

Wilson Christian  
Academy

# **STUDENT PARENT HANDBOOK**



Wilson, NC  
**GO CHARGERS**

[www.wilsonchristian.com](http://www.wilsonchristian.com)

Welcome to Wilson Christian Academy! We proclaim God's amazing goodness to WCA for more than 60 years of Christian education in the Wilson, North Carolina area. To serve as a guide, this Handbook seeks to present our philosophy, procedures, standards, and goals. It is intended to answer as many questions as possible that you may have about WCA.

With the rich heritage and promising future of Wilson Christian Academy, we ask you to consider the benefits your child will receive from a Christian education. WCA strives to meet Biblical standards through our academic, spiritual, and moral instruction. Further, we strive to honor God in every aspect of our daily school life. We accept the challenge, opportunity and privilege of partnering with you in providing a quality, academic Christian education. As a Christian school, we believe we have much to offer.

The WCA staff is incredibly mindful of our great responsibility in encouraging each student to reach his or her fullest academic, physical, social, and spiritual potential. We realize that we are engaged in a work of eternal value and are ministering to lives more precious than the wealth of the entire world. We remain zealous to faithfully fulfill the ministry God has entrusted to us. We believe you will find that each member of the WCA staff gives individual care and concern over the progress of your child.

As we seek to follow the purposes of WCA, it is very important that we work together to produce a generation of spiritually mature young people who are able to identify, interpret, and implement truth found in God's Word. We believe that the development of your child into a mature Christian young person is increasingly more important in today's society. Prayer, Bible study, and church attendance are vitally important to your child's development as a Christian. The examples set by our teachers and your family will play a vital role in the development and ultimate individual student success.

Among the many Academy goals, these three are very important:

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

Let us team together to direct each young person to ponder the words of the Psalmist when he wrote Psalm 90:12 "So teach us to number our days, that we may apply our hearts unto wisdom."

The task which lies before us of training these young people to follow Christ is becoming more important with every passing day. With the Lord's help let us commit to leading these students to their maximum potential and future.

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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 Timothy 3:16; 2 Peter 1:20-21)
2. Man, the universe, and all things in the universe were created by the direct act of God in six literal days. (Genesis 1:1-2, 2:25; Hebrews 11:3; Colossians 1:16)
3. Man is a sinner and under the condemnation of sin. Man is needful of salvation and regeneration. (Romans 3:10, 23, 5:12)
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. (John 1:1-2, 10:30, 20:31; Philippians 2:6-8)
5. The Godhead is a Trinity consisting of God the Father, God the Son, and God the Holy Spirit. (John 10:30; Matthew 28:19)
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. (Philippians 1:6; Romans 3:24-26, 6:23, 10:9-10)
7. Marriage is the exclusive, covenant relationship between one man and one woman and is an illustration of the relationship between Christ and the Church. Though sexual intimacy within the marriage relationship between one man and one woman is approved and even celebrated in Scripture, we believe that any sexual intimacy outside of this covenant relationship falls short of God's standard and is prohibited. Further, we believe that God created human beings in two distinct genders: male and female. We believe that any attempts to alter or change one's gender or denial of one's biological gender are prohibited and sinful. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1, 6:9; 1 Thess. 4:1-8; Heb. 13:4)
8. The Holy Spirit dwells within the believer. (1 Corinthians 6:19, 13:8-10, 14:22; Romans 8:9, 26)
9. We are expecting the imminent, visible, pre-millennial return of our Lord Jesus Christ. (1 Thessalonians 4:13-18; John 14:1-3)

## **School History**

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. The evidence of God's work at Wilson Christian Academy is abundant in spiritual advancement, steady enrollment, and financial stability. Although when purchased the current campus was a rural setting in the late 1960's, 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: Child Care, Elementary, Middle/Senior High, Gymnasium, and the latest built in 2009 with an addition in 2013, the Fine Arts Center/Cafeteria/Library/Computer Lab. For the past few years, WCA has been in a consistent growth pattern from 404

in 2007 to now 600+ with another 100 in the Child Care. We retain membership in the North Carolina Christian School Association (NCCSA) as well as the American Association of Christian Schools (AACS). 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).

## **Statement of Purpose**

The purpose of WCA is:

1. To bring each student to a personal faith and acceptance of the Lord Christ
2. To provide a high-quality academic education in a Christian environment
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 assist each student in the development of a Christian mind and a Christian lifestyle
8. To support and assist the Christian home and the Bible-teaching local church.

## **Admissions and Enrollment**

### **Admissions Philosophy and Policy**

WCA is open to anyone interested in securing a Christian education, from four-year-old preschool through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by WCA's handbook. It must always be understood that attendance at WCA is a privilege and not a right. This privilege will be forfeited by any student who does not adhere to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend WCA and agree to apply themselves honestly and wholeheartedly to "study to show [themselves] approved unto God" (2 Timothy 2:15). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

WCA's Biblical role is to work in conjunction with the home. Of necessity, this partnership involves WCA's standard of belief and of what qualities and characteristics exemplify a Christ-like life. WCA reserves the right within its sole discretion to refuse admission or to discontinue enrollment of a student if the atmosphere, conduct, or activity that student has displayed is counter to or is in opposition to the biblical lifestyle taught at WCA. This includes, but is not necessarily limited to, participation in sexual immorality as defined in the WCA Statement of Faith (Romans 1:27).

Since the role of WCA is to work in conjunction with the home, continued enrollment at WCA requires the student to be living with the parent or legal guardian.

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. WCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with WCA's administration and to abide by its policies.

## **Admission 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. Once a student has enrolled, a withdrawal fee will be assessed for withdrawing from WCA.

All students are required to have a physical and proof of immunization as well as a copy of their 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 previously 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
5. A signed Statement of Cooperation
6. Two recommendations from teachers, principals, pastors/youth pastors
7. There will be a 90-day probationary period for new students with a limit of 20 demerits.

## **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. Students enrolling during mid-semester will be charged a per-diem rate.

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 \$275 registration fee. After the Re-enrollment period in February, the registration fee increases to \$350. The family maximum enrollment fee is \$550 (early re-enrollment) and \$600 after the early re-enrollment period. Students applying for re-enrollment are evaluated on the basis of academic, spiritual, and behavioral progress for re-admission. It is important for there to be a team effort of cooperation and support between parents, students, and 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**

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. 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: K5-5th, \$250 and Grades 6-12, \$300. 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. Any withdrawals are charged tuition for any month in which they attend. Withdrawal will be charged on a per-diem basis.

## **General Information**

### **Arrival and Dismissal**

Students may arrive on campus 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. If someone other than the parent will be picking up a student, parents must notify the school.

### **Regular Dismissal Times**

|                    |      |
|--------------------|------|
| K5-2 <sup>nd</sup> | 2:15 |
| Grades 3 - 5       | 2:30 |
| Grades 6 - 8       | 2:45 |
| Grades 9 - 12      | 2:55 |

### **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 K4-5th 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 3:10 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 3:10 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**

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. Students in 6<sup>th</sup> - 12<sup>th</sup> may try-out for sports. Students must meet academic requirements to remain eligible for these activities. An Athletic Handbook is issued outlining academic, attendance, and conduct requirements for students and parents. Parents and students sign an agreement form prior to participation. WCA competes in the NCCSA with three seasons of boys' and girls' sports at the middle school/junior and varsity levels.

| <b>Sports Season</b> | <b>Middle School/Junior Varsity</b>         |   | <b>Varsity</b>                                |   |
|----------------------|---|---|---|---|
|                      | <b>Boys</b>                                 | <b>Girls</b>  | <b>Boys</b>                                   | <b>Girls</b>                                    |
| Fall                 | MS Soccer<br>Cross Country<br>Shooting Team | MS/JV<br>Volleyball<br>Cross Country<br>Shooting Team | Soccer<br>Cross Country<br>Shooting<br>Team   | Volleyball<br>Cross Country<br>Shooting<br>Team |
| Winter               | MS/JV<br>Basketball                         | MS/JV<br>Basketball<br>JV<br>Cheerleading             | Basketball                                    | Basketball<br>Cheerleading                      |
| Spring               | MS Baseball<br>Shooting Team<br>Track       | MS Soccer<br>MS Softball<br>Shooting Team<br>Track    | Baseball<br>Golf<br>Shooting<br>Team<br>Track | Softball<br>Soccer<br>Shooting<br>Team<br>Track |

## **Attendance**

Good attendance is necessary for proper academic development. We request WCA parents to cooperate by having their child(ren) to school on time and keep absences to a minimum so that the child may gain the most from school. To minimize the spread of sickness, we do ask that students not return to school until they are fever/symptom free for 24 hours. If a student vomits at school they must leave and will need to remain out the following day as well before returning to school.

### **A. Absences**

All absences are counted as excused except for skipping school. All absences are counted towards the 20 days allowed to be missed. Extra hours will be made up via online class to receive credit for that class.

In grades 6 - 12, an absentee slip will be issued. 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 days 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. Any elementary student who leaves school before 12 Noon or arrives after 10:00 a.m. will be counted absent for one-half day. Any student not in class within 15 minutes of the start time is considered absent. If the student is on campus during that time, it will be considered skipping class.

***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.***

In some cases of Unexcused Absences with extenuating circumstances, special permission may be granted to make-up a major test with no penalty.

### **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 the 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 exams, 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 and must show ID. 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 we cannot ensure the message will 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 allowed to leave the grounds without permission. Leaving campus without express written permission from the Academy office is grounds for suspension or expulsion.
2. If a student must leave school early, a note stating the reason must be submitted 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 the student must sign out prior to leaving the 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 means of their normal transportation or with their parents. Permission is not 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.
4. Parents should not call and request the dismissal of their student(s) during chapel or 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. Students are considered tardy if they are not in their 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 anyone grading period for K4-5th students will result in a student not receiving Perfect Attendance. **MS/HS students are permitted ten tardy marks per semester before receiving referral notices which result in detentions should the pattern of tardiness continue.** This policy applies to student and parent drivers. 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/she 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 for a maximum of three days throughout the year as Excused Absences with advanced notice for each visit.

### **Book Policy**

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

### **Cell Phones/ Electronic Devices**

Upon entering the building during school hours, students must turn off and store all personal electronic or wireless communication devices out of sight. Use, visibility, or activation of personal devices during instructional time is prohibited unless previously authorized by a teacher or staff member for a legitimate instructional, safety, or medical purpose. Smartwatches or wearable devices with communication capabilities are treated as cell phones under this policy.

#### **Permitted Use:**

1. Educational purposes: A student may use a personal device if a teacher gives explicit authorization as part of a lesson plan or classroom activity.
2. Medical/disability accommodation: A device may be used if required by a student's Individualized Education Program (IEP), 504 Plan, or documented health plan.

3. Emergency situations: A device may be used when directed by staff for safety or emergency communication.
4. Breaks: Students may use their phones to make vending machine purchases during break or lunch only.

### **Consequences:**

Violations of this policy may result in progressive discipline:

1. First offense: Device confiscated until the end of the instructional day; parent/guardian notification.
2. Second offense: Device confiscated; parent/guardian must retrieve device from office; student may lose privilege to bring device for a period.
3. Repeated or severe offenses: Further disciplinary action under the student conduct policy, and parent/guardian conference.

*Note: The school does not accept responsibility for loss, theft, or damage of personal electronic devices.*

### **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 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. For your child's best benefit, 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 in charge of the situation.

Grades, announcements, and communication will be published on 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 and lunch purchases. School calendar changes, athletic schedules, special awards, and other pertinent information is at [www.sycamoreschool.com](http://www.sycamoreschool.com).

### **Driver Education**

WCA does not offer Driver Education. 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. The final decision whether it is safe for students to attend school ultimately lies with the parents. The administration will decide when school is open, but parents must decide if it is safe for traveling to school. WCA cannot accept responsibility for determining if individual travel conditions are safe but will work with parents on a case-by-case basis.

Announcements will be posted on Sycamore and a phone 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).

## **Field Trips**

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

## **Financial Information**

Fees and tuition must be paid when due. The Registration fee is due in February with the Re-enrollment Application. For new students, the fee is due with the application. This fee is non-refundable unless a student is not accepted. FACTS is a third-party tuition collection service and our partner in tuition collection. Parents may make one annual tuition payment due August 1<sup>st</sup> and thus avoid the fees that FACTS charges for the monthly maintenance of tuition payments.

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)
3. The yearly registration fee for FACTS (usually \$45) can be saved by making one tuition payment in full or by making two payments (one for each semester).

## **Book fees and Tuition Statements**

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

**Other Fees:** Athletic fees and some individual Fine Arts fees are billed separately.

**Returned Check Policy:** I.S.F. incurs an additional \$25 charge which must be rectified with a cash payment. Post-dated checks will not be accepted. If there are multiple returned checks, future payments must be made in cash form.

**Statement Policy:** Parents choose automatic transfer on the 5<sup>th</sup> or 20<sup>th</sup> of each month with FACTS. FACTS will notify parents concerning uncollectible tuition. Should FACTS fail to receive the monthly tuition, the account will become delinquent. Accounts over 14 days are reviewed and the Board will make a decision if the account becomes 45 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 receive grades from Semester Finals. Student records and report cards will not be released due to delinquent accounts.

## **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 is assured.

### **Safe School Commitment**

WCA is committed to establishing and maintaining a safe and healthy learning environment for its campus. Therefore, WCA reserves the right to routinely inspect and specifically search school buildings and grounds and anything brought onto school property (including vehicles) or school facilities in accordance with the laws of the state.

### **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.

### **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.

## **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> – 12th to participate in the Homecoming court. Homecoming winners must be WCA students who have been in attendance for all semesters of their Junior and Senior years and must represent well the philosophies of WCA in both attitude and lifestyle. Attire

for the Homecoming Court is approved through an administratively approved committee. Guidelines are available through the WCA office.

## **Insurance**

WCA provides student accident insurance which serves as supplemental insurance. Medical expenses related to injuries are the responsibility of the parent. It is recommended you file with your primary insurance and the student accident insurance immediately after an incident. It is required for parents to carry family insurance on students participating in any of the sports programs.

## **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.

|                       |  |
|-----------------------|--|
| 1. Library Visits     | Elementary students visit weekly with their class.   |
| 2. Limits on Books    | Students responsible for all books checked out; K5-3 <sup>rd</sup> grade limit 1 book, 4 <sup>th</sup> -5 <sup>th</sup> grade limit 2 books.                                   |
| 3. Damaged Books      | Damage fee charged based on the extent of the damage   |
| 4. Lost Books         | Lost books must be paid at current list price plus \$3.00 for processing. Books are considered lost after two weeks.   |
| 5. 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 are the property of WCA and are subject to unannounced inspection. Each MS/HS student is assigned a locker. 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. The student is responsible for damage to the locker. 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.

## **Lost and Found**

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

## **Lunch & Scan Cards**

Students may either bring their own lunch to school or purchase lunch at school. A menu with current prices may be found on Sycamore. Students are not permitted to leave the school grounds for lunch off campus unless it is

due to a school sponsored activity, or the parent or grandparent is taking the student for a special occasion.

We use an ID/Scan-card system to eliminate the problem of handling lunch money each day, and to simplify purchasing procedures for parents. Elementary teachers monitor the scan card. Parents are asked to begin the lunch account with at least \$40.00. Lunch purchases are tracked through Sycamore. 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, violin, instrumental) 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.

## **Parent Information**

### **Communication to School**

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

### **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 anyone we do not personally know.

### **Parent - Teacher Conferences**

Parents are welcome to visit classrooms; however, when a visit is desired, the parent should make a 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.

### **Parent - Teacher Conference Day**

Parent-Teacher Conference Day is held after the first quarter to enable parents to discuss 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 the date on the School Calendar.

### ***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. If a problem arises within the classroom regarding your child, please contact the teacher to discuss the problem and its solution. Sending a PAN through Sycamore may be the quickest option to get in contact with the teacher. You may also call the office and leave a message for the teacher to call you and set up an appointment.
2. If the problem cannot be resolved 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.
3. WCA may be forced to attempt to collect unpaid tuition through court proceedings, but we do not choose to settle any other disputes in court. Arbitration will be sought if necessary.

### **Photographs/Photography**

Student-to-student: Due to the need for privacy, no student may take photographs of other students using any type of instrument, whether camera, cell-phone, or other invention while on-campus during all regular school hours. It is understood that some photographs will be taken in public settings during after-school events, or special occasions such as the last day of school which will be identified by the administration. The only students who may take photographs during regular school hours are official Yearbook staff members under the direction of the Yearbook editor or administration. \*Consequences will be given for violating this policy based upon the seriousness of the situation.

Student-to-teacher: At no time without express permission by the WCA faculty/staff member may a photograph of any teacher or staff member be taken while on-campus. \*Serious consequences will be given for violating this policy.

### **Responsible Use Policy**

It is our desire to protect students from any questionable material. Student access to the Internet is permitted and monitored during class time as determined by the teacher. Parents and students sign the WCA Internet Agreement form each year. It is expected that each user will follow these guidelines as to the rights, responsibilities and consequences of inappropriate

use of computers and the Internet. The WCA system is made available to students to further their education. Internet access is filtered and monitored. Information acquired 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. WCA reserves the right to examine or delete files on its computer systems or to monitor any Internet site visited. Failure to adhere to WCA policies on computer use will result in disciplinary action.

Due to the reality of pornographic material being transferred to handheld devices, and the graphic violence inherent in many games, at no time may video games be played on the WCA campus or on WCA field/athletic trips. The internet may not be accessed except through approved WCA internet connections located in classrooms and the computer lab where internet filters are in place.

These standards apply whether on-campus or off-campus and serious consequences will be administered for violating them. Consequences are determined at the sole and absolute discretion of the Administrator or his designee.

**Students shall not:**

\*Post messages or materials containing blasphemy, irreverence to God or Jesus Christ, or holy things as identified in the Word of God, and contradictions of the WCA Statement of Cooperation & Statement of Faith.

\*Post or intentionally access pornographic materials including sexually explicit pictures, writings, or any other which is sexual in nature

\*Use inappropriate language via public sites or private messages via online or through any other media

\*Make harassing or defamatory statements including personal attacks, false or defamatory messages or images

\*Participate in, support, or condone activity or behavior that is contrary to the Statement of Faith of WCA or the policies of the school

These policies apply when using internet/computers on-campus:

- a. The Internet will be used ONLY with permission from the staff/teacher.
- b. Students are to avoid tampering with hardware, or software, and introducing or using computer viruses.
- c. Downloading of any data or programs from the Internet is not permitted without teacher approval.
- d. Although WCA Internet access is filtered, there is potentially offensive material which should be reported to the 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 as determined by the School Board or their designee.
- e. 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.
- f. Posting anonymous messages and visiting chat rooms is prohibited.

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. Participate in 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 log on with any ID other than their own.

### **Public Websites**

Students are responsible for the content on their personal websites including sites such as Facebook, Instagram, SnapChat, etc. 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, and may be asked at any time to open any public site such as Facebook.

### **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*                  | 7:30 am - 4:00 pm |              |                     |
| Child Care               | 6:30 am - 6:00 pm | Grades 6-8   | 8:00 am - 2:50 pm   |
| K4, K5 & 1 <sup>st</sup> | 8:00 am-2:30 pm   | Grades 9-12  | 8:00 am - 2:55 pm   |
| Grades 2 - 5             | 8:00 am-2:40 pm   | *June & July | 8:00-2:00 pm (M-Th) |

\*Office closes 3:45 p.m. Wednesday & Friday

### **Senior Activity: The Wilds**

The entire Senior Class participates in one major event: a week-long retreat each spring at the Wilds' Camp in Brevard. WCA values this event greatly to the extent that half of the week's camp fee is paid by WCA. The week encapsulates our belief that there is tremendous power in the preaching of God's Word, and through preaching individuals submit to God's will and make commitments which will impact their adult lives in many positive ways. The trip is required for participation in graduation ceremonies unless there is a death in the family, or hospitalization of the senior or a close family member, i.e., father, mother, brother, sister. Any other reason for non-attendance is considered by the School Board on a case-by-case basis. To attempt to capture some of the Wilds' experience for those who cannot attend, a project has been developed for their attention. The project includes the requirement to be on-campus each school day during the week from 8:00 am until 3:00 pm. Each senior who does not attend the week retreat will complete this alternate project developed around listening to selected sermons. The messages are to be outlined and summarized. The project deadline is the

Wednesday preceding graduation. Non-attendance and/or not submitting the alternative assignment will result in the forfeiture of participation at graduation.

## **Spiritual Emphasis**

A vital element at WCA is its spiritual emphasis. Our spiritual program is a combination of the following: 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.

## **Transcripts**

Transcripts of student records will be sent to the college(s) of the student's choosing. Final transcripts are sent without charge one year after graduation. After this year, transcripts are sent at a fee of \$5 each. 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/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 should 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.

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

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

1. Drive carefully while obeying all traffic signs and the 10-mph speed limit.
2. Please do not park in the parking spots closest to Airport blvd in front of the main buildings between the hours of 8:15 a.m. and 1 p.m.
3. 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).
4. Picking-up students
  - a. Parents with students in K5 - 2nd grade must enter the lower Child Care 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. K5 students will be placed in cars beginning at 2:20 and 1<sup>st</sup> at 2:30 p.m. and 2nd grade at 2:40
  - b. Students in grades 3-5 must be picked up at the location specified by the teacher at orientation beginning at 2:40
  - c. Students in grades 6 - 8 may be picked up in front of the main buildings or the back of the gym. Parents should remain in the car in the middle lane, allowing room in the left lane for other cars to exit and the right lane for elementary classes. Students in grades 6-8 will begin loading at 2:50
  - d. Students in grades 9 - 12 may be picked up at a chosen location at 2:55 p.m. *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.*
5. Other Guidelines
  - a. Do not park and attempt to back into the car lines.
  - b. Do not use the time before/after school to enter the building.
  - c. Do not detain our teachers from focusing on their duties immediately before or after school. If you must meet with your student's teacher, please plan ahead and make an appointment through the school office.

### ***Carpools***

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.

### **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. Publicly posting, whether directly or indirectly any derogatory comments about the school, faculty, or staff is not acceptable.

## **Verifying Information**

It is understood that in the process of discovering a situation that may require discipline, individual children may be asked to provide or verify information in order to disclose their full understanding of that situation. If there is a serious issue discovered relating directly to any child, the parent will be notified promptly.

## **Videotaping**

*Student-to-student:* At no time while on-campus of WCA may a student videotape any other student in a private or public setting. \*Consequences will be given for violating this policy.

*Student-to-teacher:* At no time while on-campus of WCA may a student videotape any faculty/staff member in any type setting whether in or out of the classroom, during athletic events, or any other time. \*Serious consequences including expulsion will be given for violating this policy.

## **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.

## **Academic Departments**

### **Kindergarten**

Kindergarten classes at WCA offer a delightful learning experience. 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 Child Care building follow dress code guidelines of the Child 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 fellow man 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 26 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 Awards Day programs are for the purpose of recognizing students who excel in given areas. Awards 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.

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>Award</b>                                     | <b>Qualifications</b>   |
|--|---|
| <b>Highest/Second Highest Scholarship Awards</b> | Students with the overall 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 90.0 or greater in every subject on each 9-week marking period   |
| <b>A-B Honor Roll*</b>                           | Students who earned overall average of 80.0 or greater in every subject on each 9-week marking period   |
| <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 every class each school 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 feareth the Lord; that walketh in His ways.”* (Psalms 128:1) *“Wherewithal shall a young man cleanse his way? By taking heed thereto according to Thy Word.”* (Psalms 119:9)

All students 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 on our American heritage and the Christian principles upon which America was founded.

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

Classes with a 1 or 2 designation after them are College Prep 1 (formerly Standard) and College Prep 2 (formerly Honors).

|                             |   |
|-----------------------------|---|
| Bible                       | 9, 10, 11, 12 (one for each year at WCA)  |
| English                     | 9-1, 9-2*, 10-1, 10-2*, 11-1, 11-2*, 12-1, 12-2*  |
| Mathematics                 | Alg I-1, Alg I-2*, Geometry, Alg II-1, Alg II-2*, Adv. Functions, Pre-Calculus-2*, Calculus-2*, Business or Consumer Math                                     |
| Science                     | Physical Science, Biology-1, Biology-2*, Chemistry-1, Chemistry-2*, Physics-2*, Food and Nutrition, Health Occupations, Human Anatomy/Physiology, Meteorology |
| Social Studies              | Government/Economics, World History, US History 1, US History 2, AP American Government, AP World History, AP US History                                      |
| Health & Physical Education | Health, Physical Education  |
| Foreign Language            | Spanish I-1, Spanish I-2*, Spanish II-1, Spanish II-2*  |
| Business Education          | Business Math, Consumer Math, Accounting  |
| Fine Arts                   | Art I, II, III, IV, Band, Choir, Dramatic Production  |
| Other                       | Communications, Creative Writing, Dual Enrollment Elective, Intro to Education, Speech/Personal Finance, Teacher Aide, Yearbook                               |

| <b>Completed Credits</b> | <b>Grade Classification</b> |
|--------------------------|-----------------------------|
| <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:**

| <b>Grade 7</b>      | <b>Grade 8</b>          | <b>Grade 9</b>   | <b>Grade 10</b> | <b>Grade 11</b>             | <b>Grade 12</b>               |
|---------------------|-------------------------|------------------|-----------------|-----------------------------|-------------------------------|
| Bible               | Bible                   | Bible            | Bible           | Bible                       | Bible                         |
| English 7           | English 8               | English 9        | English 10      | English 11                  | English 12                    |
| Pre-Algebra         | Pre-Algebra , Algebra I | Geometry         | Algebra II      | Adv. Function, Pre-Calculus | Calculus, Acct, Cons/Bus Math |
| Life Science        | Earth Science           | Physical Science | Biology         | Chemistry or Sports Med     | Speech                        |
| US History          | N C History             | Gov - Econ       | World History   | U.S. History I A.P. History | U.S. History II A.P. History  |
| Health/PE           | PE/Keyboar d            | Spanish 1        | Spanish 2       | Online/Study/ TA            | Online/Study/ TA              |
| Fine Arts Electives | Fine Arts Electives     | Health & PE      | Electives       | Electives                   | Electives                     |

## **B. Grading Scale**

| <b>Letter</b> | <b>Point Value</b> | <b>Quality Points</b> | <b>Honors</b> | <b>AP</b> |
|---------------|--------------------|-----------------------|---------------|-----------|
| A+            | 98-100             | 4.00                  | 4.50          | 5.00      |
| A             | 94-97              | 4.00                  | 4.50          | 5.00      |
| A-            | 90-93              | 3.75                  | 4.25          | 4.75      |
| B+            | 87-89              | 3.33                  | 3.8           | 4.33      |
| B             | 83-86              | 3.00                  | 3.5           | 4.00      |
| B-            | 80-82              | 2.75                  | 3.25          | 3.75      |
| C+            | 77-79              | 2.33                  | 2.80          | 3.33      |
| C             | 73-76              | 2.00                  | 2.50          | 3.00      |
| C-            | 70-72              | 1.75                  | 2.25          | 2.75      |
| D+            | 67-69              | 1.33                  | 1.80          | 2.33      |
| D             | 63-66              | 1.00                  | 1.50          | 2.00      |
| D-            | 60-62              | 1.00                  | 1.50          | 2.00      |
| F             | 0-59.9             | 0                     | 0             | 0         |

## **C. Exams**

Students enrolled in courses which receive high school credit take Semester Exams. Exams have a value of 10% for each semester average.

Computation of Semester Grades

| <b>Grades 6 – 8</b> |      | <b>Grades 9 – 12</b> |      |
|---------------------|------|----------------------|------|
| Quarter             | 50%  | Quarter              | 45%  |
| Quarter             | 50%  | Quarter              | 45%  |
| Semester Grade      | 100% | Semester Exam        | 10%  |
|                     |      | Semester Grade       | 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 seek advanced degrees.

## **Fine Arts Competition**

Each year the NCCSA sponsors a Fine Arts Competition for its member schools. All students in grades 4 - 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 3.50 or above on a 4.33 scale. The valedictorian and salutatorian are chosen from among students with the highest and second highest cumulative averages for four years of high school in the college preparatory course of study. 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. **Since the graduation ceremony is a privilege and not a right which follows the completion of academic requirements, graduation exercise is granted to each student who is in good standing. Any action, activity, and/or event which follows the completion of academic studies and precedes the event of graduation could cause the privilege of the ceremony to be revoked.** 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 tracks offered at WCA are College Preparatory 1 and 2. To graduate from WCA, a student must accumulate at least twenty-six credits. Each student must be enrolled in and pass a Bible class each year while at

WCA. 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 financial accounts must be paid in full for seniors to participate in graduation.

Students who plan to attend college/university should contact the institution of their choice to determine special requirements for admission. Since each college has its own individual requirements, parents need to ensure fulfillment of particular college entrance requirements. The administration will assist the student in any way possible.

| <b>Requirements</b>  | <b>General Course of Study</b>  | <b>College Preparatory **</b>   |
|--|---|---|
| <b>Bible</b>   | <b>4 credits</b><br>Bible 9, 10, 11, 12   | <b>4 credits</b><br>Bible 9, 10, 11, 12   |
| <b>English</b>   | <b>4 credits</b><br>English 9, 10, 11, 12   | <b>4 credits</b><br>English 9, 10, 11, 12   |
| <b>Mathematics</b>   | <b>3 credits</b><br>Algebra I +<br>2 additional math courses                              | <b>4 credits</b><br>Algebra I +<br>Geometry<br>Algebra II<br>Adv. Functions/Calculus      |
| <b>Science</b>   | <b>3 credits</b><br>Physical Science<br>Biology<br>1 additional science                   | <b>3 credits</b><br>Physical Science<br>Biology<br>Chemistry or Physics                   |
| <b>Social Studies</b>  | <b>4 credits</b><br>Government/Economics<br>World History<br>US History 1<br>US History 2 | <b>4 credits</b><br>Government/Economics<br>World History<br>US History 1<br>US History 2 |
| <b>Fine Arts</b>   | <b>1 credit</b><br>Speech   | <b>1 credit</b><br>Speech   |
| <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>6 credits</b>  | <b>3 credits</b>  |
| <b>TOTAL</b>   | <b>26 credits</b>   | <b>26 credits</b>   |
| + Algebra I is credit course for graduation requirement                              |   |   |
| ** College Preparatory Course of Study meets UNC System minimum system requirements. |   |   |

## **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 Wednesday nights.

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 to 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.

## **Homework Assignments**

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 completing an assignment the day before it is due.

Each student in grades 2-8 is required to have a homework assignment pad in which to write daily assignments. In grades two through five, it must be signed each night by the parent to indicate completion of the assignment. This pad also serves 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. Homework is given for the following reasons:

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.

## **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     |

## **Homework Policies**

For education to progress according to WCA standards, homework must be attempted 100% of the time. Discipline for incomplete homework at the junior/senior high level will be dealt with on a per marking period basis. Students not following guidelines of complete homework will suffer consequences.

## **Honor Code**

Students in grades 9-12 follow the WCA Honor Code energized and instituted by students during the 2014-2015 year. The Code covers areas of lying, cheating, and stealing. Students sign the Code annually at the beginning of each year.

## **Honor Roll**

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

### **PRINCIPAL'S LIST**

All A's

### **A HONOR ROLL**

A Average with no grade less than B

### **A-B HONOR ROLL**

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. Incomplete assignments 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 courses have Honors designations: Algebra 1 & 2, Geometry, Pre-Calculus, Calculus, Biology, Chemistry, Anatomy and Physiology, Physics; English 9, 10, 11, and 12; and Spanish 1 & 2. Approval from the subject teacher and the administration must be gained for admission. Students may take Advanced Placement credit in Calculus, US History, World History and American Government. 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 five 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 3.50 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 the selection.

## **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 weighted high school GPA of 3.50
2. Demonstrate evidence of good Christian character and behavior
3. Possess leadership qualities
4. Evidence a spirit of service to church, community, etc
5. Receive the recommendation of the high school faculty
6. Any suspension in current high school year 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 Reporting**

Progress reporting is viewed on a daily/weekly basis through Sycamore Education. Teachers are instructed to stay current with grade updates. Please PAN/email/notify the individual teacher if you cannot view current grades. If you do not find updates after your request, please contact the office.

## **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 50 - 59 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. Students 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. 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 are issued every nine weeks, but grades may be found on Sycamore Education any time the teacher(s) post grades. The final report card will be held if the student's financial account indicates a balance due.

## **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 Iowa Basic series, student achievement is measured to reveal strengths and expose weaknesses in the classroom or the curriculum. These tests provide everyone involved in the child's education an insight into his/her achievement compared to the national average. Please make every effort to ensure your child is present for each testing session.

In addition, freshmen and sophomores take the ACT ASPIRE, and juniors take the PSAT-NMSQT (Preliminary Scholastic Aptitude Test-National Merit Scholarship Qualifying Test) offered during the fall semester at WCA.. These tests reveal areas of academic weakness as well as prepare the students for the college entrance exams. All WCA students following the college prep track are recommended to take either the ACT (American College Test) or SAT (Scholastic Aptitude Test) to help with college entrance. WCA recommends seniors register for both exams. Registration is completed online. The fees for these tests are paid directly to the testing service. Some colleges prefer the ACT while others the SAT, so the student should consult the college of his choice.

## **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**

### **Bullying Policy**

WCA seeks to educate our students from a Biblical perspective, which teaches us to love one another as Christ has loved us (1 John 4:11). Bullying is not a behavior which reflects Christ-like love or respect; therefore, we prohibit any incidents of it.

#### ***Definition***

Bullying is defined as an instance in which a person(s) uses power in a willful/deliberate manner, bringing repeated hurt or harm to another individual.

- Bullying needs to be evaluated upon intentional harm to the victim, and the frequency of occurrences.
- It is a pattern of repeated behavior rather than a single act.
- Bullying is targeted at a specific victim or victims.

## **Description**

Bullying generally falls into one of four categories: physical, verbal, emotional/mental, and social.

- **Physical:** use of body to harm another's body or personal property.
- **Verbal:** use of words or threats to harm another person.
- **Emotional/mental:** use of nonverbal harm to another's self-concept (i.e., ignoring, isolating, excluding).
- **Social:** use of peer relationships to harm another's group acceptance.

## **Procedure**

When a report of bullying comes to the attention of the school (teacher, administrator, etc.) the following will occur:

1. A school official will investigate the report of bullying by:
  - a. Talking with the student(s) being bullied.
  - b. Talking with teacher(s).
  - c. Talking with student(s) accused of bullying.
2. Based on the information gathered, the Administrator and teacher will meet to determine action to bring appropriate resolution to all parties involved. If bullying is found to be present, consequences will be determined (see below for disciplinary action).
3. The Administrator will notify parents of both parties regarding the situation and the steps that will be taken for resolution. This may take place via phone or in person.
4. School officials will monitor the situation to ensure that resolution has occurred. A continued offense will be handled according to the disciplinary actions listed below.

## **Disciplinary Action**

Bullying is a serious offense and will be treated as such. If the Administrator determines the action to be bullying, he/she will decide appropriate disciplinary action. Consequences may include parent meetings, detention, suspension, or expulsion.

## **Cyber-bullying**

Students are prohibited from using the school computers or personal computers or other personal electronic devices at school or away from school for creating, viewing, downloading, storing, or re-transmitting sites, messages, or images that contain or promote inhumane or immoral material such as (but not limited to) sites, messages, or images that contain or promote pornographic, gratuitously violent, racist, or hate-motivated material; that denigrate or defame others; that are primarily oriented around gambling, that promote the use of illegal drugs; or any site, message, or image whose primary intent and message is contrary to the mission and principles of WCA.

Cruel, inhumane, or immoral material such as that noted above is against WCA's school mission and policy and is a violation of the biblical commands to turn away from evil and think about things that are good (1 Peter 3:10ff and Philippians 4:13ff).

Such inappropriate use will subject the student to disciplinary action. Students' personal devices are included in this prohibition, since it is assumed that students and parents have been honest in their commitment to support the mission and intent of the school. Students who are found to be engaging in these activities from their personal or family devices, whether in or out of school, are subject to school disciplinary action. It should be noted also that public laws governing the distribution of pornography and defamation, or harassment of others have been applied to students' personal devices, and that students who engage in such activity may be subjecting themselves to civil or criminal penalties as well.

We wish to specifically note that students who use technology devices and means in or out of school to bully, threaten, harass, defame, insult, slander, or otherwise harm another student, staff member, or parent from the school are subject to school disciplinary procedures and may be subject to civil or criminal penalties as well. Students should be careful to be encouraging, uplifting, and discreet with emails and posts on social networking sites.

Any student or staff member who believes they are the victim of such use should report the matter to the administrator immediately with applicable evidence if possible.

## **Care of Property**

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

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

Individuals disfiguring property or other damage to school property or equipment will require restitution for the damage done or replacement of 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 not 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.

## **Code of Conduct**

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

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

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

Students are expected to abide by these standards throughout their enrollment at WCA. This expectation applies to the time that students are in school or at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below. Students determined to be out of harmony with these ideals may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

Students 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.**

### **Classroom Standards**

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

### **Dress Code**

#### **Guidelines for All Students**

The following guidelines have been formulated to give direction in matters that require discernment. WCA has chosen to adopt these guidelines in an effort to train young people in conservative and professional values. On matters pertaining to gender distinction, students will be identified according to whether they are genetically male or genetically female at birth and are expected to follow any associated standards. The purpose of the following policies is to promote a conservative and professional appearance.

#### **Casual Dress Code**

Basic standards of modest fit and modest covering must be followed at all times. Loose-fitting pants, slacks or shorts which fall to the knee. T-shirts or other casual tops are permitted. Any printing and/or pictures must be tasteful, conservative, and neat in compliance with WCA standard. No clothing promoting groups, products, music, entertainment or organizations that are not in line with biblical principles and WCA standards; no clothing with slogans that are bizarre or in poor-taste.

#### **Emblems/Logos**

Shirts/tops may not have lettering, numbers, pictures, emblems, etc. except a manufacturer's logo small enough that it may be covered by the palm of the hand.

#### **Hair/Hair Color**

##### **Boy's Hair**

The purpose of this policy is to promote conservative styles and professional appearance. Hair must be neat and tapered and may not come over the ears, eyebrows, or collar; sideburns may not extend beyond the bottom of the ear. Flipping, curling, or slicking hair is not permitted as a means to keep the hair off of ears, eyebrows, or collar. In order to maintain professionalism, fads, and extreme styles are not acceptable which would include lines, letters, numbers, and artwork shaven into the hair as well as mohawks or mullets. All hairstyles (including high

tops) should be neatly combed and managed and may not exceed 2 inches above the scalp. Boys' hair may not be tied or gathered or contain any object to keep hair off ears, eyebrows, or collar. Unnatural hair colors and styles are not acceptable. Male students in violation of the hair code will have 3 days to fix the violation or will not be allowed to be in school until it is remedied. Young men 8<sup>th</sup> grade and above must be clean shaven each day or will be asked to leave and shave before returning to class.

### **Girl's Hair**

The purpose of this policy is to promote conservative styles and professional appearance. With this in mind, gothic dress/makeup styles or any other fad or extreme style is not permitted. Although highlighting is acceptable, the color of their hair must be uniform and not detract from their professional appearance. Any unnatural hair color, streaking, masculine hairstyles (i.e. shaved/close cropped), or tinsel ("fairy hair") are not acceptable.

### **Jewelry**

*Boys:* no necklaces permitted at any time while on campus or involved in any school-sanctioned event; no body piercings; minimal non-metallic bracelets or wristbands in good taste may be worn. *Girls:* jewelry should be tasteful and appropriate; no body piercings permitted to show and ear piercings limited to three.

### **Shoes**

Shoes must be worn; may be casual or dress in nature; elementary students must wear full-foot shoes with a back to protect during playground time. Due to safety concerns, shoes with rollers are not permitted. Middle School and high school students' shoes must have some type of backing. No slides or casual sandals permitted.

### **Sweatshirts**

Sweatshirts and Jackets may be worn at WCA if they meet the following criteria:

- Logos, teams, pictures, or writing displayed must be tasteful, conservative, and neat, not promoting groups, products, music, entertainment, or organizations that are contrary to Biblical principles and WCA standards. This includes avoiding slogans that are bizarre or in poor taste. While prominent manufacturer logos are generally acceptable, any content deemed inappropriate by school personnel is prohibited.
- Clothing, including sweatshirts and jackets, should not have fraying, holes, or the appearance of holes.
- All items must be appropriately sized, avoiding overly tight or excessively baggy fits.
- No costume-type clothing is allowed.

Failure to follow these guidelines will result in demerits and the student will be asked to change into compliant attire. Repeated violations may lead to further disciplinary action.

### **Tattoos**

North Carolina law states that it is illegal to tattoo a minor; therefore, tattoos are not permitted while a student is enrolled at WCA. Once the student turns 18, if a tattoo is chosen, it must be covered at all times while the student is on-campus and/or involved in any school-sanctioned event.

### **Dress Code for K5 - 12<sup>th</sup>**

#### **Academic Dress Code for 1st – 5<sup>th</sup> Grade Girls**

- a) Leggings may only be worn under a dress which covers the top of
- b) the knee and may not be worn as pants.
- c) Dresses with opening less than 2" below neck; must have a cap or sleeve
- d) All dresses and skirts must cover the top of the knee when sitting.
- e) All slits in skirts must cover the knee at all times.
- f) Combinations of shirts, pants and skirts must cover mid-section.
- g) If pants are worn, the emphasis is on loose fitting and uniform style (no palazzo, gaucho, jersey, joggers, etc.) The acceptable color of pants is solid navy, khaki, or black. Uniform style shorts or skirts that come to the knee are still acceptable wear in grades K5 – 5th grade. The emphasis for pants or uniform style shorts is modesty without a tight fit around the legs or posterior. No Capri pants, low-rise (hip huggers), bell-bottoms or jeans permitted. Pants may not be made of denim or corduroy. Torn and/or cut-off pants and pants that have large buttons, studs, or zipper pockets may not be worn. All clothing must be loose fitting.

#### **Academic Dress Code for 6th – 12<sup>th</sup> Grade Girls**

1. Clothing must be loose fitting. No jegging or legging type pants
2. Traditional Polo or Oxford Shirt – any color/design and buttoned.
3. Skirts must fall below the knee, or uniform pants (khaki, navy blue, black)
4. Dresses with shoulder cover that falls below the knee. Nothing low cut in the front or back of dresses. (Polo not required)
5. Make-up in conservative tones and fashion
6. Leotard/leg coverings permissible when worn under dress/skirt.

#### **Academic Dress Code for 1st - 12<sup>th</sup> Boys**

1. Pants or jeans in good repair must fit properly and be worn at the natural waist; no “skinny jeans” permitted, must be loose fitting
2. Belts are required for male students in grades 4-12
3. Shirts must be a traditional polo or oxford style with no lettering, numbering, picture, emblem, etc. except a manufacturer logo small enough that it can be covered by the palm of the hand; must be tucked in at all times, must be loose fitting
4. Boys in K5 – 5<sup>th</sup> grade may wear uniform shorts that come to the knee; black, khaki, or navy in color

### **Forbidden Articles**

The following items are not appropriate for the school environment and are not to be brought to school or used at school. This includes school sponsored

trips, athletic events, fine art activities, or at any function in which WCA students are participating: video games, radios/players/headsets, laser pointers, two-way radios, smart watches, water or other guns/pistols, razor blades, caps, unapproved books or magazines, blank or live ammunition, firearms/knives/darts/other weapons, matches/lighters/firecrackers/other fire producing agents, tobacco in any form, and any other objects administration deems harmful to the safety of other students.

Bringing the named items to school will result in confiscation of the items and appropriate disciplinary action of the student. Live pets and animals are not to be brought to school without prior permission. Please remember, WCA, as a private Christian institution, reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness and scholarship. The administration maintains the right to suspend or expel anyone who violates the standards or spirit of the school. The administration shall determine when and how to discipline offenders of both written rules and the general spirit and/or direction of the institution.

## **Sexual Harassment**

### **Student Sexual Harassment Policy**

WCA is committed to maintaining a Christ-centered academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. WCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### **Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of the individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

### ***Employee-Student Sexual Harassment***

Employee-student sexual harassment is prohibited.

### ***Student-Student Sexual Harassment***

Student-student sexual harassment is prohibited.

### ***What to Do If You Experience or Observe Sexual Harassment***

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a teacher, the school Administrator, or (should the sexual harassment include the administrator), a School Board member. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to a teacher, the school Administrator, or (should the sexual harassment include the Administrator), a School Board member. All complaints will be promptly investigated.

### ***Confidentiality***

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parents/guardian and appropriate government officials as the circumstances warrant.

### ***Protection Against Retaliation***

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

### ***Procedure for Investigation of the Complaint and for Taking Corrective Action***

When a school official receives a complaint, he or she shall immediately inform the Administrator, or if it involves the Administrator, a School Board member. The Administrator will direct an investigation, unless it involves him/her, in which case a School Board member shall direct the investigation.

If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **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.”* (I 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.

## **Discipline**

### **Discipline 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 with families, 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.

The need to create a positive atmosphere has led WCA to adopt these standards which steers our student body toward Christian principles found in God's Word:

1. Refrain from the use of words for God or Deity; avoid using indecent or inappropriate language
2. Abstain from the use of tobacco products including smokeless products, alcohol, illegal drugs, vapes.
3. Avoid any form of gambling
4. Refrain from dance parties and activities which compromise Scripture such as renting/viewing violent or immoral videos or movies
5. 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.
6. Avoid any form of complaining, arguing, griping, or displaying a poor attitude toward any faculty, staff, or volunteer in association with WCA
7. Maintain Biblical standards of respect, kindness, modesty, morality (including but not limited to adherence to Biblical standards of Marriage, Gender and Human Sexuality as set out in the Statement of Faith of Wilson Christian Academy and other School documents), honesty and loyalty to WCA, which in turn will ultimately glorify the name of Christ

### ***Methods of Discipline***

WCA reserves the right to reasonably discipline students that fail to comply with any of the rules and regulations of the school or that engage in any other behavior that is less than desirable. Various forms of discipline will be administered depending on the nature of the offense, the frequency of commission, and the attitude of the student. Decisions regarding punishments such as probation, suspension, and expulsion are the exclusive authority of the administrator or his designee.

WCA has a commitment to its school families to maintain its standards and requirements for all students. 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:

#### ***Elementary***

- The teacher will explain why the behavior is not acceptable, and privileges may be restricted: suspension from an activity class, sports, recess shortened, or isolation in the classroom.
- A phone call/letter may be made to parents for input, or one signed and returned the next day.
- Extra work may be assigned (written work or extra homework)
- A student may be sent for a conference with the administrator.
- A parent-teacher-administrator conference may be requested.
- A student may be detained after school provided adequate prior arrangements have been made with parent/guardian.
- Student may be asked to call parent at home or work to explain behavior.

#### ***Middle & High School***

Our discipline system follows three levels of behavior monitoring as listed in the chart below. The ultimate consequence is expulsion which is determined by the School Board. 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.

| <b>Level 1(1 demerit)</b>   | <b>Level 2(5 demerits)</b>   | <b>Level 3(10 demerits)</b>  |
|---|--|--|
| Communication<br>Dress Code<br>Lack of Class Materials<br>Lack of Participation<br>Littering/Leaving Mess<br>Tardy: Class<br>Tardy: Homeroom<br>Other | Aggression<br>Chapel Misconduct<br>Chewing Gum<br>Class Disruption<br>Eating Candy/Food<br>Failure to follow Instructions<br>Inappropriate language<br>Mistreatment of Student<br>Phone Activated/Carried<br>Other | Cheating/Lying<br>Disobedience<br>Disrespect<br>Harassment<br>Physical Contact<br>Skipping Class<br>Stealing<br>Phone Use<br>Profanity/God's Name<br>Other |

## **Disciplinary Steps:**

### ***Accumulation of Demerits per Semester***

|             |                             |
|-------------|-----------------------------|
| 10 Demerits | Detention                   |
| 20 Demerits | Detention                   |
| 30 Demerits | 1 Day Suspension            |
| 40 Demerits | 2 Day Suspension            |
| 50 Demerits | 3 Day Suspension            |
| 55 Demerits | Expulsion/Asked to Withdraw |

***\*\*Upon accumulation of 50 demerits, the student and their parents must meet with administration and a school board member to discuss continued enrollment.***

### **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.

### **Discipline Committee**

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

### **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.

### **Suspension**

#### ***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.

## **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. The student's parents will be encouraged to obtain a tutor. If a student remains on academic probation throughout the year or has poor grades over an extended period of time, he may be asked to leave the school due to academic performance and the lack of effort on his part. During academic probation, the student may be suspended from extracurricular activities.

### ***B. Attendance Probation***

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

### ***C. Conduct Probation***

A student is placed on conduct probation because of unsatisfactory conduct. He/She must show definite progress in improving his conduct. He/She 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 determined 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.

## **Expulsion**

1. The minimum expulsion period will be for the completion of one full year from the expulsion date.

2. A student may be re-admitted if proper restitution has been made and true repentance has been shown. The School Board must approve re-admittance.
3. Expelled students will not be permitted to attend school or school functions.
4. Any expelled student is not allowed to be on the school grounds except to conduct official business.

### ***Reasons for Withdrawal/Expulsion***

- 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 (included, but not limited to, a violation of the Statement of Faith)
- Any attitude, dress and behavior that gives evidence of not wanting to uphold the testimony of the school.

### **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 at the Board's discretion.

### **Seclusion and Restraint**

As part of the emergency procedures in place in our school, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to himself/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible, after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including circumstances that led to the use of restraint and/or seclusion.

### **Important Items**

#### **WCA Handbook Disclosure**

The contents of this Handbook are to be used as a guide and do not form a contract between you and WCA. 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 WCA faculty and students. 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 Administrator's office. 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 with 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 which is often overlooked. It allows the opportunity for someone to give substantial gifts to WCA which otherwise would not be possible. A possible option for your consideration would be to name WCA as a beneficiary.

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

## God's Plan of Salvation

1. **Accept** what God says about you. **“As it is written, there is none righteous, no, not one.”** Romans 3:10.  
righteous = right actions and right thinking according to God's standard.
2. **Admit** that you are a sinner. Sin is breaking any of God's laws (the Ten Commandments). **“For all have sinned and come short of the glory of God.”** Romans 3:23.  
Sin = missing the mark that God has established.
3. **Understand** that the payment for breaking God's laws (one or all of them) is death. Not the end of life, for your soul lives forever, but eternal separation from God. **“For the wages of sin is death...”** Romans 6:23. It is this breaking of God's laws that causes your passport to be stamped wages of sin and ultimate eternal punishment in hell.  
Hell = what you have earned by breaking God's laws.
4. **Repent** (“change your mind”). Realize that God is the ultimate authority over your life. Realize God's hatred of sin (rebellion toward Him). Realize that you have offended a holy, righteous God.  
**“Except ye repent, ye shall all likewise perish.”** Luke 13:5.
5. **Believe** that Jesus Christ is God come in the flesh (John 1:14), who died on the Cross in your place to satisfy God's wrath on your behalf. Believe that He shed His blood in your place, and that God raised Him from the dead. **“For I delivered unto you first of all that which I also received, how that Christ died for our sins according to the Scriptures; And that He was buried, and that He rose again the third day according to the Scriptures.”** 1 Cor. 15:3-4.
6. **Apply** the death of Christ to yourself by trusting in His payment for your sins and believing on Him in your heart. **“That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised Him from the dead, thou shalt be saved.”** Romans 10:9.  
Confess = agree with God about your condition.  
Believe = put your faith and trust in.  
Saved = released from the just penalty of your sin, set free..
7. **Believe—Repent—Pray**  
“God be merciful to me a sinner who believes in my heart that Jesus Christ paid the full payment of my sin; that He fully satisfied the wrath of God on my behalf through His shed blood; and that God raised Him from the dead, fully satisfied with His sacrifice. I now repent of my sins and trust Jesus Christ's death alone for my salvation. In Jesus name I pray, amen.” (John 3:16)

**“For whosoever shall call upon the name of the Lord, shall be saved.”** Romans 10:13

Source: seekingChrist.net

