



1368 NC Hwy. 134 N., Troy, North Carolina 27371

Phone: (910) 572-2270

www.wescareacademy.org

Student/Parent Handbook

2022-2023

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Welcome

Thank you for your interest in Wescare Christian Academy. We trust that this packet will provide you with helpful information about this ministry to our young people and their families.

We are encouraged as we reflect over our thirty-year history and see the evidence of God's work through this ministry. Many of our alumni and parents tell us that their Wescare Christian Academy education profoundly impacted all aspects of their academic and spiritual development, helping prepare them for adult Christian life.

Wescare Christian Academy operates on the premise that all meaningful learning occurs in the context of the infinite, personal God who revealed Himself to mankind through His incarnation in Christ. Learning apart from this foundational truth is what the Apostle Paul called "empty deception, according to the tradition of men, according to the elementary principles of this world, rather than according to Christ" (Colossians 2:8). We believe the "politically correct" notion of moral and religious neutrality in education is a myth. Values are inherent in any educational institution and will be conveyed to students with life-changing impact. We want WCA students to understand the importance of forming their value system based upon Biblical truth as rooted in the Ultimate Absolute – God Himself!

Academics, fine arts, athletics, and extra-curricular activities are important elements of our program. We try our best to incorporate basketball, volleyball, and cheerleading in accordance with student interests. Our primary objective, however, is to provide a truly Christ-centered education for each student. We welcome the opportunity to discuss partnering together in this great calling to educate the next generation to God's glory if you share this priority for your child.

Please call the school office at (910)572-2270 to set up an appointment and a tour of the school; we look forward to meeting you and visiting together.

What we offer at Wescare Christian Academy

Using traditional teaching methods and "Abeka" curriculum, Wescare Christian Academy's dedicated staff provides the finest possible Christian education. Wescare Christian Academy's program includes the following elements:

- ✓ Member of the Association of Christian Schools International (ACSI)
- ✓ Safe Christian environment
- ✓ High quality education/Classical education
- ✓ Traditional classroom settings
- ✓ Bible integrated curriculum and weekly chapels
- ✓ Small class sizes/individual attention
- ✓ Art, music, P.E. Latin
- ✓ Athletic programs available for middle/high school – dependent on participation
- ✓ Library & Gymnasium
- ✓ Standardized Testing K-11

School Activities

Wescare Christian Academy is much more than classes, tests, and homework. We believe in a well-rounded education which includes shaping the mind, body, and spirit. Listed below is a sampling of some of the opportunities offered to students.

Chapels and Services

- **Monday Morning Prayer**-We will meet as a school every Monday morning at 8:30AM for prayer.
- **Weekly Chapels** - Every Wednesday both elementary and middle/high school students have chapel which features praise and worship music, basic Bible study teaching by teachers and special guests, prayer requests and praise reports, prayer time and scripture memorization.
- **See You at The Pole** – This event is an outside service set aside for students, teachers, staff, and parents to pray for their schools, faculty, and leaders. We encourage all students and as many parents as possible to join us in the circle near the crosses in front of the school on this special morning. Some of our MS/HS students travel to nearby high schools to participate with them and be an example.
- **Wescare Sunday** – Wescare Sunday is a special Sunday service at First Wesleyan Church when the students showcase their biblical achievements and take part in Sunday worship with the entire congregation.

Philosophical Position

The History of WCA

Wescare Christian Academy, along with Wescare Center for Children, is an auxiliary ministry of the First Wesleyan Church in Troy. The Wescare Center for Children daycare, currently located on Eldorado Street, opened in 1975 offering a Christian daycare alternative. On April 2, 1978, the church decided, “that Christian elementary education would also be offered as part of Wescare’s Program.” Thus, Wescare Christian Academy began. The first day of school for students was on August 22, 1978. During the same year, the construction of the new church building was completed, and both the church and the Academy moved into their new facilities located on Hwy 134 North, Troy. Wescare Christian Academy offers kindergarten through 12th grade education. Before and after school care is also provided. With God’s guidance, Wescare Christian Academy has provided Christian education to Montgomery County for more than 30 years.

Mission Statement:

“The mission of Wescare Christian Academy is to provide academic foundations for life that are centered in Jesus Christ. These foundations will enable our students to be prepared for higher education and to become individuals who value, live and share their faith; and be lifelong disciples, learners and problem solvers.”

Statement of Faith:

The following, though not an exhaustive statement of faith, contains key elements of the belief system to which WesCare Christian Academy subscribes:

- We believe in the infinite, personal God, eternally existent in three persons: Father, Son and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- We believe the Bible to be the inerrant, authoritative basis for our understanding of

doctrine and truth.

- We believe in the deity of The Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of The Father, His personal return in power and glory to judge the living and the dead.
- We believe that regeneration by The Holy Spirit in response to an individual's acceptance of the gospel message is necessary for the salvation of lost and sinful men.
- We believe salvation is by grace through faith in Jesus Christ alone.
- We believe the Christian life is possible only by the indwelling power of The Holy Spirit enabling man to live a godly and sanctified life.
- We believe in the resurrection of both the saved and the lost – the saved to a resurrection of life and the lost to a resurrection of damnation.
- We believe in the unity of believers through the sharing of common life in Christ Jesus.
- Distinctives in Education: WesCare Christian Academy is committed to providing a quality education within a learning environment that is distinctive in the following ways:
 - Christian distinctive – The Biblical doctrine of grace, living a Godly and sanctified life must be a major theme reinforced to the students in both theory and practice.
 - Academic Distinctive – The key to quality education is a mastery of fundamental academic skills, language arts, math, science, and social studies.
 - Character Distinctive – All basic elements of Christian character find their roots in the quality of proper honor, respect, and deference toward God-ordained authority.
 - Philosophical Distinctive – All meaningful learning takes place in the context of God's existence as the infinite, personal God who has revealed Himself to man through the person of Jesus Christ.

Parent / Student Handbook:

Every parent/guardian and student are required to read the handbook and sign an acknowledgement form (page 36) to be returned to the office by the end of the first week of school.

Philosophical Position

Academics

The academic program is designed to help the students achieve a solid foundation in all subject areas. Along with the acquisition of facts and concepts in the areas studied, emphasis is placed upon development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized, along with a constant influx of new material. Since children differ in innate ability, we encourage and expect each student to do his or her best. We believe the traditional system of education develops the mind and builds character. WCA uses Abeka curriculum. The core curriculum consists of the following subjects: Bible, Language Arts, Mathematics, Science and Social Studies.

Bible:

Bible is the most important subject and is taught daily. Our goal is to lead each student to a saving knowledge of Jesus Christ, to teach the foundational doctrines of the Christian faith as stated in the Statement of Faith, and to encourage Bible study.

Mathematics:

The math curriculum focuses on computation and problem-solving skills. Drill and practice are used to help a student memorize the necessary information. Manipulatives are used to assist a student in moving from the concrete to the abstract. Critical thinking and problem-solving skills are a priority in math.

Language Arts:

Phonics is employed as the most logical and orderly method of teaching students to read. The Language Arts program seeks to expose a student to quality literature and incorporate reading and writing strategies. Grammar, phonics, creative writing, handwriting, and spelling are all incorporated into Language Arts.

Science:

It is WCA's conviction that science must be taught from a biblical perspective. Therefore, a Christian publisher is used for the textbooks. The science program is designed to promote the scientific method and give a student a variety of experiences with earth, physical and life science.

Social Studies:

Social Studies are taught from a Christian perspective, so a student begins to grasp the omniscience of God. The social studies curriculum is divided into the four categories of history, geography, civics, and economics.

Measuring Student Progress:

The purpose of grading is to communicate directly to a student the degree to which he has demonstrated mastery of the standard course of study. There are certain basic considerations given to the student's evaluation:

- Each student is treated equitably; grades are determined for individual assignments during each grading period.
- Each teacher develops a clearly defined grading procedure. A copy is distributed to each student at the beginning of the school year.
- Open channels of communication are encouraged between parents, a student, and the teacher.

Basis for Grades:

A grade is based on numerical scores for a student's performance on tests, essays or papers, performances, projects and/or other criteria appropriate to the subject area i.e., class work, homework and class participation are specific examples of such criteria.

Bonus Points:

Teachers can offer bonus points in the different subjects as a means of motivation.

Character Grades:

K-5th Proper character development is as important as the scholastic achievement. Character grades are carefully evaluated and are a consensus of the teacher/s responsible for a student. These are designated by letter grades (E, S, I, N and U).

Extra Work Request:

A student often asks for extra work to improve his grade. There is a fallacy in this request. If the student is not doing well with the regular work, how can he do better with a greater quantity of work? Therefore, extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment to replace a low grade. The repetition of an assignment, however, must be completed within a short time of the original assignment.

Extra work is not permissible at the end of the semester as a desperate effort to improve a low grade in the subject.

<u>Grading System:</u>				
A+ 100	B+ 92-91	C+ 84-83	D+ 76-75	F 69-below
A 99-96	B 90-87	C 82-79	D 74-72	
A- 95-93	B- 86-85	C- 78-77	D- 71-70	

Letter Grades:

Letter grades are given in 1st-5th grade. Letter grades are given for the basic academic areas: Bible, Math, Spelling, Reading, Language/Phonics, History/Geography (3rd-5th), and Science/Health (3rd-5th). The letters of E, S, I, N and U are used to indicate progress in the areas of conduct, History/Geography (1st-2nd), and Science/Health (1st-2nd).

Honor Roll:

After each grading period the Honor Roll is sent to our local newspaper. Honor Roll students are selected from grades 1st-12th. Students must receive an “A” in each subject area and have no (U) in personal conduct to qualify for the “A” Honor Roll. Students with “A’s” and “B’s” and have no Us in personal conduct to qualify for the “A/B” Honor Roll. Personal conduct includes behavior in classroom, behavior towards teachers and fellow students, following rules of the classroom, respect of property, being on time and exhibiting Christian character. Our students are recognized the first Wednesday after grading period ends in Chapel.

Interim Reports:

Each student K-12th receives a Four-week report halfway through each 9-week grading period. This notifies parents of the student’s present academic standing. It is an opportunity to strengthen areas in which a student is deficient. These need to be signed and returned to your child’s teacher.

Promotion Standards:

The standards of promotion are an integral part of the total instructional program. These standards insure a uniform level of performance. Each student is challenged to perform to his potential. The promotion standards accompany the report card at the second and fourth grading periods for all grades. The teacher indicates the student’s progress in each area. To be promoted at the end of the year, the student must:

- Attain an 80% of the developmental sequence of skills in Language and Mathematics and Science and Social Studies.
- Attain a passing grade average (core above) for the year in each of the core subjects i.e., Language Arts (reading, spelling, handwriting, phonics, and grammar), Mathematics, Science, and Social Studies.
- Be developmentally (emotionally, spiritually, physically, and socially) ready for advancement
- Have missed no more than 20 days of school

Report Cards:

Reports cards are issued every nine weeks for a total of four times in a school year. In reviewing a student's report card parents should consider the following items:

1. Areas of improvement and give encouragement
2. Trends in each subject are (whether it is up or down or constant)
3. Make a strategy to monitor areas where the grade is less than satisfactory.

At the end of a nine-week period, report cards will be sent home. They are to be signed by the parent and returned to the teacher within 3 days. If they are not returned within the 3 days your child will have silent lunch until it is brought back. Any questions with a student's grade should be handled with the classroom teacher directly. Please remember neglect of homework generally results in unsatisfactory grades. If the report card is lost or destroyed for any reason, there will be a charge of \$10.00 for each additional report card printed.

Parent/Teacher Conferences:

Parents will be expected to schedule a time and pick up your child's report card. Report cards will not be sent home with students the first and third nine weeks. If you do not pick up your child's report card, they will receive it two weeks after the issue date.

Iowa Assessments Testing:

The Iowa Assessment standardized achievement test is administered every spring to kindergarten through 11th grade. (11th grade is not required to take the Iowa Assessments if they are scheduled to take the SAT or ACT, a copy of test date is required) Questions concerning test results should be addressed to the teacher. Prior to testing, K, 1st, and 4th is given a practice test to familiarize them with the test. Test results will be sent home in your child's Friday folder or mailed when they become available. All accounts must be paid in full before test results are released. Any accommodations for a student's testing must be documented in this cumulative record by a psychologist or the equivalent.

These tests are administered to students for the following reasons:

1. To allow students to practice and become familiar with taking a standardized test.
2. To confirm your student's academic areas of strength and weakness.
3. To give faculty feedback regarding WCA's academic program.

Administrative Policies

Address Change:

For each child's safety please keep the office informed as to any change of address, phone number, email, and place of employment for the mother, father, or guardian. Also, list the current phone number of the person to be called in case of an emergency.

Conflict Resolution & Chain of Command:

Constructive criticism is essential to the improvement of our school. However, criticism, if not properly channeled, will be destructive. When problems arise concerning policy, procedures, administration, teachers or students, resolution should be sought according to the Matthew 18:15-16 where Jesus commands us: "If your brother sins against you, go and show him his fault, just between the two of you...But if he will not listen, take one or two others along..."

In conflict situations, the appropriate chain of command is:

First Step: The parent makes an appointment with the teacher and attempts to resolve the problem at the classroom level. In most cases, this is successful.

Second Step: If the issue remains unresolved, the teacher offers to have a meeting with the parent and Principal.

Final Step: If the Principal cannot resolve the issue, then and ONLY then is it appropriate to request a meeting with the Pastor of First Wesleyan Church. All requests for such meetings are made through the secretary in the school office.

Note: Parents who display anger or lack of self-control toward any of the school staff can be asked to remove their child from the school. The same is true for any parent who attempts to engender a spirit of strife in the school.

Criminal Background Check:

Every new employee/volunteer of WCA has a criminal background check performed. This is done as a precautionary measure by WCA. Our goal is to provide a safe environment for students.

Custody Orders:

The custodial parent gives WCA a copy of the student's custody order for the student's cumulative record. The order needs to address the following issues if it is to be beneficial to WCA:

1. Show the rights of both parents.
2. Show if the non-custodial parent can be alone with the child.
3. Show which parent is responsible for enrollment decisions.
4. Families with custody issues should be considerate of both parents.
WCA is respectful of both parents and does not intend to get involved in family issues.
5. WCA has the right to refuse to allow a child to be released to an individual if permission is not granted from the custodial parent or if the individual cannot be identified.

Detention:

Detention is set for 3rd-12th graders. K, 1st & 2nd will be at the discretion of the teacher.

Discipline Policy:

Students will be disciplined with age-appropriate consequences. Each teacher will have a classroom management policy that will be distributed at the beginning of the school year. Please refer questions to the teacher first, then to the administration if further explanation is needed.

We exist to support the Christian home and church, and therefore believe that working with parents is especially important in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior, which is not in harmony with Christian principles, one or a combination of the following approaches may be utilized as the situation warrants:

- | | |
|--|--|
| 1. Verbal warning | 6. Out of School Suspension-no make-up |
| 2. Parents notified Detention | 7. Counseling |
| 3. Conference's w/principal, teacher,
parent, and child | 8. Required professional counseling. |
| 4. Corporal Punishment | 9. Probation |
| 5. In School Suspension | 10. Withdraw from School Academy |
| | 11. Legal action |

The following types of misconduct shall result in one or a combination of the previously listed approaches:

1. Direct Disobedience or Disrespect- Failure to promptly obey school staff's request.
2. Drug, Alcohol and Narcotics - Possession, use, arranging or attempting purchase, offering to sell or transmit or being under the influence of any alcohol, narcotic drug, hallucinogenic drug or intoxicant of any kind.
 - a. *Students proven guilty of selling these substances on or off campus shall be automatically expelled pending an administrative hearing. Legal authorities will be notified, and appropriate legal action taken.
3. Weapons - A student shall not possess, handle, or transmit any object which may be considered a weapon. This rule does not apply to normal school supplies such as pencils or compasses unless used as a weapon, but does apply to any firearms, explosives, knives, and other dangerous objects of no reasonable use to the student at school.
 - a. *Students proven guilty whether on or off campus shall be automatically expelled pending an administrative hearing. Legal authorities will be notified, and appropriate legal action taken.
4. Theft - Taking of money or property which does not belong to you.
5. Extortion, Coercion, Blackmail - The obtaining of money or property from an unwilling person or forcing an individual to act using force or threats.
6. Property Damage - No student will maliciously damage or deface school buildings, grounds, equipment or supplies.
7. Fighting - Fighting on campus or physical harm (or attempted physical harm) or any discomfort that one student may cause another through harassment or coercion.
8. Profanity - Abusive or profane language or other obscenities will not be allowed during the school day or at school functions.
9. Disturbance on Campus - These actions which disturb students and/or create an unfavorable teaching situation in classrooms, halls, and other places on the campus.
10. Tobacco - Students shall not possess or bring on to school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use, or products that condone or mimic tobacco use.
11. Obscene Material - Obscene and pornographic materials are not allowed at school or on campus.
12. Gambling - No form of gambling is allowed on the school campus.
13. Sexual Conduct - No form of sexual contact or public display of affection is allowed on the school campus. No sexual harassment, assaults, acts or gestures toward students or any staff member are allowed on school campus.
14. Technology - Misuse of technology or any other equipment located within the school campus will not be allowed.
15. Bullying or Picking on any student will not be tolerated at any level. (One day suspensions-no makeup work accepted.)

Discipline Referrals To Office:

1st offense – Verbal warning.

2nd offense- Contact parents.

3rd offense – After school detention 3:10-3:40 Parents responsible for pick-up of child

4th offense - Will be dealt with after conference with parents and administration.

Early Dismissal:

Elementary will dismiss at 12:20 and MS/HS will dismiss at 12:30.

Electronics:

Parents, please keep all electronic devices at home. We will allow cell phones to be deposited in the office only for Middle and High School. Students will not be allowed to use these devices during the school day (7:30 am – 3:10 pm) at all. If you have questions on this policy, please contact the office at 572-2270.

Fall/Spring Pictures:

Students will wear uniform dress on fall picture day. Students will be allowed to wear any color polo shirt. *(Students can dress down)*

Home School Students:

Home school students will be allowed to play sports at WCA. They will have to pay an activity fee of \$50 per semester, sign our athletic policy, provide documentation of their own insurance coverage, and have an updated physical.

Lost & Found:

The lost and found is in the school office.

Medication:

No Over-the-counter medication will be given out during the day at any time by anyone.

Prescription Medication Policy Procedures:

The administrator/secretary will handle all medication needs during the school day. If parents or guardians request that their child receive prescription medication during the school hours that medication must be accompanied by written authorization signed by the parent or guardian. The physician's signature is also required on the Request for Prescription Medication to Be Given During School Hours Form, which details the name of the drug, dosage, and time interval for the medication, which the student is to receive. Significant information regarding the dispensing of medicine must be clearly stated by the physician. The doctors are aware of these forms and have these in their office as well as the emergency room at the hospital. It is up to the parent or guardian to request this form to be completed by the physician. It is the responsibility of the parent or guardian to provide the school with the said medication along with the form completed by the doctor and the pharmacist. The medication which has been prescribed by the physician must be brought to school in a container appropriately labeled by the pharmacist or by the physician and turned into the school secretary along with all appropriate paperwork. We appreciate your support and cooperation in this matter. Hopefully, with the doctors, the pharmacists, and your assistance, this will minimize the risk of medication errors. Forms Can Be Obtained At Our Office.

NC Career Promise Program:

High school students – A program through MCC that allows Juniors and Seniors to take transferrable courses or technical courses free. Students must choose a pathway that will not change. Students must sign in and out to go to classes at MCC. Students must have the appropriate signed permission forms to travel to MCC.

Option 1- Students must pass all areas of the ASSET, maintain a 3.0 GPA.

Option 2- Students may not have passed all the parts of the ASSET but have a 3.5, passed English, Algebra I or II. These options students will enter provisionally and need to pass two classes to continue in the program. Core classes from MCC will not be counted unless we do not offer them at WCA. Electives can be counted-only with principal's prior approval.

Office Hours:

School office hours are from 7:30 am – 3:30 pm Monday through Friday.

Phone Use:

All calls must be made to 572-2270. School phones are for business and are not to be routinely used by students. If the situation demands a student (ex. Detention, emergency) may be allowed to place a call. Students or teachers are NOT called to come to the phone unless it is an emergency. Messages are placed in the appropriate teacher's box. Students are not permitted to use the office, cell, or hall phones unless there are an emergency and administrative personnel are present. (Deciding for afternoon pick-up, calling about lunch, homework, PE clothes etc. are not considered emergencies) These things need to be taken care of in the morning before you drop your child off to ensure that a student learns responsibility.

Pick Up List:

Annually parents complete a student pick-up list with registration forms. Students are only released to individuals listed on the Pick-up list. A parent may send a signed note or call the office authorizing someone not listed on the Pick-up list to pick up the student. If a person asks to take a student and is not on the Pick-up list, WCA has the right to ask for identification from any individual and may refuse to release the student. Any changes on the Pick-up List Form, during the school year, must be made in writing.

Position on Marriage:

Due to the varied positions taken by several churches and denominations, WCA has adopted the following positions concerning marriage, family, and human sexuality:

- Marriage is ordained by God and is a spiritual union in which a man and a woman are joined by God to live together as one in holy matrimony. (Genesis 2:24; Mark 10:7)
- We believe that God has commanded that no individual should engage in intimate sexual activity outside of marriage. (Genesis 2:24)
- We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. (Genesis 19:5, 13:26:8-9; Leviticus 18:1-30; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4)
- We believe that homosexuality is a choice and through the gift of Jesus Christ an individual can be delivered from this sinfulness and perversion. (Romans 1:26-29)

School Facility and Property:

The school is owned and operated by First Wesleyan Church. WCA is privileged to use all the church facilities as needed. Students are expected to respect the building. Equipment is for the use of FWC and WCA. It is not available for loan or personal use unless prior approval is obtained. A student pays for any damage to school property intentional or accidental. This is done to ensure that a student learns responsibility and respect for the property of others. Due to church use for meetings, services, and counseling; everyone must be out of the lower building by 6PM daily.

School Visitors:

All visitors to the school must report to the school secretary's desk for a visitor's pass. Parents are encouraged to visit the academy at any time (especially at Chapel on Wednesdays or for lunch). If you would like to visit the classroom we ask that arrangements be made with the teacher 1-2 days in advance for observations. School age visitors are not permitted to attend school in the company of a student. Students desiring to attend WCA will be allowed to visit with prior approval by office.

Senior Privileges:

- Any senior with an A average may be exempt from Final Exam at the discretion of each individual teacher.
- Seniors will not be required to be present on campus during exams from which they are exempt.

Summer School:

Elementary and middle school students who fail a subject will be required to complete two weeks of summer school. High school students will not receive credit until they retake the subject and pass. There will be a charge of \$200.00 for this service. You will be contacted by the administrator if your child needs summer school.

Supplemental Insurance:

WCA has a supplemental insurance policy covering students during the school day. This insurance covers the balance of what the child's or family's insurance will not pay up to certain policy limits. Children of families who have no insurance are covered to the extent of our policy limitations. When an accident occurs, parents are expected to file with their insurance company first and then fill out our supplemental claim form. These forms are available in the office.

Walking Policy:

It is the parent's responsibility to transport a student to and from WCA. Walking or riding your bicycle to school is prohibited.

Admissions

Admission Policies & Procedures

Listed below are policies established by WCA aid to admissions.

- WCA admits students of any sex, race, national origin, ethnic background, or religious belief to all the rights privileges, programs, and activities made available to students at the school. The school does not discriminate based on sex, race, national origin, ethnic background, or religious beliefs in administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.
- A student may enroll if space permits at any time.
- The maximum class size is 16 students unless special circumstances arise. For the ideal educational experience, it is our policy to restrict the class size for maximum effectiveness.
- Admission Application Procedure: New and returning families are asked to follow a set of procedures. The specific application procedure is as follows:
- Please read our enrollment pack to determine whether Wescare Christian Academy offers the type of education you want for your children.
- Complete the Application for Admission/Re-enrollment and return to the Secretary's office.

Kindergarten Student

1. Cut-off for Kindergarten is August 31st unless special circumstances deemed prior to principal's consent.

2. After enrolling your child, a Kindergarten Readiness Test will be scheduled. The screening should take approximately one hour. The skills that we monitor are developmental and cannot be taught in a short period of time. The fee for the test is \$10.00.
3. The following forms are required before entering Kindergarten unless otherwise stated.
 - North Carolina Kindergarten Health Assessment Report
 - A copy of your child's immunization.
 - A copy of your child's birth certificate.
 - A copy of your child's social security card.
 - A copy of your child's custody papers. (if both biological parents do not live together)
4. Parent/guardian must complete enrollment pack obtained at the office.

First -Twelfth Grades

1. Complete enrollment pack. This includes a Transcript Release Form so that we can request academic records from previous school.
2. A copy of your child's immunization.
3. A copy of your child's birth certificate.
4. A copy of your child's social security card.
5. A copy of your child's custody papers. (If both biological parents do not live together)

Attendance

Student Attendance Regulations: Daily attendance at school is vital to the educational process. All students enrolled in WCA are under the attendance laws of the non-public schools of the State of North Carolina and will be expected to adhere to and abide by such.

Reporting an Absence

Please call 910-572-2270 by 8:30 am to report an absence.

If your child is absent, he/she has two days to bring a written note. (see below what is considered excused absence) If not received within two days, the absence will be counted as unexcused. It is the student's responsibility to see that missed work is completed. If you are calling to request your child's work for the day – you may pick your child's work up at 3:15 from the office.

Excused Absences:

An excused absence is still considered an absence. An excused Absence keeps your child from receiving a grade reduction that would occur in the case of too many unexcused absences. The following are acceptable reasons for an excused absence:

- 1) Personal Illness-A doctor's note of verification
- 2) Death of Family Member-Immediate family (brother, sister, parent/ guardian or grandparent-up to 7 days) Death other than immediate family (aunt/uncle etc. only enough time to attend funeral)
- 3) Prior Principal Approval in other situations

- 4) Approved unexcused absences are allowed at the discretion of the Principal in certain situations.
 - a. A request for an unexcused absence must be made by the parent explaining the need for the absence.
 - b. If the administrator approves the absence the student will be responsible for all tests and makeup work during absence. All make up work must be completed within a period equal to the same amount of time missed.

Unexcused Absences:

Absence for any reason not listed as excused will be considered unexcused.

1. It is expected that all students will make up work due to absences for any reason.
2. It will be the discretion of the teacher whether participation grades are made up.
3. After 3 unexcused days, the following grade reduction will be applied to the nine-week grading period for all subject matter:
 - a. 4-6 unexcused absences-10% grade reduction
 - b. 7-10 unexcused absences-20% grade reduction
 - c. 11 or more unexcused absences-failure of the course

Make up Work: WCA allows for make-up work in the following situations.

For illness and other type of absences: Students returning to school after excused absences must take the initiative to contact their teacher the first day back to school regarding make up work. All make up work must be completed within a period equal to the same amount of time missed. Different make up tests may be given at the discretion of the teacher. If a student does not make up the work/tests, he/she will receive a failing grade for the work/tests.

For family Vacation or other unusual circumstances: It is the parent and student's responsibility to get the work ahead of time. All missed assignments should be turned in on the day the student returns to class. Otherwise, no credit is awarded. It must be recognized that it may be detrimental for a student to miss school for an extended period.

Note - For disciplinary absence/s (suspension etc.) No make-up will be provided.

Half Day/Full Day Absences:

1. Students are counted present if he/she arrives before 11:30 am (counted tardy after 8:05am).
2. If a student leaves school before 11:30 am, the student is counted absent for the day. If a student leaves after 11:30 am it will be counted as an Early-Out.
3. Three Early outs counts a 1 Unexcused Absence.

The above rules apply for accumulated half day and full day excused and unexcused absences. If your child arrives after 8:05am or leaves early he/she must be signed in/out at the office. Please make sure that after special events if your child leaves early the need to be signed out in the office.

Retention Due to Absences:

For students to be promoted to the next grade level, total absences for the year may not exceed twenty (20). This ruling applies whether the absences are excused, unexcused, or planned and regardless of the student's academic performance. Exceptions may be granted under unusual circumstances after parental consultation with the administrator. A High School student is 10 days per semester.

A warning letter will be sent home after excessive absences.

Grade Reduction due to Absence

All students enrolled in WCA are under the attendance laws of the non-public schools of the State of North Carolina. Therefore, the following is how Grade Reductions are calculated per 9 weeks

Each 9 weeks

Absences	Grade Reduction	Absences	Grade Reduction
4	2%	8	14%
5	5%	9	17%
6	8%	10	20%
7	11%		

Annual:

20 Absences = Failure for the year. (Consideration will be given with improvement)

Tardies:

Parents should make every effort to get students to school on time. Tardiness is discouraged for several reasons:

- It develops bad habits concerning punctuality.
- It affects their academic performance as the most important subjects are taught at the beginning of the day when students are most alert.
- It starts the student's day off on a negative note.
- It causes the student to miss the beginning of the classroom day (announcements, instruction, etc.)
- It requires the teacher to have to repeat instructions, lessons, etc.
- It distracts the class.

Students will be counted tardy after 8:05 am. Any student who accumulates an unexcused absence from tardies is not eligible for perfect attendance. Please encourage punctual and regular attendance with your child. If tardy, a student must obtain a permission slip to enter classroom from the office. Students are expected to be in their seat when the bell rings at the beginning of the school day (8:05 tardy bell). Excessive tardiness is detrimental to a student's learning. MS/HS students arriving late to each proceeding class will need a tardy slip from the office.

Tardies/Early-outs

Tardies and Early outs are counted in the same way. Our school day is 8:05-3:10 pm. Teachers have planned curriculum for the entire day. Students arriving after 8:05 or Early Departure after 11:30 equals 1 Tardy or 1 Early-out. This does not include leaving early for sickness.

3 Tardies/Early-outs = 1 Absence per nine weeks

12 Tardies/Early out in 9 wks. = 2% Grade reduction per 9 weeks

Leaving before 11:30 am = 1 Absence

Dress Code

Philosophy:

WCA strives to promote an attitude of reverent respect and love for the Lord Jesus Christ and others. One way we reflect that attitude is through personal appearance. Scripture states that the body is the temple of the Holy Spirit (I Corinthians 3:16). Therefore, appropriate dress and good grooming are important indicators of a proper respect for self, Christ, and others. (Romans 12:1, 2) It is the belief of most authorities that proper attire is conducive to proper behavior. Students always should be dressed as neatly and as attractively as possible. Appropriate student dress is a shared home-school responsibility. Students arriving out of uniform will not be counted in attendance until they are within uniform guidelines. (Your child needs to have the item requested for the service project.)

Wescare Christian Academy will follow the following school uniform policy:

1. SHIRTS - Approved school uniform consists of any color of solid polo, short or long sleeve shirt. Oxfords may be any solid color. All shirts must be long enough to tuck in pants. Tank-tops, if worn underneath shirts, must be white or gray. Shirts are required to be always tucked in. If a shirt is worn under the collared uniform shirt it must be white.
2. SPIRITWEAR SHIRTS. These T-shirts/Hoodies can be purchased from the Academy office and worn any day of the week.
3. PANTS, SHORTS, SKORTS, CAPRIS. These may be Khaki, Black or Navy Blue. Boys can wear cargo style. Shorts and Skorts must be no shorter than finger-tip length. Please refrain from wearing hip-huggers or low-rise pants. The administration reserves the right to ask a student to refrain from these styles if it becomes apparent the student is provocatively dressed. Pants/Shorts must have belt loops. There are some uniform pants without belt loops, and these are not permitted.
4. JUMPERS AND SKIRTS. These must be plaid, navy, black, or khaki and must NOT be any shorter than the top of the knee. Some of these have belts built into the material and these are permitted.
5. Belts are required to be worn with pants, shorts and capris, unless there is a need for elastic waisted pants. K-3 particularly.
6. SWEATERS and SCHOOL HOODIES ONLY. Grey, Navy Blue, Red, Black, and White may be worn with school uniforms. School Hoodies can be purchased in the WCA office.
7. SHOES. Shoes must be closed toe and closed heel. No sandals, crocs, flip-flops, open toe shoes or wheeled shoes are allowed.
8. SOCKS or TIGHTS. Socks or tights must be worn with shoes.
9. LEOTARDS or LEGGINGS. Leotards or leggings may be worn under knee length skirts and jumpers. They must be a solid color.
10. OUTDOOR APPAREL. No coats, hats, visors, boots, sunglasses, or other outdoor apparel may be worn in the classroom.

Field Trip Dress:

Elementary – Red uniform shirt or Red WesCare spirit wear and jeans/jean shorts or uniform pants/shorts/capris. No sandals, flip flops, crocs, etc.

MS/HS – WesCare spirit wear or any color uniform shirt and jeans/jean shorts, capris, or uniform pants/shorts/capris.

Piercing and Tattoos:

1. Please discourage students from wearing temporary tattoos and fake nails to school.
2. Pierced eyebrows, lips, tongues, etc. are not permitted.
3. No inappropriate tattoos may be worn to school or drawn during school.
4. Boys may not wear nail polish.

Special Occasion Dress:

Notes will be sent home from student's teacher for dress on special occasions. Special occasion is defined as, but not limited to, Christmas play, Science Fair, student activities, graduation, etc.

Violation Procedures:

Parents and teachers are responsible for seeing that students adhere to the requirements of this dress code. Violation of the dress code is corrected by not allowing a student to be counted into attendance until he is in the appropriate attire. **Parents will be contacted to correct the violation and be asked to bring clothing to replace what the student is wearing.**

If your child does not adhere to the requirements of this Dress Code as stated above they will be considered out of dress code and not be counted into attendance until the violation is corrected.

Finances/Discounts

If you receive one discount, no other discounts may be applied. WCA does not extend credit or deductions in exchange for services rendered. Services offered on a volunteer basis are welcome.

Book Fees and Registration Fees

There is no extra charge for book or registration costs. These are included in the tuition rate.

Donations:

A donation to WCA is tax deductible and may be given to purchase needed school supplies. Contact the office for a list of needed supplies.

Enrollment:

A student is considered enrolled for the entire school year. Tuition is calculated based on the entire year; therefore, no reduction is made for vacations or school holidays. Tuition accounts are set-up according to the Enrollment form. Tuition is not based upon daily attendance. Due to general expenses and staff commitments, no tuition deductions are made for absence during the school year, regardless of the cause of such absence. No tuition discounts are available to any students in our Enrichment Programs.

Accounts must be up to date for the current school year for a family to register for the upcoming school year. Before any records can be released to another school or report cards given all book fees & registration fees must be paid in full.

Financial Aid/Scholarships:

WCA does accept the NC Opportunity Scholarship. Financially, WCA has no funds available for other scholarships. On occasion we may have certain individuals that would be willing to sponsor a child to help pay for student tuition. If you have this need, please contact our office and you will be required to fill out a scholarship application. Awards will be determined based on the financial need of the family and whether funding is available from individual donors.

Fundraisers:

We encourage and desire each family to participate in our fundraisers since this is a big part of our school's budget. Fundraisers help keep our tuition low.

High School Graduation Fee:

\$100 due by January 31st.

Pastor's Discount:

It is our goal to encourage and honor full time ministers of the Gospel by providing a 50 % discount for their child's tuition at WCA. Senior pastors are considered to qualify for the discount. The purpose of the Pastor's Discount is to supplement the funds needed for a student's tuition at WCA. The funds may not be applied to registration and other fees. Due to the generosity of this Discount, no other discounts may be applied. In return, we request the pastor volunteer to speak at our Wednesday chapels at least twice per year. This can be scheduled with the WCA principal. We also ask the pastors church to help us advertise certain fundraiser in their church bulletin upon request.

Tuition Rates:

\$6,168.00 annual tuition per 10 month year

A 20% discount is offered to private prepay students

Registration fees and book fees are included in tuition rate.

Tuition:

Tuition can be paid in full, semester or 10 monthly payments. If you choose monthly payments, you will need to complete a bank draft authorization form.

Tuition payments can be made in one of the following ways:

1. Full payment received by July 30th NO EXCEPTIONS
2. Semester payments due 1st day of school and 1st day of 2nd semester NO EXCEPTIONS
3. Ten equal monthly bank drafts 1st of the month (September 1st – June 1st.)

Method of Payment:

All monthly tuition payments are set up on a monthly draft. Incidental charges (drop-ins, field trips, lunch, etc.) can be sent in an envelope marked with your child's name and the purpose for the money in your child's Friday folder.

1. All accounts need to be kept up to date.
2. The school is not responsible for payments lost by a child.
3. All financial arrangements are made through the office.

Other Tuition Rates:

Tuition for K-12 Enrichment Program: \$8,000 per 10-month school year

This tuition is required for any students receiving Exceptional Children's Service from our Enrichment Program. These students can receive up to 3 hours per week of assistance from our EC Staff. Parents must submit a current Eligibility Determination form (DEC3) from the student's active Individualized Education Program (IEP). This form can be obtained from a North Carolina public school or a North Carolina Local Education Agency (LEA). Alternatively, parents may submit a Documentation of Continuing Eligibility form from a North Carolina Licensed Psychologist with a school psychology focus, or a North Carolina Licensed Psychiatrist.

Tuition for K-12 Enhanced Enrichment Program: \$14,168 per 10-month school year

This tuition is required for any students receiving Exceptional Children's Service from our Enrichment Program. These students can receive up to 6 hours per week of assistance from our EC Staff. Parents must submit a current Eligibility Determination form (DEC3) from the student's active Individualized Education Program (IEP). This form can be obtained from a North Carolina public school or a North Carolina Local Education Agency (LEA). Alternatively, parents may submit a Documentation of Continuing Eligibility form from a North Carolina Licensed Psychologist with a school psychology focus, or a North Carolina Licensed Psychiatrist.

Withdrawals:

Early Withdrawals: Notify the office of all withdrawals, whether before the school year or during the year. For withdrawals made after the school year has begun, tuition is due for any month in which the student attends one day. All fees are due and are non-refundable. Report cards and transcripts are not released until accounts have a zero balance. Refer to Delinquent Accounts policy below for further details.

Delinquent Accounts:

WCA expects each family to follow through with their financial responsibility. God's Word states in *Romans 13:8* "*Let no debt remain outstanding, except the continuing debt to love one another.*" WCA has an obligation to its creditors and faculty to meet its financial obligations.

1. All accounts (tuition, etc.) MUST be current at the time interim reports and report cards are issued. Anyone owing a balance will be notified in writing and interim reports or report cards will be held until the balance is paid in full. At the end of the school year report cards and transcripts are not released until accounts have a zero balance. Arrangements do not nullify any delinquent account policies. Therefore, progress reports, report cards, and transcripts are not released until the account is current.
2. Parents with notified that student/s will not continue in school when payments are delinquent without a written financial agreement. If the family does not manifest the willingness to make payments, then the school considers temporary or permanent dismissal of the student involved.
3. If accounts are brought up to date at this point, progress reports or report cards are released.
4. Special arrangements are to be submitted in writing to the office. Financial arrangements must consider the past due and current tuition amounts. Arrangements must be approved by the Administration. Arrangements do not nullify any delinquent account policies.

Therefore, progress reports, report cards, and transcripts are not released until the account is current. The terms and conditions for payment must be fully and promptly met.

5. Financial arrangements are monitored to be sure the arrangements are kept. Progress reports, report cards, and transcripts are released when the account is current and financial arrangements are completed.
6. Accounts not paid in 60 days are released for collection.
7. All accounts are to be paid in full before a student may re-enter the school, may register for the upcoming school year, or may register for summer programs.
8. All payments received are automatically applied to the outstanding invoices first.

NSF fee:

Service Charge of \$25 for any returned payment for any reason.

*All accounts must be paid in full at the end of the school year. If not, your child can not re-enroll for the upcoming year.

*Accounts that are not current by December 18th will result in a disenrollment of your child for the second semester.

Parents

WCA's philosophy of Christian education is based on a proper relationship between the family, church, and school. The family is the basic unit of Christian education. Scripture stresses the responsibility of parents to teach and train their children (Proverbs 22:6). The church and school are an extension of the educational process of the home, providing a support to the family. Parents are expected to be involved with their child's educational progress by meeting with teachers when requested, assisting their child at home with assignments, attending school meetings, etc.

Some suggestions for parent involvement are to:

- Take a class for a teacher during lunch or play time.
- Read with a student.
- Participate in special projects or fundraisers.
- Send needed consumable items for the teacher and students use (chalk, tape, and expo markers & erasers etc.)

Parent's Code:

WCA needs a high degree of involvement by parents to continue developing an effective educational program. The role of the parent is significant and cannot be filled by a teacher or principal. It is a recommendation of nine things which Christian school parents could do. This type of involvement has clear, measurable outcomes on behalf of your child's education.

- **I will pray regularly and fervently for the school.** The prayers of a righteous person have a powerful effect. Through prayer you can influence every aspect of the school each day. Writing shortly after the Civil War, E.M. Bounds said, the absence of prayer is a sure sign of work done in the flesh. Conversely, the presence of prayer is a sign of work done through the Spirit." Jesus said that men ought to always pray.
- **I will cooperate with the educational functions of WCA. (attitude)** Do your best under God to make Christian education effective in the life of your child. Teach him to love and

respect his teacher and principal. Help him to be a diligent worker. Teach him to get along with others. Encourage him to love and to serve the Lord Jesus Christ while his is young and all his life.

- **I will pay my financial obligations on time.** The Administration is careful in preparing the budget and in controlling expenditures. Money must come in on time or the school will go into debt for operating expenses. There is a blessing for fulfilling obligations on time. If you are unable to pay, notify the office in advance, give a reasonable explanation of the delay and state when you will pay.
- **I will support the school with gifts above my tuition and fees.** Give to WCA as the Lord prospers. Some can give more than others, but all can give something. Do this as unto the Lord, cheerfully.
- **I will undertake volunteer duties.** All parents do not have an equal amount of time for volunteering service to the school. As God provides time and strength, take advantage of opportunities to serve at the school. If you cannot be at the school physically, there are many other ways you can bless a teacher and the school.
- **I will recommend WCA to other families as opportunities are presented.** Most new families enter upon the recommendation of a family already in the school. The warm, personal endorsement of parents is the school's best public relations. Many students have been directed to WCA because parents spoke to their friends about the school.
- **I will attend meetings and parent functions regularly.** Most of the meetings at WCA are informative and worthwhile. Never is a meeting scheduled for the sake of having a meeting. To grow in an understanding of the purposes and objectives of the school, attend the meetings. Many are designed to help you understand your child, enabling you to be a better parent.
- **If I become dissatisfied with the school in any respect, I will seek to resolve the matter.** A school lends itself to dissatisfaction by its very nature. Teachers vary, students vary, principals vary, and parents vary. The variables having the potential to add up to dissatisfaction are numerous. Always go to the person or persons involved. Guard your lips and your heart against spreading criticism and against developing a bitter attitude. Parents who display anger or lack of self-control toward any of the school staff can be asked to remove their child from the school. The same is true for parent who gossips or attempts to engender a spirit of strife in the school.

Parent Communication:

Weekly folders are sent home on Friday that includes details about the upcoming activities. Regular emails are sent regarding announcements.

Parent/Teacher Conferences:

Parents will be expected to schedule a time and pick up your child's report card. Report cards will not be sent home with students the first and third nine weeks. If you do not pick your child's report card, they will receive it 2 weeks from issue date. All report cards need to be turned in 3 days after you receive it. If your child's report card is not returned after 3 days, he/she will have silent lunch until it is brought back.

Conferences are scheduled for fall and spring. Other conferences may be requested by the parent/guardian throughout the year by contacting the teacher through e-mail.

Parent Teacher Organization (PTO)

The PTO is an organization established for the close cooperation of the parents and faculty of the school. All parents and teachers automatically become members by reason of their relationship to the school. The PTO will meet the second Tuesday of each month; otherwise noted.

Transportation:

WCA makes it their practice to provide transportation for students and staff to sanctioned, off-campus school activities. Currently the school has a bus. The church has two 15 passenger vans. The bus is considered the preferred and primary means for transporting students. Private automobiles are not used to carry students on off-campus school activities only under special and prearranged circumstances. The rules for the bus/van are as follows:

- Children must always remain seated.
- Anything that is carried on the bus/van must be able to be held by each person. It cannot be placed under seats because it will roll across the floor.
- The larger windows must not be touched. They are emergency exits! If you must open a window, an adult may open the smaller upper windows on the bus.
- Children must use inside voices while riding the bus/van. If the noise volume becomes too loud, the children will have to ride in silence. This is for safety reasons. The bus driver must be able to hear road traffic.
- Any trash must be removed as you leave.

Volunteer Policy:

The responsibilities of volunteers vary depending on the needs in the school or in the classroom. A volunteer needs to meet the following criteria to serve at WCA:

- Attend and financially support a church.
- Be committed to Christian education.
- Have a desire to serve.
- Be dependable and reliable.
- Respect confidentiality.
- Complete a volunteer application and interview.
- Provide references.
- Have references checked.
- Complete a criminal background check every two years. The screening may be done more frequently if the school has a reasonable basis to believe that a volunteer has rendered themselves to behave in a manner that is unfit for volunteer service.

WesCare Sunday:

We have set aside a Sunday to have the students of WCA to do a script, bible verses etc. for the church. This will allow the church to see what is going on in our school. See monthly calendar for dates but it is usually scheduled for February or March.

Parent/Teacher Relations

General Guidelines

- Teachers at WCA are professionals and should be treated as such.
- If the student has a school-related problem, it should be reported to the teacher as soon as possible. It is never appropriate for a parent to deal with a student other than their own at school.
- Disciplinary concerns about any student on campus should be directed to a faculty member or the administration, preferably the student’s teacher.
- If a student has been accused of carrying vapes, knives, guns, or any harmful object the teacher must report to the principal/administration. The principal/administration will deal with the complaint respectfully. No patting down or searching one’s body. If a search must be done, a parent will be notified to do it and a witness **MUST** be present the entire time.

Communication

- All teachers and administration have e-mail addresses. Please feel free to send them your questions or requests. Parents may also leave messages through the office. Teachers and administrators will attempt to respond within 24 hours, but if they have not, please resend the message. A delay in response may mean that something has been lost in the translation of the message.
- If there is no response, please let the administration know that you are having difficulty making a connection with the teacher. **It is extraordinarily important** that all lines of communication remain open.

Schedule & Arrival Procedure

School Hours: Door Opens.....	7:55 am
Tardy Bell	8:05 am
Elementary Dismissal	2:55 pm (in front of Preusz Center)
MS/HS Dismissal.....	3:10 pm (in front of school office)

Always comply with the following arrive procedures:

- For morning arrival, a parent delivers a student directly to the gym between 7:55-8:05.
- The student needs to be seated on the right of the car, so he exits the car directly onto the sidewalk.
- After the student exits the car, the car line continues to move.
- Classrooms are not open to the student until 8:05am. Children who are dropped off before 8:05 am need to be dropped off at the gym. Do NOT leave a student unattended outside or inside the school.
- Please do not leave your car in a designated pick-up area (parking circle). If you need to leave your car for any reason, please park in a parking lot and walk into the school.

Before & After School Care:

Care is provided before and after school for students enrolled in the Before & After School Program Only. This program is run through WesCare Center for Children (910) 576-3737. This is a State licensed program; therefore, registration forms will need to be on file for your child to attend the Before/After School Program.

Academy Before School Care Only:

- Before School Care for WCA students is offered 7:30 to 8:05 free of charge.
- MS/HS students do not need to come before 7:30 am unless he/she is enrolled in BSC program.
- Breakfast will be offered 7:30 a.m. to 7:55 a.m.
- Your child will remain at the gym until 8:00 a.m. and will then be taken to their classroom.

Student Parking & Passes:

All students who drive on campus will park in the upper parking lot. A parking registration form will need to be filled out and a parking pass will be issued from the school office. The fee for the parking pass will be \$10. There will also be a \$10 fee to replace a lost parking pass.

Dismissal Procedure:

For dismissal, a parent must pick up students between 2:55-3:05 (elementary) and 3:10-3:20 (MS/HS). If not, the student will remain in the office until someone picks them up. The office staff will contact anyone on the emergency contact list to have someone pick them up. If they are picked up late more than two times per semester, they will be considered enrolled in the after-school program and the monthly rate will apply. A dismissal procedure is used to protect and secure the students' safety. Also, it insures promptness and convenience for the parents. Elementary Parents: If traffic starts to get congested into the highway-please drive down to next drive and wait in lower parking lot until flow of traffic is moving. Crossing traffic and playing in the parking lot are not allowed. Students are only allowed to re-enter the building for emergencies.

Inclement Weather:

WCA always seeks to have the required number of attendance days. If school days are missed due to inclement weather, there are two make-up days included in the schedule. A student must attend school until 11:30 am to be counted for a full day.

In the event of Inclement Weather, we will post any closings for delays on our "Wescare Christian Academy" Facebook Page AND change our voicemail to announce changes in our schedule. Both will be updated as soon as a decision is made.

Sports and Athletic Participation Requirements

Philosophy of Athletes:

- I will encourage all players as Christ would have me encourage.
- I will conduct myself in a way that would represent Christ's principles in the Bible.
- I will remember grace when speaking. (Ephesians 4:29-32)

All athletes..

- ...are required to have a current year's physical form on file before they may practice or participate in tryouts.
- ...must be registered as a student at WCA or prearranged through home school program.
- ...must meet academic requirements.
- ...must have a current year's emergency medical authorization on file.
- ...must pay an activity fee. (home school students)

Academic Eligibility of Athletes

- Students must maintain a passing average in all classes.
- Students receiving detention/silent lunch will not be allowed to participate the day of practice or game. (The only exception is that we would have to forfeit a game at the last minute and inconvenience the other school).
- Coaches should supervise player's grades and give them warning of leaving the team based on grade average.

Discipline

Athletes as Representatives:

All of our students are representatives of our school to the community. Many times, the only contact that people make in the community with our school is through the athletic teams.

- Coaches may determine a student's behavior as intolerable. If a player has been called down by the referee for behavior during a game that player will sit out at least one quarter before returning to the game. Coaches will remove themselves when referees confront them about behavior. Assistant coaches will take over at this point.

Handling of Athletic Injury

- If an athletic injury occurs at a game the coach will seek to contact the parents immediately. If the parents cannot be reached, the coach will seek the best possible medical attention.
- If the student-athlete needs to be transported to a medical facility and a parent is not at the event, a coach, or an adult (preferable school personnel or a team parent) should accompany them.
- When the injured student-athlete's parents are not with him and the coach is close enough to get the remaining team home after the game, he or she should contact the student-athlete's parents, travel with the team home, and then return to the injured student-athlete. The adult who has gone to the medical facility should remain with the student-athlete until the coach returns.
- When the injured student-athlete's parents are not with him and the distance for the team to travel home is prohibitive for the coach to return to the medical facility, the coach and team should remain with the injured student-athlete until he is discharged, or his parents arrive.

Equipment:

The coach and the team are responsible for the setup of all equipment, securing a referee if needed, returning any equipment to proper area, and scheduling use of the bus or van.

Dress for Sporting Events:

With the understanding that our student-athletes represent our schools, each team should strive to dress appropriately. The appearance of a team communicates a great deal about our values. Examples of appropriate appearance might include chapel dress or some other similarity of dress that identifies our athletes as a unit. Any team that wants to deviate from established dress code standards during a school day must have prior Principal permission.

Transportation:

Due to a shortage of buses and drivers, it is usually exceedingly difficult to work out school transportation for athletic events. If school transportation can be arranged, the student-athlete is expected to ride it. If no school vehicle is available, it is the parents' responsibility to make sure their child is at the event at the time given by the coach. When school transportation is provided, a student-athlete may leave the event with his/her parent(s) or with other parent(s) provided his/her parent has given a signed note to the coach.

Practice Guidelines:

All teams must finish practice within the two hour assigned times on school days. All Wednesday practice for high school teams must be completed by 5:00 PM.

- Schedule must be given to all parents at the beginning of practice season. (Must adhere to schedule as much as possible)
- Scheduling of games with other school is the responsibility of coach and principal.
- All sports below junior varsity level will have no Wednesday practices.
- It is the responsibility of parents to promptly pick students up from practice and games.
- Coaches are responsible for the locking of the gym and overseeing the pickup of all athletes.
- In the event the team needs to leave school early: Coaches will make arrangements with other teachers, parents, and staff prior to day of game.

Student Progress

Birthdays and Socials:

Holiday parties, other than birthday parties, will be celebrated with an emphasis on Jesus Christ and His gifts to us. We are going to follow the Golden Rule – Matthew 7:12 so in everything, do to others what you would have them do to you... When dealing with outside birthday parties- invitations can only be given out if “**everyone**” in the class receives one. If you are not going to give everyone an invitation this will need to be handled after school hours and parties will not be discussed during school hours. Combination classes are considered one classroom. If an “all-girl” or “all boy” party is given, invitations may be given out at school to all the girls or to all the boys.

Community Service & Missions:

WCA encourages and promotes community service and missions project annually. These may include ministering to a rest home, providing food for the needy, sending Samaritan Purse Christmas boxes overseas, etc.

Field Trips:

Each class may take several field trips during the school year. For a student to participate there must be a field trip release form authorizing student's participation in the event. If there is a fee for specified field trips, parents are notified in advance. An adult to child ratio of one to eight is maintained on all field trips. For safety and liability reasons the school provides buses/vans for transporting students. All field trips use buses/vans with approved drivers. Students must ride the bus. There is a small charge for the use of school vehicles per student for a field trip. The charge will vary according to the distance of the trip. The money is used for gas/maintenance. For liability and insurance reasons, only approved drivers can drive a bus/van to transport students.

Graduation Ceremonies:

We have graduation ceremonies for Kindergarten and Twelfth grades.

Homework Purpose:

Homework is a purposeful extension of the school day. It serves as reinforcement of work done during the day or as enrichment to integrate skills and concepts in producing a product. Brief homework is given on Wednesday nights to respect church meetings and family times. The faculty and administration urge each family to plan out of school activities wisely so adequate time is provided for homework. Parents are asked to consult the teacher when a student comes home regularly without homework.

Completing homework is essential to practicing and reinforcing skills or concepts being taught. It is vitally important that each student completes his or her assigned work each day. It is also important that the work is brought to class the day and time it is due. There will be no credit given for late or unexcused absence homework. To support the teaching of responsibility, students will NOT be allowed to call home for forgotten homework. If your child shows up for class without his/her homework the teacher will submit a referral. The administration will call parent and the student will have to stay 30 minutes (3:40) afterschool. Information sent home that needs to be returned: Please make sure that you send information (field trip, report cards, interims etc.) with your child to give to his/her teacher.

Library:

Book Circulation

All students are granted library-borrowing privileges. Bi-weekly, students visit the library and check out books for a two-week period. Each student must demonstrate a genuine responsibility for, and appreciation of each book taken home. All library material is to be returned on time and undamaged. There will be a \$5.00 per book charge for all books “lost” or not returned.

Donations

Donations are an important way in which our library grows. However, due to lack of space, for appropriateness and duplicate material, the library must be selective in what it accepts. Consult with the principal about possible donations before bringing them to the school.

Materials Screening

Teachers must review all books and make sure that they do not go against our Christian views. Videos should have a “G” rating. If other ratings are necessary, administrator approval is required. Also, a permission slip sent home to parents will need to be signed before showing any movies. Two movies a year is the limit.

Lockers:

Lockers will be assigned to students at the beginning of the school year. No student is to change this assignment without approval from the office. Anything that is displayed in the locker is subject to approval from the administration. Secular rock groups, alcohol, tobacco ads, scantily dressed men or women are unacceptable. Students will be asked to remove items that the administration deems inappropriate. Possession and/or transmission of pornographic materials are prohibited, this

includes items displayed or contained in the locker. At any time, a faculty/staff member may require removal of pictures or sayings they deem inappropriate. When in doubt, throw it away. Lockers are the property of Wescare Christian Academy. Lockers and the content of all lockers are subject to random search at any time. This will only be carried out if there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. If a locker is damaged, the student using the locker must pay for replacement. Students are responsible for the care of their lockers and will be charged for damages. Students will be instructed on locker use, which will include the following:

You will find that your locker will operate best, and your belongings will be kept safe if you follow these precautions:

1. Always be sure nothing obstructs the door or the latches in such a way that you must force the door closed.
2. Avoid hanging on the door once it is open. Do not slam the door.
3. Report any problem you are having with your locker promptly to the office to avoid further damage.
4. Students are asked to not decorate the lockers with any items that would mark the finish of the locker on the inside or outside. Please use only magnets, masking tape or sticky tack to hang items in your locker. No stickers can be used to decorate lockers.
5. You need to make sure that all your items fit in your locker. Items will not be placed on top of the lockers. The top of lockers needs to be ALWAYS kept clean.

(Grades K – 5th)

Younger students will be assigned lockers for their belongings. Locks are not to be placed on lockers assigned to K – 5th grades. Students have ample storage of school materials and will not be allowed to place items on the floor. Student desks top should be free from any items other than current work.

(Grade's 6th – 12th)

Locks placed on lockers must be combination locks. Combinations will be given to your homeroom teacher and kept on file for administration purposes. Combinations will be verified by homeroom teachers before being placed on lockers. If you change your lock the new combination must be given to your teacher for verification.

Students are responsible for any costs of having locks cut from lockers due to malfunction of lock or wrong combination. Do not share your combination with anyone. Do not set your lock to the open position or opened by dialing the last number.

Lunch: K – 12th 11:30 a.m.-12:15 p.m.

Students can bring their own lunch. We do have microwaves for students to heat their lunch. Please be considerate of others of what you bring and the time it takes to heat.

Morning & Afternoon Snack:

Some classes are allowed time to have a snack in the morning. Teachers notify parents if a snack time is a part of the daily schedule. If notified, we want to encourage good eating habits. We encourage such items as cheese sticks, nuts, go-gurts, snack crackers, goldfish, fruit snacks, fresh fruit, fruit cups, Chex mix, pretzels, and granola bars, etc. Please do not send sweets such as cookies, pudding, doughnuts, candy, or chips for snack.

Personal Property & Toys:

A student may occasionally be asked by his teacher to bring items from home to share with his classmates on special days. (Example: Show and Tell) Please do not send toys or other personal items to school unless the teacher has requested it. The school is not responsible for personal property brought to school by a student.

Procedure Change:

If any change in regular procedures becomes necessary, a note to this effect must be sent to the teacher. Without written permission, the child follows regular procedures. This applies if the student is to be picked up by someone other than the designated person. This is done for each student's protection. All arrangements for after school should be made before a student comes to school. A student will be placed in after school care if not picked up by 3:20.

Project Policy:

Projects are due on the date that is assigned. There is no excuse for projects to be turned in late. Even if a student is absent the day a project is due, it is the student's responsibility to get his/her project to school. Since projects are completed over an extended period, proper planning is essential to success. Extended excused absences due to illness or tragedy will be taken into consideration.

- Projects one day late - 10% grade reduction
- Projects two days late - 20% grade reduction
- Projects 3 or more days late - Zero credit
- Projects are to be done outside of class time. No projects will be used as final exams.

Room Order:

A student is expected to take pride in the cleanliness of the classroom. His desk should be neat and in order at the close of each day.

Skipping a Grade:

A sincere and conscientious effort is made at the time of admissions to place a student at the proper grade level. On occasion, because of a student's good academic performance, parents request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and is rarely considered or allowed at WCA. The nature of the curriculum is such that a student misses' critical concepts and skills by skipping a grade. Also, WCA views that school is more than academics, but includes social, emotional, and spiritual development. At WCA it is the view that students should move through the planned curriculum in a step-by-step fashion to allow for steady academic, social development. There is not a feeling of urgency on the part of the faculty and administration to accelerate a student through the grades.

Student/Teacher Ratio:

WCA adheres to certain student/teacher ratios to enhance the instructional process. The maximum class size is 16 students. For the ideal educational experience, it is our policy to restrict the class size for maximum effectiveness. WCA annually allows only one student per class above the class limit to avoid dividing a family.

Student Retention:

In addition to informing parents of the possibility of non-promotion through report cards, progress reports during each nine week, and parent conferences, the procedure below must be followed:

1. The teacher must mail a warning letter to the parents at the middle of the second nine-week grading period. This letter should confirm a conference where this issue was discussed. The teacher must be prepared to explain what skills a student has mastered and what skills need to be mastered.
2. The teacher meets as needed after this conference with the parents for any student that there is the slightest possibility of failure. A record is kept of these meetings.
3. The principal meets with the teacher during the last nine-week period to make a final decision on promotion/retention of the student. The teacher brings documentation to the meeting: grades, promotion standards, records of meetings, test, and sample work.

WCA only retains a student once. It is believed that further retentions would be counter-productive for the student.

Sickness at Home:

Do not jeopardize a student’s health or the health of others by sending your child to school when he is sick. All classes play outside when weather permits so if a student is too sick to go outdoors, he is too sick to attend school. It is WCA’s policy to NEVER leave a child unattended. However, parents should use discretion in sending a student to school. A student should stay home if there are any direct signs of illness with a fever for the past 24 hours. If a student is absent due to a contagious disease, notify the office at once so other parents can be informed. Facilities to isolate a sick child are not available at WCA.

WCA does not allow a student to attend school for the following reasons:

If the child develops...	until...
1. Diarrhea	diarrhea clears
2. Vomiting	vomiting clears
3. Fever	fever absent 24 hours
4. Pain (head or stomach)	pain disappeared
5. Skin sores	physician determines not contagious
6. Severe eye infection	notes from physician
7. Head lice	note from physician
8. Ill feeling and cannot	child feels well

Sickness at School:

If a student becomes ill at school, the teacher will send the student to the school office with a written pass (MS/HS). Elementary students need to be brought up by an adult. The school principal/administrative assistant will then assess the student and contact a parent/guardian listed on the emergency medical form. A parent/guardian must come to school and pick-up his/her child if any of the before mentioned symptoms have occurred.

Special note to parents – If you feel your child may become sick at school, please write a note in a sealed envelope to your student’s teacher or call the school office. We will keep a close eye on that student and send that student to the office for evaluation if symptoms occur. Please keep in mind, most students when sent to school with instructions to “Call me if you feel sick,” will always feel sick and want to come home.

Supplies:

A student is required to always have a pencil and paper. A specific list of supplies is given at the beginning of the school year.

Student Conduct:

The standard for student conduct has been developed to ensure that a Christ-centered environment permeates the learning atmosphere of Wescare Christian Academy. Students at the academy should be aware of the principles of Christian living that are found in the Bible. The standard of conduct gives students the opportunity for expression and application of these principles in daily experience. Every member of the school family, students and staff alike must abide by the following:

1. Be doers of the Word and not merely hearers. (James 1:22)
2. Imitate the conduct of the Lord Jesus Christ. (I Peter 2:21)
3. Do only those things, which we know, will honor, and glorify Christ. (I Cor. 10:31)
4. See our bodies as temples of the Holy Spirit. (I Cor. 6:19)
5. Dedicate our lives to the service of the Lord. (Romans 12:1-2)
6. Manage our time wisely. (Colossians 4:5)
7. Put others first, rather than us. (Romans 14:13)
8. Involve us in activities of positive influence. (I Cor. 6:12)
9. Avoid deliberate confrontations with temptation. (James 1:14)
10. Avoid activities where there is danger of addiction. (I Cor. 6:12)

All students are expected to be always respectful and courteous to others. This is exhibited by orderliness, cooperation, quietness, polite conversation (including the use of "please" and "thank you") and proper response to correction. Students will address teachers and staff members as Mr., Mrs., or Miss on all occasions.

No chewing gum allowed in buildings before, during or after school!

Test Policy:

If a student is absent on the day a test is given, the student is expected to make up that test when he/she returns to school. If a student is absent on a day of review and returns to school on the day of the test, the student is expected to take the test unless new material was reviewed in the classroom on the date the student was absent. The teacher has the right to give an alternate test if he or she so wishes.

Textbooks:

It is the student's responsibility to care for all books issued by WCA (textbooks, library books and classroom literature books). If lost, the student must replace the book. Payment must be prompt and each student are responsible for making up the work he misses during replacement time. Report cards and transcripts are not released until all fines are paid in full.

Transfer and Acceptance of Credit:

WCA accepts credit from other institutions. Credits are also accepted from public and private schools. Credits for a home school student are accepted (attendance records, report cards, test scores are required). All students must meet the admission requirements for WCA.

Weekly Communication:

Teachers are required to communicate daily/weekly to parents regarding homework and test grades. Parents may be asked to sign a teacher's report or a student's test. By signing the parent is communicating that they have seen the information and are notified of their child's performance. Please sign these and see that they are returned to the teacher the next day. If not returned your child will have detention for that day.

Request For Prescription Medication To Be Given During School Hours

TO BE COMPLETED BY PHYSICIAN:

Child's Name _____ Age _____

Medication _____

(trade name of medication prescribed)

Time to be given _____ a.m. _____ p.m.

Significant information: (side effects – expected or predictable)

Medication is: Tablet Ointment Capsule Liquid

Date from _____ to _____ 20__

This medicine is furnished by parent or guardian within a container properly labeled by a pharmacist with identifying information, e.g., name of child, medication dispensed, dosage prescribed, and the time that it is given. This request must be signed by parent or guardian and physician to authorize giving the medication during day care hours.

_____ Date _____
Parent or Guardian Signature

_____ Date _____
Physician's Signature

MUST ACCOMPANY MEDICATION

HANDBOOK ACKNOWLEDGEMENT

We, the undersigned, parent(s)/guardian, and student _____,
(Name of student)

enrolled in Wescare Christian Academy have received and have read, or have had read to us, the foregoing Code of Student Conduct. **I agree to abide by all rules set forth in this handbook.**

We also agree to support/help with each fundraiser for the entire year. We further accept the responsibility to pay for any charges that are incurred as a result of an accident at school that are not covered by the health insurance plan carried by the academy.

(Signed) _____
Parent/Guardian

(Signed) _____
Parent

(Signed) _____
Student

Date: _____

NOTE: If the student lives with both parents, both parents are expected to sign the above statement. If the student lives with only one parent or guardian, only one is expected to sign. The student is also expected to sign the statement.

(Please detach and have the student return to the school office).