



ACADEMIC EXCELLENCE WITH A BIBLICAL WORLDVIEW

Parent & Student Handbook 2025-2026

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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

Marlene Griffith
Pam Hinson

Chris Hunt
Ben Bowen

Administration

Head of School: Sherry Bowen
Assistant Principals: Shawn Yeomans & Rebecca Brantley
Office Manager: Candace Emery
Bookkeeper: Katie Dunham

Accreditation

Wayne Christian Academy is accredited by the following organizations:

- Association of Christian Schools International (ACSI)
- Cognia Advanced Ed

WCA Faculty, Staff, and Support Personnel

Elementary Faculty

Kristina Fuller
Caroline Channell
Leanne Leonard
Linli Beaver
Ashley DeClue
Kellee Smith
Kelley Westberry
Jordan Strickland
Deanna Parson

Middle & High School

Ellyn Hunt
Pam Hughes
Scott Riner
Scott Simmington
Denise Voyles
Alexia Slone
Jessica Daniels
Lanette Beaver
Kathleen Guillot

Electives & Support Staff

Chasity Aldridge & Taylor Walker

After Care Program

Kelli Goober
Bre Tillman

Athletic Director

Lindsey Surrency

Fine Arts Director

Katie Pate

Yearbook Coordinator

Kara Jackson

Campus Pastor

Paul Eastwood

I. GENERAL OVERVIEW

History

Wayne Christian Academy, formerly known as Solid Rock Christian Academy, is an independent Christian school that was established in 2012. On August 21, 2012, SRCA opened with sixteen students in grades K-4 & K-5. This 2025-2026 school year marks the 14th year of serving families in Wayne and surrounding Counties.

The school originally opened using the facilities of a local church, Unity Church of God. In 2018, SRCA relocated to a remodeled, modular building on Hinson Mosley Road. However, in July 2019, lightning struck the building and extensive fire damage forced the school to quickly return to Unity Church of God and prepare for the soon approaching school year.

The summer of 2021 was like no other as it became the momentous year of new beginnings. The school officially changed its name to Wayne Christian Academy and moved into a new 26,000 sq ft. permanent facility located on the same land as the damaged modular complex.

With growth came structure. A board of directors was established and currently oversees the school. The administrator, teachers, and staff of the school are employed by the board and are accountable to the board. WCA's student body presently consists of 189 students in grades PreK-12th and the organization has 32 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 and live in such a way 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 manages all aspects of the day-to-day administration of the school

HEAD OF SCHOOL & PRINCIPALS

- The Head of School is responsible for the daily operation of the school as well as the supervision of the Elementary Principal and the Middle/High School Principal.

- The principles of each academic division are then responsible for overseeing faculty and staff members within their department.

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

The academy's highly prioritized core values clearly define the school's operating principles, guiding all internal and external activity required to achieve the mission and vision of the school. WCA's core values are as follows:

- Love & Grace – We desire the faculty, parents, and board to form a Christ-centered partnership to educate and guide students with love and grace.
- Biblical Worldview & Christian Influence – In every academic subject, we help students see a connection to Christ and His Word, developing a biblical worldview that promotes spiritual growth and gospel outreach.
- Academic Excellence – We seek to provide a rigorous academic environment where students can reach their highest potential.
- Parent Involvement – We encourage parents to be highly involved in every area of the school, sharing their gifts through service and leadership.
- Church Relations – We foster close relationships with and represent many local church bodies throughout Wayne and surrounding communities.
- The Whole Child – We aim to support parents as they guide and develop the spiritual, intellectual, social, physical, and emotional wellbeing of their child(ren). We consider this partnership and whole child development approach an important foundation to an excellent education.
- Unity – We endeavor to reflect the racial, ethnical, and economical 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, practices, policy, and discipline, our school board *is* the final interpretive authority of the Bible's meaning and application.

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

We believe 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 in order to preserve the function and integrity of WCA as the local body of Christ, and to provide a biblical role model to WCA's students and 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 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 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 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 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 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 rendered, 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 children as an extension of the Christian home. We believe by God's design, parents are meant to be the first educators of their children. This school is not a school of reform designed to correct negative behaviors and attitudes that are the result of an unfavorable home, previous school experience, or peer environment. Wayne Christian Academy intends to be a source of Christian education: **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 Jesus Christ as a 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 life in a way that is faithful to the calling they have received through 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 within an academic framework. Subjects will be taught from a Christian framework developing 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 all 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 us to train up a child in the way he should go (Proverbs 22:6). We believe 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 we are here to educate the whole child; intellectually, socially, and spiritually.

We believe 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 Christ, 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 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 correct behavior with 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 each student to 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 them about America's Christian heritage and the qualities which have made its 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 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 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 student 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

We offer a rigorous, traditional academic curriculum focusing on mastery of skills and the development of critical thinking in each student. In 1st through 8th grades, if a student fails (below 70) BOTH Math and ELA,

then he/she may not be promoted to the next grade level. High school students must pass each class with a minimum overall grade of 70 in order to meet graduation requirements and earn credit for that course.

In addition to core academic subjects, we offer Health, Physical Education, and a Technology class. Other extracurricular opportunities include drama, chorus, Media Smash, and athletics. 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, ACE, and Summit Ministries. 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.

A. 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 may take day trips that complement the classroom curriculum. Please see Appendix I & II for Field Trip Guidelines. PreK and Kindergarten students are required to have a parent/guardian chaperone to attend all field trips. Although students in other grade levels are not required to have a parent/guardian accompany them, the teacher may ask parents to be chaperones in order to enhance safety and efficiency. Field trips may not be scheduled after March 31st.

B. GRADE REPORTING

Elementary and middle grades operate on a quarterly grading system; high school operates on a semester system. Elementary and middle school report cards, following the first quarter, will be handed to parents during mandatory parent-teacher conferences. Report cards, thereafter, will be distributed at the end of the 2nd, 3rd, and 4th quarters to students. Additional conferences will be scheduled as needed.

High school report cards will be issued after each semester. A mandatory parent-teacher conference will be scheduled at the end of the first semester when the first report card is distributed. Additional conferences will be scheduled as needed.

In addition to graded papers sent home weekly, all teachers will record student grades in Infinite Campus. Parents should routinely and frequently check this website to stay abreast of their student's progress.

C. PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled on an as-needed basis 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 the conference with prayer and will then discuss the student's progress, any possible concerns, and give report cards. Teachers are available and accessible to parents throughout the school year as well. Appointments can be made through the school office or by emailing the teacher through Infinite Campus.

D. GRADING GUIDELINES & GRADUATION REQUIREMENTS

The following grading scale is used for core subjects with students in grades K-12th:

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

In addition to the numerical grading system, some grades in Kindergarten, Elective classes, and 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”.

Wayne Christian Academy offers a college preparatory diploma, with graduation requirements outlined in Appendix VII. High school students at WCA must be enrolled in at least four classes, which can be a combination of WCA courses, Seven Star Academy courses, or Dual Enrollment programs.

E. HOMEWORK PHILOSOPHY

Teachers will assign homework to grades 1-12 on a consistent basis. In addition, beginning in the 2nd quarter, students in Kindergarten will receive homework assignments. Agendas/homework assignment notebooks, which will be provided by the school, will be used by students in grades 1-5. Some teachers may also require specific procedures for the parent’s involvement in student assignments. Please make sure to communicate with your child’s teacher about any required protocols for their grade/class.

Below are the primary reasons for assigning homework:

1. Students often need extra practice in new concepts, skills, or facts. The teacher may assign homework to allow for and encourage necessary practice.
2. Repeated short periods of practice or the 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 and 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 frequently check the amount of time spent on homework to gauge the amount of work given as well as coordinate their homework with other teachers and adjust accordingly. Approximate amount of 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 - 12th	50 - 60 Minutes

6. Homework in grades K4 through 3rd is not to be assigned over the weekend or over holidays and vacation periods without the principal's approval. Fourth-twelfth grade students may occasionally have homework over the weekend.

7. Homework takes time at home and 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.

F. EXAMS & ANNUAL TESTING

In addition to weekly assessments, quarterly exams, cumulative assessments, and projects, all students in 1st-12th grades participate in Iowa Tests of Basic Skills Assessment. This is an assessment given annually. 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 of students' individual strengths and weaknesses and tailor instruction to meet those needs. In addition, students in Kindergarten take the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Assessment. This assessment is a series of short tests that assess literacy skills, such as phonemic awareness, alphabetic principle, accuracy, fluency, and comprehension. Furthermore, tenth grade students will be given an opportunity to take the PSAT and the 11th & 12th grade students will take the SAT in the fall of their junior and senior year.

Students in 9th-12th grade will take comprehensive final exams for each class in each semester. However, students may be exempt if they meet the guidelines of the exemption policy.

G. HONORS / AWARDS

As described below in purpose and description:

1. We recognize publicly those students who accomplish the necessary goals to receive an applicable honor/award.

2. We want to motivate students toward excellence by commending excellent work.

3. We wish to direct public attention to the high quality of work being completed by students and for the glory of God.

4. Honor Roll Names & Recognition

- Annual A Honor Roll – Yearly averages in ALL subjects are A's (90-100)
- Annual A/B, B Honor Roll – Yearly averages in ALL subjects are all A's and/or B's with no grade lower than an 80

5. Highest Averages

- Students with the highest averages in each subject will also be recognized for their academic excellence at the Year-End Awards Ceremony.
- High school students whose yearly GPA is 3.5-4.0 (90-100) will receive recognition for Academic Excellence.

7. The “Eagle Award” (Luke 2:52) will be awarded 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/her. A consensus from all of the student's teachers must be agreed upon in order for a student to be awarded the Eagle and recognized at the Year-End Awards Ceremony.

8. The “Daniel Award”, “Samuel Award” and “Little Light Award” are the most prestigious awards earned. The Little Light Award is given to select students in PreK & Kindergarten, the Samuel Award is given to select students in 1st-5th grades, the Daniel Award is given to select students in 6th-12th grades. Students who possess leadership skills displayed through their love for God, love for others, and consistent Christian character while positively influencing others, may earn the Daniel or Samuel awards. These awards are reflective of the Bible characters Daniel, Samuel, and others who displayed these qualities in his life. A consensus from all the student's teachers must be agreed upon in order for a student to be awarded one of these awards. In middle and high school, peer recommendations and observations 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. We are committed to maintaining a

standard of excellence and rigor. Please note that ALL awards are earned, not given. Not every student is guaranteed to receive an award.

H. ACADEMIC GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

We strongly believe that much learning and character training occurs during participation in extracurricular activities. Our school participates in the Southeastern Christian Conference, and we offer several athletic opportunities for middle and high school students (grades 6-12). Girls cheerleading, volleyball, boys flag football, co-ed cross-country, and co-ed golf are offered in the fall; girls and boys basketball is offered in the winter; girls and boys soccer is offered in the spring.

In addition, WCA offers opportunities for students in 1st-12th grade to participate in Fine Arts. Students in middle and high school have the opportunity to audition for Chapel Band, Choir, and Drama. In addition, students in 1st-5th grade are able to join the elementary chorus. Our Fine Arts students participate in yearly events such as Grandparents Day, the Annual WCA Talent Show, Veteran's Day, weekly chapel services, the Spring Production for drama, and a Christmas program. The Athletic & Fine Arts Eligibility Policies are listed in Appendix VI & VII. These policies include requirements for attendance, academic, and behavior standards. Please note that these policies apply to ALL extracurricular activities that are currently in place or that are added during the school year. Students are expected to keep their academic progress a priority while participating in additional activities.

I. TEXTBOOK POLICY

At WCA, our tuition covers the cost of printed books and materials for students in Pre-K through 5th grade. The details are as follows:

Pre-K and Kindergarten: All books provided are consumable, meaning they are intended for one-time use.

1st to 5th Grade:

- Some books are consumable and are intended for one-time use.
- The following books may be returned at the end of the school year

Students in 1st through 5th grades who return all of their **reading books, science textbooks, and history books** in good condition may **receive a \$75 discount** on their August tuition for the following school year.

6th through 12th Grade:

E-books and Materials: Students primarily use printed books in middle school and a combination of printed and e-books in high school. Some students will have one or more consumable work texts that do not need to be returned at the end of the year/semester; students will not be fined for the consumable books.

Students who are assigned a printed, non-consumable textbook must return it in good condition by the last week of school or the end of the semester. Failure to return the book or returning it in poor condition will result in a fine equivalent to the publisher's cost of the book. Student records will be held until any outstanding textbook payments are made by the last day of school.

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 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 Head of School. In turn, the Head of School has delegated to the principals and (instructional) staff the responsibility to administer discipline on a daily basis. The principal holds the final authority in all disciplinary matters and welcomes any and all inquiries regarding the guidelines and policies.

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

Parents of WCA students agree that their child is expected to be obedient and respectful to teachers, staff, and other students. Parents acknowledge 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. By enrolling their child at WCA, parents agree to ensure that he/she adheres to both the Standards of Conduct and Discipline Policy, realizing that their child's training and education is primarily their responsibility. In order for a successful partnership between WCA and the family to take place, parents are asked to agree to the following statements:

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 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, 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 outlined under the "Grievances and Complaints" section of this Handbook. All parties understand 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 any one for such disputes, except to enforce an arbitration decision.
9. I/We understand and agree, in light of ***Matthew 18:15 & Ephesians 4:31-32***, to the principles of refraining from discussions of a disagreement with 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 a 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.

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, including 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 to adhere to uniform and dress code guidelines and in conformance with biological sex/gender
 - m. Appropriate behavior regarding and use of restrooms, locker rooms, changing facilities, and/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

At WCA, discipline is rooted in the belief that misbehavior is not merely a problem of actions, but an overflow of the heart (Luke 6:45). We are not only concerned with correcting outward behavior, but with shepherding the hearts of our students toward Christ.

Our goal is to guide students in understanding how their actions reflect their inner thoughts, desires, and spiritual condition. True discipline points them back to the grace, truth, and restoration found in a relationship with Jesus. When a child struggles with behavior, we see it as an opportunity—not just to enforce consequences—but to disciple, restore, and lovingly correct in a way that cultivates repentance, growth, and maturity.

It is our goal that discipline be carried out with compassion, consistency, and purpose, always aiming to connect students' behavior with their heart and ultimately with God's truth. In this way, our discipline policy is not punitive, but formative, helping shape both character and conviction in light of the gospel.

PreK-12th Progressive Discipline Policy

***Note:** The actions and consequences outlined in this policy are examples and **are not exhaustive**; the school reserves the right to implement other appropriate measures as deemed necessary based on the individual circumstances of each incident. At Tier 3 and beyond, **corporal punishment** may be used only with prior parental consent and when deemed appropriate and necessary by administration.*

Tier 1: Uncooperative/Non-Compliant Behavior (Minor Infractions Handled by Teacher)

Examples:

- Off-task behavior
- Excessive talking
- Minor disrespect
- Not following classroom procedures or directions

Staff Actions:

- Verbal warning
- Reteaching of expectations
- Seat change or time-out
- Loss of privilege (e.g., tech, recess)
- Behavior reflection or written assignment
- Parent contact

Tier 2: Moderate Disorderly Conduct or Repeated Infractions

Examples:

- Repeated Tier 1 behaviors
- Mild defiance
- Inappropriate or disrespectful language
- Cell phone or technology misuse
- Noncompliance

Staff Actions:

- Document classroom interventions
- Parent contact
- Optional referral to counselor or lead teacher
- If repeated behavior persists: office referral may be submitted if a minimum of 3 classroom interventions have been implemented and parents notified

Tier 3: Major Infractions (Immediate Administrative Referral)

Examples:

- Physical aggression or fighting
- Verbal threats, intimidation
- Harassment, bullying, discriminatory behavior
- Theft or vandalism
- Possession or use of drugs, alcohol, tobacco/vape

- Possession of a weapon or dangerous item
- Academic dishonesty (serious or repeated)
- Inappropriate use of technology (e.g., cyberbullying)
- Severe defiance toward staff
- Leaving campus or class without permission

Staff Actions:

- Ensure student safety
- Immediate referral to administration
- Complete detailed referral form with all relevant context
- Administrator contacts parent/guardian
- Possible consequences: isolation, suspension, restitution, behavior contract, loss of privileges, or counseling referral, etc.

Tier 4: Aggressive or Harmful Behavior

Examples:

- Verbal threats or intimidation
- Physical altercations (e.g., hitting, pushing)
- Bullying, harassment, or discriminatory remarks
- Vandalism or intentional damage to property

Staff Actions:

- Immediate referral to administration
- Ensure the safety of all students and staff
- Complete and submit detailed referral form
- Administrator contacts parent/guardian
- Possible consequences: isolation, suspension, restitution, behavior contract, loss of privileges, or counseling referral, etc.

Tier 5: Seriously Dangerous or Violent Behavior

Examples:

- Possession of a weapon or dangerous item
- Possession or use of drugs, alcohol, tobacco, or vaping devices
- Severe physical violence causing injury or endangering others
- Behavior posing an immediate threat to the safety of the school community

Staff Actions:

- Immediate administrative referral required
- Remove student from the environment (if safe to do so) and notify administration
- Complete referral with all known details and context
- Administrator initiates investigation, contacts parent/guardian
- Possible consequences: suspension, expulsion, law enforcement notification (if required), and mandatory parent conference

Administrative Referral & Disciplinary Response

Once referred, administration will:

1. Review the referral and investigate if needed
2. Communicate with the student, parent/guardian, and referring staff
3. Determine consequences based on severity, age, frequency, and prior interventions
4. Document all disciplinary actions in Infinite Campus

Parents/guardians will be notified and required to sign all discipline documentation for office referrals.

Progressive Referral Consequence Structure

- Administrative Referral #1 & 2: Parent contacted; disciplinary action taken; restorative or corrective action used
- Administrative Referral #3: Parent conference required; behavior support plan or contract initiated; additional consequences applied as needed
- Administrative Referral #4: Student may receive out-of-school suspension (up to 3 days)
- Administrative Referral #5 & Beyond: Student may face expulsion or recommendation for alternative placement

Note: Serious infractions may skip steps in the referral process depending on severity.

Examples of Age-Appropriate Consequences:

Elementary Students

- Loss of recess or other privileges
- Silent lunch,
- Think/reflection assignment
- Seat changes
- Calm-down corner
- Temporary tech restriction

Middle & High School Students

- Detention
- Isolation or in-school-suspension
- Technology bans
- Loss of extra-curricular privileges
- Campus clean-up
- Probationary enrollment or contract

Referral Process Summary

1. Teacher Action (Tiers 1–2):
 - Apply classroom management strategies
 - Document interventions
 - Communicate with parents/guardians
2. Referral to Administration (Tier 3 and Beyond):
 - Complete referral form with facts and steps taken
 - Ensure incident is submitted same day (unless extenuating circumstances)

3. Administrative Action:
 - Investigate and assign appropriate consequences
 - Contact and conference with parents
 - Document all outcomes in Infinite Campus
4. Follow-Up:
 - Ensure consequences are implemented
 - Assign counseling or support as needed
 - Provide feedback to referring teacher

Special Considerations

- Timeliness: All referrals must be submitted the same day the incident occurs (unless otherwise justified).
- Documentation: Teachers must document all interventions and contact with parents before submitting a referral unless behavior warrants immediate administrative action.
- Patterns of Behavior: Students with 3 or more referrals may be placed on a behavior contract or probationary enrollment
- Restorative Practices: Administrators may offer counseling or restorative conferences in addition to, or in place of, traditional consequences.
- Corporal Punishment: May be used only with prior written parental consent and according to school policy.
- Discretion: Administration may escalate or adjust consequences based on context, frequency, severity, and developmental appropriateness.

PreK-5th Grade Important Notes

For students in grades Pre-Kindergarten through 5th grade, teachers will document non-office referral discipline directly in the student's agenda using specific notations aligned with classroom expectations and the teacher's personal classroom management plan (e.g., smiley face, sad face, check mark, "x," etc.).

All students in PreK-5th grade are required to have their **agendas checked and signed daily** by a parent or guardian. This promotes communication and accountability between school and home.

Please carefully review your student's classroom management plan to become familiar with the teacher's expectations and communication methods.

Consequences for Agenda Infractions:

- If a behavior note is written and not acknowledged with a parent/guardian signature, partial recess may be taken away.
- If a student does not bring their agenda or their agenda is not signed: First occurrence- a warning will be issued; repeated offenses- a silent lunch may be assigned.

Special Circumstances

1. *Pregnancy*

At WCA we are committed to upholding Biblical principles and fostering an environment that aligns with our Christian values. We believe that sexual activity is a gift from God that is reserved for marriage, as outlined in Scripture (Genesis 2:24, Hebrews 13:4).

If a student becomes pregnant during the school year, or if a student is married, an expectant father, or an alleged expectant father, it is essential to approach this situation with grace, compassion, and a commitment to our moral standards. In light of this, the following policy will be implemented:

Continuation of Education:

- **Pregnant Students:** Female students who become pregnant will be asked to complete the remainder of the school year through our online instruction program. This allows the student to continue their education while providing an environment that upholds our community standards.
- **Married Students, Expectant Fathers, or Alleged Expectant Fathers:** Similarly, students who are married, who become expectant fathers, or who are alleged to be expectant fathers will also be required to transition to online instruction for the remainder of the school year. This policy ensures consistency in our approach to maintaining our community standards.

Tuition:

- Full tuition for the school year remains due, regardless of the change to online instruction. Payment plans and financial assistance options will be considered on a case-by-case basis.
- If a student or their family chooses not to participate in the online instruction option, they are still required to abide by the guidelines outlined in the tuition contract, including the full payment of tuition and any other associated fees.

Referral to Counseling and Pastoral Support:

- The school will refer the involved students to appropriate counseling services and pastoral support to help them navigate this challenging time. We aim to provide guidance that aligns with our Christian values and supports the student's emotional and spiritual well-being.

Confidentiality:

- The school will handle the situation with the utmost confidentiality. Details of the student's circumstances will only be shared with those directly involved in providing support and necessary accommodations.

Biblical Restoration:

- While pregnancy outside of marriage is against our moral standards, we believe in the power of grace and redemption. The school will work with the student and their family to provide opportunities for spiritual restoration and growth, including counseling and mentorship.

By adhering to this policy, we seek to balance our commitment to Biblical principles with a compassionate response that supports the student in their education and spiritual journey.

2. Sexuality & Gender Identification

We believe that God intentionally created two distinct genders, male and female, as part of His divine plan and that traditional gender roles and heterosexual relationships are ordained by God, and thus, we do not support not enroll students participating in LGBTQ lifestyles. (Genesis 1:27: "So God created mankind in his own image, in the image of God he created them; male and female he created them.")

If there is credible evidence, including social media activity, rumors, other forms of evidence, or a student's own admission, that a student is engaging in or identifying with an LGBTQ lifestyle, the following policy will be implemented:

Investigation and Communication:

- The school administration will carefully review any allegations or evidence. This may include discussions with the student, parents, and relevant staff members. The school seeks to handle such matters with discretion and sensitivity, maintaining confidentiality to the extent possible.

Counseling and Support:

- If allegations are confirmed, the school will offer to refer the student and their family to appropriate counseling services. We believe in the power of God's grace and the potential for spiritual restoration.

Withdrawal Process:

- In accordance with our commitment to Biblical standards, students found to be living in or promoting an LGBTQ lifestyle will be asked to withdraw from the school. The school will work with the family to ensure that the withdrawal process is handled with compassion and respect.

Confidentiality:

- The school will maintain confidentiality throughout the process. Details of the situation will only be shared with those directly involved in the decision-making process.

Tuition:

- Parents are still required to follow the guidelines outlined in the tuition policy contract.

We understand that this policy may be challenging, but it reflects our commitment to maintaining a school environment that aligns with our Christian beliefs. We encourage all families to discuss and understand the values and expectations of our school community.

3. Weapon Possession

To maintain a safe and secure environment for all individuals, the possession, use, or threat of use of weapons on Wayne Christian Academy property, in vehicles on the premises, or during any organization-related events is strictly prohibited.

Definition of Weapons

For the purposes of this policy, "weapons" include, but are not limited to:

- Firearms of any type (loaded or unloaded)
- Knives with blades longer than, 2 inches, switchblades, or other dangerous blades
- Explosives, fireworks, incendiary devices, pepper spray, mace, or any other dangerous chemicals
- Tasers, stun guns, or any electric shock devices, paint guns
- Bows, crossbows, martial arts objects, or similar projectile weapons
- Any object used with the intent to cause harm or threat (e.g., bats, pipes, or tools)

Prohibited Areas

Weapons are not permitted:

- On organization premises (including buildings, parking lots, and grounds)
- In organization-owned or rented vehicles
- At organization-sponsored events or off-site functions

Exceptions

The only exceptions to this policy include:

- Law enforcement officers authorized to carry weapons as part of their official duties
- Pre-approved training or demonstrations involving weapons (subject to prior written approval by Administration)

Violation of Policy

Any individual found in violation of this policy may be subject to disciplinary action, up to and including expulsion, or removal from premises. Criminal prosecution may also apply where appropriate.

4. Academic Integrity- Cheating and Plagiarism

Wayne Christian Academy is committed to upholding the highest standards of honesty and integrity. All students are expected to complete their work honestly and without unauthorized assistance. Cheating undermines trust, devalues achievement, and violates our community standards.

Definition of Cheating

Cheating includes, but is not limited to:

- Copying from another student's work during an exam, quiz, or assignment
- Allowing another student to copy from your work
- Using unauthorized materials or devices during a test (e.g., notes, calculators, phones)
- Submitting work that is not your own (including work purchased or generated by AI resources)
- Collaborating on assignments where individual work is required
- Altering or falsifying academic records or documents
- Plagiarism (see separate Plagiarism Policy in Appendix VII)

Responsibility

It is the responsibility of each student to know and understand what constitutes cheating in each course or program. When in doubt, students should seek clarification from instructors or supervisors.

Consequences

Violations of this policy will result in disciplinary action, which may include, but is not limited to:

- A zero or failing grade on the assignment or exam
- Notification of parents/guardians (for minors)
- Academic probation or suspension
- Expulsion from Wayne Christian Academy
- A permanent mark on the student's academic record

Appeals

Students have the right to appeal a cheating allegation. Appeals must be submitted in writing to administration within 5 school days of the incident.

5. Misdemeanor & Felony Charges

If a student is convicted of a misdemeanor or felony offense, the school administration will evaluate the severity and nature of the charges. Based on this evaluation:

- The student may be suspended for up to ten (10) school days, or
- In cases involving serious or violent offenses, the student may be immediately expelled.

During any suspension, the student will be allowed to complete missed assignments for **up to 80% credit**, provided the work is submitted within the time frame established by the administration. This policy reflects our commitment to accountability, personal responsibility, and the Christian values of justice and grace.

6. Substance Abuse

WCA is committed to providing a safe, healthy, and spiritually nurturing environment for all students. As a Christian school, we believe that our bodies are temples of the Holy Spirit (1 Corinthians 6:19-20), and we are called to live lives of self-control, responsibility, and care for one another.

This policy outlines the expectations regarding drug and substance use and the consequences of violations, while emphasizing restoration, accountability, and support and applies to all students both on and off campus during school-sponsored events or activities.

Prohibited Substances

The following are strictly prohibited:

1. **Illegal Drugs** (e.g., marijuana, cocaine, heroin, hallucinogens)
2. **Alcohol** (possession or use by minors or on school property)
3. **Tobacco and Nicotine Products** (including vaping devices and e-cigarettes)
4. **Prescription Medications** (without a valid prescription or misuse)
5. **Over-the-Counter Substances** (used in a way not intended or to induce intoxication)
6. **Drug Paraphernalia**

Expectations

- Students are expected to remain free from the influence of drugs, alcohol, and other mind-altering substances during all school-related activities.

- Parents/guardians are encouraged to reinforce the importance of healthy, drug-free living at home.

Consequences of Policy Violation

Consequences may include, but are not limited to:

First Violation:

- Parent/guardian notification
- Meeting with school administrator and counselor
- Suspension (1–5 days depending on severity)
- Mandatory participation in a Christian-based substance abuse education or counseling program
- Probationary period (academic and behavioral)

Second Violation:

- Extended suspension or expulsion
- Requirement to complete a formal rehabilitation or counseling program
- Evaluation for possible re-enrollment after a specified period

Voluntary Disclosure & Support

If a student voluntarily seeks help for substance use before a violation is discovered, the school will respond with compassion and confidentiality. Disciplinary action may be deferred in favor of a recovery plan, counseling, and spiritual support.

Drug Testing

If a student exhibits signs of drug or substance use, as determined by school administration or staff, parents/guardians will be required to take the student for drug testing at a facility chosen by the school.

- The test must be completed and results submitted to the school within one (1) hour of notification.
- If the test result is negative, the school will cover the cost of testing.
- If the test result is positive, the parents/guardians will be responsible for the full cost of the test.
- Refusal to comply with the testing requirement may be treated as a violation of the school's drug policy and could result in disciplinary action up to and including expulsion.

Legal Compliance

This policy complies with all local, state, and federal laws regarding drug use and education. The school reserves the right to involve law enforcement when appropriate.

6. Bullying

WCA is committed to fostering a safe, Christ-centered environment where all students are treated with respect and dignity. Each October, as part of our Anti-Bullying Awareness initiative, students participate in Bible-based lessons and classroom discussions focused on identifying, preventing, and responding to bullying.

All students are also asked to sign a Bullying Pledge, affirming their commitment to kindness, respect, and standing against bullying in all forms.

WCA's Response to Bullying

- Bullying is not tolerated at WCA and is considered a violation of the school's behavior policy.
- Any reports of bullying will be thoroughly investigated and appropriate action will take place.
- Responses to bullying will involve a combination of applying WCA's progressive discipline policy, education, and/or recommended counseling.
- Guidance and support is provided for those being targeted by a bully and further counseling or support may be recommended by administration.
- Faculty and staff will pray with students who may have conflicts and encourage all students to seek forgiveness, repentance, and reconciliation when their actions or words hurt others.

Corporal Punishment: We believe 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 shall physically discipline a student without **parental consent**. In necessary cases, a student may be restrained if failure to do so would jeopardize the safety of that child or others.

Expulsion/Alternative Education: 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/her parents not be able to eliminate behavioral problems the student will be expelled. WCA is a Christian institution providing a Biblically based education in a distinct Christian environment, and we as a corporate body believe our 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 contrary to or in opposition of our Statement of Faith, Standards of Conduct, or the Biblical lifestyle our school teaches, the school reserves the right, within its sole discretion, to discontinue enrollment of a student.

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 comprehensive program. Parents and students must sign the Parent/Student Discipline Policy located in the back of this handbook.**

E. OUT OF SCHOOL SUSPENSION

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 prompt 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 against an adult/employee's warnings,

assault on another student without provocation, striking another child with a dangerous object, and other extreme acts.

During a suspension, students may complete missed assignments and assessments for up to 80% credit. Work must be submitted on the day the student returns to school. This approach reflects both the seriousness of misconduct and the opportunity for growth and restoration in line with Christian values.

Upon a decision to suspend a student for the remainder of a school day, the administration 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 disciplinary referral will submit a report of the incident to the administration, 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 offenses will result in a required parent-principal conference and disciplinary actions to include expulsion shall be discussed.

F. ELECTRONIC DEVICE POLICY

In accordance with House Bill 340, which aims to alleviate classroom distractions and maximize instructional time, Wayne Christian Academy has adopted the following policy regarding personal electronic devices.

We recognize that students may bring devices such as phones, smartwatches, tablets, and headphones for communication or personal use outside school hours. However, during the school day, these devices can disrupt learning and distract both the user and those around them.

Covered Devices Include (but are not limited to):

- Cell phones
- Smartwatches (Apple Watch, Fitbit, etc.)
- Tablets (iPads, Kindles, etc.)
- Headphones / Earbuds (wired or wireless)
- Any Bluetooth-connected or internet-enabled personal device

Policy Timeframe:

This policy is in effect from the moment students enter the school building until they leave campus at the end of the school day, (including transitions between classes, lunch, and restrooms) or until 3:20 if remaining on campus for extracurricular activities.

Policy Rules:

- All personal electronic devices must be silenced and completely out of sight during the school day (stored in lockers or backpacks).
- Devices may not be used, worn, heard, or visible unless explicitly allowed by a staff member for instructional purposes.
- If any covered device is seen, heard, or used, it will be confiscated and the student will be referred to school administration.

Administrative Process & Progressive Consequences:

- 1st Offense: Device is confiscated and turned in to the front office. Student is referred to administration, and the incident is documented. Student may pick up the device at the end of the day.
- 2nd Offense: Device is confiscated. Parent/guardian must pick it up. Student is referred to administration; incident is documented.
- 3rd Offense: Continued referrals are documented. Administration begins implementing progressive disciplinary consequencesm. which may include but are not limited to:
 - Loss of extracurricular or campus privileges, lunch or after-school detention, in-school or out-of-school suspension, behavior contracts, up to expulsion, if warranted due to repeated defiance

Important Notes:

- Refusal to turn over a device when asked is considered defiance and will result in accelerated administrative action.
- If emergency communication is needed during the day, parents should contact the school office directly.

IV. PARENT INFORMATION

A. ADMISSION & WITHDRAWAL REQUIREMENTS FOR STUDENTS

1. Pre-K and Kindergarten: WCA offers a K-4 (Pre-K) and a K-5 (Kindergarten) program. Children who have reached their fourth birthday by **September 1st** are eligible for Pre-K, and children who have reached their fifth birthday by September 1st are eligible for Kindergarten. *All other admission requirements must also 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/she would enter WCA.

3. A student may be admitted to 1st-12th grades by:

- a. Promotion from within WCA or by transfer from another school
- b. Transfer records indicate appropriate grades from the previous grade level
- c. Have met all other admission requirements

After an initial meeting between parents and school administration and/or school board, the student may also 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 prior to entering the school, or if evidence shows the child is not adequately prepared for the next sequential grade level, he/she may be required to repeat the previous grade.

4. In addition to entrance testing, if the student is transferring from another school or homeschooled, 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 academic and social status 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. WCA 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 in, even after the start of the 2nd semester, shall follow the same admissions process and standards.
9. A child should understand his/her parents have delegated their authority to the school. Therefore, he/she is subject to the instruction and discipline of the teachers and principals 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 contrary to or in opposition of our Statement of Faith, Standards of Conduct, or the Biblical lifestyle our school teaches, we, the school, reserve the right, within our 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 during the 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* to 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 thorough Christian education.
12. Each family who is enrolled at WCA by the first day of the 2025-2026 school year and has signed the tuition contract, but then subsequently withdraws their student(s) for any reason other than job relocation or extenuating circumstances approved by the school board, shall pay a withdrawal fee equal to 1/4 of the remaining annual tuition balance. This fee must be paid by the end of the school year for which the student is enrolled. Under no circumstances shall any registration fees, book fees, supply fees, testing fees, or insurance fees be refunded. No portion of the tuition shall be excused for a student who either is dismissed or withdrawn for disciplinary reasons. If tuition or other school expenses are not paid and balances become past due, WCA will place an administrative hold on accounts and records. Grade reports, transcripts, nor any other student records will be released prior to all debts being paid.

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 rendered, 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 accountable to the Standards of Conduct.

2. Parents must acknowledge and cooperate with all written policies of WCA, including the areas of academic requirements, conduct standards, 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 rights, privileges, programs, and activities generally accorded or made available to students at the school. WCA 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 a.m. and 8:00 a.m. Students may not arrive before 7:25 a.m. unless prior approval has been given. Parents are asked to enter the school driveway and drop students off at the main designated front-door entrance. In grades PreK-5th, students will be considered absent if he/she arrives at school after 11:30 a.m or does not stay at school until 11:30 a.m.

To maintain a safe and orderly environment and maximize instructional time, we will be keeping the inside building doors to the upper and lower school hallways closed. All students should enter through the front middle chapel doors before 8:00 AM. After 8:00 AM, students should enter through the side office door and will be given a tardy slip by Mrs. Candace.

Additionally, we ask that you do not walk your child to their classroom beyond the double hallway doors. Should you need to speak with your child's teacher, please ensure you contact them to schedule a meeting during their planning time. Our teachers are focused on ensuring smooth transitions during the morning and afternoon rush, so we kindly ask that you only contact teachers between the hours of 8:00 AM – 5:00 PM. Unless it's an emergency, you can expect a response from the teacher within 24 hours. For quick messages that don't require a meeting, please feel free to reach out via Infinite Campus or write a note in your child's agenda.

2. Daily Dismissal

Students are dismissed at 3:00 p.m. Students will stay inside the building and wait with their teacher until their name is called, and they are picked up by an authorized person. Parents/guardians are asked to pick up their children promptly using the four digit number assigned to their family. Anyone other than the parent/guardian picking up the student must also provide the school with the assigned four digit number. 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.

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

Due to early dismissal procedures, cars may NOT enter the designated car pick up line prior to 2:45 p.m. Parents who are in the line prior to this time may be asked to move their vehicle. If parents arrive before 2:45 p.m., they may park across the street at the baseball complex and form two lines. *Do not line up on the side of the road.* At 2:45 p.m. cars can proceed to the WCA parking lot to begin forming the pick up line.

No child will be released to anyone who is listed as “DO NOT ALLOW TO PICK UP” 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 (i.e. a judge’s decree or court order) must be given to the office for this to be enforced.

3. Dual Enrollment Flexibility: WCA’s high school students have the opportunity to participate in the GA Futures Dual Enrollment program which allows high school students to simultaneously enroll in college or university courses and earn credits that count towards both their high school diploma and future college degree. This program enables students to take advantage of the opportunity to experience higher education while still in high school, providing them with a head start on their college journey. High school students who are participating in Dual Enrollment courses are not required to be physically present in the class being replaced for a Dual Enrollment course.

However, if WCA’s schedule and the student’s schedule permit, the student may choose to be on campus to receive assistance from the teacher instructing the same course being offered for high school credit only. For example: Students who are enrolled in a US History Dual Enrollment course may choose to complete their online course work off campus, or they may choose to complete the online class work on campus in the WCA US History classroom or another designated classroom. *In order for students to receive high school credit for WCA courses, the student must be present on campus for the full duration of the daily class period.*

Wayne Christian Academy partners with an external academic institution called Sevenstar Academy, allowing students to take dual enrollment, honors, academic, and elective classes. Although these classes are conducted online, students are required to remain on campus during the period in which they are taking a Sevenstar class.

Students who are arriving on or leaving campus between 8 AM and 3 PM for purposes related to Dual Enrollment courses must sign in and out with the school secretary each time they enter and/or exit the building.

4. Parking & Student Drivers

- a. Parent parking: Throughout the day, parents who are visiting the school should use the parking spaces in front of the building.
- b. Student drivers: During the first week of school, each student driver is required to complete a one-time registration of his/her automobile in the high school office. Proof of insurance, a valid Georgia Driver's license, and the make and model of the vehicle are required. Upon completion of the registration, the office will issue a numbered parking decal that is to be affixed to the rear view mirror of the vehicle. The parking decal must be displayed in the proper location of the student's car at any time the car is on school property. There will be a nominal charge of \$20.00 for the parking decal, \$5.00 for a second vehicle parking decal or replacement of a lost parking decal. Student drivers should park their vehicles in the grassy area located directly in front of the school, south of the main paved faculty/staff parking lot.
- c. Speed limit: The maximum speed limit on campus is 15 mph. In most cases, a slower speed will be more appropriate. Speeding and reckless driving will result in an immediate suspension of driving privilege, and in extreme cases, the possibility of arrest.
- d. Loud mufflers and sound/music are not allowed.

5. Visitor Check-In

All school visitors should check-in by signing in at the office desk and receive a visitor sticker pass from the secretary. Visitors may not go directly to any classroom without permission from the office.

6. Misc Drop Offs/Lunches Left at Home

If a student forgets their lunch, they may use the front office phone to notify their parents. We understand that emergency circumstances may happen, but we ask that parents make every effort to have lunch arranged beforehand so that instructional time is not interrupted. If a parent brings an item(s) to school for his/her child, the item(s) should be brought to the office and **must be labeled**. Parents cannot take the item(s) directly to the classroom. Outside lunch deliveries should only be used for emergency situations as this can be a safety issue and an interruption to our school day. This procedure will also be followed for items such as forgotten backpacks, books, equipment, etc.

E. TARDIES

Arrival and Tardy Slips:

Students who enter the building after 8:00 AM will be marked tardy by Mrs. Candace. They must sit in the lunchroom until the secretary gives them a tardy slip, which permits them to enter class.

Students who enter the building before 8:00 AM but fail to make it to class on time may still be marked tardy by their first-period teacher if it is clear they have not made an intentional effort to be in class and ready for instruction by 8:00 AM. This helps avoid any unnecessary class interruptions as we begin school routines promptly at 8:00.

We encourage you to review the tardy policy with your child to help them understand the importance of arriving at school on time.

Tardy Procedures for K-5th Grade Students

- Parents of K-5th grade students must enter the building to sign their child in unless the child has an older sibling (grades 6-12) walking them in.

Tardy Consequences

- Wayne Christian Academy (WCA) will implement a “Three Strikes” policy for all students in K-12th grade who enter the building slightly before 8:00 AM with insufficient time to be in class on time.
 - **After the first set of three tardies:** Ten minutes of recess will be taken away (K-5th) or a writing assignment will be issued (6th-12th).
 - **After the second set of three tardies:** Students may serve an after-school detention.
 - **After the third set of three tardies:** Students and parents will be asked to meet with administration to determine an appropriate action plan.

Parents will receive an alert in Infinite Campus for tardies and absences. In addition, Mrs. Candace will notify parents when a set of tardies results in a consequence.

This policy is implemented to make the most of instructional time and to respect students who may be distracted by interruptions once class starts. By ensuring punctuality, we aim to create a more focused and productive learning environment for all students. Being on time is an act of accepting responsibility and showing respect to classmates and teachers. Students who are tardy disrupt the instruction of the entire classroom. Parents and students are encouraged to familiarize themselves with these guidelines to avoid unnecessary tardies and their associated consequences.

Attendance and tardy records for all students are recorded in the Infinite Campus grading system and are reported on the student’s report card each quarter (K-8th) or semester (9th-12th).

F. LEAVING SCHOOL EARLY/CHECK-OUTS

If a student needs to leave school early due to illness, an appointment, lunch with parent, etc., parents of non-student drivers are required to visit the front office and scan the QR code to complete the early dismissal form. Going directly to the classroom is strictly prohibited. Parents may call ahead of time to ensure their student is ready for check out, but must follow the instructions above for the student to be released. No exceptions.

In the case of a scheduled appointment, the student should bring a note from a parent in advance in order to notify the teacher. In PreK-5th grade, 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 to 2:40 pm. 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. In grades 6th-12th, attendance will be taken daily for each class period. An academic penalty will result if a student is absent for more than 10 days in any given class per semester, not including school sponsored trips. Should a student reach eight absences in any given class in a semester, the teacher of the class will notify administration who will then send home a written warning to be signed and returned by the parent the following day.

2. If the student is absent more than 10 days (excused or unexcused) in either semester, the parents of the student will need to meet with administration. Excessive absences, combined with a lack of mastery of curriculum, may also prompt consideration for retention and not receiving full credit for high school course work.

3. WCA will cooperate with students who need to be absent for short or long term circumstances. In the event a student needs to be absent for more than one day, the parent should contact the school office by email or by phone. It is the responsibility of the student to inquire about work that was missed during the absence and to arrange for make-up. All make up work should be completed no later than two days after the student returns to school.

4. Grade Retention

- a. Each student who is referred for grade retention shall be considered individually.
- b. In Kindergarten-8th grades, students who fail to pass BOTH ELA and Math classes must meet with the retention committee to decide the next course of action regarding promotion. High school students must pass each class with a minimum, overall grade of 70 in order to obtain credit for that course.
- c. A student who is developmentally young may be retained if the immaturity, combined with a lack of mastery of curriculum objectives, causes academic deficits.

H. DRESS CODE

We believe a child's environment is important to effective learning and distractions must be kept to minimum. At WCA, we take teaching & learning very seriously, and we believe 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 focus can remain on education. Purchasing information will be given to parents as well as posted on the school website. Please see Appendix III Uniform Policy and Guidelines for the specific uniform dress code requirements as well as the uniform dress code policy.

Dress Code Violation Policy

Students whose attire is in question regarding adherence to the dress code will be directed to the front office for review.

- **First violation:** The visit will be documented, and a message will be sent from the front office to the parent via Infinite Campus or phone to inform them of the warning.
- **Second violation:** Students will lose ten minutes of recess time (PreK-5th) or a writing assignment will be issued (6th-12th). Parents will be notified via Infinite Campus about the consequence that has been issued.
- **Third violation:** A parent will be asked to pick up their child for the remainder of the school day or bring appropriate attire. Students who drive must check out or return with proper attire.
 - **Absences:** *Students will be marked absent for any classes they miss should they need to leave the school due to being out of dress code.*

Please also be aware that students who miss class time due to being out of dress code *may or may not* be able to make up missed work. This will be evaluated on a case-by-case basis, as each teacher's schedule and method of instruction may vary. Some lessons or activities may be difficult to replicate, so it's important that students adhere to the dress code to avoid missing valuable instructional time.

I. LUNCHROOM & SNACKS

The option to purchase lunch each day of the week is made available through an outside vendor, currently Wholesome Foods Program. **Parents will receive information about enrolling in this lunch program at the beginning of the year.**

Please be aware there is no refrigerator available to students. Please also note there is limited heating equipment available for student use for warming lunches (from home or the vendor). Microwaves may be used by students under the supervision of the teacher and for short periods of time.

The following guidelines must be followed for continued microwave use:

1. Students in grades PreK-3rd 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 two minutes to microwave. We only have a limited time for lunch, and if several students are microwaving items that take more than one 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 or afternoon break. High starch and sugary foods can interfere with a child's concentration; therefore, parents are encouraged to choose healthy foods and snacks. In addition, ALL students should have a refillable water bottle labeled with their name. **Students are NOT allowed to bring energy drinks such as Red Bull, Monster, Bang, Celsius, etc. to school.**

J. BIRTHDAY PARTIES, HOLIDAYS, & SPECIAL CELEBRATIONS

Birthday Celebrations

Students are welcome to celebrate their birthday with their classmates and may bring a “birthday” snack to share with the class. 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 their child’s teacher regarding the time of day the snack is preferred. Snacks may include muffins, granola bars, juice, cupcakes, cookies, popsicles, etc. If parents choose to distribute invitations at school, we ask that you give an invitation to each student in the class.

Special Celebrations & Holidays

1. 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 parents to help plan celebrations. Some 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 inquire about any known allergies among the students.**

End-of-the-Year Class Parties

All end-of-the-year parties must take place on campus during the school day no earlier than the last week of school. For liability purposes, inflatables, water slides, etc. are not permissible. If parents wish to plan a year-end party after school hours, we ask you to promote unity and friendships by kindly inviting all students in the class.

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 provides qualified staff to oversee an after-school program until 5:15 p.m for those students who are enrolled in our **Extended School Day** care. **There is an additional cost for this program.** Parents must complete a registration form if their child(ren) will be attending aftercare.

Students who are enrolled in the aftercare program will report to the after care room at 3:00 p.m. **No additional or after-school child care will be provided on holidays or half-days and a few other specific days throughout the year. A notice will be given under those circumstances.**

M. PHOTO RELEASE POLICY

From time to time, WCA will use photos of students for publications on the school website, marketing purposes, and 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, please 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. PARENT - TEACHER COMMUNICATION

Wayne Christian Academy implements many methods of correspondence with parents/guardians to ensure effective communication. **The Infinite Campus system will be the main form of communication between teachers, students, and parents. In PreK-5th grade, teachers will also communicate with newsletters and student agendas. In addition, a weekly school-wide newsletter will be sent home highlighting major events and news for the school. On certain occasions, the front office may send out broadcast text messages for important updates.** It is the Parent/Guardian's responsibility to use these communication tools to their fullest extent. Parents should check student agendas (PreK-5th grade) and Infinite Campus on a **DAILY** basis. Please make sure you download the Infinite Campus app to make communication convenient and easily accessible!

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. Student agendas will be issued for each student in PreK-5th grade at no cost. However, if another agenda is needed due to damage, loss, etc., the student must pay a \$5 fine to replace the agenda.

Parents are asked to furnish the school with current names, addresses, and telephone numbers of all persons permitted to care for their child(ren). **Please inform the secretary of any changes in your contact information. For the safety and security of your child, please provide written notification annually (or when changes occur) if there are specific individuals who are not allowed to pick up your child under any circumstances.** This notification should be separate from the student application, legible, and notarized. Kindly return it to the school office as soon as possible. Your cooperation is vital in ensuring the well-being of our students.

P. 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 a student enrolled at Wayne Christian Academy, you release consent to the administration for first-aid and /or doctor's care, or any other form of medical treatment necessitated by illness or injury. In the event of the necessity of such care or treatment, 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 ensure the individual has positive identification. For situations requiring immediate emergency care, the school will attempt contact with the parent first, but if a parent cannot be contacted, 911 emergency services will be contacted.

Students who have been sick, must be free of fever (less than 100.4 F), diarrhea, vomiting, and/or stomach problems for at least 24 hours before they return to school.

Q. SCHOOL DEVICES & INTERNET USAGE POLICY

Wayne Christian Academy offers students, staff, and guests access to computer technology. Access to the internet and certain online services such as Google Classroom accounts and email addresses are also included. We are dedicated to the support of and access to appropriate technology, connecting us locally and globally. Adherence to WCA's Acceptable Use Policy is necessary for continued access to the school's technological resources. **Please see Appendix V** regarding detailed rules and requirements for appropriate internet and technological use while at WCA.

At Wayne Christian Academy, we are committed to integrating technology into our educational program to enhance learning. As part of this commitment, we provide students in grades 3-12 with a Chromebook laptop computer for use throughout the school year.

Grades 3-12: Every student is issued a Chromebook, which they are responsible for maintaining throughout the academic year.

Grades 6-12: Students are required to have a Chromebook for electronic textbook usage in class. Additionally, they will need access to the internet and a computer to complete homework assignments.

To ensure the proper use and care of the Chromebooks, parents or guardians must acknowledge and sign the Computer Policy before a Chromebook is assigned to their student. By signing this policy, parents/guardians agree to be financially responsible for any damages to the Chromebook.

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 per classroom. K4 and Kindergarten have a preferred maximum of 14 students per class. If a full time paraprofessional is available, more students may be added.

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

Proficiency in instructional methodology, classroom management, attentiveness to individual students, and the incorporation of Biblical instruction are all required of WCA teachers. A bachelor's degree and a commitment to ongoing professional mentoring and development are also minimum requirements. It is equally mandatory that teachers have or obtain ACSI certification.

We believe in order to preserve the function and integrity of Wayne Christian Academy and to provide a Biblical role model to WCA students, families, and the community, these positions are limited to applicants who agree with and 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 program, please see the school website (www.wcajesup.com).

5. Does WCA provide tuition assistance?

Yes. Financial assistance applications are available upon request. Families complete an online application and then our Scholarship Committee will review their information and give a recommendation to the school's Financial Assistance Committee. The Financial Assistance Committee will determine the tuition assistance for the family.

6. 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 the school policy while the principal is responsible for implementing them.

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. The handbook cannot address every situation that may arise; therefore, the board reserves the right to make decisions as needed and in the best interest of 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 school administration. The concern should be presented in writing and sent to the school email (info@wcjesup.org) addressed to administration. 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 administration will then contact the parent to schedule a meeting with both the parent and the teacher.

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

Should you have a concern that surpasses the outlined process of solutions and is not resolved even after meeting with administration, you may 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. The board has charged the principal and other administration with the management of the school.

Appendix I

Field Trip Guidelines

1. Each trip must have a designated leader who is best suited for the task. This person will be chosen by the classroom teacher and 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 for day trips and overnight stays.
 - a. One adult, same sex chaperone shall be assigned to each hotel room for overnight trips.
4. Only children in the specific grade may attend field trips.
5. Music on trips will be limited to the discretion of the adults in the car/room. No personal iPods or MP3 players will be allowed on the trip unless played on the car system.
6. All reading material will be subject to approval of the trip leader.
7. 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.
8. 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.
9. If for health, financial, or any other reason a child is unable to attend a field trip, they will be given an assignment in keeping with the theme of the field trip. This graded assignment will be due upon returning to school.
10. If a child does not attend the field trip and does not complete a make-up assignment, a zero will be issued.
11. If there is an activity in a hotel room that involves both sexes, an adult chaperone must be present at all times.
12. Overnight field trips should be limited to children in the 3rd grade and above. If there is a desire to have an overnight trip that involves 2nd grade or below, the trip must become a “Family Trip” and one parent must attend with their child.
13. 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 five children on these trips.
14. The school should seek to plan some “Family Field Trips” in which all parents are encouraged to attend.
15. Dress and appearance should be appropriate per uniform and dress code guidelines and in conformance with biological sex/gender.
16. 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.
17. Exceptions may be made upon the principal’s approval.

Appendix II

Chaperone Guidelines

We greatly appreciate the time and energy a chaperone is willing to donate to our school. Being a chaperone is a very important responsibility.

1. Each chaperone will be given the responsibility to oversee his/her assigned students for that trip. This means a chaperone will always have his/her students in 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. Each chaperone should follow the guidelines set forth by the administration when watching movies or listening to music during the course of the field trip.
3. A chaperone may not make any “side trips” with his/her 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 (if applicable) at all times with the students.
5. Students are only allowed to watch television (if applicable) 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. Music on trips will be limited to the discretion of the adults in the car/room. No personal iPods or MP3 players will be allowed on the trip unless played on the car system.
7. 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.
8. No alcohol may be consumed by any chaperone while on a Wayne Christian Academy trip. WCA is a Christian institution providing a Biblically based education in a distinct Christian environment. We believe in order to preserve the function and integrity of WCA and to provide a Biblical role model to WCA students, families, and the community in which we serve, chaperones and volunteers must agree with and abide by the school’s Statement of Faith and Standards of Conduct while acting in the capacity as a chaperone or volunteer for WCA.

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

Appendix III

Dress Code Policy

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 not only to the letter, but also the spirit of our policies on dress. 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.**

Embroidery will ONLY be available through two options. See next page for detailed instructions. Sheffield's Sports Shop is our official WCA casual wear provider for school tees.

Tops

- Uniform tops must be collared/polo in style. Shirt colors include white, navy blue, gray, and black and should be embroidered with the school logo.
- Shirts must be tucked in with a belt at all times (4th-12th grade students only).
- School tees may be worn on Fridays ONLY with denim bottoms or navy, khaki or black uniform shorts/pants (not athletic jersey shorts/pants).

Bottoms (Boys)

- Navy, khaki, and black uniform shorts or pants may be worn.
- This does **NOT** include athletic jersey-type shorts and pants.

Bottoms (Girls)

- Choices for bottoms include navy, khaki, and black in the following options:
 - o Shorts (no athletic shorts), skorts, skirts, jumpers/dresses or uniform style slacks.
- The length of bottoms **MUST** be no shorter than three inches above the top of the knee.
- Leggings and yoga pants are **NOT** considered uniform bottoms and are **NOT ALLOWED unless they are solid school colors (blue, black, gray, or white) and worn under a skirt or dress.**
- Athletic shorts worn during dress down must be no shorter than 3 inches above the top of the knee.

Shoes

• Footwear Guidelines:

Flip-flops that appear overly casual, worn-out, or inappropriate for a school setting (e.g., rubber beach-style flip-flops) are **not permitted** with school uniform attire. However, neat, stylish, or dressier flip-flop-style sandals that complement the uniform **may be acceptable**, at the discretion of school administration. While **open-toe and heeled shoes** are permitted, students who choose to wear them do so at their own risk. The school is **not liable for any injuries** resulting from wearing open-toe or heeled footwear during school hours or school-related activities. ***Students in PreK-8th grade must wear tennis shoes on Tuesdays and Thursdays for PE class.***

Outerwear

- All outerwear (including jackets, pull-over fleece, and sweatshirts) must be **SOLID WCA colors** (navy blue, gray, white, or black). Outerwear can be purchased at the place of your choice but **MUST** have a WCA school logo.
- ***We understand it can get chilly, but students may not bring blankets. Please wear appropriate clothing or layers to stay warm.***

Out of Dress Code Guidelines

- Personal attire should remain modest.
- No tight or form-fitting clothing should be worn.
- 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 or other body piercings.
- 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 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.

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.

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.

Dress Code Violation Policy

Students whose attire is in question regarding adherence to the dress code will be directed to the front office for review.

- **First violation:** The visit will be documented, and a message will be sent from the front office to the parent via Infinite Campus or phone to inform them of the warning.
- **Second violation:** Students will lose ten minutes of recess time (PreK-5th) or a writing assignment will be issued (6th-12th). Parents will be notified via Infinite Campus about the consequence that has been issued.
- **Third violation:** A parent will be asked to pick up their child for the remainder of the school day or bring appropriate attire. Students who drive must check out or return with proper attire.
 - ***Absences:*** *Students will be marked absent for any classes they miss should they need to leave the school due to being out of dress code.*

Please also be aware that students who miss class time due to being out of dress code *may or may not* be able to make up missed work. This will be evaluated on a case-by-case basis, as each teacher's schedule and method of instruction may vary. Some lessons or activities may be difficult to replicate, so it's important that students adhere to the dress code to avoid missing valuable instructional time.

Student Name _____ Student Signature _____

Appendix IV

School Devices / Acceptable Use Policy & Student Device Agreement

At Wayne Christian Academy, we are pleased 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 there is tremendous value in technology and information networks especially when used as an educational resource. We plan to 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 access to the tools and resources of a world-wide network far outweigh the potential risks. Discerning how technology tools can be appropriately and effectively used is imperative to each student's education. However, if a parent prefers their child abstain from the internet, 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 a contemplated activity is acceptable, consult with your student's teacher or principal to decide if such use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect the school policies and protect the privacy of others by:

1. **Using only assigned WCA accounts while on school premises. Students should not use home or personal Gmail accounts while on school premises unless they are completing assignments for a dual enrollment course.**
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized
3. Refraining from distributing private information about themselves or others

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 reserves the right to limit the time of access and use.

Student Name _____ Student Signature _____

Wayne Christian Academy

SCHOOL / STUDENT DEVICE AGREEMENT

At Wayne Christian Academy, the devices and accessories provided to students and parents are the school's property. We enforce these procedures to ensure responsible usage. While specific examples of prohibited uses are mentioned, they are not exhaustive, and any inappropriate behaviors will be addressed. Failure to comply may result in privileges being revoked, potential disciplinary actions, or appropriate legal measures as necessary. The device is on loan to students and must be used with the guidelines below:

- Access to educational technology at Wayne Christian Academy is granted solely for educational purposes in line with the school's mission and goals. Parents and students must sign the Student Device Loan Agreement, permitting their student(s) to utilize school equipment and access the Internet while on campus.
- Using the school system's devices is a privilege, subject to appropriate use. Any misuse may lead to the cancellation of those privileges. The Principal or designated authority holds the discretion to determine if a user has violated the procedures and may deny, revoke, or suspend access at any time.
- Users are personally accountable for all actions and activities involving the provided device. Responsible and respectful use of technology is essential for maintaining a positive and productive learning environment.
- At Wayne Christian Academy, certain actions related to technology use are strictly prohibited to ensure a safe and respectful digital environment:
 - Sharing harmful, abusive, obscene, sexually oriented, or threatening materials that damage others' reputation or violate the school's policies on harassment and student conduct as outlined in the school's discipline policy
 - Engaging in any illegal activity, such as violating copyright laws or transmitting material that breaches U.S. and State regulations
 - Copying or downloading copyrighted material on any WCA-connected device without the owner's permission
 - Using the network for personal financial gain, commercial purposes, or political lobbying
 - Accessing personal social media, chat rooms, or similar services on school equipment, unless directed by the teacher
 - Creating or distributing software, viruses, or any harmful content that could damage the school's devices
 - Unauthorized access to resources or entities, invading individuals' privacy, or using someone else's account or password
 - Posting material authorized or created by others without their consent, or sending anonymous messages without teacher organization
 - Forging electronic mail messages or sending harassing emails
 - Attempting to interfere with other users' electronic mail, hindering their ability to send and receive messages
 - Taking the school-issued device off-campus without permission and/or not following designated protocols for device usage
- Adhering to these guidelines is essential to maintain a positive and secure digital learning environment. Failure to comply may result in disciplinary actions

GENERAL USE AND CARE OF THE DEVICE

- It is the student's responsibility to make sure the device is received and returned each day following the established protocol.
- Devices should be used for educational purposes ONLY.
- Each device will be tagged with an Access ID. Under no circumstances are students allowed to modify, remove, or destroy these identification labels.
- All important files should not be saved locally.
- Students are not allowed to install any software on the device.
- Devices should be used on a flat, stable surface.
- Devices should be protected from extreme cold or heat.
- Devices should not be shared with another student unless designated by the Technology Coordinator.
- Heavy objects should never be placed on top of the device and the device should never be placed on the floor.
- Students may not deface the device with stickers, tape, makers, or any other marks.
- The device should only be cleaned with a soft, dry cloth.
- Students should use only the "WCA" wifi network to access the internet.
- Students should ONLY use devices on WCA Property.
- All devices should be operated only through each student's assigned school email account.
- The student or parent will not attempt to repair any damages to the device. All repairs will be taken care of by the school and their partnership with the cdw company.
- The school has the right to randomly inspect any device on a regular basis to review browser history, email, documents, pictures, files, and any other media in question.
- Consequences for not complying with the use and care guidelines will result in suspension or loss of device privileges as determined by an administrator.
- All device damages should be IMMEDIATELY reported to the Technology Coordinator or a member of Administration.
- If the device is damaged, lost, or stolen, parents or responsible for the reasonable cost of repair as outlined in the CDW warranty agreement or determined by the value of the device.
 - Lost Device: up to \$325.00
 - Damage to Screen: up to \$50.00
 - Damage to Keyboard: up to \$25.00
 - Lost or Damaged Charger: up to \$50.00

By signing this agreement, you confirm that you have thoroughly read WCA's entire School-Device Loan Agreement and that you agree to the following terms and conditions that apply while the device is in the possession of the student.

- The device and any accessories with it remain the property of Wayne Christian Academy and are strictly for the sole use of assisting in the delivery of the curriculum.
- I agree to treat the device with the due care and keep the device in good condition, power off the device, store it properly when not in use, and avoid using food and drink near the device.
- I will NOT remove this device from WCA Property without written permission from the Technology Coordinator.
- I will not install any software or make any modifications to the device.

- Should any faults or damage occur with the device, I agree to notify the Technology Coordinator or a member of Administration as soon as possible.
- I agree that I will only use the device to access the Internet for educational purposes assigned by my teacher(s).
- I agree that if the device is damaged, lost, or stolen, there could be a reimbursement payment for repairs of the device. Report cards or transcripts may be held until a resolution is made. A police report must be provided to the school if a device is lost or stolen in order to avoid charges.

I confirm that my child and/or I have read and agreed to Wayne Christian Academy's Student Device Loan Agreement.

Student's Name _____ Grade Level _____

Homeroom Teacher _____

Parent's Printed Name _____

Parent's Address _____

Parent's Phone # _____ Driver's License # _____

Parent's Signature _____

Technology Coordinator's Signature _____

Principal's Signature _____

Appendix V

Wayne Christian Academy

Fine Arts Guidelines

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.

Student Outcome & Core Value Focus

ESO 3: Demonstrates preparedness for the next stage of academic pursuit and continues to develop intellectually, spiritually, physically, socially, and emotionally

- E: Applies knowledge gained in both academic and extracurricular areas to make healthy choices affecting lifestyle

ESO 4 Develops moral integrity, demonstrated by righteous living and stewardship

- B: Wisely stewards the use of personal, financial, and natural resources
- D: Uses personal gifts, callings, and talents to disciple others and glorify God

ESO 5 Respects others and is a servant leader who knows and applies spiritual giftedness

- A: Respects individual differences, appreciates different cultures, and is able to work effectively in groups
- D: Values and applies learning & knowledge to identify and enhance personal talents and giftedness in order to serve others
- F: Uses personal strengths within the body of Christ as well as within secular careers, occupations, experiences, etc. to lead others to Christ

Core Value-The Whole Child: We aim to support parents as they guide and develop the spiritual, intellectual, social, physical, and emotional wellbeing of their child(ren). We consider this partnership and whole child development approach an important foundation to an excellent education.

Introduction

Welcome to WCA's Fine Arts Department. We are excited that you are here! This year will be filled with many opportunities to grow as a performer, hone your skills, and have lots of fun. To echo the theme of our school this year, the theme of our department is, "Perform as One - Our Talents, His Glory."

Fine Arts Contact Information

Rebecca Brantley

Elementary Principal & Fine Arts Liaison to Administration

rebeccabrantley@wcjesup.org

Katie Pate
Fine Arts Director
katiepate@wcjesup.org

Pam Hinson
Elementary Chorus Director

Teresa Morris
Pre-K & K Music Elective Teacher

Department Dues

As our program grows, so does the need for additional resources to ensure that we can continue to produce quality shows, workshops, future competitions, trips, technical upgrades etc. This year, we are asking that every student involved in *any portion* of the Upper School Fine Arts Department pay **\$100 per student, \$150 for 2 siblings, \$175 for 3 Siblings, \$220 flat rate for 4+ Siblings.** For **Elementary Chorus, there will be dues of \$30 per student.** These dues help cover the cost of rights to music & scripts, production sets, costumes, additional technology for specific performances, etc. Payments will be due September 25 and should be paid on the school website (wcjesup.org) under the “School Store” tab. Any additional costs within the specific clubs (chapel band, chorus, or drama) will be kept to a minimum, if at all. Thank you for partnering with us in this way.

Homeschooled Student Involvement

WCA permits students who are home schooled to participate in extracurricular activities such as fine arts. Parents of students interested should first schedule a meeting with the Fine Arts Director and Administration to fill out required paperwork (health records, student driver information, parent/student agreement etc.) and to ensure that WCA Club involvement is mutually beneficial for both the student and the school. The student will be held to the same standards as WCA enrolled students that are addressed in the handbook regarding dress & appearance. They will also be expected to adhere to the same audition requirements as any student enrolled at WCA. Homeschooled Students are to be on WCA Campus *only 10 min prior and 10 min following* rehearsals. **Homeschooled student dues are \$75 per student per club involvement (Chorus and Theatre) & \$50 for Chapel Band involvement. Lower School Chorus dues for homeschooled students will be \$50.**

Grades

The requirements listed in the WCA Student Handbook, Section H.2., outlining a student's academic performance in order to participate in extracurricular activities, shall be enforced and will be monitored by the Fine Arts Director throughout the season. These requirements also apply to homeschool students. By participating in Fine Arts, Homeschool parents agree to monitoring grades in partnership with the Fine Arts Director.

1. Grades will be reviewed every three weeks by the Fine Arts Director during the semester.
2. Students with one class average below 75% will result in the following outcomes: One week probation, unable to attend rehearsals.
3. Students with three class averages below 75% will result in the following outcomes: ineligible to participate in performances, understudy will assume the responsibility of the role.

4. Re-evaluation at the following three week period - if a student-athlete has multiple violations, further action will be taken by the Fine Arts Director and administration.

School Attendance

School attendance is of the utmost importance. Academic performance is a priority to any extracurricular involvement. If a student misses more than half the day of school, he or she will not be permitted to attend rehearsal that day. Additionally, on performance days, students must attend at least half the day of school.

Rehearsals & Expectations

The specifics of rehearsal expectations will be left to the discretion of the Department Head/Direct Leader of the club. Overall, we want to remind students of the value of commitment while recognizing and encouraging students to be engaged in other extracurricular activities, focused on academic and spiritual growth, and also enjoy rest and relaxation. Please know that while we encourage faithful attendance, preparation, and commitment to each club within the Fine Arts Department, we understand that “life” happens. In these instances, please be intentional to communicate with the direct department head so that accommodations can be made for the specific rehearsal/performance.

Each department head will communicate rehearsal and performance dates in ample time to determine if a student absence is necessary. Please understand that many, if not all, of our performances are as a group and absences hinder the success and effectiveness of a rehearsal & eventual performances.

The generic absentee policy for the Fine Arts Department is that each student will receive 4 unexcused absences. Each department head has the discretion to amend this policy to best fit the needs of the specific club. Should your student have a date conflict due to involvement in another WCA sport or club, please communicate that with the department head, and we will do our best to accommodate and assist the student in finding balance while maintaining a commitment to both clubs/sports. Should a student exceed the amount of unexcused absences, he/she may be asked to not participate in a show or have their character role reassigned. These instances will be held on a case by case basis with clear communication between the student, parents, department head, and director.

Fine Arts Weekly Monday Rehearsals

Previously, each department within Fine Arts rehearsed at various days and times. This year, we will have one weekly rehearsal where we focus on the upcoming production and all the aspects of chorus, drama, and chapel band within it. This new approach to scheduling will hopefully streamline rehearsals and maximize our time together while minimizing schedule conflicts. **Fine Arts weekly Monday rehearsals will begin September 16 from 3:30-5:30.** The goal is to have all Fine Arts rehearsals during this time frame. The rehearsal emphasis will be dependent on the upcoming show. For example, weekly rehearsals from September 16-November 4 will focus 1 hour on Christmas Show preparation & 1 hour on Veterans Day preparation. November 11-December 16 will focus 1.5 hours on Christmas Show preparation & 30 min on Chapel Band (Chapel band will also rehearse the mornings of student-led chapels & for Christmas Show song during allotted time). Spring semester will be formatted similarly with emphasis placed on the Spring Play & Chapel Band. Students who are only involved in the 4:30-5:30 window of rehearsals are welcome to stay at school 3:30-4:30 and work on homework, prepare for rehearsal, etc.

Communication

The Fine Arts Department will communicate exclusively with students via Infinite Campus. Communication with parents will be largely via Infinite Campus & text as needed.

2025-2026 Fine Arts Department Club Opportunities

Elementary Chorus - Director: Pam Hinson

Due to the size and success of Elementary Chorus last year, we have decided to split it into grades Pre-K & K, 1-2, & 3-5. This will allow for more growth in each age category and stylized music appropriate for each grade level. For grades 1-5, Elementary Chorus will be run by semester - you may choose to participate both or one semester. For 1-5, Dues are **\$30** regardless of if you participate for one semester or for the year. Pre-K & K will learn songs through elective classes taught by Teresa Morris, 1 & 2 will meet on Thursday Mornings 9:20-9:50 with Mrs. Pam. Grades 3-5 will continue meeting after school on Thursdays with Mrs. Pam from 3:15-4:15. We do need parent volunteers on these Thursdays to assist in parent pick up from 4PM-4:20PM each week. If you are available, please let me know and I will create a rotation. 1-5 Rehearsals begin Sept 19, so please have the Fine Arts Agreement and Dues returned prior to that date.

Chapel Band - Grades 6-12

Students in chapel band will have the opportunity to lead their peers in worship through song during WCA Upper School Chapel. Students will be on a rotation and can expect to serve 1-2 times a month & have weekly rehearsals during the Monday afternoon Fine Arts rehearsals & Friday mornings at 7:10AM when scheduled to lead. While talent is certainly a priority in chapel band, spiritual walk and lifestyle is of the utmost importance. Worship is an outward expression of an inward posture towards our Creator; it is my hope to not simply teach students Christian songs to sing, but to live a lifestyle of worship on and off the stage.

Auditions will include both a vocal/instrument prepared performance (2 min. or less) and a spiritual walk interview where students will be asked basic questions about their faith, salvation experience, etc. Weekly rehearsals will include devotions that will become student-led as we grow in discipleship and confidence.

Students who were a part of Chapel band last year will NOT be required to complete a musical audition, but WILL participate in a spiritual walk interview. Students who are in Chapel Band ONLY will not need to attend weekly Monday Rehearsals until September 30.

Middle/High School Choir - Grades 6-12

Students in Chorus will have the opportunity to grow in their vocal talents through various performance opportunities. Each opportunity will offer the students the ability to experience different genres of music and expand their vocal strength. We are intentional to provide a variety of choral performance opportunities while teaching students the skill of sounding good and creating engaging performances for audiences to enjoy.

Students who were a part of Chorus last year will NOT be required to audition. Students interested in participating in Chorus this year should sign up for an audition slot on Sept 9 & come prepared to sing a 1 minute clip of a song. Students interested in having a solo for the Christmas show should come prepared to sing song of interest. (You can get set list for Christmas Show tonight)

Eagles and Company Drama - Schoolwide (with emphasis on Grades 6-12)

For students who join Eagles & Company, opportunities are provided throughout the school year for small productions such as 4-5 minute skits on campus and participation in other programs and productions within the Fine Arts Department. The major opportunity presented to students in Eagles & Company is the performance of WCA's annual Spring performance comparable to those of the typical community theater. Spring productions are live performances that include plays and musicals of various types.

Spring Play auditions are held in front of the Casting Crew and a mathematical algorithm is utilized for casting for the production. The number and times of rehearsals additional to the already scheduled weekly Monday afternoon rehearsals are dependent upon the needs of the production.

Students interested in participating in Drama this year should come to the first Fine Arts Rehearsal on September 16 so that parts can be assigned for the specific drama roles both in the Veterans Program and Christmas Show.

Wayne Christian Academy
2025-2026 Fine Arts Department Parent Permission Form

I _____, give my child(ren) listed below permission to participate in Wayne Christian Academy Fine Arts Department and the club opportunities provided within each department.

I have read and understand the WCA Information Packet.

I agree to pay department dues, and encourage my child to fulfill the required commitments to each club to the best of his or her ability.

I understand dues are nonrefundable and required to be paid prior to participating in any club within the Fine Arts department for the 2025-2026 school year.

I will pay my student's fees online at wcjesup.org under the "School Store" tab by September 26. Please be sure to list students' names in the "note/memo" portion of PayPal.

WCA Enrolled Students

*\$100 per student, \$150 for 2 siblings, \$175 for 3 Siblings, \$220 flat rate for 4+ Siblings
\$30 for Lower School Chorus*

Homeschooled Students - Please Specify which club(s) _____

*\$75 per Upper School student, per club
\$50 per student for Lower School Chorus*

Parent Signature _____

Date _____

Printed Student Name(s) & Grades

Printed Parent Name _____

Parent Contact Information

Phone: ____ - ____ - ____ Text? Y/N Email: _____

OFFICE USE ONLY

Dues Paid ____/____/____ in the amount of \$____ On____ Received by:

Appendix VI

Wayne Christian Academy

Athletic Department Guidelines

The WCA athletic program was founded on the basis of mentoring student-athletes while preparing them to use their personal gifts and talents to disciple others and glorify God. Therefore, promoting team unity within an environment of student-athletes who pledge to give their best efforts on and off the playing area for the 2025-2026 season is essential. As listed in the WCA Student Outcomes Handbook, the athletic program was designed to help students *develop moral integrity and demonstrate righteous living*.

The student-athlete and parent(s) will respect coaches, players, and officials.

- Any inappropriate behavior by players, and/or parents will not be tolerated. Inappropriate behavior such as: using profanity, bullying officials, fighting of any kind, disrespecting the school and its policies, damaging school, church and/or recreation department property will not be tolerated and will be subject to a possible suspension from the team and future team events.

The student-athlete will maintain an expected level of academic performance.

The requirements listed in the WCA Student Handbook, Section H.2., outlining an athlete's academic performance, shall be enforced and will be monitored by the Athletic Director throughout the season.

- Grades will be reviewed every three weeks, by the Athletic Director during the season.
- Student-Athlete with one class average below 75% will result in a one week probation from practice and games.
- Student-Athlete with two class averages below 75% will result in a two week probation, ineligible for practice and games.
- After the probation a re-evaluation will be discussed with the class instructor, student, and Athletic Director.
- If a student athlete has more than two class averages below 75% or multiple offenses during the season, further action will be reviewed with administration. Maintaining classroom performance and adhering to educational expectations are of utmost importance for the athletic program at WCA.

The student-athlete will commit to the Eagles team.

The attendance policy for practices and games will be strictly enforced as described below. Should extenuating circumstances arise, administration will determine the outcome in congruence with WCA's athletic mission to honor and respect the fundamentals of the team.

- If an athlete misses practice the day before a game without a doctor's excuse, the athlete, at a minimum, will sit out for one half game (football, basketball and soccer) or one set (volleyball) or at the coaches discretion for sports not mentioned.
- If an athlete misses three or more practices within the season without a doctor's excuse or a communicated and approved reason, the athlete will face a one week probation period (ineligible for play or travel).
- If an athlete misses school the day of practice or a game without a doctor's excuse, the athlete will not participate in the practice or game that day, this includes half days as well. (See handbook Section H.1.)
- If an athlete misses a game without an approved excuse, the athlete is ineligible for the following game.

- If the sports season overlaps into a holiday and/or school break, coaches will have authority to schedule practices during those times; missing those practices will be ruled by the same above-mentioned guidelines for games.
- Quitting a team is strongly discouraged by WCA athletics. Parents and the athlete must discuss the issue and/or decision with the coach and Athletic Director prior to. If the decision is made to voluntarily quit the team, the athlete shall not be allowed to participate in any other sport for one full season and all issued equipment and uniforms shall be turned back into the school immediately.

The student-athlete will adhere to the WCA athletic dress code.

All student athletes are required to adhere to and demonstrate respect for the regulations set forth by both the SECC and NFHS regarding appropriate attire for their respective sports. Additionally, they are expected to embody the dress code outlined in Appendix IV of the WCA Handbook while representing our institution.

- All players are required to wear WCA gear to and away from games.
- **** NO PAJAMAS or PAJAMA STYLE PANTS MAY BE WORN AT GAMES OR EVENTS (even if a school spirit event happens that day).**
- Each player will be provided with an Eagles uniform and travel attire. Uniforms will be issued prior to the first game and will be returned at the end of the season.
- WCA athletic wear (travel shirts or jerseys) are permitted to be worn at school ONLY on game days. Athletic attire does not fall under the school uniform policy.

Transportation to away games and events.

1. All student athletes are expected to ride with the team to contest when transportation is provided.
2. Student athletes may ride back from events with parents or guardians, verbal or written consent will be given to coaches prior to the event.
3. At no time should students ride with a student driver (exp. Siblings).
4. Coaches are responsible to stay with student athletes returning from off campus events, until all student athletes have been picked up.
5. At sporting events and traveling as a team, cell phones will NOT be allowed for student athlete use. Communication of arrival and departure will be communicated by coaches or administration as needed.

The student-athlete and parent will adhere to the Athletic Department Chain of Command

Student-athletes and parents are asked to support the decisions of all coaches. While one may not agree with every decision, externally expressing opinions can have negative effects on students and the team. Parents are asked to commit to helping WCA athletics develop and nurture sportsmanship in all our student athletes.

- Questions or concerns about a specific issue will be FIRST addressed with the Head coach.
- Parents and athletes must wait 24 hours to discuss an issue or concern. (“Cool-down periods promote better resolutions.)
- Appropriate concerns: mental and physical health, ways to improve performance and skills, concerns about an athlete’s behavior.
- Issues not appropriate for discussion: an athlete’s playing time, coach’s play-call, or another student-athlete’s performance.
- The Athletic Director will operate with an open-door policy with parents and student-athletes to discuss any issue that needs to be addressed concerning the various aspects of the student-athlete’s participation.

The student athlete/parent must pay all sports dues:

Athletic fees are to assist WCA athletics with the purchase of uniforms, travel gear, equipment and conference dues.

- Dues will be paid PER SEASON prior to the first game of that season.
- FALL sports include Football, Volleyball, Cross-country and Golf.
WINTER sports include Basketball and Cheer.
SPRING sport is soccer.
- Fees are as follows:
\$175 for single athlete/ \$225 for Homeschool athletes

***Updated for the 2025-2026 season: fees are waived by the student athlete securing a business booster sponsorship by August 15, 2025.*

These rules and regulations have been carefully set forth by Wayne Christian Academy Athletic Director, Lindsey Surrency, and have been reviewed and approved by Sherry Bowen, Head of School, and Shawn Yeomans, Middle & High School Assistant Principal.

By signing below, I am acknowledging I will abide by the rules set forth by the WCA Athletic Director and Program.

Parent/Guardian PRINTED Name

Parent/Guardian SIGNATURE

Student PRINTED Name

Student SIGNATURE

(Sign and return this page to Coach)

Appendix VII

WAYNE CHRISTIAN ACADEMY GRADUATION REQUIREMENTS

EFFECTIVE FOR GRADUATING CLASS OF 2026

REQUIREMENTS	GRADUATE OF EXCELLENCE	GRADUATE OF MERIT	GRADUATE OF ACHIEVEMENT W/ DISTINCTION	GRADUATE OF ACHIEVEMENT
Cumulative WEIGHTED GPA	90 + <i>*Only counting CORE classes & Bible*</i>	90 + <i>*Only counting CORE classes & Bible*</i>	85 + <i>*Only counting CORE classes & Bible*</i>	70 +
COURSES OF RIGOR ("COR")	Min of 4 COR 2 must be DE	Min of 2 COR 1 must be DE	1 COR No DE required	None

EFFECTIVE FOR GRADUATING CLASS OF 2027 & 2028

REQUIREMENTS	GRADUATE OF EXCELLENCE	GRADUATE OF MERIT	GRADUATE OF ACHIEVEMENT W/ DISTINCTION	GRADUATE OF ACHIEVEMENT
Cumulative WEIGHTED GPA	90 + <i>*Only counting CORE classes & Bible*</i>	90 + <i>*Only counting CORE classes & Bible*</i>	85 + <i>*Only counting CORE classes & Bible*</i>	70 +
COURSES OF RIGOR ("COR")	Min of 6 COR 2 must be DE	Min of 3 COR 1 must be DE	1 COR No DE required	None

EFFECTIVE FOR GRADUATING CLASS OF 2029 & BEYOND

REQUIREMENTS	GRADUATE OF EXCELLENCE	GRADUATE OF MERIT	GRADUATE OF ACHIEVEMENT W/ DISTINCTION	GRADUATE OF ACHIEVEMENT
Cumulative WEIGHTED GPA	90 + <i>*Only counting CORE classes & Bible*</i>	90 + <i>*Only counting CORE classes & Bible*</i>	85 + <i>*Only counting CORE classes & Bible*</i>	70 +
COURSES OF RIGOR ("COR")	Min of 8 COR 2 must be DE	Min of 4 COR 1 must be DE	1-3 COR No DE required	None

Students may take Dual Enrollment (DE) classes in any subject to meet the COR requirement for graduation tiers. However, **only DE courses in core subjects and academic electives** (English, Math, Science, Social Studies, World Languages & Bible, Psychology, Sociology, Speech, Personal Finance, etc.) will be included in the calculation of the **WEIGHTED Cumulative GPA**. Technical classes such as Welding, Web Design, Cosmetology, etc. will NOT be included in the Cumulative Weighted GPA for class ranking purposes. WCA will offer Honors Courses in Math, English, Social Studies, Science, and Spanish.

Students who are unsatisfied with a scheduled elective course at WCA (that is not a required elective course) may only opt out of that elective by replacing it with a **Dual Enrollment (DE) course** (not a SevenStar Course). Students in 9th grade cannot take DE classes.

HONORS COURSES

To enroll in an Honors class for the current year, a student's final grade from the previous year in the same subject must meet the following criteria:

- If the previous course was an Honors / DE class, the student must have earned a final UNWEIGHTED average of **80 or higher**.
- If the previous course was a regular class, the student must have earned a final average of **90 or higher**.
- Honors Track Requirements:
 - On the first day of the semester, students must be given two separate syllabi—one for the regular course and one for the Honors track. The Honors requirements and due dates for additional assignments must be reviewed and discussed at that time. *Only students who meet the above requirements for the Honors track may choose to enroll in an Honors course.*
 - If a student wishes to pursue the Honors track in that subject/semester they must obtain parental permission. Once the Honors track is chosen, the student may not switch back to the regular track in that class for that semester.
 - The decision regarding the track must be made within the **first week of school and indicated by the student's and parent's signature.**

VALEDICTORIAN & SALUTATORIAN

- Valedictorian and Salutatorian Eligibility:
 - The Valedictorian and Salutatorian will be selected only from students in the Graduate of Excellence tier. In addition, eligible students must have attended high school at Wayne Christian Academy for all four years.

GRADUATION CHECKLIST



SCIENCE

- ☐ Physical Science
- ☐ Biology
- ☐ Chemistry
- ☐ 4th Science

4 credits required

ENGLISH

- ☐ 9th Grade Lit.
- ☐ 10th Grade Lit.
- ☐ American Lit.
- ☐ English Lit.

4 credits required

MATH

- ☐ Algebra I
- ☐ Geometry
- ☐ Algebra II
- ☐ 4th Math

4 credits required

SOCIAL STUDIES

- ☐ American Government
- ☐ World History
- ☐ US History
- ☐ Economics

4 credits required

CTAE/FOREIGN LANGUAGE/FINE ARTS

☐ 3 credits required

Note – 2 foreign language credits required to attend most 4 year colleges and universities.

Academic credits required: 16
CTAE/Foreign Language/Fine Arts credits required: 3

Health & PE credit required: 1

Elective Credits required: 6

Total number of credits needed to graduate: 26

ELECTIVES

- ☐ Health & PE
- ☐ Bible Class
- ☐ Finance
- ☐ Speech

6 credits required



Appendix VIII

Plagiarism Policy

Wayne Christian Academy is committed to fostering a learning environment rooted in integrity, responsibility, and academic excellence. Academic honesty is essential to the pursuit of knowledge and the development of strong character. As such, all students are expected to complete their work truthfully and independently, demonstrating their own understanding and effort.

Plagiarism, in any form, is a serious violation of our academic standards and Christian values. This policy outlines the definition of plagiarism, prohibited behaviors, student responsibilities, and potential consequences for violations.

Definition of Plagiarism

Plagiarism is the act of using another person's work, words, ideas, or intellectual property without proper acknowledgment or permission, and presenting it as one's own. This includes, but is not limited to:

- **Copying and pasting** from websites, articles, books, or any digital/print source without citation.
- **Submitting work written by another person**, including classmates, tutors, or family members.
- **Reusing previously submitted work** (self-plagiarism) without the explicit permission of the instructor.
- **Paraphrasing** someone else's ideas or arguments without giving proper credit.
- **Using AI tools** (such as ChatGPT, Grammarly, Quillbot, or any automated content generator) to write, rewrite, summarize, or edit academic assignments, unless explicitly allowed by the instructor.
- **Purchasing or downloading** assignments, essays, or reports from the internet and submitting them as original work.
- **Failing to use quotation marks** around direct quotes, even when the source is cited.
- **Improper citation** of sources or misrepresenting the source of information.

Student Responsibilities

Students at Wayne Christian Academy are expected to:

- Complete all academic work with honesty and integrity.
- Properly cite all sources of information, including online, printed, and AI-generated content (when permitted).
- Ask for guidance if unsure how to properly credit a source or if they are unclear about what constitutes plagiarism.
- Refrain from collaborating or sharing work unless the assignment explicitly allows it.
- Read and adhere to all course-specific instructions regarding academic honesty and the acceptable use of technology.

Instructor and School Responsibilities

Teachers and administrators will:

- Clearly communicate expectations regarding plagiarism and AI usage in their syllabi and assignment instructions.
- Educate students about proper research practices, citation methods, and the importance of academic integrity.
- Investigate suspected cases of plagiarism fairly and thoroughly.
- Enforce disciplinary consequences consistently and in accordance with school policy.

Consequences for Plagiarism

Violations of this policy may result in disciplinary action, which may include, but is not limited to:

- A failing grade on the assignment
- A failing grade in the course
- Academic probation
- A written warning or formal documentation in the student's academic record
- Suspension or expulsion from Wayne Christian Academy in severe or repeated cases

All disciplinary actions will be determined based on the nature and severity of the violation, and students will have the opportunity to respond to any allegations.

Policy Acknowledgment

By enrolling at Wayne Christian Academy and participating in academic activities, students agree to uphold the standards of this Plagiarism Policy and acknowledge that violations may result in disciplinary consequences. The Academy reserves the right to update or amend this policy and will communicate any changes to students in a timely manner.

Student Name _____ Student Signature _____

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.

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.