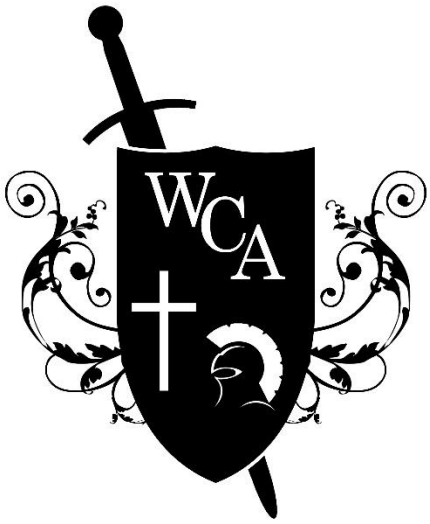
WESTSIDE CHRISTIAN ACADEMY



"Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6

"…that in all things He may have the preeminence." Colossians 1:18

Parent/Student Handbook
2025-2026

Thank you for allowing us the opportunity to partner with you to prepare your child for life by providing them with a high-quality Christian Education.

Westside Christian Academy
554 Pinewood Road
Sumter, South Carolina 29154
(803)775-4406 (Phone)
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Aaron Reed, Pastor
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Web Site:
www.wbcsumter.org
www.wcasumter.org

All situations not expressly covered by these policies will be referred to the current administration of Westside Christian Academy.
Revised 07/31/2018

*The policies of this handbook are in full compliance with all South Carolina Department of Social Services (DSS) guidelines and directives. WCA is registered with SCDSS Reg # 877.

Purpose of Handbook

The purpose of this Parent/Student Handbook is to offer guidance to both the parents and students of the academy regarding the policies and procedures of the school as well as to communicate the expectations and standards set forth by the administration. It is our goal to set realistic and achievable standards which will promote success and bring honor to our Lord Jesus Christ.

Conceptual Framework

Vision: The Vision of Westside Christian Academy is to raise up Godly generations of young people:

- **Who love** the Lord with all their heart, mind, soul and strength
- **Who serve** Christ in their vocation and through their local church
- **Who share** the Gospel of Christ in order to make disciples and further His Kingdom
- **Who worship** the Lord in the beauty of holiness

Mission: The Mission of Westside Christian Academy is:

- **To partner** with parents in preparing their children for life
- **To provide** a quality Christian education
- **To prepare** students for a lifetime of following Christ

Rationale: "…that you may with one mind and one mouth glorify the God and Father of our Lord Jesus Christ." (Romans 15:6)

Philosophy: Founded on the inerrant, inspired, and infallible Word of God with a Christ-centered Biblical world view.

Instructional Goals: The broad instructional goals of Westside Christian Academy are twofold:

- The development of Godly Christian character in a loving Christian environment
- To provide excellence in academics, arts, athletics, and Christian apologetics

Mascot: Warrior

Colors: Royal blue, white, and red

Daily Schedule

WCA Office Hours	7:45 a.m. – 4:00 p.m.
Nursery	7:00 a.m.—6:00 p.m.
*Students arriving after 9:00am must have a doctor's note to be admitted into the classroom.	
3K Preschool	8:30 a.m. – 12:00 p.m.
*Students arriving after 9:00am must have a doctor's note to be admitted into the classroom.	
4K Preschool	8:30 a.m.—12:00 p.m.
*Students arriving after 9:00am must have a doctor's note to be admitted into the classroom.	
5K Kindergarten	8:00 a.m. – 2:30 p.m.
Grades 1 - 5	8:00 a.m. – 2:30 p.m.
Grades 6 - 8	8:00 a.m. – 3:00 p.m.
Early Morning Care	7:00 a.m. – class begins
Extended Care	End of class – 6:00 p.m.

Philosophy of Education

The primary purpose of Westside Christian Academy is to fulfill the scriptural commands of: "***Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."*** Deuteronomy 6:5-7

"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to observe all things I have commanded you." Matthew 28:19-20

Wisdom and knowledge come from God; therefore, man's education is complete only when God and His Word are at the center of all learning. "***The fear of the Lord is the beginning of knowledge."*** Proverbs 1:7

The Student:

1. Created by God and in His image, he is of inestimable worth, possessing an eternal soul that shall inherit either everlasting life or everlasting damnation.
2. Because of sin, he is unable to reach God. His nature is totally depraved and foolishness is bound in his heart. (Proverbs 22:15)
3. Faith in Christ Jesus is the only way of establishing a right relationship with God. Reality in life's purposes and values can be ascertained in and through Christ alone.

The Curriculum:

1. God is the source of all wisdom, and He has revealed Himself specifically in the Bible. Thus, God's Word is the basis of all our studies and should be correlated with all experiences that the child has under the auspices of the school.
2. Christian education should aspire to train a child in such a way that he will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Christian viewpoint.
3. The home and church, being ordained by God and being charged with the responsibility of training and teaching (Deut. 6:6; Matthew 28:20), should work together with the Christian Academy in promoting the student's growth.

The Teacher:

1. The teacher in the Christian Academy must give evidence of knowing Christ as their personal Savior.
2. He/She must be wholly committed to following and obeying Christ, thus being wholly committed to a life of service for Christ's sake.
3. He/She should possess the academic and professional knowledge necessary to perform his/her task.
4. He/she should be a member of Westside Baptist Church, or a member of a church of like faith and order. They should read and agree with the Biblical tenants found in the Baptist Faith and Message.

Westside Christian Academy is a ministry of Westside Baptist Church and an extension of the Christian home in training young people in a Christian environment to reap eternal gains. It is a ministry being offered to the people of God whereby the church and the home become co-laborers in fulfilling the commands found in the Word of God regarding the training of children. The goal of the school staff should always be to work closely with parents in every aspect to train the whole child.

Doctrinal Statement

In summary, our doctrinal beliefs are in agreement with the 2000 edition of The Baptist Faith and Message

1. We believe that the Bible is God's word and as such is inerrant, inspired, and infallible. God has preserved His word and has revealed Himself, His purposes, and His ways through the Holy Scriptures of the Old and New Testament.

2. We believe that Almighty God is the One True God who has manifest Himself in three co-equal and co-eternal persons; The Father, The Son, and The Holy Spirit. The Father sent Jesus Christ His Son into this world to reveal Himself, fulfill the Law, and to provide salvation to all who will follow Him.

3. Jesus is the Son of God and therefore God, the Son. He has perfectly fulfilled Old Testament prophecy concerning the Messiah (Christ) and was miraculously born of a virgin, lived a sinless life, willingly gave up His life and died a sacrificial, substitutionary death for the sins of man.

4. Furthermore, we are convinced that Jesus was bodily resurrected on the third day and was seen by many witnesses before bodily ascending to the right hand of the Father in Heaven and is the King of Kings and Lord of Lords.

5. Through His sinless life, death, burial, and resurrection Jesus has made it possible to be saved from sin and judgment and receive eternal life. Scripture teaches that God will save all who come to Him through faith in Jesus acknowledging their sinfulness and confessing Him as the Lord of their lives.

6. The Lord Jesus causes those who are saved to also be "born again." The saved are adopted into God's family and are promised an inheritance in heaven where they will dwell with God eternally. Salvation is by grace, through faith, and therefore those who are truly regenerated and receive the gift of eternal life are eternally secure in their salvation.

7. God is not willing that any perish, but tragically those who refuse to place their trust in the Lord Jesus Christ and receive Him as their Lord will ultimately experience a living death for eternity in a literal place prepared for the Devil and his angels called "hell". Ultimately everyone will bow before Jesus and acknowledge Him as The Lord - either willingly in this life or at the final judgment in the next. At the moment of conversion, all believers receive the gift of the Holy Spirit who is literally, God, the Spirit. The Spirit of God indwells all true believers. As the Spirit of God is allowed to have His way in the life of the believer they will manifest evidence or "fruit" such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

8. The Spirit of God also uniquely endows each believer with spiritual gifts. Spiritual gifts vary among believers and enable the believer to build up the local Body of believers - the church. Since no believer has every spiritual gift, the fellowship of believers - the church - compliments one another by their varied gifts.

9. As each part of the fellowship humbly serves God in the strength of the Spirit, the church is strengthened, unified, and grows as Christ is glorified. The supreme desire of the Spirit of God is to glorify the Lord Jesus Christ.

10. As believers submit to the leadership of God, the Holy Spirit, they are being "filled" with His Spirit. Jesus desires not only to forgive everyone for their sin and give them the gift of eternal life; He also desires that His followers (disciples) live a life of purpose and meaning - a "life worth living."

For a complete description of our doctrinal beliefs, please see The Baptist Faith and Message.
http://www.sbc.net/bfm/bfm2000.asp#i

Our Cooperation

Westside Baptist Church is fully independent of any outside control and is led, as we believe, by God. Therefore, as in the early days of the Church, we happily cooperate with churches of like faith and order to build up the Kingdom of God and fulfill the Great Commission. We are glad to be considered a part of the Southern Baptist Convention and join with fellow like-minded believers in supporting its Bible-based mission.

Affiliation

WCA is a ministry of Westside Baptist Church; however, students and faculty come from a variety of church denominations which share our statement of faith. WCA teachers also come from a variety of backgrounds and are qualified as Christian leaders of our students – academically, spiritually, and morally. WCA is accredited through the South Carolina Association of Christian Schools.

History of the School

Westside Baptist Kindergarten began in 1984 with one class of eight children. In 2003, Westside Baptist Kindergarten expanded by adding first, second, and third grades, therefore changing its name to Westside Christian Academy. In 2006, related arts were added as separate specialized classes for K5 through sixth grade. In 2007, we added seventh grade and started our in-house lunch program. In 2008, we added eighth grade and a new principal. In 2009 we implemented a Nursery program offering open enrollment, added a new school sign on our campus and became members of the South Carolina Association of Christian Schools (SCACS) and the American Association of Christian Schools (AACS). 2010 brought another change in administration. That same year saw the implementation of an Honors program for academically advanced 7th and 8th grade students in English and Math with 8th grade students receiving instruction in 9th grade Algebra I and Honors English for high school credits (Carnegie units). In December of 2012, WCA received a full and unconditional certificate of accreditation from SCACS. This accreditation was renewed through SCACS in 2017, lasting five years. Additionally in 2017 the preschool and nursery received a national accreditation through the National Council for Private School Accreditation (NCPSA). In November 2023, WCA received reaccreditation for a period of six years after a team came to view the policies and procedures of the school.

The ultimate goal and purpose of WCA is to lead boys and girls to a personal relationship with Jesus Christ, train them in the knowledge of God, teach the Christian way of life, and offer them an excellent education. Our desire is to work with parents in raising their child up in the nurture and admonition of the Lord and thus equipping him/her to identify, evaluate, and relate properly to life's problems. In an effort to help students have more opportunities to work with others and serve others WCA has added the following extracurricular activities: Praise Team, Drama Team, Volleyball, Baseball, Archery, Chess Team, Bowling, Soccer and National Junior Honor Society.

**WCA is currently enrolling students from 3K through 8th grade. In addition, WCA provides nursery accommodations for infants and toddlers aged 6 weeks through two years of age. As God leads and provides, we will continue to endeavor to add high school grades according to His timing.

Support

WCA is a ministry of the Lord God through Westside Baptist Church and has since its inception depended upon His gracious guidance, provision, and protection. God continues to use the generous giving of the members of Westside Baptist Church in addition to student's tuition and generous contributions from families and members or our community to provide salaries, insurance, utilities, equipment, materials, training, development and etc.

By the grace of God, it is the combined support of church members, families, faculty, and our community to make this unique school a reality. We do not have the advantage of grants or governmental support. Nevertheless, we do earnestly pray together that God would continue to call individuals, families, churches, and groups who recognize the need for such a school in our area which combines academic excellence with practical biblical teaching to join us in this great work. For more information on how you can make a difference for generations to come, please contact our Pastor, Aaron Reed.

Faculty and Staff

Westside Christian Academy strives for excellence in our staff and desires for our teachers to hold at least a Bachelor's degree. All of our faculty and staff are carefully selected on the basis of their Christian character and academic preparation. Each member of our faculty and staff are required to be faithfully attending and actively supporting a local evangelical church which shares our Statement of Faith. WCA does not discriminate against applicants on the basis of race, color, national or ethnic origin.

Curriculum

The ultimate goal and purpose of WCA is to lead boys and girls to a personal relationship with Jesus Christ, train them in the knowledge of God, teach the Christian way of life, and offer them an excellent education. Our desire is to work with parents in raising their child up in the nurture and admonition of the Lord and thus equipping him/her to identify, evaluate, and relate properly to life's problems. We make it our goal to integrate Biblical truth in all areas of teaching and school activities.

WCA uses the curriculum materials of Bob Jones University Press exclusively for all grade levels in the following subjects: Math, Science, History, Reading, Language, Phonics, and Handwriting. WCA uses Positive Action Bible Curriculum for all grades. WCA continually evaluates the curriculum and the teacher's use of it in order to provide the highest quality of education to each student.

For biblical instruction, WCA recognizes and uses reliable translations of the original Hebrew, Aramaic, and Greek text including The King James Version (KJV), The New American Standard (NAS), The New International Version (NIV), The English Standard Version (ESV), and The Holman Christian Standard (HCS) Bible. For scripture memorization, the NIV version is used exclusively. WCA reserves the right to allow chapel speakers and grade level teachers to use the above referenced approved translations for instruction and life application.

Textbooks

The textbooks are selected to meet the demands of our curriculum goals. The books are included in the cost of the Book Fees. In the event that a book is lost, the student will be required to purchase a replacement.

Lost and Found

We have a lost and found bin in the health room. Please be sure to check lost and found if your child has misplaced anything. Items not claimed will be donated.

FACTS and WCA Website

WCA maintains a website at www.wcasumter.org. This is updated regularly and contains information and downloadable documents such as, but not limited to, this Parent/Student Handbook, enrollment information including tuition and other fees, lunch menus, academic calendar, etc.

FACTS is the school software program. Parents have 24/7 access to school information, class information, student grades, homework, finances and more by going to www.factsmgt.com and logging into the Parents Web site. Parents will be provided login information and passwords at the onset of each school year.

Parents are encouraged to check this site regularly as we make the needed transition to a relatively paperless communication system.

PLEASE NOTE: Progress Reports and Report Cards will be published via FACTS and may be downloaded and printed by parents for personal records.

Parent/Teacher Communication

Parent/teacher communication is absolutely vital to our mission at WCA. Teachers may be contacted by: telephone call made to the school during school hours with your name and contact information given to the receptionist; email sent to the teacher, or other forms of communication shared by the teacher at the beginning of school. Teacher's email address will be their first name**.**lastname@wcasumter.org. Please refrain from calling teachers at their home or on their cell phones or texting them, especially during school hours.

Social Networking

While we recognize that the use of social networking sites such as Facebook and the like are becoming the norm, we also recognize the potential for unwelcome or unchristian-like activities via the internet. Therefore, WCA prohibits any teacher from becoming 'friends' on any social networking site with any student currently enrolled at WCA. WCA is not responsible for the actions of others on social networking sites in regards to tagging photos or posting comments.

Additionally, we wish to remind parents and students that have grievances against the school, the faculty and staff, the administration, the leadership of the church or other parents or students should be taken to them directly in accordance with biblical principles and not aired on the internet. Students who post degrading, humiliating or disrespectful comments about a WCA teacher, staff member, church leader or student will be subject to disciplinary actions.

ADMISSIONS

Statement of Nondiscrimination

WCA admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Westside Christian Academy. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletics, and other administered programs, particularly in regard to employment and student admission policies, procedures, and practices.

Enrollment Policies and Procedures

Basic admission procedures are as follows:

1. Registration forms and fees received.
2. Placement testing/information review.
3. Enrollment approved/student accepted or family informed that WCA is unable to meet the needs of the student and we cannot accept enrollment.

Forms required: birth certificate and updated immunization record on SC DHEC Form 1148.

Incoming 3-year-olds, 4-year-olds, 5K Kindergarten and 1st grade students must be 3, 4, 5 and 6 years old respectively by September 1st in order to be considered for enrollment. Additionally, incoming preschool students must be completely toilet trained before being accepted for enrollment to WCA.

Students entering into grades 5K through the 8th grade will be required to take a placement test. This test will be teacher directed for grades 5K-2nd and will be online for students in 3rd-8th grades. **There is a $30.00 testing fee for students entering in preschool–2nd grade and a $40.00 fee for the Test Point placement test for students entering 3rd-8th grades.**

After reviewing the above information, administration may desire to schedule an interview with the prospective student and parents.

Parents will be notified within a reasonable amount of time from the testing date of the enrollment status of their child, provided all necessary forms have been submitted.

The administration reserves the right to define criteria whereby a student may be accepted or denied as a student of WCA. The school also reserves the right to place a student in a lower grade if deemed necessary.

All new students are admitted conditionally. If the student fails to make acceptable progress or does not adjust to our program, the parents may be asked to find a school better suited to their child's needs.

Nursery Program

WCA provides a Nursery program which accommodates children from birth to 3 years of age. Hours of operation for the Nursery are 7:00a.m. – 6p.m. on regularly scheduled school days. On WCA early dismissal days, the Nursery will operate following the WCA school calendar hours.

Nursery children will be placed in classrooms according to their birth date. Infants aged 6 weeks to twelve months will be placed in the bed babies' room, toddlers ages 13 months to 23 months placed in the one-year-old room and children ages 24 months to 35 months placed in the two-year-old room. The school reserves the right to place children in rooms as need based on ratio and enrollment numbers.

Parents of children enrolled in the Nursery program will receive separate guidelines in addition to this handbook which are appropriate to the care of their child in the program.

Registration Fee

A registration fee is due and payable at the time application for admission is made. The registration is non-refundable and non-transferable. This fee is per child.

Students whose financial accounts are not current will not be eligible for re-enrollment, and their place will not be held for the following year.

Re-enrollment for currently enrolled students and church members of WBC begins in February. Completion of the registration papers and payment of the registration fee will ensure a place for the child during the next school year. Parents are cautioned to complete registration during the month of February as testing for new students begins the first of March and classes tend to fill up quickly. Parents risk the possibility of losing a place for their child for the new school year by delaying in the re-enrollment process.

Book and Supply Fees

Book and supply fees are due and payable prior to the first month's tuition. In the event that a student withdraws or transfers from WCA within any given school year, they may be eligible to receive the unused portion of consumable books and/or supplies.

FINANCIAL AGREEMENTS

Upon enrollment and acceptance, you are indicating and committing to keep current with all financial obligations. All accounts should be paid each month by the first school day of the month; accounts will be considered delinquent after the 20th of the month. If accounts are left unpaid after this date, a late fee of $25.00 will be applied.

If your child's account remains in past due status past thirty (30) days, your child will not be able to attend classes until:

- **The balance owed is paid by cash, certified check or money order, OR**
- **You make arrangements to instigate an automatic bank draft**
  If a suitable arrangement cannot be reached between the parties, students will be removed from WCA.

WCA utilizes the Check Track program for handling all insufficient checks. Any returned check will automatically be resubmitted by our financial institution a total of three times. Returned check fees will be automatically collected by the financial institution. After three submissions, checks will be returned to WCA for collection, whereas, you must pay, in cash, the amount of your check along with the applicable returned check fee.
PLEAE NOTE: Unpaid accounts are submitted to collections, whereas, parents are responsible for any and all collection fees

All accounts with outstanding balances MUST be paid no later than noon the day prior to report cards being made available. Report cards and transcripts will be placed on hold until balances are made current. This includes, but is not limited to: Tuition, Extended Care, and Lunch accounts.

All Extended Care fees are billed in ten-monthly installments from August–May. The fee schedule consists of monthly rates for all full-time attendees and daily rates for drop-in situations. There is a $30.00 registration fee that is charged to each family upon the completed registration form being turned in to the office. This fee is nonrefundable and nontransferable. For drop-ins, fees will be charged to your child's account. An additional charge for pick-ups pas 6:00pm will be added to student's financial account. Students picked up 6:01-6:10pm will be charged a $10 fee per child; each additional minute after 6:10pm will be charged $1 per minute per child.

Payments may be placed in the Drop Box located near the main office. Please make sure to include the student's name on the payment to make sure that it is credited properly. It is the parent's responsibility to be mindful and conscientious of all applicable fees and due dates.

Tuition for all grades (excluding nursery) includes annual fees for SCACS membership, Ren Web website accessibility and technology.

Discounts

There is a 5% discount for tuition paid in full for ALL grades, including Nursery. **This discount will only apply if payment is received by the advertised date for the school year.**

A 10% Multiple Child Discount applies to children who attend WCA and reside within the same household. The 10% discount applies to the second and subsequent children within the same family but **does not apply to children enrolled in the Nursery program**. The oldest child's tuition will not be discounted. Families with multiple children who are paying in full may receive both discounts.

Withdrawals/Refund Policy

Withdrawals from school must be made through the office. Written notice in advance of a withdrawal is expected and a withdrawal/transfer form must be prepared. No records will be transferred while there is an outstanding balance on the student's account. There are no exceptions to this policy. Any student, after withdrawal/dismissal, will not be allowed to participate in any school program.

Refunds may be awarded due to a family move of more than 45 miles. In the case of military or job relocation, a copy of military orders or letter from employer will be required. Students who withdraw for any other reason will be subject to payment of the full month's tuition if the student attends as much as one calendar day. No deductions will be made for absences. Because loss of student enrollment mid-semester results in a loss of anticipated income to the school, enrollment of a student by a family is considered at minimum a semester-long commitment.

Withholding of Student Records for Non-Payment of Tuition

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. The school reserves the rights to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Student Handbook Agreement, you are authorizing the school to withhold report cards and other records until tuition and other payments are received or automatic bank draft is initiated.

ATTENDANCE

South Carolina law requires regular school attendance for every child who is at least five years old on or before the first day of September of a particular school year, until the child turns 17 years old. There are several, limited exceptions to this requirement which are listed in S.C. Code Ann. §59-65-30. Parents are primarily responsible for ensuring that their child attends school regularly, and they face statutory penalties if they neglect that responsibility. Parents are required by law to make sure their children regularly attend school (unless the child meets one of the limited exceptions listed in S.C. Code Ann. §59-65-30).

Attendance policy is in accordance with S.C Code Ann. §59-65-20 and absences in excess of 10 days per school year are subject to being reported to the S.C Department of Social Services (DSS) for investigation.

Absences

Attendance is the responsibility of the parent or legal guardian. Excessive absences will not be tolerated.

When a student returns to school after an absence, he/she will be expected to bring a written excuse from a parent or doctor within 5 days of returning from the illness. Excused absences will still count as absences in the total for the year. **Absences are excused only by a note from a doctor or in case of a death in the immediate family or a military related absence such as a parent leaving or returning from overseas duty.**

The parent can pick up missed work if arrangements are made through the office. If an absence is foreseeable, arrangements should be made prior to the absence. The student will normally have one day per each day missed to make up work assigned while absent due to illness.

Students out of school more than four hours on a given day will be counted as absent for that day.

When 5K through Middle School student's total unexcused absences exceeds 10 days during one school year, credit for that year's work may not be given without administrative approval. The number of days tardy will be considered in the total number of days absent as stated above. More than ten (10) unexcused absences may result in retention.

Tardiness

Students in Kindergarten-8th grade are considered tardy after 8:00am. At this time the doors for arrival will close and parents will have to park and escort students into the welcome center. At times, inclement weather may cause the start and end time for arrival to change, this will be at the discretion of the administrator.

Five tardies are equal to one unexcused absence.

Each student is required to be in their classroom when each period is designated to begin. If a student enters the classroom after the five minutes allotted for changing classes, the following actions will occur:

Early Dismissal

If it is necessary for your child to leave school early, please send a written note a day prior to the early dismissal to inform the teacher of the time. Each child must be signed out by a parent/guardian or someone listed by the parent on the child's pick-up information listed in FACTS prior to leaving the campus. Photo ID will be required if someone other than the parent/guardian is picking up a child.
No child will be dismissed to the care of an unauthorized individual.

Children will not be called down for dismissal until the parent arrives on campus. Five unexcused early dismissals will count as one unexcused absence.

Only those parents picking up extended care preschool students should sign their child out between 2:00 – 2:30 p.m. All others are asked to pick up their child in the dismissal line.

Early Morning and Extended Care

The Extended Care program is offered as a full-time program or is available on a drop-in basis. Due to DSS requirements and paperwork that must be completed, it is required that a student is registered for Extended Care prior to using the service. When enrolling your child as a full-time attendee in the program, all accounts will be charged whether your child is present or not. Students must attend school in order to stay for Extended Care. If unusual circumstances arise and full-time care is needed on a temporary basis, please contact the school office and these matters will be addressed on a case-by-case basis.

Early morning care is offered at WCA from 7:00 a.m. until class time each morning. Parents of children in preschool through 5th grade who utilize the Early Morning program should accompany their child(ren) into the building using the main entrance near the school office/reception desk and sign each student in at the reception desk.

For Middle School students that attend Early Morning Care, it is not necessary for these students to be escorted by a parent/guardian, they may come in and sign themselves in at the Welcome Center; however, <u>all</u> students must be signed out at the end of the day. NO EXCEPTIONS. Please make sure all individuals that will be dropping off or picking up your children are aware of the sign in/out policies.

Extended Care is offered at WCA from the time class is dismissed until 6:00 p.m. An additional charge for pick-ups past 6:00pm will be added to student's financial account. Students picked up 6:01-6:10pm will be charged a $10 fee per child; each additional minute after 6:10pm will be charged $1 per minute, per child.

Early dismissal days are scheduled on the WCA school calendar. On these days there will be no extended care. No student will be allowed to be unsupervised at school during the extended care hours.

PLEASE NOTE: *If you no longer wish to utilize the Extended Care Program, you must make the school office aware, or your account will continue to be charged.* *There will be no exceptions to this policy*

Arrival and Dismissal Information

The arrival doors are located near the flag pole and will be open at 7:35 a.m. each school day. WCA offers curbside drop-off at this location. Elementary and Middle School students are to go to the gym and report to their assigned areas. 3K, 4K and nursery students are to be escorted to their classroom by a parent or authorized adult.

Arrival doors will close at 8:00am. each day. ***Students arriving after this time must enter the main building and be signed in at the Health Room by an adult to obtain a Tardy slip before proceeding to the classroom.***

Once a student arrives on campus, he/she is considered in school. Leaving campus without permission, even before school officially starts, or at the end of the day before dismissal time, will be considered skipping. If a student is to leave with another student other than their regular ride, a note must be sent in by the student's parent.

When dropping off and picking up students, please follow the traffic flow entering from Charleston Ave. and exiting onto Pinewood Rd. At the end of the school day, parents should wait in their car in the dismissal line for their child to be brought to them.

In the event you will be sending an alternate person to pick up your child(ren) from school, please be advised that the individual MUST have authorization on file before a child is released into their care. WCA staff members WILL CHECK for authorization as well as ask for a picture ID from the person requesting the release of any student in our care. Individuals in the dismissal line who are not known by the child's teacher will be directed to the main office to present proper identification and verification of authorized pick-up.

Parents of Middle School students are asked to arrive NO EARLIER THAN 2:50PM FOR AFTERNOON PICKUP. Elementary students with Middle School siblings will dismiss with their older siblings from the pick-up location.

No parking in the drop off lane. Stay in your lane, (no crossing lanes), drive slowly, and be patient.
Be aware of students and faculty crossing the parking lot and please END ALL CELL PHONE CALLS prior to entering the arrival/dismissal lines.

Doctor/Dentist Appointments

Late arrivals or early dismissals for doctor or dentist appointments are to be arranged in advance and accompanied by a note to the teacher. Parents must check the student out at the office before leaving, and check them back in upon returning.

Health Room

If any child needs to be sent home due to illness or injury, it will be necessary for the parent to sign out the child being taken from school. The following policies are meant to be helpful when making the decision about sending your child to school:

- Fever - temperature of 100 degrees or above; child should remain home until fever-free for 24 hours. A child who goes home from school with a fever cannot return to school the following day unless they have a doctor's excuse stating that they may return (the date of return must be on the excuse). Make sure your doctor's excuse is stamped, if required, for validation.
- Vomiting – your child should remain home if he/she has vomited in the last 12 hours. If sent home from school vomiting, the child should remain absent from school the following day.
- Diarrhea – your child should remain home if he/she has diarrhea or has had it in the last 12 hours.
- Undiagnosed rash – your child should not attend school until the rash has been diagnosed and treated.
- Pink eye – (conjunctivitis) – this condition is very contagious. Your child should be treated before returning to school.
- Strep Throat – this condition is very contagious. Your child should be treated for **24 hours** before returning to school unless stated otherwise on a doctor's note.

- Head Lice - if head lice or nits are found, parents will be contacted to pick up their child for treatment. The child may return to school after treatment, and only when ALL nits have been removed. The child will be checked by the health room attendant before returning to class.
- Communicable diseases – if it is determined that a student is suffering from a communicable disease such as influenza it is important to keep them out of school until they are symptom-free in order to deter the spread of the disease throughout the school. In such cases, parents may be required to keep students at home for several days.

Any student sent home from school displaying signs of illness and wishing to return <u>the same day</u> MUST produce a dated doctor's clearance in order to be re-admitted.

Medications

Prescription medications can be given to students only if absolutely necessary during school hours and only after the following conditions have been met:

1. The drug store label must be attached to the container of prescription medication and show the name of the child, the medication name and dosage, and the name of the doctor.
2. Loose pills, capsules, etc. are not permitted to be given to children.
3. A Medication Authorization Form (obtained from the Health Room) signed by the parent requesting the dispensation of medicine must accompany any medications to be given at school.

Over the counter medications such as those for pain relief, headache, allergies, upset stomach, cough and sore throat, etc. MUST BE SUPPLIED BY PARENTS. These include, but are not limited to the following types of medications: Tylenol, Motrin, Advil, Benadryl, Tums, cough drops, etc. Please adhere to the following protocol:

1. A Medication Authorization Form signed by the parent requesting the dispensation of medicine must accompany any medications to be given at school.
2. Medications must be in the original containers.
3. Medications must be signed into the health room and labeled with the student's name.
4. Medications should not have reached their stamped date of expiration.

Over the counter medications will be kept on hand in the health room and dispensed in emergency situations. In the event that a student has a recurrent need for OTC medications and they have not already supplied them, the health room attendant will contact parents to provide meds for the student to be kept at school.

Please Note: Under no circumstances is a child allowed to take medication on their own while on school property.

Please report any changes in your child's medical information to the Health Room attendant as soon as possible.

GRADING INFORMATION

The State Board of Education has a uniform grading scale that affects all South Carolina students.
The policy governs courses that students take to earn high school diplomas. Grading policies in elementary and middle schools where the courses do not count toward a diploma remain unchanged.
Under the new statewide grading scale, an A is 90-100; a B is 80-89; a C is 70-79; and a D is 60-69. Anything below 60 is an F. This is the uniformed grading policy passed by state legislation.

The SC Uniform Grading Scale (UGS) has been adopted as the grading scale for all work at WCA.

E = Excellent VG = Very Good S = Satisfactory N = Needs Improvement U= Unsatisfactory

Grades will be issued at the end of each nine-week period.

<u>Any child who fails 2 core subjects will be retained.</u> Core subjects are defined as all courses except Related Arts (Art, Computers, Music, Physical Education and Spanish).

Grades are posted regularly on Ren Web and parents are encouraged to check the site regularly to keep track of student progress. Families with an outstanding debt to WCA will have grades placed on hold and parents will be unable to view grades until the debt has been satisfied.

Honors Classes

Honors courses (ENG1 and ALG1) are intended for students in the 7th and 8th grades exhibiting superior abilities in both course content areas. The honors curriculum will be at least one grade level above the student's current grade and place emphasis on

critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. A copy of the Academic Middle School Honors Policy will be provided to the parents of eligible students and is also available from the main office upon request.

Extra Credit

Extra credit is given at the teacher's discretion. Extra credit will not be given to students that have a low grade as the result of not turning in homework, projects, etc. No extra credit may be done to raise a grade already earned and reported on the report card.

Testing

Each spring all 3rd – 8th graders are administered the Iowa and CogAT standardized tests. These scores are reported to the parents and become a part of the student's permanent record.

Assessments/Exams

The academic year for 5K through 8th graders is divided into four (4) nine-week grading periods. Tests must be made up at the discretion of the subject area teacher. Students who fail to make up work within the given time period will be given a zero on the test.

Progress Reports/Interims

Progress reports will be made available periodically depending on the age of your child. Interim Reports are made available quarterly and will be sent to parents via Ren Web. The purpose of the report is to encourage continued success or warn both parents and students if there is an academic problem and that some type of corrective measure should be taken to bring the student's grade up before the end of the quarter. Parents are encouraged to call the school office and set up a parent/teacher conference to discuss the difficulties the student may be having.

The following chart shows the updated grading scale for WCA effective 08/2016

WESTSIDE CHRISTIAN ACADEMY GRADING SCALE CONVERSION CHART			
Numerical Grade	Letter Grade	College Prep weighting	Honors weighting
100	A	5.000	5.500
99	A	4.900	5.400
98	A	4.800	5.300
97	A	4.700	5.200
96	A	4.600	5.100
95	A	4.500	5.000
94	A	4.400	4.900
93	A	4.300	4.800
92	A	4.200	4.700
91	A	4.100	4.600
90	A	4.000	4.500
89	B	3.900	4.400
88	B	3.800	4.300
87	B	3.700	4.200
86	B	3.600	4.100
85	B	3.500	4.000
84	B	3.400	3.900
83	B	3.300	3.800
82	B	3.200	3.700
81	B	3.100	3.600
80	B	3.000	3.500
79	C	2.900	3.400
78	C	2.800	3.300
77	C	2.700	3.200
76	C	2.600	3.100
75	C	2.500	3.000
74	C	2.400	2.900
73	C	2.300	2.800
72	C	2.200	2.700
71	C	2.100	2.600
70	C	2.000	2.500

69	D	1.900	2.400
68	D	1.800	2.300
67	D	1.700	2.200
66	D	1.600	2.100
65	D	1.500	2.000
64	D	1.400	1.900
63	D	1.300	1.800
62	D	1.200	1.700
61	D	1.100	1.600
60	D	1.000	1.500
59	F	0.900	1.400
58	F	0.800	1.300
57	F	0.700	1.200
56	F	0.600	1.100
55	F	0.500	1.000
54	F	0.400	0.900
53	F	0.300	0.800
52	F	0.200	0.700
51	F	0.100	0.600
0-50	F	0.000	0.500

Report Cards

Report cards are made available online four times each year one week after the close of a nine-week grading period. Report cards are sent through notification on Ren Web where parents may view and/or print reports for your home records. Opening the Ren Web message containing the Report Card constitutes receipt and acknowledgement of the grade report. Report Cards will be placed on hold in the event that there is an outstanding debt to WCA.

In the event a parent desires to conference with a teacher, a request should be made to the teacher and/or the administration team. This request should be made through email. The last report card of the year will be made available on or about the last day of school.

Any parent who does not have internet access must contact the main office to receive a printed copy of their child's report card.

Academic Probation

A student may be placed on academic probation for the following reasons:

1. Grade point average below a C in a quarter
2. Grade point average below a C in a semester
3. Two D's or an F in any grading period

Students on academic probation and their parents will be required to meet with the teacher(s) and/or administration to discuss the student's performance and to devise a plan for improving their poor performance. Faculty members may be invited to this meeting to help in devising the plan. During this conference the following areas will be discussed:

1. Factors that are negatively impacting the student's academic performance (extra-curricular activities, learning problems, etc.)
2. Steps will be outlined for dealing with each of the factors identified
3. Goals will be established to gauge the student's progress

As a result of the discussion, an academic contract will be written which the parents will sign (and the older students). If the student earns above a C average in the following grade period, he or she will be removed from academic probation. If they fail to earn a C average, but fulfill the goals in their academic contract, they will remain on academic probation and another conference will be held to evaluate the academic contract and to set new goals. If a student remains on academic probation for more than two consecutive semesters, he or she may be dismissed from WCA.

Homework

At WCA our goal for homework is to increase student achievement and character development and to serve as a vital link between the school and home. While parents are not asked to play a formal instructional role in homework, they are asked to create a learning environment that promotes student independent study.

Homework is posted on student's classes on the FACTS site which can be accessed daily.

To encourage church attendance, we will attempt to lighten the homework load on Wednesdays and weekends. However, due to the variety of schedules within our churches it would not be possible to avoid church evenings altogether. All work is to be done by the student, completed and turned in on time as specified by the teacher.

Students who fail to complete assignments on time could lose points in the grading of the assignment. Continued failure to complete homework in any class will result in a detention or other disciplinary action. It is the student's responsibility to complete his or her homework. If it is determined that a student's work is completed by someone other than the student, a zero will be given for that assignment.

Parent Teacher Conferences

Parents or teachers may request a conference at any time during the year if the need arises. A written record of these conferences is kept in the student file to aid in tracking the student's progress or in conflict resolution.

Physical Education (P.E.)

A written excuse from a parent or a doctor is necessary to excuse a child from P.E. class. If a parental excuse is initially given and the condition persists for more than three scheduled P.E. classes, a doctor's note will be **required.**

Students in grades 6-8 will be required to dress out for class in a WCA P.E. uniform. If P.E. is the first period of the day, gym clothes may be worn to school on the scheduled P.E. day. Students must bring a change of clothing for the remainder of the school day.

Participation in P.E. class is required of all students in 5K through 8th grade. Repeatedly not having the appropriate gym clothes or not dressing out constitutes rebellion and students will be subject to disciplinary actions as well as a failing grade for the class. WCA is very concerned that our children live healthy lives and therefore will seek to help students establish healthy lifestyles of regular exercise and proper diet.

Acceptable PE attire for 5K and Elementary students:

T-shirt or sweatshirt
Athletic shorts (no shorter than two and a half inches above the knee) or athletic pants
Tennis shoes with laces or Velcro (no slip-ons or backless shoes)
Socks

CONDUCT/DISCIPLINE

The behavior of every student should be in accordance with each of the classroom rules as well as the overall school rules. Displaying self-control is honorable. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

All students are to exhibit conduct becoming to Christian young people at school, before, during and after school programs, on the bus, and on school-sponsored field trips and activities and on social networking sites such as Facebook.

All students must abstain from the use of vulgar language or swearing. Fighting, temper tantrums, verbal or physical threats toward others, or other disrespectful behaviors are not tolerated. Lying, stealing, cheating, and willful destruction of property are considered to be very serious offenses and will be disciplined at the discretion of the teacher and administration.

Standards of Behavior

Our standard of behavior is centered on the respect of our Lord, others, and ourselves. "Show proper respect to everyone: Love the brotherhood of believers, fear God, and honor the king." – I Peter 2:17

1. We shall have and show respect at all times for God and all things holy.
2. We shall have and show respect at all times for our parents, our teachers and those in authority over us.
3. We shall have and show respect at all times for our fellow classmates, and anyone visiting our school.
4. We shall have and show respect at all times for ourselves.
5. We shall have and show respect at all times for all school property, for the property of others, and for our own belongings.

General School Rules

All rules apply to regular school hours, before and after school programs, the bus, and all school sponsored activities:

1. Be respectful in speech. Negative comments will not be tolerated. Show respect and courtesy in all speech, in and out of the classroom.
2. All students are expected to help keep the school clean.
3. Comply with dress code standards.
4. Inappropriate displays of affection are not permitted at school or at school functions. Inappropriate displays of affection include but are not limited to: hand holding, kissing, embracing, etc.

5. WCA will not tolerate any physical abuse directed toward another student, teacher or staff member.
6. A student should not enter a classroom other than his/her own without permission of the teacher in that room.
7. Students may use the telephone only in cases of extreme emergency. Forgetting a homework assignment, or some item of wearing apparel, etc., does not constitute an emergency.
8. Students must obey promptly the commands and directions of teachers without complaint, argument, or facial expression of disagreement. Disrespect, disobedience and insolence will not be tolerated.
9. WCA will not tolerate, condone, or allow sexual harassment by either employees or students.
10. WCA will not tolerate bullying or the inappropriate touching of another person or their personal belongings.
11. WCA will not tolerate, condone, or allow destruction of property. Any student responsible for destruction of property will make restitution for the damages and may be dismissed from the school.
12. Running is not allowed in the building, except in connection with physical education activities.
13. Students may not leave the building or grounds without permission. All students leaving the school campus for any reason other than a school event must be signed out by a parent of legal guardian.
14. Personal electronic devices, such as CD players, iPods, earphones, hand held games, etc., are not allowed at school or on off-campus activities, and will be confiscated.
15. Cell phones should not be visible, turned on or used during school or extended care hours. Texting is never allowed during school hours.
16. Trading cards and other items meant for exchange are prohibited.
17. Toys and personal items that would interfere with the learning environment are not allowed at school.
18. No tobacco products or alcoholic beverages are allowed on school grounds or at school functions.
19. WCA will not tolerate, condone, or allow substance abuse of any kind. Students are reminded that a student's belongings are subject to search and seizure, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
20. These items are not permitted in school or on school sponsored events: guns, knives, matches, fire-crackers, smoke bombs, or any other potentially hazard incendiary devices.
21. The gym is off limits to students except when under supervision. Students found in the gym without supervision will be subject to disciplinary action.
22. Students of the opposite sex should never be alone without proper supervision while on school campus.
23. Students should refrain from the posting of any material on the WCA Facebook page that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or another entity.

DISCIPLINE

WCA is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men." Disciplinary actions that are utilized include in school suspension, withholding of privileges, suspension or expulsion.

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1, and Hebrews 13:17), and it requires discipline for children (Proverbs 6:23, Proverbs 13:24, Proverbs 29:15, 17). If we discipline ourselves, it is not necessary for others to discipline us.

Cooperation

Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either party will harm the child. When there is a misunderstanding, the parent should take it quickly to the teacher. Often a conference or even a note will clear up the difficulty. Should the problem remain after this has been done, then feel free to consult with the Administration. Whenever possible, conferences should be arranged during teacher's regular working hours. Parents are asked to limit calls to teachers at their homes and to be considerate of appropriate calling hours. Hopefully, in this atmosphere of definite and positive Christian standards of conduct, there will be adequate opportunity for the development of a strong and stable daily life, which will be Christian in character.

Under no circumstances will divisive talk (gossip, slander, and rumor) be tolerated among any member of the WCA family (staff, faculty, students and parents). When one has a concern, it must be addressed to the right person the right way. Grievances should NEVER be aired through social networking posts nor displayed on the WCA Facebook page as this tears down the ministry. Scripture commands:

Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil. Let the thief no longer steal, but rather let him labor, doing honest work with his own hands, so that he may have something to share with anyone in need. Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption.

Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you. (Ephesians 4:25-32 ESV).

Parents are required to sign and return the Statement of Cooperation page at the end of this handbook.

Teachers and staff are responsible for managing students throughout the day. Staff will always endeavor to give verbal correction in a loving manner, although firmness may be required. Misconduct may result in a child receiving a time-out from an activity or missing part of a recess. In school suspension may be assigned if deemed necessary. In the event of further discipline issues after in school suspension, suspension or expulsion may follow.

Discipline is the direction of behavior toward established standards of conduct. Discipline and academic achievement are closely related. Ideally, behavior is Spirit-directed and self-controlled, however self-discipline must be both taught and learned. Parents, school staff, and the church share in the task. When self-control falters and self-discipline fails, in school just like in the home, disciplinary forces outside the individual must be imposed to protect the rights of others.

Our objective in maintaining discipline policies are these:

1. To train children and young people toward development of a lifestyle that is pleasing to God.
2. To encourage a positive response to authority so that students can more readily yield their will to God.
3. To protect and build respect for the personal rights and property of others.
4. To encourage boys and girls to take responsibility for their words and actions.
5. To maintain an optimum and safe learning environment.

Correction is the provision to discourage wrong behavior and replace it with right behavior by means of:

1. **Warning:** Before the problem develops
2. **Reproof:** When a problem is in progress
3. **Punishment:** After the offense has been established and only for offenses that are willful, defiant, intentional, or malicious
4. **Restitution:** So that others may offer forgiveness
5. **Restoration:** After the punishment so that the student is fully aware of the continuance of love.

Steps to Resolving Discipline Problems

Disciplinary action is taken in keeping with the offense, and may include time-out, missed portions of recess, chores, and after school detention.

1. Teacher talks to, counsels, and prays with the student.
2. Teacher sends a note or email home to the parents.
3. Teacher confers with the parent over the phone or in person.
4. Parent-Teacher-Student conference is held.
5. Student is referred to the Administrator. (A Referral Form will be filled out and submitted to the Administrator.)
6. Parent-Teacher-Student-Administrator conference.
7. In school suspension may be assigned to help resolve behavior issues
8. Probation may be assigned at the discretion of the Administrator.
9. Suspension and/or recommendation for expulsion.

NOTE: Application of these steps depends upon the severity and the persistence of the problem.

Lunch Detention: Middle school students may be assigned lunch detention as a method of behavior modification. Students will be assigned a day to serve this detention. Teachers will monitor the students as they eat in another location. Students will stay in this room until the scheduled lunch time is completed.

REFERRALS: Students will be sent to the office when the teacher has exhausted all other disciplinary resources or when the student is so disruptive, defiant or rebellious that he/she must be removed from the class room.

Referrals will be filled out by the teacher and submitted to the Administrator. Administrator will counsel with the student and contact parents to discuss a behavior modification plan. In the case of a young child acting out physically against another student or the teacher, parents will be required to pick the student up from school for the remainder of the school day at the request of the administrator.

Students who are removed from school may not return for special activities on the same day.

PROBATION: A student may be placed on probation for repeated misconduct or attitudes inconsistent with the spiritual standards of WCA. Probation gives the student an opportunity over a specific period of time to correct his/her problem. If there is insufficient improvement within the specified time the student may be asked to withdraw from WCA.

During the probation period a student may be required to forfeit some privileges or special activities as deemed necessary by the Administrator.

SUSPENSIONS: Suspensions will be given as a result of serious offenses such as fighting, vandalism, gang related items or symbols, and other gross acts of misconduct as deemed by the Administration.

Suspensions may also be given following repeated referrals for the same type of offense perpetrated by an individual student which continues regardless of the attempts of the teacher, the administrator and the parents to work together to resolve the issue.

The student will not be permitted to return to school for the number of days appointed. The days will count as days absent and all class work must be made up in the time given by the teacher.

The administrator will notify parents when a suspension is necessary. It is important for parents and school staff to work closely together in resolving these conflicts. Parents are asked to reinforce school discipline at home. School discipline is not intended to replace parental discipline in the home. A poor response from parents and/or students during this time may be detrimental to the student's future success in school and may also delay re-entry into school.

EXPULSION: If a student commits an act with serious consequences, expulsion may be imposed immediately. Examples of such conduct include acts endangering the lives of other students or staff member, gross violence, and violations of civil law. Students may be subject to school discipline for such serious misconduct which occurs after school hours.

School Safety Act of 1997

In June of 1997, the legislature passed SC Code §16-3-612, which requires that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event, against any person affiliated with the school in an official capacity, the student is guilty of assault and battery on school personnel. The section defines school to include all public and private schools. The section states that the assault and battery against school personnel is a misdemeanor and, upon conviction, must be fined not more than one thousand dollars, or imprisoned not more than one year, or both. SC Code §59-63-370 has been added to require the Department of Juvenile Justice, the Department of Corrections, or the Department of Probation, Parole and Pardon Services when a student is assigned to it, to notify the senior administrator of the school in which the student is enrolled of a student's conviction of certain crimes, to provide notification to each teacher in whose class the student is enrolled of such convictions, and to provide for the inclusion of this information in the student's permanent record. Also, SC Code §59-63-390 has been added to require the senior administrator of each school to include a summary of the school crime report act and the provisions of SC Code §16-3-612 in the school's student handbook each year.

Search on School Property

Act 373 of 1994 allows principals or their designees to conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings with or without probable cause. They may also search both the person and the property of persons entering school property.

Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature from either another student or from a member of the faculty or staff when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of student advancement or assessment, of student participation in school programs or activities, or of any decision affecting the student; or
2. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive learning environment.

No person making a complaint of sexual harassment will be subjected to any retaliatory action because of making the complaint.

Conflict Resolution

It is expected that any party involved in a disagreement will utilize the Matthew 18 principles to resolve the disagreement. Disagreements and conflicts should be dealt with quickly and with a spirit of reconciliation. The process for conflict resolution should mirror the steps outlined below. In the event that a disagreement involves a student and an adult, the student's parents should be involved with the student in this process.

1. Go to the person involved and discuss the problem. Attempt to make peace and resolve the problem. (Any conflict involving a teacher MUST be documented and reported to the Administrator)
2. If that fails to solve the problem you may then report it to the Administrator. (Students dealing with other students in their own classroom, should first report the problem to the teacher, and then proceed with step #2 if needed)
3. If you do not feel that the problem has been properly dealt with, you may approach the Academy Team. Any party is free to approach any member of the Academy Team at any time. Unless the situation directly involves the Administrator, the Team will encourage the party to approach the Administrator first.

In the event that a disagreement continues and must be handled by the Administrator and/or the Academy Team, the parties will be expected to document the nature and circumstances of the disagreement and all attempts to resolve the disagreement. The ultimate goal of the conflict resolution process is to bring parties together and to have direct communication between those in conflict.

CELL PHONE/SMART WATCH POLICY

Students are not permitted to have their cell phones with them during the school day. Students in preschool-5th grade are not permitted to bring cell phones to school. If a student's cell phone needs to be transferred to the person picking up the child at the end of the day, the parent/guardian dropping them off in the morning must bring the phone into the office for the day and to be picked up by the parent/guardian when they receive the child at the end of the day.

Middle School students that bring their cell phones to school will have to lock them up in the cases provided in the student's classroom. Students are not to have any access to their phones during the day. Should an emergency arise causing a parent to need to reach their child, they can call the office.

Additionally, all smart watches are prohibited items. Students are not permitted to have smart watches of any kind.

Should a student disregard this policy the following actions will happen:

1st Offense: Teacher takes item from student, the item is taken to the principal, principal makes contact with parents for the parent to come and pick it up.

2nd Offense: Teacher takes the item from student, the item is taken to the principal, principal makes contact with parents for the parent to come pick up the student for the remainder of the day and an additional day of suspension will be assigned.

3rd Offense: Teacher takes the item from the student, the item is taken to the principal, principal makes contact with parents for the parent to come to the school for a conference immediately and additional suspension days will be assigned.

4th Offense: Expulsion of student from WCA

DRESS CODE STANDARD

Our outward appearance is to be a constant reminder to those around us of our desire to honor God. Clean, neat, modest, and seasonably appropriate clothing should be worn. Clothing should be worn in proper manner, i.e., not backwards, and should be gender appropriate.

UNAPPROVED FOR ALL STUDENTS

- Visible undergarments
- Hats
- Lounge wear such as pajamas, *yoga pants and *sweat pants
- Holes, tears, frayed or cut off clothing
- Beach or shower type flip flops
- Gothic style (including ALL SKULL AND CROSSBONES graphics for boys and girls)

Please see P.E. clothes section

APPROVED FOR FEMALE STUDENTS

SHIRTS

- Button-up shirts and blouses (short or long sleeved)
- Pullover tops
- T-shirts

- Sweaters
- Sweatshirts/hoodies

All tops must cover the midriff when standing or sitting. NO halter tops, spaghetti straps, racer-back, off-the-shoulder or one-shoulder styles may be worn. No bra straps showing.

SKIRTS/DRESSES/SHORTS
- Hem length NO MORE THAN 2 ½ inches above the knee on ALL sides.
- No cut-offs, pants with holes, pajamas, sweat pants, house slippers.
- Tight-fitting spandex type pants or shorts are not acceptable.

PANTS/LEGWEAR
- Tights are not considered to be pants and MUST be worn under clothing that meets the standard for SKIRTS/DRESSES/SHORTS.
- Leggings may be worn with tunics that reach the fingertips of the student.
- Pants must be worn above the hips with no low crotches.

APPROVED FOR MALE STUDENTS

SHIRTS
- Button-up shirts, polo shirts (short or long sleeved)
- T-shirts
- Sweaters
- Sweatshirts/hoodies

SHORTS
- NO MORE THAN 2 ½ inches above the knee

P.E. CLOTHING
- ALL students must wear tennis shoes/sneakers appropriate for vigorous physical activity.
- Shorts NO MORE THAN 2 ½ inches above the knee on ALL SIDES.
- Sweat pants, yoga pants or warm up type pants
- T-shirts, sweatshirts/hoodies

5K-5th GRADE
Students may wear P.E. clothes to school on P.E. days ONLY

6th-8th GRADE
Students will be required to dress out for P.E. class. Students may NOT wear P.E. clothes to school for the day.
MS students REQUIRED to wear WCA P.E. uniform, available for purchase in the main office.

GRAPHIC LIMITATIONS

Pictures and lettering on clothing must be appropriate for children and the Christian school setting. Derogatory and insulting language is not in keeping with Biblical standards of morality. Avoid any graphics that promote or sensationalize death, violence, immorality or unlawful behaviors. Avoid anything that would be distracting to the learning environment of the classroom.

JEWELRY STANDARDS

Boys are not to wear earrings. No body rings, spacers or gauges are to be worn by girls or boys. Girls may wear earrings, 1 or 2 per ear lobe only. If a student arrives at school with unacceptable jewelry, he/she will be required to remove unacceptable jewelry before being allowed to attend class. No chains should be worn as jewelry or on clothes, including wallet chains. No studs or spikes are to be worn.

MAKEUP STANDARDS

Parents are to monitor the quality and quantity of makeup worn by girls. The Administrator reserves the right to notify a parent if makeup is inappropriate. No Goth-style makeup is permitted.

SHOE STANDARDS

Shoes must be worn at all times for safety reasons. All shoes must be tied or fastened properly. No beach shoes, wheeled-type shoes or house shoes (slippers). Because of safety concerns, the heel of shoes should be a height that a child can safely walk in.

HATS

No hats or hoods are to be worn inside the building. No fishing hooks may be affixed to hat brims.

SPECIAL EVENTS

School dress code must be followed at any school function, including PTF meetings, fund-raisers, sports events, and field trips, unless prior notification is given.

COMPLIANCE PROCEDURE

1. Student sent to the office and parent contacted to bring appropriate clothing to school.
2. Student remains in the office until clothing is changed; attendance is marked 'Tardy/Unexcused'
3. Dress Code violation is recorded and email of offense sent to parent.
4. Repeat violations and/or extreme violations are considered to be acts of rebellion and defiance and are subject to more strict disciplinary actions including detention, suspension and expulsion.

A very limited selection of clothing is kept on hand in the Health Room and may be offered to a student to wear for the day and returned.

HAIR STANDARDS

Hair should be clean, neat, trimmed, and styled out of the eyes and off the collar. This also pertains to beards and mustaches. Hairstyles should be neither extreme nor outlandish. Hair should be neat and trimmed so as not to be a distraction to self or others. Boys' hair should be above the ears, out of the eyes and not extend beyond the collar. Hair should be natural colors only; for example, natural color dyes or highlights are acceptable, but not odd colors, colored patches or streaks.

NOTE: The Administrators and/or Pastor reserves the right to make final decisions concerning compliance with the standards. Repeated failure to comply with dress code standards constitutes rebellion and students will be subject to disciplinary actions including, but not limited to, detention, suspension and expulsion.

Computer Use

Computers are available for student use under the direction of a teacher or staff member. Proper care of the hardware and software are expected of each student. Internet access will be monitored by a teacher or staff member. An Internet Usage Agreement form must be signed and returned prior to any student gaining internet access.

Inclement Weather

School will be closed if weather conditions pose a hazard to parents and students. The administration team will make you aware of closings through email and a FACTS Parent Alert. Additionally, you may tune in to WLTX, WIS-TV, The Item online, and check the school Facebook page to determine the status of WCA. The administration team will work to make decisions of school closings in a timely manner. Being in school is important, but maintaining the safety of our students is our utmost priority.

Emergency Drills

Fire – in case of fire, it is imperative that the building be emptied quickly and calmly. The signal for a fire drill is a repetitive blast of a horn accompanied by the flashing of emergency lights in the main buildings. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Tornado – when a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teachers will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an "all clear" signal is given. Tornado warning drills will be conducted periodically.

If a parent, guardian, or visitor is on campus while an emergency drill is taking place, they will be asked by staff to participate as well.

Fund Raising

We are grateful for our equipment and facilities; however, there is much more we would like to provide for our students. In an effort to keep our tuition low, it is necessary that we have fund-raising campaigns. Knowing that you have a keen interest in your child's education and in this school, we invite you to participate in the projects as they are announced.

Insurance

Student Accident Insurance is required for all students enrolled in WCA. The cost is included in the fees billed at the beginning of the year.

Transportation

WCA does not have the ability to provide or arrange transportation to and from school for any students. Transportation arrangements are the responsibility of the parents of students attending WCA.

Lunch Program

We are proud to be able to offer a hot lunch program for $5.00 per child per day. Each child will be offered: a meat/main dish, vegetable/fruit, and milk or juice. Bottled water and Gatorade will be available for $1.00. NO SOFT DRINKS WILL BE MADE AVAILABLE TO STUDENTS.

Parents are to put money on their child's meal account on a regular basis. Lunch payments may be placed in the drop box located at the main office or made on the student's account on FACTS.

If your child does not have his/her lunch when the lunch period begins, they will automatically be given a lunch and your account will be charged. Students will not be permitted to come to the office to call their parents, except in the instance of an allergy student..

Birthday Parties

Birthday invitations may be distributed at school ONLY if all students in your child's class are invited. Please refrain from handing out invitations during arrival or dismissal time.

Deliveries/Messages

WCA does not allow deliveries to be made to the classroom. If a delivery is received, it will remain at the Welcome Center until school dismissal. If you would like to acknowledge your child's birthday at school by bringing a snack, cupcakes, etc., please make prior arrangements with your child's teacher.

WCA understands there may be instances of unforeseen circumstances and emergencies; therefore, we respectfully request that you reserve messages for these situations.

Personal Property

Students are to respect the property of other students. No student is to enter another student's desk, locker, or book bag. Students are urged to mark their names in items that are brought to school. Students are strongly discouraged from bringing valuables such as cameras, or large amounts of money. WCA will not be responsible for lost and stolen items.

Eye glasses, watches and other personal items are the responsibility of the student and not the school. Students at WCA should have no expectation of privacy of personal belongings. Due to the public nature of school facilities and for safety purposes, the school administration reserves the right to search lockers, desks, backpacks and other personal property without notice.

Preschool Toilet Training Policy

Children enrolled in preschool must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is NOT considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- *There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this.*
- *When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.*

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year. Parents will be notified if a child has a toileting accident. Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner.

Field Trips

Field trips will be scheduled during the year. Child safety harnesses and seatbelts have been installed on our bus so that preschoolers can safely ride without a car seat. Each of the classes will have at least one field trip each school year. Parents are encouraged to participate as chaperones. A small fee is usually charged, depending upon the field trip. All students are required to ride the bus to field trip destinations. Students may be signed out at the conclusion of the field trip ONLY to the child's parent/guardian and ride home in a privately owned vehicle. Please be aware that field trips are an extension of the learning environment and students who opt out of a field trip will be counted as absent for the day. Additionally, field trip payments are generally nonrefundable. Any parent who chooses to attend field trips will be required to complete a background check. This will be completed one time and will not need to be repeated for each field trip.

Chapel Services

Chapel services are held every Thursday at 8:45am-9:45am in the sanctuary.

Visitors & Volunteers

Parents are always welcome at WCA and should feel free to visit the school and classrooms. Visitors and volunteers who come to school during normal school hours for any reason must go directly to the receptionist and identify themselves, sign in and receive a visitor's pass to be worn while on campus.

Photo Release

Students may be photographed and/or videotaped participating in school activities and their likeness be used for training and school promotion unless noted otherwise on the Statement of Cooperation line 11. Photographs may be posted on our Facebook page, website or in print publications. No child will ever be identified by name. WCA neither condones nor encourages any employee to post unauthorized photos on the internet without the express written consent of the parent/guardian. (See last page of this handbook).

Statement of Faith

This church and school receive the Scriptures as the inspired Word of God and the sole authority in matters of faith and practice. The church's understanding of Christian truth is herein contained by the following Declaration of Faith.

1. We believe that the Bible is God's Word, that it was written by men divinely inspired and that it is the supreme, infallible authority in all matters of faith and conduct. WCA recognizes and uses reliable translations of the original Hebrew, Aramaic, and Greek text including The King James Version, The New American Standard, The New International Version, The English Standard Version, and The Holman Christian Standard Bible.
2. We believe in God the Father, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all that come to Him through Jesus Christ.
3. We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of Virgin Birth, sinless in life, making atonement for the sins of the world by His death. We believe in His bodily resurrection, His ascension and visible, pre-millennial return to the world, according to His promise.
4. We believe in the Holy Spirit who came forth from God to convict the world of sin, or righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ.
5. We believe that all men by nature and by choice are sinners but that ***God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life (John 3:16).*** We believe, therefore, that those who accept Christ as Lord and Savior will rejoice forever in God's presence and those who refuse Christ as Lord and Savior will be forever separated from God.

6. We believe in the church – a living spiritual body of which Christ is the Head, and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, immersed by baptism following a credible confession of faith, and associated for worship, work and fellowship. We believe that to these local churches were committed for perpetual observance, the ordinances of baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Savior, Lord and Master. We believe that all human betterment and social improvements are the inevitable by products of such a Gospel.
7. We believe that every human being is responsible to God alone in all matters of faith; that each church is independent and autonomous and must be free from interference by any ecclesiastical or political authority; that therefore, church and state must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other. The church must be "salt and light" in the world and therefore should seek to influence culture and government to honor Christ.
8. WCA's faculty and staff are required to annually affirm that they agree with and ascribe to the Biblical tenants found in the 2005 Baptist Faith and Message. (Available upon request).