

# *Wilmington Christian Academy*

## Student Handbook



Dear Parents and Students:

Welcome to Wilmington Christian Academy, where we seek to provide a high quality education while encouraging all students to become passionate, life-long disciples of Jesus Christ.

Parents, we believe you have made a wise choice regarding your child's education. Our staff is here to serve your family. We are committed to doing everything we can to help meet your family's educational needs.

Students, we want you to know that God has a purpose for your life. While attending Wilmington Christian Academy we will commit to pray over you, and challenge you to pursue the knowledge and wisdom of God both academically and spiritually.

This handbook contains valuable information for both parents and students. Please read through it carefully and keep it handy for reference. If you have any questions, feel free to contact us by e-mail or phone.

Thank you for allowing us to serve you,

The Board and Staff of Wilmington Christian Academy

PO Box 801  
2193 ST RT 73 W  
Wilmington, OH 45177  
937-383-1319

Web address: [www.wilmingtonchristianacademy.org](http://www.wilmingtonchristianacademy.org)  
Email: [wilmingtonchristianacademy@yahoo.com](mailto:wilmingtonchristianacademy@yahoo.com)

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## **PHILOSOPHY OF CHRISTIAN EDUCATION**

**Mission Statement:** Wilmington Christian Academy seeks to provide a high quality education that will encourage all students to become passionate, life-long disciples of Jesus Christ.

Our basic purpose in providing a private Christian School is to provide the best quality education in a context that builds and encourages faith in God. One of the most critical decisions a parent must make concerns the education their child will receive. Our desire is to provide a quality education in a Christ-centered environment.

A Christian school is an extension of the home. We wish to work closely with the parents in training the child. Wilmington Christian Academy is here to work with the home, not take the place of the home. Therefore, we would ask cooperation with the school rules, regulations, and procedures for the benefit of the child and their training.

Attendance at this school is a privilege and not a right. The goal of the school is to train youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Wilmington Christian Academy stands for the Gospel of Jesus Christ, without denominational emphasis and for the highest standards of morality and Christian behavior.

We endeavor to impart a Christian heritage by emphasizing love for God, respect and obedience to parents and teachers, and honor and respect for our country. We pledge to you that our dedication and abilities will be used to the utmost to help each child.

### **NON-DISCRIMINATION POLICY**

Wilmington Christian Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

### **ADMISSION POLICIES**

A. The parent(s) must agree to support the Wilmington Christian Academy's Statement of Faith as the philosophy of the curriculum.

#### **Statement of Faith**

1. We believe the Bible to be the inspired and the only infallible authoritative Word of God. (*II Tim. 3:16; II Pet. 1:21*)

2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (*Gen. 1:1; John 10:30; John 10:37-38*)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Isa. 7:14; Matt. 1:23; Luke 1:35; Heb. 4:15; Heb. 7:25; John 2:11; Heb. 9:12; Col. 1:14; John 11:25; Acts 1:11; Rev. 10:11-16*)
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. (*Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5, 6*)
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (*Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20*)
6. We believe in the resurrection of both the saved and the lost. (*John 5:28, 29*)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28*)
8. We believe in the creation of man by the direct act of God. (*Gen. 1:26-28*)

B. No student will be admitted who:

1. Has a learning disability for which our program is not staffed.
2. Has a physical handicap, which would impair the learning process (Due to the fact that Wilmington Christian Academy is not presently equipped with the necessary handicapped facilities.)

Note: We have a deep concern that every child have an opportunity for Christian education, but at our present stage of development, we are unable to meet the needs of students with problems related to items 1-2 listed above. Admission by individuals in these categories may be sought when Wilmington Christian Academy has qualified staff, equipment, etc.)

C. Pre-admission tests may be given to determine how your student is performing academically in comparison with the class he/she will be entering.

*D. Admission requirements for Home-Schoolers: If a student has been home schooled, Wilmington Christian Academy will require a portfolio of work and/or standardized test scores to be submitted. When all requirements have been met and transcripts have been received, Wilmington Christian Academy will make a decision to accept the student into our program.*

E. Final acceptance is contingent upon approval by the administrator and the governing board of Wilmington Christian Academy. Parents will be notified as soon as possible.

### **ADMISSION PROCEDURES**

- 1) Before applying, read this handbook carefully to determine whether Wilmington Christian Academy offers the type of education you want for your child.
- 2) Complete the student application and return it to us along with the non refundable\* registration fee. No processing will be done without the registration fee.  
\*Exception: The registration fee will be refunded if the class you are applying for is full or closed.
- 3) If a student isn't accepted by Wilmington Christian Academy 70% of the fee will be refunded and 30% of the fee will be retained to cover processing costs.
- 4) An interview will be scheduled by the school administrator to discuss enrollment. This interview is held with both parents and children after the report cards and records from school last attended are received. (You must sign a release from previous school).
- 5) Re-admission requirements are the same as admission.
- 6) A financial contract must be agreed upon and signed by the parent/guardian prior to the beginning of school.

### **CURRICULUM**

Grades 1-8 curriculum includes Bible, reading, phonics, spelling, language, penmanship, mathematics, science, social studies, physical education, health, art, music and possibly foreign language. Stress is placed on the academic competence, proper development of physical skills, and growth of moral character. All subjects and activities are integrated with the basic Christian principles of the Bible to impart a God-centered view of life to the student.

Kindergarten is valuable in the overall training of the child for living with others and for total readiness for further school participation. The activities experienced are designed to help the child adjust socially, coordinate physically, grow spiritually, and prepare mentally for First Grade. Children enjoy and experience a transition from home to school that is pleasant and conducive to proper growth. This half-day session includes Bible time, music, physical coordination, art, story-telling, sharing, observing God's world, experimenting in new areas,

readiness for reading, writing, numbers, independent and group activities.

### **IMPORTANT NOTE REGARDING HIGH SCHOOL CLASSES**

If a student fails a subject, they may not be able to re-take the class at WCA due to scheduling conflicts.

### **BIBLE STUDY AND DEVOTIONAL TIME**

The purpose of our Bible study and devotional time is five fold. We are not endeavoring to establish a certain doctrine in your child, but we are concerned that they have faith in God to meet the needs in their life. We also want prayer to become a daily habit in their life. We hope that they will believe that God hears us when we pray and really cares about our needs. Most of all, we pray that they will accept Jesus Christ as their personal Savior.

Each morning the students meet together for devotions, pledges, and prayer.

**Pledges:** At WCA we salute the American Flag because we love the free country God has given us. The flag is a symbol to remind us of our great nation and of our job to be good citizens. The Bible teaches that we should respect our country and its leaders. The following three pledges are to be committed to memory by all students and staff.

#### Pledge to the United States Flag:

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

We salute the Christian flag because we love Jesus Christ, our Lord and Savior. The Christian Flag is a symbol of the sacrifice Christ made for us and of the dedication of Christians to preserve our Christian heritage. The words of the pledge remind us of the heaven that God has prepared for those who love him.

#### Pledge to the Christian Flag:

"I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe."

We salute the Bible because it is God's Holy Word written to us outlining His plan for our lives. The pledge is a statement of dedication to read, remember, and respond to God's Word.

#### Pledge to the Bible:

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. It's words will I hide in my heart that I might not sin against God."

Chapel: Students will attend a chapel service each week.

We believe Bible memory will aid greatly in the development of Christian faith and character.

### **PHYSICAL EDUCATION**

Physical education will be offered at all elementary age levels and required high school levels to aid in appropriate physical development and enhance personal health and hygiene. Students need to wear appropriate clothing and gym shoes for gym class as the teacher may require.

### **HOMEWORK GUIDELINES**

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work and study habits that will assist him throughout the years spent in school.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- 1) Ask your child if he has homework that day. Be aware that homework is generally assigned every day. By asking your child about homework you are helping him to remember that there is an assignment to be completed.
- 2) Become interested in your child's homework. Ask him to show you the homework he has completed and to explain what he has learned. Sharing your child's work with him reinforces the importance of homework and also keeps you informed about the progress of your child and the way in which he is able to complete the work assigned.
- 3) Help your children set a regular homework time each day, and continue with the commitment. Free your child of other responsibilities at that time.
- 4) Provide your child with a quiet place to work and study, a place where he will not be disturbed by younger children or pets.
- 5) If your child utilizes and budgets his school time properly, burdensome homework assignments will not be necessary. Thirty to forty-five (30-45) minutes per night can serve as a guide, but students who let their assignments slide or who let their preparation go until the night before tests will need additional time.

- 6) Please contact your child's teacher if there are any questions concerning assignments.

### **GRADING SYSTEM**

Academic grades are reported on a nine-week basis by letter grade. These grades are arrived at through the use of standardized tests, teacher-developed tests, daily assignments, and teacher observations. The grading scale is as follows:

|   |             |
|---|-------------|
| A | 92-100      |
| B | 83-91       |
| C | 74-82       |
| D | 65-73       |
| F | 64 or below |

### **HONOR ROLL**

Highest Honors – Straight A's  
A-B Honor Roll – Student must have at least one "A" to qualify.

### **PROGRESS REPORTS**

Parent-teacher conferences are held during the first and third grading periods. Additional parent-teacher conferences can be called by either the parent or teacher and must be scheduled through the school office in advance.

Grade reports are sent home with the students at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine-week periods. Report cards are mailed home at the end of the school year.

### **ACHIEVEMENT TESTS**

Each spring all students are given the latest version of the Stanford Achievement Test. This is one of the major standardized tests used nationwide to both measure skills mastery and comparative ranks.

### **PROMOTION POLICY**

A student must do passing work in all major subjects for the school year and be recommended by the teacher in order to progress to the next grade. If one or more subjects are failed, there will need to be necessary consultation with the parents regarding promotion or makeup work.

### **TEXTBOOKS**

Students are responsible for taking care of their textbooks. The student will be charged for books that are lost or damaged beyond normal usage.

### **SCHOOL SUPPLY LISTS**

A general school supply list will be made available during the summer. The teacher will provide a list on the first day of school with any additional supplies that may be needed for each individual room.

## USE OF SCHOOL OFFICE

### All visitors must report to the office.

Parents are welcome in the school. When you desire to visit a class for any reason, please come by the office and register first. **DO NOT** go directly to the classroom.

Lunch, homework, books, messages, etc. may be left in the office for delivery, but may not be taken directly to the student. If you have instructions regarding transportation, vacation, sickness, etc. talk with the **school office**. Do not leave these instructions with extended care employees, kitchen help, etc.

The school phones are business phones and may be used by the students only in emergencies. All school telephones are for school business only. Students and teachers should not be called during school hours except in case of emergency. Any student who is to be dismissed during the school day **must** be checked out through the office.

## SCHOOL HOURS

|   |                        |
|---|------------------------|
| Grades 1 <sup>st</sup> -8 <sup>th</sup> : | 8:30 a.m. - 3:15 p.m.  |
| A.M. Kindergarten                         | 8:30 a.m. - 11:45 a.m. |
| All Day Kindergarten                      | 8:30 a.m. - 3:15 p.m.  |
| Before School Care                        | 7:00 a.m. - 8:30 a.m.  |
| After School Care                         | 3:15 p.m. - 6:00 p.m.  |
| Office Hours                              | 8:15 a.m. - 3:30 p.m.  |

## STUDENT ARRIVAL AND PICK-UP

Students are not to enter or remain in the building more than 15 minutes before or after school. Those arriving early and departing late will be sent to Extended Care and parents will be charged the appropriate fee.

No one is to linger in the school halls during class time.

## ATTENDANCE

Attendance is taken first thing in the morning. Please make every effort to have your child arrive on time. Tardiness disturbs the child and the class. The habits a child learns while in school will be his habits for life. Being on time is a virtue to be cherished.

## ABSENCES AND EXCUSES

Please do not ask for grade school children to be excused for reasons other than sickness or dire emergency. Work missed as a result of an unexcused absence or tardiness cannot be made up. When a student returns from an excused absence it is the student's responsibility to determine what work was missed and to make it up within two days for every day absent. An excuse is to be brought the next day following the absence.

**Any student who has been absent and has returned to school must bring to the office a written explanation signed by the parent or guardian.** Absences will not be excused without a note from the parent or guardian. Students returning after an absence will be required to arrive at school early enough to get an admission slip before school begins. The student will then receive an admission slip to class. The student shall have it signed by his/her teacher and the teacher will return it to the office. To receive excused absences for out-of-town, family oriented trips, students must receive permission in advance from the administration (unless an emergency exists). The student should then notify each teacher involved and all work missed during that time must be made up in order to maintain class standing.

If it is not possible to attend to dental or medical treatment outside of school hours, arrangements should be made with the office and teacher(s) involved before confirming the appointment. Parents cannot have children dismissed early from school without prior office approval.

Chronic absenteeism can be cause for dismissal.

## TARDINESS

A student is considered tardy if they are not present in their assigned classroom and ready to begin class work at 8:30 a.m. When a child is tardy, they must get a pass from the school office before going to class. Eight tardies per grading period will be allowed. Upon the ninth tardy, your child will be issued a detention, which either you (as the parent, if you feel responsible) or your child(ren) may serve. If you are unable to serve the detention, you have the option of paying a fine of \$5 per tardy over and above the allowed eight. In rare cases of unexpected delays, such as a traffic accident, road detours etc. the administrator has the authority to issue an excused tardy.

**EMERGENCY SCHOOL CLOSINGS  
EMERGENCY DELAYS  
EMERGENCY EARLY DISMISSAL  
EMERGENCY LOCKDOWNS**

If for any reason it becomes necessary to close, delay, or dismiss school early due to weather or any other emergency situation (including emergency lockdown situations), we have several avenues of communication.

Information may be obtained from:

- local television stations 9, 12, 22 and 45
- internet addresses wcpo.com, local12.com, wkef22.com and fox45.tv
- Christian radio stations 93.7 and 100.7
- School Central email or text messaging – See information below

We are provided bus transportation through Wilmington City Schools. In most cases we will make every effort to follow their closing and delay schedule. That being said, this is **not** written in stone and we may from time to time need to make our own decision regarding calamity days.

**You will need to watch for “Wilmington Christian Academy’s” information so you will know whether we have school or not.**

If you see that we are operating on a “delay”, PLEASE continue to watch for any updates that could occur. Many times a delay will be called so we can wait until the roads have been plowed and salted before asking you to drive to the school. It is also easier to drive in bad weather conditions in the daylight as opposed to the darkness of the earlier hours. School officials will continue to monitor the road conditions, and if we feel they have not improved school will be closed. **We advise that you check the status again directly before leaving for school.**

**School Central -**

WCA has an account with School Central. School Central is an organization that helps schools notify parents about closings, delays, emergency early dismissals, and special announcements. They will email or text out information to our school members, depending upon how you specify when you sign up. **Each family that wishes to receive information through email or text messaging must sign up through the School Central website:**

**www.wilmingtonchristianacademy.yourschoolcentral.com** The sign up page will ask you for your address and date of birth. They are required to ask your date of birth because a person must be at least 13 years of age to set up an account. If you are concerned about entering this information, you may enter the schools address (2193 SR 73 W, Wilmington, OH 45177) and “any” date of birth as long as it is over 13 years of age. This site can also serve as another way for you to receive information from the administration and teachers. We are able to post information and set up calendars.

Many of our students come from various school systems; however, WCA students are expected to adhere to WCA closings and delays.

## MEDICAL GUIDELINES

All students must receive the compulsory immunization as specified by the Ohio Revised Code and have a physician's statement of good health on file with the office.

Parents can assist in the health program by meeting the immunization requirements on time, carefully observing children for signs of disease or sickness, promptly forwarding statements concerning a child's sickness and providing a sound health program for your children at home with adequate rest, outdoor recreation, balanced diet, good study hours, and regular medical examinations.

In a student needs medical attention, the administrator will call the parent and follow the emergency medical form information.

## MEDICATION

All medication must be clearly marked with the doctor's name, prescription number, name of medication, child's name and dosage. All medicine must be left in the school office each morning and an authorization form signed by the parent. The physician's written statement is required for non-prescription medication.

## MANAGEMENT OF COMMUNICABLE DISEASES POLICY

- A. We recognize the following as symptoms of a communicable disease:
1. Fever of 100 degrees or over (auxiliary method) - (If your child has a fever, **please** do not give them medication and send them on to school!)
  2. Diarrhea and/or vomiting two or more times in one day
  3. Evidence of lice, worms, etc.
  4. Skin rash
  5. Persistent cough
  6. Care should also be exercised in cases of sore or swollen joints, nausea, chills, inflamed eyes, flushed face, earache, sore throat, or enlarged glands.
- B. If a parent recognizes **ANY** of these symptoms at home, other arrangements need to be made for their care. We recommend that students be checked by a physician. Students are **NOT** to be brought to school.
- C. In the event that any of these symptoms are evident when the child is brought in, he/she will not be admitted to the classroom.
- D. In the event that any of the above symptoms develop during the day, the parent or designated person shall be called and informed to make arrangements for pick-up of the child as quickly as possible.
- E. If a child is dismissed due to a communicable disease, they will be readmitted according to the following guidelines:
1. Strep Throat: Exclusion from school until 24 hours after treatment begins.
  2. Chicken Pox: At least one week, no fresh sores, dried scabs. For more information, call the school office.
  3. Impetigo: Exclusion from school until adequately treated and sores are no longer draining.

## CLOTHING AND GENERAL APPEARANCE

### Dress Code

The main concern of WCA is to provide a high quality education centered on Christian principles. While we understand that personal clothing choices help express our individual style, it is not the intention of WCA to put a focus on the latest clothing fashions and trends. Therefore, please understand that the following dress code was created to be both functional and affordable.

### Dress Code Enforcement

All students are expected to abide by the dress code for the entire school day. The school administration and teachers are given the authority to interpret and enforce the dress code. Inappropriate clothing will result in immediate faculty/staff intervention.

Each offence will be recorded and the student will be sent to the office where modification of current clothing will be achieved by: Borrowing from the school's supply (if available) or parents may bring a change from home.

### \*\*\*\*\* ALL STUDENTS\*\*\*\*\*

Hair shall be neat, clean, and well groomed. Extreme styles are not permitted such as unnatural coloring (blue, green, etc.).

Hats or caps are to be worn outside the building only. Jackets are to be worn at appropriate times only – not during classroom instruction unless otherwise permitted by the teacher.

**Shoes** that hold the foot securely in place are to be worn at all times. Athletic shoes, sandals that have a strap around the back of the foot, dress shoes or boots are acceptable. Shower shoes and flip-flops are NOT permitted.

**Jewelry** is to be modest in nature, nothing that would be a distraction to other students. Ear piercing for the ladies only, no other body piercing is allowed.

**All clothing shall be neat, clean, appropriate, and in good repair. No holes, rips, tears or frayed fringes. Undergarments should not be visible. Belts are to be worn when needed.**

### \*\*\*\*\* UNIFORMS – BOYS\*\*\*\*\*

#### Slacks:

Solid navy, black, or khaki without excessive pockets.

#### Jeans:

Basic solid blue or black, without excessive pockets or embroidery.

#### Walking shorts:

Same colors and styles as above, no shorter than 3" above the knee. Shorts are only permitted in the fall and spring quarters.

#### Shirts:

##### Any SOLID color:

**All shirts must have a collar-** Polo shirt, Oxford shirt, or turtleneck.

Sweaters and sweatshirt may be worn over the above mentioned shirts.

**NO T-shirts allowed (except during Gym class, or special days approved by the administration).**

Shirts must have an even hem and must meet specified length criteria (no longer than mid hip but yet long enough that when arms are raised shirt does not rise above waist area to expose stomach).

### \*\*\*\*\* UNIFORMS – GIRLS\*\*\*\*\*

#### Slacks:

Solid navy, black, or khaki without excessive pockets.

#### Jeans:

Basic solid blue or black, without excessive pockets or embroidery.

#### Walking shorts, uniform jumpers, skirts, skorts and Capri's:

Same colors and styles as above, no shorter than 3" above the knee. Shorts are only permitted in the fall and spring quarters.

#### Shirts:

##### Any SOLID color:

**All shirts must have a collar-** Polo shirt, Oxford shirt, or turtleneck.

Sweaters and sweatshirts may be worn over the above mentioned shirts.

**NO T-shirts allowed (except during Gym class, or special days approved by the administration).**

Shirts must have an even hem and must meet specified length criteria (no longer than mid hip but yet long enough that when arms are raised shirt does not rise above waist area to expose stomach).

## **DAMAGE TO PERSONAL PROPERTY**

The student's name should be placed on all personal property such as clothing, shoes, purses, notebooks, and lunch boxes. The child is expected to be responsible for items of personal property and is required to respect the personal property of others. Any damage done to another person's property will require proper restitution.

Parents are encouraged to keep their children from bringing unnecessary items to school. CD players, game boys, or other valuable items need to be left at home.

Students need to be respectful of teacher's supplies, materials, and teaching aids such as teacher desks, cabinets, closets, and computers. No student should touch these items without permission from the teacher.

## **CELL PHONE / PERSONAL MEDIA DEVICE USE**

Cell phones may only be used for emergency communication during school hours with teacher permission. Any personal portable media device must be put away and not in use while on school premises.

## **DISCIPLINE PHILOSOPHY**

The goal of Wilmington Christian Academy will be to train each child to be self-disciplined, respectful, obedient, and responsible.

Discipline will focus on three areas of each student's life: attitudes, words, and actions. Christ-like attitudes, words, and actions will be encouraged and rewarded. Wrong attitudes, words, and actions will be consistently dealt with in cooperation with the parents while always keeping in mind the goal of molding Christ-like character.

Discipline will be a training process involving the home and WCA. Therefore, the cooperation and counsel of the administrator, parents, and church leader may be utilized to assist parents in successfully disciplining and training their children.

Effort will be taken to inform and assist parents concerning discipline problems. The ultimate objective of discipline for each child is that he will become self-disciplined under the control of the Holy Spirit. Three practical objectives direct a child toward this ultimate objective. These basic objectives are:

Obedience (a matter of faith leading to freedom).

Respect (an essential tool in relating to other people).

Responsibility (leads to security and enables achievement).

WCA will approach the discipline process in the following manner:

A. Rules will be visibly posted.

B. Correction will be administered.

Correction is always for the purpose of training the child to develop inner commitment to choose right. Discipline will be viewed as an educational process, not a punishment.

Children should develop an ability to think through and analyze their attitudes, words, and behavior so that wisdom gained from correction may be applied to many areas of life. As a result of experiencing daily life together, WCA hopes to detect discipline patterns reflecting needs. Parents will then be alerted to address these needs.

## **CODE OF BEHAVIOR**

In order to insure spiritual and educational benefits for all students, each student will be required to conform to and obey WCA rules and regulations. Our primary objective will be to develop respect for authority and self-discipline on the part of the student. All students are subject to the authority of ANY staff member at ANY time on the school grounds during the school day or school functions. Students will be courteous and respectful to all staff members, volunteers, and visitors at all times.

## **INFRACTIONS**

The following infractions constitute examples of unacceptable conduct:

- 1) Running in the building
- 2) Excessive or loud talking
- 3) Tardiness
- 4) Littering in the building or on school grounds.
- 5) Improper behavior during assemblies, field trips, or other school sponsored activities
- 6) Dress code violations
- 7) Property damage
- 8) Unexcused absences from school
- 9) Possession of unauthorized items (ex: tapes, radios, etc.)
- 10) Consumption of beverages or food in the sanctuary or hallways
- 11) Truancy
- 12) Profanity

- 13) Willful destruction of property
- 14) Cheating, lying, or theft
- 15) Fighting or violent behavior
- 16) Disrespect for staff members
- 17) Rebellious or irreligious attitudes
- 18) Leaving school grounds without permission
- 19) Use or possession of drugs
- 20) Sexual misconduct
- 21) Possession or consumption of alcoholic beverages
- 22) Possession or use of tobacco
- 23) Possession or use of a dangerous weapon

### **PUNISHMENT FOR INFRACTIONS**

Teachers will be generally responsible for the conduct of students throughout the school day. Teachers have been given authority to formulate classroom rules and policies suitable for their age level. Written notification will be given to all students before policies go into effect.

Students should expect to be corrected by a teacher whenever they are guilty of any thoughtless acts that are not in the best interest of the school. When infractions occur, various disciplinary actions might be used including loss of breaks, after-school detention, non-academic work projects, non-participation in special activities, etc. Parents will generally not be contacted regarding minor infractions unless the teacher's corrective action has proven unsuccessful.

When a student receives a detention, a Detention Slip is sent home with the student to be signed by the parent and returned the following morning. The slip will indicate the date it will be served. If the slip is not returned with the parent's signature, the parents will be notified.

After two detentions are given in any one quarter, an in-school suspension will be given for the next documented infraction. After an in-school suspension has been given the next documented infraction will result in a one day out-of-school suspension. While the out-of-school suspension is being served zeros will be given for each subject missed.

Note: At the beginning of a nine-week period, a student will begin with a clean record.

The administrator will usually be responsible for handling severe offenses. When the administrator is off the school grounds, the classroom teacher has full discretion and authority in the discipline of

the student. Parents will be notified by telephone and/or mail of the nature of the severe offense and also the disciplinary action taken.

### **DUE PROCESS**

When suspension or expulsion is deemed necessary, these procedures will be followed:

- 1) Intent to suspend notice will be given to the student stating the reason(s).
- 2) An informal hearing with the student will be held by the administrator.
- 3) Parent will be notified in writing within 24 hours.
- 4) Parent will be notified immediately by phone when possible.
- 5) The student has the right to appeal to the School Board and be represented.

### **FIELD TRIPS**

Field trips are to be learning experiences for the students. Parents will be notified beforehand of all such trips and parental permission must be granted prior to participation. Notification will include the type of trip and what clothing should be worn. Transportation and proper supervision will be provided. Parents may be asked to help with supervision.

### **RECESS**

Recess is a part of the daily school schedule for elementary students. It benefits the health and work habits of the students by providing them with fresh air and an outlet for physical energy. Students will be taken outside for recess when the temperature is above 32 degrees (with the chill factor). Under certain weather conditions, all children will be kept inside. The office will notify the teachers concerning recess availability.

Teachers will honor a parent's request for a child to stay in at recess for two days only. After that a note from your doctor is required if there is a medical reason for them to stay in longer.

### **PLAYGROUND RULES**

1. No stone, dirt, or sand throwing
2. No one is to play in any area other than the designated area.
3. Students must obtain playground equipment from the adult in charge. The same student is responsible for returning it.
4. Any playground equipment brought from home by a student must be approved by the classroom teacher and be clearly marked with the student's name.
5. The adult in charge will be the final authority regarding all game rules.
6. If a ball goes into a street or any area that is not designated for play, only the adult in charge may retrieve it.

7. All accidents are to be reported to the playground supervisor immediately.

Accident forms should be filled out for accidents other than minor bruises and scratches.

### **LUNCH PROGRAM**

WCA students can either bring lunch from home or purchase a lunch. Special diets or food restrictions required for medical reasons must be verified in writing by a physician and submitted to the school office. A monthly menu is sent home to the parents. Students may not skip lunch. If students are dieting they should bring a nutritious low-calorie lunch from home. Please help by insuring that your child has a lunch, which meets basic requirements, thus conducive to good learning.

Kindergarten students will receive a daily snack.

### **FIRE, TORNADO, AND LOCK DOWN**

State law requires periodic emergency drills. Students will be alerted by the teachers as to what they should do in the case of an emergency. Proper drilling will be done to assure that they are aware of these procedures.

In case of a true Emergency Lockdown, WCA's plan of procedure will be the same as those listed on page 6 of this handbook (under the section entitled "Emergency School Closings, Emergency Delays, Emergency Early Dismissals, Emergency Lockdowns") in order to communicate with parents.

### **LOST AND FOUND**

All articles left in classrooms, hallways, and grounds will be placed in the lost-and-found. Please check in the school office for any lost items. Items will be disposed of at the end of each school year.

### **SCHOOL COLORS**

WCA colors are burgundy and gold with white or black as an accent color.

### **CONTRIBUTIONS TO AND PROMOTION OF WCA**

There is a continuing effort made to keep tuition and fees at the lowest possible level. Our desire is that no child should be deprived of a Christ-centered education. Because of this, however, tuition alone falls short of covering the cost of education for our students.

Many parents, grandparents, and Christian brothers and sisters ease the financial burden by making sacrificial and seed faith gifts to WCA. Please pray about how you might further support the Lord's work here. Gifts of all types are tax-deductible.

Many times parents can assist WCA by promoting the school to other parents and/or businesses or institutions that may help. This type of promotion is greatly appreciated and accounts for the vast majority of new student applicants coming to our Christian school. Please take every opportunity you have to tell others how a Christian education is different and right for every Christian family.

### **PARENT VOLUNTEER PROGRAM REQUIREMENT**

WCA wants to do everything we can to keep tuition costs down. We are trying to avoid hiring teacher aides, office temps, clinic help, janitorial staff, etc. to keep tuition affordable. We require each family to donate 20 hours of approved volunteer work per school year in support of WCA. An optional fee of \$100.00 may be donated in place of the volunteer hours for those parents that are unable to fulfill this requirement. We appreciate and thank you for your support.

### **REDUCED TUITION PROGRAMS:**

If you feel you need monetary assistance, please talk to the administrator to see what programs may be available for your family. If financial assistance is available, it will be awarded on a racially non-discriminatory basis.

**STUDENT HANDBOOK ACKNOWLEDGMENT**

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_ (child), agree to support the policies and  
procedures as stated in the WCA Student Handbook.

Parent/Guardian signature\_\_\_\_\_

Date\_\_\_\_\_