 grades is required 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 Award's Day program is for the purpose of recognizing students who excel in given areas. Award's Day is not for the purpose of recognizing each student in a particular class. It is a time when young people are recognized for success and 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.

<b><u>Award</u></b>	<b><u>Qualifications</u></b>
<b>Highest/Second Highest Scholarship Awards</b>	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 one with the highest average
<b>Subject Awards</b>	Students in each class earning highest and second highest average in a given subject
<b>Principal's List*</b>	Students who earned overall average of 92.5 or greater on each 9 week marking period in every subject
<b>A-B Honor Roll*</b>	Students who have overall average between 84.5 - 92.49 on each 9-week marking periods with no D's or F's
<b>Citizenship Award</b>	One student in each class/grade who best demonstrates the following characteristics: respect, honesty in all things, a good attitude, school spirit, loyalty, and participation in fine arts.
<b>Christian Character Award</b>	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.
<b>Perfect Attendance Award</b>	Students who attended school every day - must be in attendance on Awards Day in order to receive this award.

\*Elementary Adjustment - See Honor Roll guidelines

## **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 fears the Lord; that walks 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 have Bible instruction at least four times per week and attend chapel programs weekly. 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. 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.

## **Course Offerings & Classification of High School Students**

Bible	Bible 9, 10, 11, 12 (one for each year at WCA)
English	English 9, 10, 11, 12, English 11-H*, English 12-H*
Mathematics	Algebra I, Geometry, Algebra II, Advanced Math-H*, Calculus-H*, Consumer Math, Business Math
Science	Physical Science, Biology, Biology –H*, Chemistry, Physics-H, Health Occupations, Sports Medicine
Social Studies	Government/Economics & AP American Government, World History & AP World History, US History & AP US History
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
Fine Arts	Art I or II, Band, Choir, Dramatic Production, Speech
Other	Psychology, Yearbook

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

### 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	Adv Math or Algebra 3	Calculus or Accounting
Life Science	Earth Science	Physical Science	Biology	Chemistry or Sports Med	Physics or Sports Med
US History	N C History	Gov - Econ	World History	U. S. History	Speech
Health/PE	PE/Keyboard	Spanish 1	Spanish 2	Honors Sp 3	Honors Sp 3
Fine Arts Electives	Fine Arts Electives	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 who do not achieve an accumulated A (96+) are required to take Mid-Terms and Finals. Exams for students in grades 6 - 8 will be averaged as two test grades in the semester marking period. Exams 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	<hr/> 100%	Semester Exam	20%
		Semester Grade	<hr/> 100%

### **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 are also 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 11<sup>th</sup> & 12<sup>th</sup> 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.

<b>Requirements</b>	<b>General Course of Study</b>	<b>College Preparatory * *</b>
<b>Bible</b>	<b>4 credits</b> Bible 9, 10, 11, 12	<b>4 credits</b> Bible 9, 10, 11, 12
<b>English</b>	<b>4 credits</b> English 9, 10, 11, 12	<b>4 credits</b> English 9, 10, 11, 12
<b>Mathematics</b>	<b>3 credits</b> Algebra I + 2 additional math courses	<b>4 credits</b> Algebra I + Geometry Algebra II one higher level math *
<b>Science</b>	<b>3 credits</b> Physical Science Biology 1 additional science	<b>3 credits</b> Physical Science Biology Chemistry or Physics *
<b>Social Studies</b>	<b>3 credits</b> Government/Economics World History US History	<b>3 credits</b> Government/Economics World History US History
<b>Fine Arts</b>	<b>2 credits</b> Speech 1 other fine arts	<b>2 credits</b> Speech 1 other fine arts
<b>Health &amp; PE</b>	<b>1 credit</b>	<b>1 credit</b>
<b>Foreign Language</b>		<b>2 credits</b>
<b>Electives</b>	<b>5 credits</b>	<b>2 credits</b>
<b>TOTAL</b>	<b>25 credits</b>	<b>25 credits</b>
+ Algebra I in Grade 8 meets the course requirement for graduation and counts as high school credit		*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 9<sup>th</sup> – 12<sup>th</sup> 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. It must be a priority for students. It assists in learning to manage time, plan and complete projects. Time should be dedicated to planning and working on the completion of major assignments to avoid the last minute rush. Parents' full cooperation is necessary to determine 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). On the MS/HS level, math tests are given regularly on Thursday since there is little studying time needed.

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; for continued mastery and understanding of the skills and concepts
2. Drill: 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 - 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 to reach a broader 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 - Elementary**

The following is the Honor Roll requirements for elementary grades and is compiled after each nine-week grading period:

<b>PRINCIPAL'S LIST</b>	All A's
<b>A HONOR ROLL</b>	A Average with no grade less than B
<b>A-B HONOR ROLL</b>	B Average with no grade less than C

Activity grades such as art, computer, music, PE, and penmanship will not be used in determining honor roll. 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 Math, Biology, English 11, English 12, Physics, and Spanish. Approval from the subject teacher and the administration must be gained for admission. Students may take Advanced Placement credit in US History, World History and American Government (AP Spanish to be added 2011–12). There is a fee for the AP exam. AP/Honors classes are designed for students with motivation and willingness to do a 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 as a junior and 3.00 on a 4.33 as a senior
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 may be viewed through EdLine on a weekly basis. Teachers are instructed to stay current with grade updates. Please email/notify the individual teacher if you cannot view current grades. If you do not find updates after your request, please contact the office. We desire to keep parents current about your child(ren)'s grades.

## **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
  - K5 & 1<sup>st</sup> Reading
  - K5 - 8 Math
  - 3 - 8 Language or English
- B. Retention is required for students failing any two of the following:
- K5 - 2 Phonics
  - K5-2 Reading
  - K5 - 8 Math
  - 3 - 8 Language or English
- C. Retention is required for failing any three subjects for the year (1<sup>st</sup> – 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. 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 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 grade and 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.

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 students in grades K5 – 8<sup>th</sup> 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 all involved in the child's education insight into his/her achievement compared to the national average. Please make every effort to assure your child is present for each testing session.

In addition, sophomores test take the PLAN Plus (ACT prep) and sophomores and juniors take the PSAT-NMSQT (Preliminary Scholastic Aptitude Test-National Merit Scholarship Qualifying Test) offered during the fall semester at WCA for a small fee. These tests reveal areas of academic weakness as well as prepare the student for the SAT and the ACT. All WCA students following the college prep track 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.

## 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 may offer tutoring sessions on certain days before or after school. These classes are offered as a form of review, and it is the student's responsibility to attend these if there is a need.

### **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 have been given to God. Respect for the appearance and care of the property is expected of students in helping keep it clean and in good repair. Practical jokes involving school property are in poor taste and hurtful for the ministry. 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 discouraged.*

Individuals disfiguring property or other damage to school property or equipment will be required restitution for the damage done or replace the item in addition to consequences. Students are not permitted in the gym unless a supervising teacher, PE instructor, coach or administrator is present. Students may take a short-cut across the gym floor. When using the hardwood gym floor, only clean gym shoes are to be worn: shoes worn to school are not allowed on the basketball court.

### Conduct

WCA is distinctly a *Christian school*. Our philosophy is aimed for correction and guidance. It is our desire to see children learn to act/react appropriately and 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)

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."* (Rom 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 Cor 3:18)

Christian 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 provides 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)*

Students are encouraged to strive to maintain a proper Christian attitude. While constructive suggestions are welcome, petty griping and complaining is destructive. Respect toward God's Word and Christian belief is foundational. Ridicule of Christian teachings and ideals will not be tolerated. If a student is seeking truth, the result will be the desire to do what is right. The maturing student 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 to refrain. We ask 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. The Christian life calls each of us to live above reproach while showing respect to members of the faculty and fellow-students.

#### **Four fundamental classroom rules of 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.

## **Discipline and Consequences**

### **Statement of Philosophy**

Children who have responded to discipline in earlier years rarely have difficulty cooperating in classroom/school settings. 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, a controlled environment is essential.

Our motivation for discipline is love. *“For whom the Lord loves He corrects; even as a father the son in whom he delights.” (Proverbs 3:12)* *“For whom the Lord loves He chastens, and scourges every son whom He receives.” (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. As we cooperate together, there is great gain. When parents and

teachers do not work together with mutual respect and confidence, there is great harm. 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, 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.

In order to create a positive atmosphere, WCA adopted these standards to steer our student body toward Christian principles found 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.) including playing any of above in cars 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 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 tardiness, classroom distractions, etc. Behavioral issues include

disrespect, lying, cheating, disobedience, etc. When continued misbehavior leads to expulsion, the School Board has the final decision.

There are Five Steps on the Consequences 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 and/or Administrators, After-school detention and Saturday School. The chart provided 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 a responsibility to notify law enforcement in cases of illegal activity and/or actions.

STEPS OF THE LADDER	CONSEQUENCES
ONE	<b>Procedural - Verbal Warning</b> <b>Behavioral - Counseling + Parent Notified + 3 Silent Lunches</b>
TWO	<b>Procedural - One Silent Lunch</b> <b>Behavioral - Counseling + Detention + Parent Notification</b>
THREE	Procedural - Counseling + Parent Notified + Detention Behavioral - Parent Conf + Saturday School* + Loss of One Athletic Contest
FOUR	Procedural - Saturday School* + Counseling Behavioral - Discipline Committee Meeting w/Parent + Shadowing One Day + Loss of Athletic Participation
FIVE	Procedural - Saturday School* 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 1 Behavioral (for 6 <sup>th</sup> offense in week) Procedural Steps begin new each week Behavioral Steps continue to end of semester
SATURDAY SCHOOL	*2 or 3 Hours @ \$15 per hour (due on day of service) “No Show” results in In-School Suspension + \$50

**Note: Saturday School attendance is required unless previous parental permission has been secured. By not attending, a student will receive a one day in-school suspension plus a \$50 fine. The payment of SS is required before student may return to school.**

**Procedural (list not conclusive): Dress Code Violations, Failure to Follow Instructions, Failure to Sign Out, Hall Violation, Passing/Writing Notes, Not Prepared for Class, Interrupting Class, Failure to Participate in Class, Talking without Permission, Tardy to School or Class, Candy/Food/Gum, Chapel Misconduct, Others as determined by administration**

**Behavioral (list not conclusive): Cheating, Fighting, Profanity, Disregard of God's Name, Skipping Class, Stealing, Inappropriate Internet Use, Disrespect, Disobedience, 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 according to the discipline system. 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 45 minutes in length. Parents will be notified prior to the detention. During detention, students may not talk. Students may be assigned work/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 8:00 – 3:00. 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 cover the cost of a sub.

### ***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**

In the beginning, modesty and appropriateness were the goals and they continue. Due to the number of WCA families, we believe it is necessary to set minimum standard for dressing appropriately and modestly. *"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 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). If there is a question about dress/appearance, the administration and faculty make the final decision. Parents

are notified of inappropriateness and are asked to rectify the problem. Violations of the dress code result in the student being dismissed from class until correction is made.

*“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 despises, despises not man, but God, who hath also given unto us His Holy Spirit.”*

Biblical principles for dress are summed up in four main categories: Is it modest? Does it call undue attention to itself? Does it identify with any aspect of society contrary to God? Does it properly differentiate between the sexes?

### **A. Hair Code Violations**

It is the student’s responsibility to abide by the hair code without reminders. Hair slips are issued when a student fails to maintain the hair code after two days have passed to comply. If the problem is not corrected within that time, the student is given time during the school day to get the haircut.

### **B. After School Dress**

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

### **D. Casual – Special Day Dress Code**

Students attending school, visiting campus after dismissal, or during specially designated activities such as certain field trips, athletic events, or other approved events, there are some adjustments in the dress code. 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:

Clothing promoting rock, rap, country, or Christian rock music; Words or slogans with shady or suggestive meanings, including words with double meanings or bad connotations; Names of items or products that have an unwholesome association with worldly ideals; Anything perverted, grotesque, bizarre, or in poor taste; Anything promoting or associated with unwholesome television or movies; Pictures or representations of the human body in immodest attire; Any movie or sit-com which promotes worldly philosophies and violates Biblical principles of righteousness and holiness; Clothing associated with or promoting violent lifestyles with references or associations to professional wrestling; Clothing which advertises and promotes ungodly lifestyles, immodesty, and immorality in relationships.

#### **Casual Dress for 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 school-sponsored events.
- Blouses, t-shirts, tops, etc., must not have low necklines in the front or back and must be appropriate for the activity. Tops may not have offensive words, graphics or advertisements which conflict with the principles of WCA.
- 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.
- Shoes with rollers 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. Shirts may not have offensive words, graphics or advertisements which conflict with the principles of WCA
- Pants or t-shirts that are torn, ripped, or in poor taste should not be worn.
- Neck chains, sport necklaces or any other fashion item may not be worn around the neck. Earrings are never permitted at any school sponsored event.
- Shoes with rollers not permitted

Note: During graduations, programs, plays, recitals, award ceremonies, etc, the regular school dress guidelines are followed. Casual dress is not permitted.

## ***F. Academic Dress Code***

### **K5 – 5<sup>th</sup> Grade Girls**

- Traditional Polo or Oxford Shirt – any color/design with logo no larger than 2”
- Skirt to the knee or below, or uniform pants (khaki, navy blue or black only)
- Uniform shorts to the knee (khaki, navy blue or black only)
- Uniform Capri pants (khaki, navy blue or black only)
- Dresses with shoulder cover that come to knee or below (polo not required)
- Shoes with a back to prevent accidents on playground
- Long shirts or tunics with leggings are not permitted as substitute for dresses
- Make-up not appropriate during school day

### **K5 – 5<sup>th</sup> Grade Boys**

- Traditional Polo or Oxford Shirt – any color/design with logo no larger than 2”
- Uniform shorts to the knee (khaki, navy blue or black only) or long pants/jeans
- Shoes with a back to prevent accidents on playground
- No jewelry except a watch or rings worn on fingers
- Hair off eyes, ears and shirt collar; combed and neat
- Belt must be worn beginning in third grade

### **6<sup>th</sup> – 12<sup>th</sup> Grade Girls**

- Traditional Polo or Oxford Shirt – any color/design with logo no larger than 2”
- Skirt covering the knee or below, or uniform pants (khaki, navy blue, black)
- Dresses with shoulder cover that cover knee or falls below (polo not required)
- Dress or casual shoes (such as “Rainbows”)
- Make-up in conservative tones and fashion
- Leotard/leg coverings permissible during cold weather, worn under dress/skirt

### **6<sup>th</sup> – 12<sup>th</sup> Grade Boys**

- Traditional Polo or Oxford Shirt – any color/design with logo no larger than 2”
- Long pants/jeans and belt with the shirt tucked in at all times
- Casual or dress shoes
- No jewelry except a watch or rings worn on fingers
- Hair off eyes, ears and shirt collar; combed and neat; no extreme styles
- Clean-shaven with sideburns no longer than bottom of ear

## **Guidelines for All Students**

- Clothing not to be form-fitting; girls polo's/oxfords long enough to always cover
- Boys jeans in good repair without frays, holes, fading or designs
- Traditional polo's with no more than five buttons - all buttoned except top one or two depending upon the fit of the polo
- Oxford shirt must have all but top two buttons buttoned
- Colors of girls pants, Capri's and shorts – black, navy blue and khaki
- No athletic/PE clothing attire in classroom buildings
- No body piercing or tattoos
- No sundresses or low-rise skirts or pants/slacks
- No sunglasses, hats, or caps during school hours

**Acceptable Suppliers for Girls Pants, Capris and Elementary Shorts:**

*Buckhead ([www.buckheaduniforms.com](http://www.buckheaduniforms.com); Educational Outfitters on Buck Jones Road in Raleigh, [www.educationaloutfitters.com](http://www.educationaloutfitters.com); Land's End ([www.landsend.com](http://www.landsend.com)) or Sears in Raleigh – “uniform style only) and Arizona Uniform Pants (JC Penney’s – black, navy blue or bisque, not sand)*

**ALL STUDENTS** in 6th – 12th, if outerwear is chosen to be worn in the classroom during school hours, it must be without lettering, numbering, emblems, pictures, insignias greater than 2’ unless it is official WCA outerwear. Outerwear is not a replacement for the guidelines of the WCA regular school dress.

**Expectations**

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

**Expulsion**

The minimum expulsion period will be for the completion of one full year from the expulsion date. A student may be re-admitted if proper restitution has been made and true repentance has been shown with administration and school board approval. Expelled students are not permitted to attend school or school functions. Possible reasons for withdrawal or expulsion: Attending a rock concert, lounge, or nightclub; threatening an administrator, teacher, or another student; involvement in criminal activity; bringing firearms, guns, or knives to school; possession or use of any alcoholic beverage; possession or use (or makes pretense of using, possessing, or encouraging others to use) illegal narcotics; involvement in immorality; 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 school. These are excluded from school sponsored or athletic events, fine arts, or other where students participate:

Laser pointers	Pagers	Unapproved books and magazines
Razor blades	Caps or cap pistols	Radios, CDs, CD players, recorders
Headsets	Walkie-talkies	Water or Cap pistols, caps
Matches	Blank or live cartridges	Guns, Knives, Darts, etc
Lighters	Tobacco in any form	Firecrackers/fire producing agents
Others as identified	Objects considered harmful to the safety of the school or its students.	

## **Homework Policies**

For education to progress at the rate we desire, homework must be attempted 100% of the time. Discipline for incomplete homework in the middle/high school level will be dealt with per marking period basis. Students not falling in guidelines of complete homework will suffer consequences.

## **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 p.m. or arrives after 10:00 a.m. 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 10 absences in a given class per semester. 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. *“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.***