



ACADEMIC EXCELLENCE WITH A BIBLICAL WORLDVIEW

Parent & Student Handbook

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Table of Contents

I.	GENERAL INFORMATION	
	School Board, Administration, Accreditation & Faculty.....	4
	General Overview.....	5
	Mission, Vision, Core Values.....	6
	Statement of Faith.....	6
	Philosophy of Education.....	8
	Expected Student Outcomes.....	9
II.	ACADEMIC PROGRAM	
	Curriculum.....	10
	Field Trips.....	10
	Grade Reporting.....	10
	Parent Teacher Conferences.....	11
	Grading Guidelines.....	11
	Homework Philosophy.....	11
	Exams.....	12
	Honors & Awards.....	13
	Extra Curricular Activities.....	13
III.	CONDUCT GUIDELINES	
	Discipline Policy Parental Agreement & School Authority.....	14
	Standards of Conduct.....	16
	Discipline Policy.....	17
	Suspension as Corrective Discipline.....	19
IV.	PARENT INFORMATION	
	Admission Process, Student Requirements & Withdrawal Procedures.....	19
	Admission Requirements for Parents.....	21
	Non Discrimination Policy.....	21
	Student Arrival, Dismissal, and Parking Guidelines.....	21
	Tardies.....	22
	Leaving School Early.....	23
	Attendance Requirements and Retention.....	23
	Dress Code.....	24
	Lunchroom & Snacks.....	24
	Birthday Parties, Holidays, and Special Celebrations.....	25
	Parent/Teacher Organization.....	25
	After Care Program.....	25
	Photo Release Policy.....	26
	Weather Policy.....	26
	Cell Phone Policy.....	26
	Parent-Teacher Communication.....	27
	Communicable Disease, Sickness & Medications.....	27
	Internet Usage Policy.....	28
V.	OTHER INFORMATION	
	School Insurance.....	28
	Frequently Asked Questions.....	28
VI.	GRIEVANCES & COMPLAINTS	
	Required Process.....	29

Table of Contents (Continued)

VII. Appendices	
Appendix I: Field Trip Guidelines.....	31
Appendix II: Chaperone Guidelines.....	32
Appendix III: Discipline Policy Addendum.....	33
Appendix IV: Dress Code Policy.....	34
Appendix V: Acceptable Use Policy.....	36
VIII. PARENT AND STUDENT HANDBOOK REVIEW & AGREEMENT.....	38

Disclaimers:

- 1) This Handbook is not contractually binding on Wayne Christian Academy in any way.***
- 2) This Handbook is subject to change without notice by the school's governing body.***

I. GENERAL INFORMATION

School Board:

Chasity Geiger
Pam Hinson
Raye Moore

Cameron Mattingly
Ben Bowen

Administration:

Sherry Bowen
Principal

Shawn Yeomans
Assistant Principal

Candace Emery
Secretary

Accreditation:

Wayne Christian Academy is provisionally accredited by the following organization:

- Association of Christian Schools International (ACSI)

Faculty:

PreK-5th Grade

Stephanie Stewart
Leanne Leonard
Michelle Houston
Jessica Daniels
Paulette Anderson
Rebecca Brantley

Middle Grades & Highschool

Jordan Strickland
Scott Simmington
Scott Riner
Cindy Valosen
Kristen Wiggins

Support Faculty

Kristina Fuller
Tracy Mullis

Staff:

Aftercare Program Staff

Kelli Goober
Katie Dunham
Bre Quinn-Tillman

GENERAL OVERVIEW

History:

Wayne Christian School, formerly known as Solid Rock Christian Academy, is an independent Christian school that was established in 2012. This school year marks our 10th year of serving families of Wayne and surrounding Counties. On August 21, 2012, SRCA opened with sixteen students in grades K-4 & K-5.

The school opened using the facilities of a local church, Unity Church of God. In 2018, WCA moved to a remodeled modular building on Hinson Mosley Road. However, in July 2019, lightning struck the facility, and because of extensive fire damage, WCA quickly returned to Unity Church of God to prepare for the soon approaching school year. In the summer of 2021, the school officially changed its name to Wayne Christian Academy and moved into the new 26,000 sq ft. permanent facility located on the same land as the damaged modular complex.

A board of directors operates the school. The administrator, teachers and other staff of the school are employed by the board and are responsible to the board. WCA's student body consists of 145 students in grades PreK-9th and the organization has 17 employees.

Curriculum Philosophy:

- Jesus Christ is preeminent in all we do, and we teach all subjects from a Biblical perspective.
- Teachers are experienced and gifted educators and serve as Christian role models for our students.
- We seek to offer a rigorous and well-balanced traditional liberal arts education with the aim of developing well-rounded individuals with general knowledge of a wide range of subjects and with mastery of a range of transferable skills. Our curriculum covers reading, writing, literature, math, science, history, foreign language, art, music, computer, and physical education. We seek to help students reach their potential through engaging and age-appropriate instruction and learning activities.

Responsibilities of School Board & WCA Employees:

It is a requirement that all staff have a personal relationship with Jesus Christ, that they live in such a way so as to reflect Christ, and that they have a concern for the souls of their students, as well as their academic development.

SCHOOL BOARD

- Establish clear policies that help maintain the purity and continuity of our school's foundational values.
- Ensure financial stability.
- Hire a Principal who oversees all aspects of the day-to-day administration of the school.

DIRECTOR/PRINCIPAL

- The director is the individual with responsibility for the daily operation of the school as well as the supervision of staff in all matters relating to professional, performance, scheduling, curriculum, etc.

CERTIFIED TEACHERS

- All students are assigned to a certified teacher who is responsible for their educational program and development. The teacher is in charge of the classroom.

SUPPORT STAFF

- Support staff is employed to help provide assistance to teachers and provide assistance in the day to day operations of the school.

Mission:

Wayne Christian Academy is committed to providing a challenging academic curriculum with a Biblical worldview.

Vision:

All students are equipped with a strong academic and spiritual foundation in order to reach their full potential and impact culture for Christ.

Core Values:

- Love & Grace – We desire that the faculty, parents, and board form a partnership through Christ to educate and guide our children with love and grace.
- Biblical Worldview – We help our students see a connection to Christ and His Word in every academic pursuit and develop a biblical worldview that helps them grow in wisdom and knowledge.
- Academic Excellence – We seek to provide a rich academic environment where students can reach their highest potential.
- Parent Involvement – We encourage parents to be highly involved in every area of the school, to share their gifts in areas of service and leadership.
- Church Relations – We foster close relationships with churches throughout our community and are proud to represent many families from a broad base of local churches throughout Wayne and surrounding counties.
- The Whole Child – We aim to work with parents to guide and develop children mentally, physically, and spiritually, and consider this an important foundation to an excellent education.
- Unity – We endeavor to reflect the racial, ethnic, and economic diversity within the body of Christ.

Motto: Academic Excellence with a Biblical Worldview

Statement of Faith:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of WCA's faith, doctrine, practice, policy, and discipline, our School Board of Directors is WCA's final interpretive authority on the Bible's meaning and application.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as defined in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

We believe that in order to preserve the function and integrity of WCA as the local Body of Christ, and to provide a biblical role model to the WCA’s students and the community, it is imperative that all persons employed by WCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of [the organization].

Doctrinal Statement:

We believe the Bible is the inspired, inerrant, and infallible Word of God. Therefore, it is our sole norm of faith and practice.

We believe that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.

We believe that Jesus was physically resurrected to purchase a place in heaven for us which he offers as a free gift, providing the only way of salvation for all men.

We believe that those who have received salvation through Jesus Christ shall be forever in the presence of God and those who have rejected Jesus Christ will be separated from God forever.

We believe in the personal, physical return of our Lord Jesus Christ, prior to the establishment of His Kingdom.

Code of Conduct:

In light of these beliefs, students are to required to:

- (1) dress in conformance with one’s biological sex
- (2) use the restroom, locker rooms, and changing facilities conforming with their biological sex
- (3) abstain from all intimate sexual conduct outside the marital union of one man and one woman

(4) refrain from immoral behavior such as cheating, stealing, lying, cursing, and disrespecting authority (as interpreted by administration)

The school has the right to ask for the withdrawal of a student, for any reason. Failure to comply with expected standards of conduct will subject a student to potential disciplinary action up to and including expulsion or dismissal. If the school requests withdrawal, all fees remain due for services already provided, including the month in which the withdrawal is requested. Any fees already paid for successive months will be refunded.

Purpose & Philosophy of Education:

The purpose of this Christian school is to provide a quality education for our children as an extension of the Christian home. We believe that by God's design, parents are meant to be the first educators of their children. This is not a school to reform or correct behaviors and attitudes that are wrong-whether they are a result of problems in the home environment or a result of bad school and peer influences. **Attendance at this school is a privilege not a right.**

We believe that everyone needs a personal Savior because we have all been affected by the fall of man. The first step towards living a life that honors and pleases the Lord is to believe in Christ as personal Savior. We teach salvation by faith alone, and we regularly make the message of the gospel of Jesus Christ a part of the school day. We highlight life in Christ after conversion, and we seek to inspire students to live all of life in a way that is faithful to the calling they have received in Christ.

Therefore, the primary goal of WCA is to bring every student to the knowledge of Jesus Christ as Savior through the consistent presentation of God through an academic framework. Subjects will be taught from a Christian framework, with attention given to building a Biblical world-view. It is our belief that a person cannot be prepared to be a success in life until he or she is prepared for eternity. Therefore, we believe that all the work at WCA should be God-centered. We want students to develop a Christian worldview, seeing all of life from a Christian perspective.

The Bible commands that we are to train up a child in the way he should go (Proverbs 22:6). We believe that our children are the most precious gifts God has given to us. We must be faithful in their training, because as God's Word tells us, the days are evil (Ephesians 5:16), and we see continuous reminders of how the influences and culture of this world can take our children in wrong directions. We will strive to challenge students' minds and encourage their critical thinking, guide students' hearts and help them make decisions that are a result of Christ-like character, and, as a result, help them live out their Christian faith to impact culture with the gospel of Jesus Christ! We feel that we are here to educate the whole child-intellectually, socially, and spiritually.

We believe that each child has unique gifts and the potential to learn. Following the leading and guiding of the teacher, students learn new concepts, truths, and skills. Through attention, observation, and practice, students gain knowledge on which they can build and apply to life. We believe Christian teachers lead their students into learning. Teachers use many words, but they speak loudest as they model a love for the Lord, a love for learning, and a servant's heart. Effective teachers have thorough educational training and a clear gift of teaching. They seek to draw every child into the learning process. They see the potential and strengths of each child, and they demonstrate grace and patience, as they establish appropriate limits for the children.

We believe learning is an incremental process where new material is introduced, reinforced, and reviewed to help students achieve mastery. Teachers start by connecting new concepts to previously learned material, and then, through clear, systematic steps, begin to introduce the new lesson. Through practice and review students can attain higher levels of understanding. After concepts have been thoroughly taught, teachers assess student knowledge and understanding.

We realize that during the school day and year there will be a need for training and discipline. We seek to provide love and limits. Teachers love students by providing frequent encouragement and taking a personal interest in each student. We establish limits because we love them, and we want them to experience the blessings of living within appropriate boundaries. When students need correction, we seek to do this in Page 9 of 34 grace, patience, and love. And we hope that through the discipline process they will feel our care and become more aware of the forgiving grace of God. We seek to help each student develop a vibrant faith and a strong walk with the Lord so they are ready to live for Christ when they finish their years here at school. Ultimately, we desire that each student be academically and spiritually equipped for the future calling God has on his or her life.

We are committed to teaching the children entrusted to our care to love God and come to a full understanding and appreciation for what it means to live as Christians in America. We will teach about America's Christian heritage and the qualities that have made her people great. A high priority will be given to having respect for those in authority, for obedience to law, and for self-discipline.

It is our desire to see that our families and students be active in attending a church that believes the Bible to be God's infallible Word. We eagerly partner with parents by providing a loving, caring, and supportive educational environment. We encourage parents to be highly involved in the school, and we seek to remain in close communication with all families.

Expected Student Outcomes:

It is a joy to partner with parents to shape the minds and hearts of our students. We realize that it is impossible for each of our graduates, or students who transfer to another school, to fully attain all of the outcomes listed below. We view these outcomes as targets at which we aim. Each student is a work in progress, and we count it a privilege to be part of that work. If we attain our school's vision, upon leaving WCA, each of our students will...

Schoolwide Expected/Desired Student Outcomes

1. *Understands and commits to a personal relationship with Christ and pursues ongoing spiritual development*
 - Comprehends the meaning of and is devoted to a personal relationship with Jesus Christ
 - Understands the gospel, the plan of salvation, and how to present that to others
 - Recognizes the importance of and practices spiritual disciplines (such as personal Bible study and prayer) and pursues ongoing spiritual maturity through dependence upon the Holy Spirit and involvement in a local church
2. *Understands and articulates a Biblical worldview and operates from that perspective in the world*
 - Develops, articulates, and respectfully defends a Biblical worldview
 - Demonstrates application and relevance of a Biblical worldview in daily decision making
 - Articulates differences between Christianity and other worldviews
3. *Demonstrates preparedness for the next stage of academic pursuit and continues to develop intellectually, spiritually, physically, socially, and emotionally*
 - Demonstrates academic competence which is required to fulfill next level academic goals
 - Pursues ongoing learning as it relates to future careers
 - Thinks creatively and critically as he/she applies learning to solve real world problems
 - Utilizes technology responsibly and effectively
 - Applies knowledge gained in both academic and extracurricular areas to make healthy choices affecting lifestyle

4. *Develops moral integrity, demonstrated by righteous living and stewardship*
 - Lives according to Biblical standards in personal relationships
 - Wisely stewards the use of personal, financial, and natural resources
 - Exhibits responsible citizenship in the local community and the world
 - Uses personal gifts, callings, and talents to disciple others and glorify God
5. *Respects others and is a servant leader who knows and applies spiritual giftedness*
 - Respects individual differences, appreciates different cultures, and is able to work effectively in groups
 - Explains how every person is created in God's image, and as a result, values and respects all life
 - Articulates the Biblical mandate for service and missions, including responsibility to the poor and lost
 - Values and applies learning & knowledge to identify and enhance personal talents and giftedness in order to serve others
 - Participates in service experiences with an attitude of joy and humility
 - Uses personal strengths within the body of Christ as well as within secular careers, occupations, experiences, etc. to lead others to Christ

II. ACADEMIC PROGRAM

A. CURRICULUM

We offer a rigorous, traditional academic curriculum focusing on mastery of skills and the development of critical thinking in each student. In 1st through 9th grade, if a student fails (below 70) Math or ELA, then he/she may not be promoted to the next grade level.

In addition to core academic subjects, we offer Foreign Language, Physical Education, Computers, and Art instruction. All subjects are taught from a biblical worldview, and teachers seek to model the truth found in God's Word as it applies to all areas of learning. The curriculum includes, but is not limited to Abeka, BJU Press, and Saxon instructional materials. All instruction in reading is based on the traditional, systematic phonics method, and the Bible is taught daily. The base curriculum at all levels is enhanced with learning materials from other sources.

B. FIELD TRIPS

Field trips allow students to be an active participant in learning, instead of passively listening to information. Through field trips, students are exposed to activities that broaden their horizons, allow them to experience history, understand culture, and build lasting memories. We encourage our teachers to utilize resources available for field trips, including overnight trips when appropriate. All grades take day trips that complement the classroom curriculum. Please see Appendix I & II for Field Trip Guidelines.

C. GRADE REPORTING

We operate on a quarterly grading system. Mid-quarter reports will be sent home with students to notify parents of progress and of potential difficulties in need of assistance prior to the end of the quarterly grading period. Report cards are issued at the end of each quarter. They are given directly to parents during conferences following the 1st quarter of the school year and are sent home with students for the 2nd, 3rd, and 4th quarters. Additional conferences will be scheduled as needed.

In addition to grade papers being sent home weekly, all teachers use an online grading program (www.myschoolworx.com) to track student grades. Parents should routinely and frequently check this system to be aware of their student's progress.

D. PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled following the first quarter of school and additional meetings are scheduled as necessary. These MANDATORY 15-20 minute conferences are held during regular school hours. Middle and high school students are expected to attend with parents. Teachers begin with prayer, encourage parents regarding the student's progress, discuss any possible concerns, and give report cards. Teachers are available and accessible to parents throughout the school year. Appointments can be made through the school office or by emailing the teacher.

E. GRADING GUIDELINES

The following grading scale is used for core subjects with students in grades K-9th:

<u>Numerical</u>	<u>Letter Grade</u>
90-100%	A-Excellent
80-89 %	B-Above Average
75-79 %	C-Average
70-74 %	D-Below Average
Below 70 %	F-Failing

In addition to the numerical grading system, some grades in Kindergarten & Elective classes, as well as in the Cursive Writing course will be determined using the following Mastery Scale:

<u>Letter</u>	<u>Description</u>
S+	Consistently exceeding current level expectations
S	Consistently satisfies current level expectations
S-	Improvement has been shown, but continued time and effort needed.
N	Needs significant continued time and effort for improvement
U	Unsatisfactory performance that does not meet current level requirements

Incomplete Grades: Course work which is incomplete at the end of a quarter will receive a grade of "I" for Incomplete. Incompletes must be converted to a regular grade during the first 2 weeks of the new reporting period (or within 2 weeks of the closing of school if awarded during the last quarter.) Grades not converted will be recorded as "F".

F. HOMEWORK PHILOSOPHY

Teachers will assign homework to grades 1-9 on a consistent basis. In addition, beginning in the 2nd Quarter, students in Kindergarten will receive homework assignments. Homework Assignment Notebooks, which will be provided by the school, will be used by students in grades 1-9. Some teachers require specific procedures for the parent's involvement in student assignments. Please make sure to communicate with your student's teacher about what is required for a particular grade level.

Below are the primary reasons for assigning homework:

1. Students often need extra practice in specific new concepts, skills, or facts. The teacher may assign homework to allow for the necessary practice.
2. Repeated short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Parental involvement is critical to a child's education, and homework can be used as an opportunity for parents to actively assist their child's studies. This will keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework in this situation serves a punitive as well as practical purpose.
5. The necessity for doing homework will vary from grade to grade and from student to student. The guide below should be regarded as average times in which homework should be completed. The teacher will need to check frequently regarding the amount of time spent on homework to gauge the amount of work given and adjustments will be made accordingly. Approximate amount of homework: (Teachers must coordinate their homework.)

GRADE AVERAGE TIME PER WEEK NIGHT:

K4 & K5 0-10 Minutes

1st & 2nd 20 - 30 Minutes

3rd 30 - 40 Minutes

4th & 5th 40 - 50 Minutes

6th - 9th 50 - 60 Minutes

6. Homework in grades K4-3rd is not to be assigned over the weekend or over holidays and vacation periods without the Principal's approval. Fourth-ninth grade students may occasionally have homework over the weekend.
7. Since homework takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school. Homework will be used only for the best of purposes.
8. In most situations, homework will be a review of class work. Homework will not be given on "new material" that has not been introduced to the class. For reports and larger projects, teachers will clearly give expectations well in advance of the due date.

G. EXAMS

In addition to weekly assessments, quarterly exams, cumulative assessments, and projects, all students in 1st-9th grade participate in Iowa Tests of Basic Skills Assessment. This is an assessment given annually that Annually our students score very well on the ITBS test. This test is tailored specifically for different grade levels and is used to monitor the year to year progress of each student. It is also used to help teachers supplement their observations about students' individual strengths and weaknesses so that instruction can be tailored to meet their needs.

H. HONORS / AWARDS

Below is a list of the purpose of honors and awards as well as the specific awards we give to students.

1. We want to recognize publicly those students accomplishing the necessary goals to receive the applicable honor/award.
2. We want to motivate students toward excellence, commending excellent work.
3. We wish to direct public attention to the high quality of work being done by students, to the glory of God.
4. We give the “Eagle Award” (Luke 2:52) to a student who has shown personal, spiritual, and academic growth during the school year. The heart attitude as well as academic work effort of the student is noted by those who teach him. A consensus from all of the student’s teachers must be agreed upon in order for a student to be awarded.
5. Honor Roll Names & Recognition
 - A. Annual A Honor Roll – Year averages in ALL subjects are A’s (90-100)
 - B. Annual Honor Roll – Yearly averages in ALL subjects are all A’s and/or B’s with no grade lower than an 80
6. Attendance Awards
 - A. Students with perfect and good attendance will be recognized at the Year-End Awards Ceremony.
 - B. Good attendance means a student was present at school at least 177 days during the year and had no more than four tardies.
7. Highest Averages
 - A. At the Year-End Awards Ceremony we will also recognize academic excellence and students with the highest averages in each subject.
8. The “Daniel Award” is the highest honor given to a student. It is given for a student who possesses leadership skills that are displayed in their character, commitment to and consistency in living a Christian lifestyle that positively influences others around them. This award is reflective of the Bible character, Daniel who displayed these qualities in his life. A consensus from all of the student’s teachers must be agreed upon in order for a student to be awarded. In middle and high school, peer recommendations and observation are also taken into consideration and acknowledged.
9. Teachers strive to promote recognition in the classroom for students’ growth and progress in not only academics, but growth in spiritual, social, and emotional aspects as well. With that said, we are still committed to maintaining a standard of excellence and rigor. Please note that ALL awards are earned, and not given. Not every student is guaranteed to receive an award.

I. EXTRA CURRICULAR ACTIVITIES

We strongly believe that much learning occurs during participation in extracurricular activities. Our school participates in the Southeastern Christian Conference, and we offer several athletic opportunities for elementary, middle, and high school students. Girls volleyball, boys flag football, and co-ed cross-country running is offered in the Fall (grades 6-9), girls and boys basketball is offered in the Winter (grades 5-9), and girls and boys soccer is offered in the Spring (grades 5-9).

Below is the Athletic Eligibility Policy. This includes attendance, academic, and behavior standards for student participation in our athletic programs. If a student is ineligible at the point of tryouts, he/she may not be able to participate on the athletic team.

1. Attendance Standard

- a. An absent student is not allowed to participate in a practice or game on the day of absence.
- b. A student can be tardy or leave early for an appointment and participate in a practice or game, but he/she must meet the attendance standard (arriving by 11:30am or not leaving before 11:30am).
- c. A student who leaves early due to sickness cannot participate in a practice or game on the same day.

2. Academic Standard

- a. Students become ineligible if they have two grades below 70% on a quarter report card.
- b. Semester exam grades will not be considered.
- c. Reinstatement
 - i. If a student meets the academic standard at the mid-quarter report or at the next quarter report, the student can return to the team.
 - ii. When reinstated to the team, the player can only practice for the first 7 calendar days, and the player must sit out at least 1 game.

3. Behavior Standard

- a. At the third parent note in a semester, a parent conference is required. At this point the student will become ineligible for 28 calendar days.
- b. Reinstatement
 - i. After the 21 calendar days are complete, the student can return to the team.
 - i. When reinstated to the team, the player can only practice for the first 7 calendar days, and the player must sit out at least 1 game.
- c. At the fourth parent note, the student is suspended and cannot participate in extracurricular activities for the remainder of the school year.

Please note that the same guidelines listed above apply to extracurricular activities such as Media Smash/ Yearbook Club, Student Council, and Chapel Band or other extracurricular activities that are added within the school year. Students are expected to keep their academic progress a priority while participating in additional activities.

III. CONDUCT GUIDELINES

A. DISCIPLINE POLICY-PARENTAL AGREEMENT

Wayne Christian Academy is committed to providing an excellent education that is distinctly Christian in its Biblical Worldview. An essential part of the school's mission is to produce Christian leaders who are being trained to make a substantial contribution to society by modeling and applying their Christian worldview and character to real life situations.

The Student/Parent Conduct Guidelines have been established to foster integrity, transparency, and personal responsibility. WCA students are expected to strive for the highest standards of personal, ethical, and moral conduct. WCA Parents/Guardians are expected to model, promote and support these standards. These standards are outlined throughout the school's Student/Parent Handbook.

WCA Parent(s)/Guardian(s) and students shall sign an agreement to willingly abide by and support

WCA Administration in the implementation of these handbook policies. In the event of a violation of the school's conduct policies, a disciplinary response will be rendered.

B. AUTHORITY

The WCA School Board has given authority for all behavioral/disciplinary matters to the Principal. In turn, the Executive Principal has delegated to the Administrators and Instructional Staff the responsibility to administer discipline on a daily basis. The Executive Principal holds the final authority in all disciplinary matters and invites any and all inquiries regarding the guidelines and policies of Wayne Christian Academy.

School officials are guided by the following principles:

- The school will use the Bible as the foundation for making disciplinary decisions.
- All sanctions and consequences imposed should be fair, redemptive, and instructive.
- The attitude, repentant spirit, and cooperation of the student and parent(s)/guardian(s) involved may be considered in the imposition of sanctions and consequences.
- While WCA has no direct control over and accepts no responsibility for the behavioral choices of WCA students when off-campus, the school reserves the right to discipline a student for off-campus misconduct, including social media.
- Habitual Offenses (i.e. tardies, absences, disruptive behavior) may require the loss of privileges (field trips, leadership opportunities, and extracurricular activities).
- Major Misconduct offenses may require the student to be withdrawn or expelled.
- Georgia statutes require the school to report violations of the law to civil authorities. However, the school reserves the right to administer appropriate action under school policies.

Students shall not be engaged in any immoral, illegal, or unethical activities that may have a detrimental effect on the offending student, other students, the school, the community, the church, or the name of Jesus Christ. These guidelines not only address the effects of a violation on individual students, but also the impact of the violation on the school's reputation and its ability to fulfill its stated mission. The school expects students to respect the physical and psychological well-being of others and will not tolerate behavior that exploits another individual.

PARENTAL AGREEMENT

I, the undersigned, as the parent/guardian of a child attending Wayne Christian Academy, (WCA) recognize and agree that my child is expected to be obedient and respectful to teachers, staff and other students. I understand and agree that the Standards of Conduct and Discipline Policy are designed to help all students attending WCA to excel in academia and glorify the Lord in every area of their lives. I will support the use of and ensure that my student adheres to Standards of Conduct and the Discipline Policy. Furthermore, I understand that the training and education of my child is primarily my responsibility, and that I have chosen WCA as an extension of the home in the education of my child. In that regard, WCA has a great responsibility to train its students to be obedient and respectful and to administer reasonable discipline when transgressions are made.

1. I/We will encourage my/our student to comply with all school regulations and standards.
2. I/We give the faculty and administration discretion to employ discipline as is deemed wise and expedient for my student.
3. I/We will take an active role in my/our student's education. This will include following through with homework assignments, special work, slips that need to be signed, etc.
4. I/We will support the spiritual training given to my/our student.
5. I/We agree to accept responsibility for any damage done by my/our student at the school.
6. I/We understand that the WCA administration reserves the right to terminate the educational partnership between the school and family if an unresolved division persists between ourselves and the school faculty or administration.
7. I/We understand that the school reserves the right to dismiss any student who chooses not to respect its spiritual standards and/or cooperate in the school's academic program and discipline policy.
8. I/We agree that based upon Matthew 18:15-20 and I Corinthians 6:1-8 that the Bible commands us to make every effort to live in peace and to resolve conflicts with each other in private. Therefore, by signing this Parental Agreement, you agree that any claim or dispute arising out of or related to this agreement shall be resolved by Biblically based mediation that is outlined under the "Grievances and Complaints" section of this Handbook. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their rights to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.
9. In light of **Matthew 18:15, Ephesians 4:31-32** I/We understand and agree to the principle of refraining from the discussion of a disagreement with the teachers, staff, administration and/or policies of WCA in front of students and/or other adults as well as on social media platforms.
10. I/ We agree to notify WCA immediately in writing of the existence of any custody dispute involving the student, including any custody dispute existing at the time of this contract.
11. I/We will notify the School Office of any changes in address, phone number, employment, or emergency phone number.
12. I/We will request copies of the academic and behavioral records of my child from his/her current school.
13. I/We understand that the registration fee is non-refundable and non-transferrable.

Parent Signature _____

Student's Name _____

C. STANDARDS OF CONDUCT

The responsibility for training a child in godly behavior belongs to the parents. To provide and maintain an orderly, disciplined, and wholesome environment for learning, the following code of conduct is established. The school standards seek to reinforce, maintain, and supplement godly training initiated in the home.

1. A student as well as faculty and staff are expected to behave in a manner that exhibits the following characteristics:

- a. Respectful obedience to authority (parents, teachers, staff, administration, etc.) and adherence to school regulations, whether a person in authority is present or not
- b. Responsibility in doing assigned or expected tasks, such as class work, homework, and cleanup tasks at school.
- c. Cooperation with others in playing and working at school
- d. Courtesy and respect for others: (students, parents, teachers, staff, etc.)
- e. Cleanliness in person and property
- f. Truthfulness in word and life
- g. Respect for property of the school and other individuals
- h. Promptness in attendance and assignments
- i. Morally upright conduct in all areas of school life, including language, social relationships, and recreation
- j. Abstention from the illegal use of alcohol, tobacco, drugs, and weapons
- k. Service to one another and community
- l. Dress and appearance should be appropriate per uniform and dress code guidelines and in conformance with biological sex/gender
- m. Appropriate behavior regarding and use of restrooms, locker rooms, changing facilities, or overnight accommodations in conformance with biological sex/gender
- n. Abstention from all sexual conduct contrary to Biblical standards
- o. Behavior according to the Statement of Faith outlined in this Handbook

D. DISCIPLINE POLICY

Student Agendas

1. In order to ensure consistency, efficiency, and fairness, a tracking system has been created to provide an effective communication tool between all teachers, students, and parents. If a student fails to meet a behavior expectation in the classroom, the teacher will mark the student's agenda using the notations listed below.

Teacher notations for the student agenda:

B – disrespectful behavior

L – late to class (off task/playing, not following procedures) or returning to locker for needed supplies

U – uniform violation

SL – silent lunch

2. If a student receives three U's and/or L's within 10 school days, the student will be issued a silent lunch either for that day or the following day. This will also be noted in the agenda book. **Refer to Appendix III for B's written in the agendas.** Agendas for PreK-9th grade students should be checked and signed DAILY by a parent/guardian. If the student does not have his/her agenda, the student will be issued a silent lunch for that day. If the agenda is not signed, a warning will be given the first time, and upon repeated offenses, a silent lunch will be issued. If the behavior continues without improvement, the student may be sent to the Principal, and the teachers will refer to disciplinary actions and procedures described in the Discipline Policy section.

3. The majority of discipline issues that may surface at school will be dealt with at the classroom level. If students are not following rules and procedures that are not related to uniform violations, being late to class, or disrespectful behavior (as noted above) the teacher will handle these issues according to his/her personal classroom management plan. Teachers may use a variety of progressive discipline

within the classroom (i.e. loss of privilege, seating change, sit out break, silent lunch, etc...). They may also send the student to the Principal. **If the student is not following classroom rules and procedures after a warning has been given, and the student has received a consequence, it will be noted in the agenda. Please make sure to review and understand your student's teacher's personal classroom management plan and know what is expected of your student.**

4. We are not content with merely stopping the inappropriate behavior; therefore, teachers look for the earliest opportunity to explore with the student the overflow of the heart issues that have produced the wrong behavior. We seek to bring together “shepherding the child’s heart” with the biblical “sowing and reaping” principle. As in all other areas of education at WCA, love and forgiveness are an integral part of the discipline process of a student.

Principal Disciplinary Action

5. If for any reason a student needs to receive discipline from the Principal, the following sequence will generally be observed.

- a. The first two times within either semester of the school year that a student’s behavior requires that the student be sent to the Principal for discipline, the student’s parents will be contacted and given details of the visit. The parents’ assistance and support in averting further problems will be requested.
- b. The third office visit will be followed by a meeting with the student’s parents.
- c. Should the student require a fourth visit, the student will be suspended (in school suspension or out of school suspension) for not more than three school days.
- d. If a fifth visit is required, the student will be expelled from school.

6. Wayne Christian Academy realizes that expelling a student from school is a serious matter and should always be dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to the total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled. WCA is a Christian institution providing a Biblically based education in a distinct Christian environment, and it believes that its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to our Statement of Faith or Standards of Conduct and the Biblical lifestyle that the school teaches, the school reserves the right, within its sole discretion, to discontinue enrollment of a student.

7. CORPORAL PUNISHMENT: We believe that corporal punishment (spanking/paddling) is both a Biblical and a parental task. Corporal punishment may be implemented in all grades when deemed necessary by administration. However, no staff member or administration personnel entrusted with the care and education of the students of the school shall physically discipline a student without parental consent. However, a student will be restrained if failure to do so would jeopardize the safety of that child or others.

Failure of the parent or legal guardian to cooperate in the correction and discipline of their child may result in expulsion of their child. **Enrollment and attendance at this school is a privilege granted to those who are willing to support the school's rules and total program. Parents and students must sign the Parent/Student Discipline Policy located in the back of this handbook.**

E. OUT OF SCHOOL SUSPENSION OF CORRECTIVE DISCIPLINE

Parents who sign this Handbook give Wayne Christian Academy permission to apply this Suspension Corrective Discipline Policy, in the event such reasonable discipline becomes necessary, as follows:

Out of School Suspension discipline shall not be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that specific misbehavior could occasion its use. Suspension may be employed as a first line of punishment for those acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience. Specific offenses include continued disobedience to an adult employee's warnings, assault on another student without provocation, striking another child with a dangerous object, and other extreme acts.

The suspension corrective discipline shall consist of suspension of the student for the remainder of the day and the following day. The student will be responsible for completing missed class work. Tests that the student missed while suspended will be administered on the student's first day back to school. All work will be due on the first day the student returns. **No credit will be given for work turned in after the first day back at school.**

Upon a decision to suspend a student for the remainder of a school day, the Principal will notify the student's parents and require them to make transportation arrangements to remove their child from the school immediately. The teacher making the discipline referral shall submit a written report of the incident to the Principal, and such report shall become a part of the student's academic file. Upon request by the parent, the parent may receive a copy of the written report. Repeated need for discipline will result in a required conference between the parents and the Principal to discuss disciplinary action up to, and including, expulsion from the school.

IV. PARENT INFORMATION

A. ADMISSION PROCESS, REQUIREMENTS FOR THE STUDENT & WITHDRAWAL

1. A K-4 and K-5 program is offered for children who have reached their fourth birthday (Pre-K) or their fifth birthday (Kindergarten) by **September 1st**. All admission requirements must be met as listed on the application form.
2. A child entering first grade must have reached the age of six years by September 1 of the fall in which he would enter WCA.
3. A student may be admitted to 1st-9th grades by promotion from within WCA or by transfer from another school, providing that all admission requirements have been met and the students transfer records indicate appropriate grades from the previous grade level. After an initial parent meeting with the Principal and/or school board, the student may be required to take an entrance test to determine readiness for the grade in which he/she would be entering. Remedial work may be required before entering the school. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, he or she may repeat the previous grade.
4. In addition to entrance testing, if the student is transferring from another school, all student records must be received by WCA before a decision for admittance can be made.
5. The child must have successfully completed the previous school year, and his or her school work and behavior must compare favorably to the comparable grade level requirements at WCA.
6. Parental notification of admittance will be made after all requirements have been met.
7. Wayne Christian Academy is not equipped to accommodate students with special needs. Students with documented needs will be considered on a case-by-case basis.

8. Students transferring into WCA after the start of the 2nd semester follow the same admissions process and standards.
9. The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers and Principal in their prescribed roles at school.
10. Wayne Christian Academy is a Christian institution providing a Biblically based education in a distinct Christian environment, and it believes that its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to our Statement of Faith or Standards of Conduct and the Biblical lifestyle that the school teaches, the school reserves the right, within its sole discretion, to refuse admission of a student.
11. Students are selected for admission based on the following criteria (in addition to the meeting of all requirements listed on the application form):
 - a. First preference is given to returning students. There shall be a re-enrollment period (currently March). Enrolled students who do not re-enroll during this period are not guaranteed acceptance for the following school year. No student has a right for re-enrollment. All applications for re-enrollment are approved at the sole discretion of the school's administration.
 - b. When applications exceed the number of available slots, the administration will give preference to those applicants who can demonstrate the greatest Christian commitment through activities such as church attendance, participation, and family relationships. Consideration will also be given to test scores and past academic achievement.
 - c. The administration reserves the right to make exceptions to this selection policy; however, an exception for one does not mean an exception for all. WCA seeks students and families who desire a thoroughly Christian education.
12. A student may be withdrawn for any reason with written notification to the school. Such notification must be given at least five days in advance of intended withdrawal. If a student is withdrawn after the first school day of the month, all fees must be paid for that entire month. Since, the school has to secure faculty and staff based on student enrollment, any student withdrawing from the school voluntarily will be responsible for at least three month's tuition for the current school year. Exceptions may be granted with board approval in special circumstances such as moving, job loss, sickness, etc. Such requests must be made in writing ten working days before withdrawal.
13. The school has the right to ask for the withdrawal of a student, for any reason. If the school requests withdrawal, all fees remain due for services already provided, including the month in which the withdrawal is requested.

B. ADMISSION REQUIREMENTS FOR THE PARENTS

1. Parents of students in Wayne Christian Academy must have a clear understanding of the Biblical philosophy and purpose of the school and must be willing to have their child taught according to the

school's Statement of Faith, Core Values, and Philosophy of Education and held to the Standards of Conduct.

2. Parents must acknowledge and cooperate with all the written policies of WCA, including the areas of school work and conduct standards, active communication with teachers, and discipline guidelines.

C. NON-DISCRIMINATION POLICY

Wayne Christian Academy of Jesup, Georgia, 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, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

D. STUDENT ARRIVAL, DISMISSAL AND PARKING GUIDELINES

1. Daily Arrival

The school day begins at 8:00 a.m. and ends at 3:00 p.m. All students may arrive between 7:25 and 8:00 a.m. Students may not arrive before 7:25 a.m. unless prior approval has been given. If a PreK-5th grade student who does not have an older sibling in middle/highschool arrives after 8:00 a.m, the student AND the parent/guardian must check in at the office to receive a tardy slip before going to the classroom. Sixth-ninth grade students may walk in unaccompanied, however, they must check in at the front office.

Parents are asked to enter the school drive and drop off students at the main doors. All students should enter through the main designated doors.

2. Daily Dismissal

Students are dismissed at 3:00 p.m. Students will be brought out of the building at the main entrance as a class and will wait together with their teacher until picked up by an authorized person. Parents are asked to pick up their children promptly. All students must be picked up within 15 minutes of dismissal. If a student is not picked up by 3:15, they will be sent to our Aftercare Program and billed for Aftercare Tuition payments. Please do not allow pre-school children or other siblings to enter the building without adult supervision.

Parents/Guardians MAY NOT park their car and WALK to the school pick up line where students are waiting in order to retrieve their student. Instead, they must enter the pick up line or wait until ALL the pickup line traffic has cleared to retrieve their student from the pick up line.

Due to early dismissal procedures, cars may not enter the designated car pick up line prior to 2:45. Parents who are in the line prior to this time may be asked to move their vehicle.

No child will be released to anyone who is listed as "DO NOT ALLOW PICKUP" on the student's personal record. If there is someone who isn't allowed to pick up your child, you must complete a "No Pick Up" form in the front office, and the form must be signed by the legal guardian. These forms must be updated with the office as needed. If it is a parent who is not allowed to pick up a child, legal

documentation must be given to the office for this to be enforced. Example- a judge ruling or court order.

3. Parking

Throughout the day, please use the parking spaces in front of the building.

4. Items/Lunches Left at Home

If a parent brings an item(s) to school for his/her child, the item(s) should be brought to the office. Parents cannot bring the item(s) directly to the classroom. This would include forgotten backpacks, lunches, etc.

5. Visitor Check-In

All visitors to the school should check-in by signing in at the office desk. Visitors may not go directly to any classroom without permission from the office.

E. TARDIES

In the event that a student is tardy, parents must contact the school at 912-424-8316 to inform the secretary that the student is arriving late. If a PreK-5th grade student who does not have an older sibling in middle/highschool arrives after 8:00 a.m, the student AND the parent/guardian must check in at the office to receive a tardy slip before going to the classroom. Sixth-ninth grade students may walk in unaccompanied, however, they must check in at the front office.

Attendance and tardy records for all students are recorded in the MySchoolWorx grading system and are reported on the student's report card each quarter (9 weeks).

1. Being on time is an act of accepting responsibility and of showing respect to classmates and teachers. Students who are tardy disrupt the entire class.
2. After three morning tardies within a 9 week period, the student will serve a Tardy Detention by sitting out 10 minutes of the next morning or afternoon recess. For subsequent tardies within a 9 week period, students will miss 10 minutes of recess for every additional tardy. This rule will be renewed each 9 weeks.
3. A student will be considered absent if he/she arrives at school after 11:30 a.m
4. Distinguishing between excused and unexcused tardies is at the discretion of the classroom teacher, Administrative Assistant(s) and/or Principal.

F. LEAVING SCHOOL EARLY

If a student needs to leave school early due to illness, an appointment, lunch with parent, etc., the parent is to come to the office to pick up the child. (Please do not go directly to the classroom.) Parents will be asked to note the time of pick-up on a sign-out sheet.

In the case of an prior scheduled appointment, the child should bring a note from a parent in advance in order to notify the teacher. If a student checks out before 11:30 a.m. and does not return to school, the student will be considered absent for the day.

Early checkouts are approved up until 2:40pm. Parents must inform the school secretary *and pick up the child* NO LATER THAN 2:40. Otherwise, the student must go to the pick up line and follow the routine afternoon dismissal procedures.

G. ATTENDANCE REQUIREMENTS & RETENTION

1. A student must attend 88% of the scheduled days for each semester. An academic penalty will result if a student is absent for more than 10 days in either semester (does not include school sponsored trips). Should absences reach 8 days in a semester, a written warning will be given by the office.

2. If the student is absent more than 10 days in either semester, the parents of the student will need to meet with the Principal. Excessive absences, combined with a lack of mastery of curriculum, may also prompt consideration for retention.

3. Short-term absences – If a student needs to be absent from school for one to two days, the parents should contact the school office by note or by phone. It is the responsibility of the student to find out what work was missed during the absence and to arrange for make-up work. The student will be given the number of days absent plus two in order to complete the missed work. We do not distinguish between excused and unexcused absences.

4. The homeroom teacher is responsible for completing and/or circulating a Class Assignments form for all subjects and either sends it home with a sibling or other student designee.

5. Long-term absences – If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the appropriate teacher(s) time to compile the necessary schoolwork which the student would miss and need to complete within two days of returning from the extended absence.

6. Extended absences – WCA will cooperate with families taking their children from school for vacations, etc. However, when extended absences are voluntary (not emergency or illness), all assigned school work will be due the day the student returns to school. Prior to this type of absence, it is recommended that the student work ahead. This eliminates the need to work on vacation or complete a significant amount of make-up work. We recommend that vacations be scheduled during school holidays.

7. Retention

- a. Each referral for retention shall be considered individually.

- b. Board Policy states that promotion in grades 1-9 shall be based on the student's mastery of curriculum. In grades 3-9, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level/grade-level standards for all subject areas.
- c. Retention criteria for kindergarten- second grade students will parallel this guideline with an emphasis on the student mastery of 70% or greater in the subject of reading, language arts and mathematics.
- d. A student who is developmentally young may be considered for retention if the "youngness" is combined with a lack of mastery of curriculum objectives for the grade level.

H. DRESS CODE

We believe that a child's environment is important to effective learning and that distractions must be kept to a minimum. At WCA, we take teaching & learning very seriously and we believe that the way a student dresses will directly impact their attitude toward learning. Therefore, we ask both parents and students to adopt a cooperative attitude in adhering to the dress code policy.

As part of this philosophy, we have chosen a uniform dress code for all grades, so that the focus remains on education. A printed copy of purchasing information will be given to parents and posted on the school website. Please see Appendix IV: Uniform Policy and Guidelines for the specific uniform dress code requirements as well as out of the uniform dress code policy.

I. LUNCHROOM & SNACKS

Currently, through our Hotbox Lunch Program, the option to purchase lunch is made available from an outside vendor each day of the week. **Parents will receive information about enrolling in this lunch program at the beginning of the year.** There is limited heating equipment made available for student use when warming lunches brought from home. Please be aware that there is no refrigerator available to students. Microwaves may be used by students under the supervision of the teacher.

The following guidelines must be followed for continued microwave use:

1. Students in grades K4-3rd grade must be able to open the microwave containers and be able to carry it to the tables with ease.
2. Microwave food items should take approximately NO more than one minute to microwave. We only have a limited time for lunch, and if several students are microwaving items that take more than a minute, it can take up too much of the lunch period.
3. In the event of an overflow or spill in the microwave, on the counter, or on the floor, the student must take responsibility and clean the microwave, not leaving the mess for someone else.
4. ALL students should bring a snack for the morning break. Because high starch, sugar and caffeinated foods can interfere with a child's concentration, parents are encouraged to choose healthy foods and snacks. In addition, ALL students should have a refillable water bottle labeled with their name.
5. If students forget their lunch, an emergency lunch for the students will be provided, although it may not be the preferred food of the student's choice. In order to stay on schedule and maximize school

time, parents will be notified at the end of the day if a student's lunch was forgotten. The Hotbox Lunch Program is the only option for having lunches from restaurants delivered to the school. Lunches may not be brought directly to the student's classroom.

J. BIRTHDAY PARTIES, HOLIDAYS, & SPECIAL CELEBRATIONS

Birthday Celebrations

1. Students are welcome to celebrate their birthday with their classmates. Students may bring a "birthday" snack to school to share with classmates. If a student's birthday falls during the summer months or on a vacation day, another day may be chosen to allow the child to bring a snack. Parents are to check with his child's teacher regarding the time of day the snack is preferred. Snacks may include muffins, granola bars, juice, cupcakes, cookies, popsicles, etc.

Special Celebrations and Holidays

1. School parties and special events are educational celebrations in which the full flora (time in history, dress, customs, and foods) of the events are brought to life in context. Special celebrations include but are not limited to Thanksgiving, Christmas, Valentine's Day, Easter, Grandparents' Day, and end-of-year parties.

2. Teachers may ask a parent to help plan these celebrations. These celebrations may also be school-wide events, and teachers may need assistance from our Parent Teacher Organization (PTO) members.

3. We recognize and celebrate seasons which are compatible with Biblical principles. Classroom decorations honor Christ during Christmas and Easter seasons. Halloween is not recognized, with the exception of harvest or autumn themes.

**Before planning snacks for your child's classmates, please contact the child's teacher to see if there are known allergies among the students.

K. PARENT TEACHER ORGANIZATION

We encourage parents to volunteer by participating in the "Parent Teacher Organization" (PTO). PTO is designed to serve as a channel for organizing parents' ideas, talents, and energies to assist WCA in providing a Christian education. This may include participation in special events, fundraisers, school wide programs, etc . PTO nominates and elects its officers and designates classroom lead representatives on a yearly basis. PTO is a vital partner in the successful operation of our school.

L. AFTER SCHOOL PROGRAM

WCA also provides After School care until 5:15 p.m, for those students who are enrolled in our **Extended School Day program. There is an additional cost for this program.** Qualified staff will oversee the program. Students will report to the after school care room at 3:00 p.m. Parents will complete a registration form if their child(ren) will be attending aftercare. No child care will be provided on holidays or on half-days and a few other specific days throughout the year. A notice will be given when we will not have aftercare.

M. PHOTO RELEASE POLICY

From time to time WCA will use photos of students for publications, on the school website, and for marketing purposes as well as on social media. We may or may not identify a student's picture by name depending on the nature of the publication. If you would like for your child's picture to not be used, you will have the opportunity to opt out with our photo release form. You must notify the front office to begin the opt out process.

N. WEATHER POLICY

In opportune and feasible circumstances, we will follow the Wayne County Board of Education for school closings, delays, and early dismissals due to inclement weather.

O. CELL PHONE POLICY

As technology has evolved, cell phone use has become more of a concern. WCA permits students to have cell phones for communication before and after school hours. We desire to minimize misuse of this privilege by clarifying the following guidelines:

1. Cell phone usage/possession is not permitted between student arrival (7:25 a.m.) and dismissal (3:15 p.m.)
2. Cell phones are to be powered off and given to the homeroom teacher at the beginning of the school day or upon entering the homeroom teacher's classroom. (Middle & High School Grades Only) For 5th grade and down, phones must be powered off and left in the student's backpack.
3. A student's cell phone will be confiscated if it rings or vibrates during the school day or is used without permission (or taken out of the bookbag) at any point during the school day.
4. Consequences for misuse of cell phone:
 - 1st Offense -
 - a. The Principal talks with the student and sends a note to the parent. A parent must sign the note and it should be returned no later than the following day.
 - b. The student may retrieve the phone at the end of the school day.
 - 2nd Offense -
 - a. Principal calls the parents.
 - b. The cell phone will be held in the school office and must be picked up by a parent or guardian at the end of the school day. **The policy will be strictly enforced.**
 - 3rd Offense -
 - a. A parent must retrieve the phone at the end of the school day and all cell phone privileges will be revoked for the remainder of the year.
5. If parents need to contact their child during the school day, they should call the school office.
6. If a student needs to contact their parents during the school day, they should use the school's phone in the office.

7. *Students who allow others to borrow their cell phone during school hours will be treated as the one using a cell phone. Both the owner of the cell phone as well as the student borrowing it will be punished.*

Electronic Devices Include But Are Not Limited To The Following:

Cell Phones & Smart Watch

Tablets

Ipods or MP3 Players

V-Tech Toys/Leap Pads & Leap Frog Devices

Any electronic device that connects to the internet OR that can send/receive calls or messages

P. PARENT -TEACHER COMMUNICATION

Wayne Christian Academy implements many methods of correspondence with parents/guardians to ensure that communication is effective. The following is a list of tools that are currently used to communicate with our WCA families: Student Agendas, Newsletters, OneCallNow (Message/Email/Phone System), Class Dojo, Remind App, MySchoolWorx, My Hot Lunch Box Program, MySchool Bucks. Please note this list is not exhaustive and may increase or be revised throughout the school year based on the needs of our student body. One Student Agendas will be issued for each student at no cost. However, if another agenda is needed because of damage, loss, etc., the student must pay a \$5 fine to replace the agenda.

It is the Parent/Guardian's responsibility to use these communication tools to their fullest extent and to check the correspondence on a **DAILY basis.**

Parents are asked to furnish the school with current names and telephone numbers of all persons permitted to care for their child(ren). Please update the names and numbers as changes are made so that the school may contact the appropriate person(s) when necessary. If there is an individual or individuals who are not allowed to pick up your child under any circumstances it is your obligation to inform us of this in writing on an annual basis (or when changes occur). This notification should be written or typed in a legible manner, separate from the student application, notarized and returned to the school office.

Q. COMMUNICABLE DISEASE/SICKNESS & MEDICATION

Students with a communicable disease may not attend school until they have been given clearance from a medical doctor to return.

All medications must be brought to school in their original container with specific instructions for the number, amount, and times of dosages. Parents or legal guardians must sign a permission form.

As a parent of an enrolled student at Wayne Christian Academy, you release consent to the administration of first-aid and /or doctor's care, or any other form of medical treatment necessitated by illness or injury that may require the same. In the event of the necessity of such care or treatment as heretofore described, the parent agrees to hold harmless and indemnify said academy, its directors, employees and agents from any acts of malfeasance, and/or failure to act on the part of those chosen to administer medical care on behalf of the child.

Parents will be notified when a student becomes ill or injured and/or when it is determined that the student needs to go home. Because first aid facilities are limited, parents are asked to come promptly when notified. If someone other than a parent comes for the student, the parent should notify the

school and see that the individual has positive identification. For situations requiring immediate emergency care, the school will try to contact the parent first, but if the parent cannot be contacted we will call 911.

Students who have been sick, must be free of fever (less than 100.4 F), diarrhea, vomiting, or stomach problems for at least 48 hours before they return to school.

R. INTERNET USAGE POLICY

At Wayne Christian Academy, we are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, and certain online services. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us. Adherence to WCA's Acceptable Use Policy is necessary for continued access to the school's technological resources. **Please see Appendix V** for details regarding rules and requirements for the appropriate use of the internet and other technological resources that are accessible at WCA.

V. OTHER INFORMATION

A. SCHOOL INSURANCE

The school provides each student with a secondary accident policy. This insurance is supplemental to any family plan that is in existence and it will only cover accidents that take place during school hours or school sponsored events. The school will accept no financial responsibility for accidental injuries occurring at school or while attending school functions.

B. FREQUENTLY ASKED QUESTIONS—this section is illustrative only and is NOT expected to set forth the specific policies of WCA.

1. *What is the school's policy regarding the teacher/student ratio?*

WCA prefers to have a maximum of 16 students in each classroom. K4 and Kindergarten have a preferred maximum of 12 students each or may have more with the addition of a full time paraprofessional.

2. *What are the qualifications for teachers at WCA?*

Proficiency in instructional methodology, classroom management, and the care and nurture of individual students is required of WCA teachers. A bachelor's degree and a commitment to ongoing professional mentoring and development are minimum requirements for teachers at WCA. All teachers are also required to have ACSI certification. It is a requirement to incorporate Biblical instruction into all courses taught at the school. We believe that in order to preserve the function and integrity of Wayne Christian Academy and to provide a Biblical role model to WCA School students and families and the community in which we serve, this positions are limited to applicants who agree with, and agree to abide by, the school's Statement of Faith and Standards of Conduct.

3. *Does the school conduct Bible classes?*

Yes, we do offer Bible class as a core class in all grades. We also have chapel once a week. In addition, we endeavor to incorporate a Biblical perspective into the teaching of each subject. We believe it is crucial for students to begin seeing all creation (including their studies) from a Christian world and life view.

4. *Does the school need funds over and above the tuition receipts?*

Yes. All private schools have the need to raise additional funding. WCA tuition receipts do not cover the total annual cost of educating a student. Therefore, we conduct annual fundraising projects as an ongoing activity of the school. Parents are encouraged to participate in these activities. Parents also are asked to prayerfully consider giving above and beyond their child's stated tuition to assist in offsetting the actual costs. In particular, we encourage all families to participate in and promote the GA Student Scholarship Tax Credit Program. For more information on this wonderful program, please see the school website (www.wcajesup.com).

5. *Does WCA provide tuition assistance?*

Yes, we do. Financial assistance applications are available upon request. Families complete an online application, and then our Scholarship Committee will review a family's financial information and give a recommendation to the school's Financial Assistance Committee. Then our Financial Assistance Committee determines the tuition assistance for the family.

9. *How is the school governed?*

The school is governed by a School Board composed of men and women from the community with various skills and a heart for the school. The School Board determines school policy, and the Principal is responsible for implementing approved policies. The Board of Directors of Wayne Christian Academy has approved this handbook, and the board reserves the right to amend or change the handbook at any time. Since the handbook cannot address every situation that may arise, the Board of Directors reserves the right to make decisions that will best benefit the school.

VI. GRIEVANCES AND COMPLAINTS

A. REQUIRED PROCESS

Any grievance or complaint regarding the school should be presented in a professional and courteous manner to the appropriate school staff member. Every attempt should be made to resolve the concern first with the individual teacher or staff member.

In cases where the concern cannot be resolved at that level, the next point of contact should be the school principal. At this point, the concern should be presented in writing to the principal and sent to the school email (wcajesup@gmail.com). The concerned parent/guardian should list in detail both the problem as well as what strategies have been previously implemented to resolve the situation. The principal will then contact the parent to schedule a meeting with the parent as well as the school teacher.

All appointments must be made in this manner. The principal will not schedule a meeting until appropriate steps in the process have been followed.

Should you have a concern that goes beyond what the school administration has offered as a solution outlined in the process above, after having met with administration, please deliver your complaint in detailed writing to the School Board. Individual board members, though they may be long-time friends or associates, will not deal with grievances except through the president of the board. To do otherwise would put a board member in a very awkward and unprofessional position since the board has charged the principal with the management of the school.

Appendix I Field Trip Guidelines

1. Each trip must have a designated leader who is best suited to the task. This person will be chosen by the classroom teacher and the Principal.
2. Overnight Field Trips are limited to the specific students and teachers of the grades involved.
3. Chaperones are to be arranged by the teacher, and there should be one adult chaperone per room. a. There must be at least one adult chaperone for each hotel room needed. Same sex in each room. b. Additional chaperones will be determined by the teacher.
4. Only children in the specific grade level are able to attend. Siblings can tend to be a distraction and will not be allowed on the trip.
5. Music on the trip will be limited to classical, Christian, or at the discretion of the adults in the car. All reading material will be subject to approval of the trip leader. No personal iPods or MP3 players will be allowed on the trip unless played on the car system.
6. Cellphones and other uses of technology may only be used based on the discretionary decisions and rules set forth by the Principal and Classroom Teacher/Designated Leader.
7. Television will be allowed in the rooms on a limited basis. Programs watched must be agreed upon by the chaperones, with the primary leader having veto power.
8. If for health, financial, or any other reasons a child is unable to attend the field trip, they will be given a research project in keeping with the theme of the field trip. The child will be expected to be in school during the time the class is on the trip and work on the research project there. The report will be due at the same time reports are due by the class as a whole.
9. If a child does not attend the field trip and does not have a valid reason, the child will receive a zero for the time.
10. If there is an activity in a hotel room that involves both sexes, an adult chaperone must be present at all times.
11. Overnight field trips should be limited to children in the 4th grade and above. If there is a desire to have an overnight trip that involves 3rd grade or below, the trip must become a "Family Trip" and one parent must attend with their child.
12. Extra-curricular side trips (not planned) are allowed only by approval of the trip leader and with prior verbal and/or written approval from each child's parent(s). There must be an adult chaperone for every 5 children on these trips.
13. The school should seek to plan some "Family Field Trips" in which all parents are encouraged to attend.
14. Dress and appearance should be appropriate per uniform and dress code guidelines and in conformance with biological sex/gender.
15. All field trip participants and chaperones should exhibit appropriate behavior regarding and use of restrooms, locker rooms, changing facilities, or overnight accommodations in conformance with biological sex/gender.
16. Exceptions may be made upon the Principal's approval.

Appendix II Chaperone Guidelines

Being a chaperone is a very important responsibility. We greatly appreciate the time and energy used by a chaperone to serve the school.

1. Each chaperone will be given the responsibility to oversee his assigned students for the trip. This means that the chaperone will always have his students in his sight at all times. No student should ever be left alone or travel anywhere alone.
2. Each chaperone will work with the responsible teacher. The decisions for the trip are to be made by the responsible teacher.
3. A chaperone may not make any “side trips” with his child or any student during the trip. (i.e. go out to eat at a different restaurant or go shopping, etc.)
4. A chaperone must be present in the hotel room at all times with the students.
5. Students are only allowed to watch television with the permission of and in the presence of the chaperone. Channel selection is limited to The Weather Channel, ESPN, Family Channel, and “news”, unless otherwise authorized by the responsible teacher.
6. No alcohol may be consumed by the chaperone while on the trip Wayne Christian Academy is a Christian institution providing a Biblically based education in a distinct Christian environment. We believe that in order to preserve the function and integrity of WCA and to provide a Biblical role model to WCA students and families and the community in which we serve, chaperones and volunteers must agree with and agree to abide by the school’s Statement of Faith and Standards of Conduct while you are acting in the capacity as a chaperone or volunteer for WCA.

Please sign here to acknowledge your acceptance of these Guidelines: _____

APPENDIX III DISCIPLINE POLICY ADDENDUM

***B = Disrespectful Behavior

Level 1

3 B's within a two week period will result in a Silent Lunch.

Level 2

Next 3 B's within a two week period prior to the end of the quarter will result in an after school work detention with the Principal or designated school teacher. (Detention details will be determined by administration.)

Level 3

Next 3 B's within a two week period prior to the end of the quarter will result in an In School Suspension (ISS). All work must be completed at the end of the ISS assignment or additional ISS days will be assigned until the work is completed.

Level 4

Next 3 B's within a two week period prior to the end of quarter will result in another In School Suspension. All work must be completed at the end of the ISS assignment or additional ISS days will be assigned until the work is completed.

All students return to Level 1 at the beginning of each quarter.

NOTE: The Principal reserves the right to make changes to or rule on uniform/dress code issues at his discretion that may not be specifically mentioned in this policy

APPENDIX IV DRESS CODE POLICY

** FOR RETURNING FAMILIES: PLEASE CAREFULLY NOTE THE UNIFORM CHANGES!

Students are required to wear a uniform every day, unless specific instructions are given. Uniforms may be purchased at local department stores but **ALL TOPS MUST BE EMBROIDERED WITH THE WCA LOGO.**

Monogramming will ONLY be available through two options. See next page for detailed instructions.

Tops

- Uniform tops must be collared/polo in style. Shirt colors include white, navy blue, gray, and black with the school logo.
- *Shirts must be tucked in WITH A BELT at all times (1st-9th only).*
- **School Tees may be worn on Fridays & PE Days.**

Bottoms (Boys)

- NAVY AND KHAKI uniform shorts or pants may be worn.
- This does **NOT** include athletic shorts.
- Jeans may be worn on Fridays with a school t-shirt.

Bottoms (Girls)

- Choices for bottoms include NAVY AND KHAKI:
 - Shorts (no athletic shorts), skorts, skirts, jumpers/dresses or uniform style slacks.
- Length of bottoms **MUST** be no shorter than two-three inches above the knee.
- Leggings/skinny pants are **NOT** considered uniform bottoms and are **NOT ALLOWED.**
- Athletic shorts worn during sporting events must extend to the tips of the student's fingers.
- Jeans may be worn on Fridays with a school t-shirt.

Shoes

- All shoes must be closed toe and closed heel. Flip flops and sandals are not allowed.
- Boots and tennis shoes must be conservative in style.
- Sequin, glitter, or rhinestone detailed shoes are **NOT ACCEPTABLE.**
- Crocs may be worn with the outer strap in place over the back of the foot.

*All outerwear (including jackets, pull-over fleece, and sweatshirts) must be **SOLID WCA colors** (navy blue, gray, or black). Outerwear can only have the school logo (no brand emblems). Items can be purchased at the place of your choice but **MUST** have a WCA school logo.*

Out of Dress Code Guidelines

- Personal attire should remain modest.
- No tight or form-fitting clothing should be worn.
- Shirts need to be tucked inside the pants, and be of a length as to stay tucked in.
- No midriff should be showing.
- No inappropriate slogans or pictures shall be permitted on any clothing.

General Appearance

- Girls may have piercings in the ears only.
- Boys are not allowed to wear earrings.
- Excessive makeup and jewelry is not allowed. Boys are not allowed to wear makeup.
- No artificial or extremely contrasted hair coloring contrary to natural hair color is allowed.
- Girls' hair must be kept out of the eyes.
- Boys' hair is to be worn/cut off the collar, the eyebrows, and off the ears.
- No body piercing is allowed.
- No Tattoos (temporary or permanent) are acceptable.

The administration reserves the right to ask students to refrain from wearing items that have developed inappropriate meanings or are distracting in nature.

SCHOOL LOGO EMBROIDERY OPTIONS

1. "THREE LADIES & A BOBBIN" EMBROIDERY COMPANY

You may choose to purchase black, gray, white, and/or navy blue polo shirts and outerwear at department stores such as Target, Walmart, Old Navy, etc. Uniform items can then be dropped off at WCA on the dates listed below. Payment can be made to "Three Ladies & Bobbin" using the venmo app, cash, or check. Each embroidered item is \$8.00.

2021-2022 Drop Off and Pick Up Dates For

"Three Ladies & A Bobbin" Embroidery Company

DROP OFF	PICK UP
Wednesday, July 7th (10AM-1PM)	Wednesday, July 21st (10AM-1PM)
Wednesday, July 21st (10AM-1PM)	Wednesday, August 4th (10AM-1PM)

2. LANDS (landsend.com)

You may visit landsend.com and create an account for your student. This is another option for purchasing all uniforms and outerwear. The school code for uniform purchase is 900164823, or you may search by the school name.

APPENDIX V Acceptable Use Policy

At Wayne Christian Academy, we are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, and certain online services. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used, are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, such as GSuite for Education along with Google Classroom, which includes email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your student's teacher or Principal to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all school Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct or honor code (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct or honor code.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if given permission by the teacher or administration, and in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing.
3. Install or download software, if also in conformity with laws and licenses and use the resources for any educational purpose during school hours as deemed necessary and appropriate by school faculty or administration.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources for a particular time period or for the remainder of the school year. Further discipline may be imposed in accordance with the school's code of conduct and honor code up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of school owned information technology resources is secure, but not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access and use.

Parent and Student Handbook Review & Agreement

I have read this handbook and agree to abide by these policies and procedures. I will do my best to support my student(s) as well as the administration and faculty of Wayne Christian Academy.

Please review these particularly important policies:

- **Attendance and Tardy Policy/Illness Procedures**
- **Uniform Dress Code Policy**
- **Code of Conduct & Discipline Policy**
- **Electronic Devices & Cell Phones Policy**
- **Acceptable Internet Usage Policy**
- **Procedures for Addressing Grievances and Complaints**

Student Name(s) _____

Parent' Name (Print) _____

Parent's Signature _____

Thank you for your cooperation as we strive to create a consistent, disciplined learning environment and ensure effective communication!

Sincerely,

WCA Administration