



WILMINGTON
CHRISTIAN ACADEMY

2024-2025 Student/Parent Handbook



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Wilmington Christian Academy

Educating for Excellence!

MISSION STATEMENT

Wilmington Christian Academy, in partnership with the student's family, aims to provide academic excellence with a Christian foundation to cultivate mature disciples of Jesus Christ.

EDUCATIONAL PHILOSOPHY

Wilmington Christian Academy represents a partnership among the students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in the Mission Statement. Students and parents respect Wilmington Christian Academy's teachers, as role models and instructors, for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility and loyalty are characteristics of the faculty.

Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to suggestions from teachers and administrators for helping students.

The administrators, under the authority of the Wilmington Christian Academy board, oversee the implementation of the Mission Statement in the school. In their capacities as policy-makers and community leaders, these administrators advance the Academy's role as an institution dedicated to providing the best education for children.

Wilmington Christian Academy recognizes each child as an individual who, by virtue of his humanity, is in community with all the other children in the Academy, regardless of age. By providing moral and ethical standards, the Academy prepares its students to accept the privileges and responsibilities of American citizenship and to honor and respect their Maker. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

NON-DISCRIMINATION POLICY

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

PARENT TEACHER FELLOWSHIP ASSOCIATION

All parents of Wilmington Christian Academy students are members of the Parent Teacher Fellowship Association. Monthly meetings will be held at the school, TBD by elected PTF officers. The PTF president will send out occasional emails in hopes to gain cooperation with the following objectives to aid in the development of your student and the Academy academically, socially, and financially. The mission of the Wilmington Christian Academy Parent Teacher Fellowship Association includes:

1. **To promote friendly relationships among parents.**
2. **To acquaint parents with the school personnel of Wilmington Christian Academy.**
3. **To help schedule, promote, and host student and parent activities (in the form of both fundraising and non-fundraising events.)**
4. **To help Wilmington Christian Academy communicate with parents.**
5. **To encourage pride and develop a sense of "community" in the students, staff, and parents in the Academy.**
6. **To assist the Academy in promoting its reputation in the Wilmington community.**

If you have any ideas/suggestions for activities OR if you would like to organize an event, please contact our board representative at lynette.littrell@wilmingtonchristiank12.com.



STATEMENT OF RELIGIOUS INSTRUCTION

The Academy offers instruction based upon broadly held Judeo-Christian traditional, nondenominational biblical beliefs, principles and virtues that seek to develop those qualities of life characteristic of man’s understanding of his relationship to his Creator and his place in the world. Weekly chapel services address the spiritual needs of the Academy’s students through Scripture, teaching, prayer, and song. Parents are encouraged to participate in these services. We also seek to provide Biblical integration into all subject areas through a variety of ways (bible studies, Christ character studies, scripture memorization, biblical curriculum).

BIBLE TRANSLATION STATEMENT

Many denominations are represented at Wilmington Christian Academy. The staff, students, and their families experience unity within the agreed upon *Statement of Faith*. While many good Bible translations exist, for ease of instruction, 7 versions approved for classroom memorization purposes are the *King James Version (KJV)*, *New King James Version (NKJV)*, *English Standard Version (ESV)*, the *New Revised Standard Version (NRSV)*, the *New International Version (NIV)*, *New American Standard (NAS)*, and the *New Living Translation (NLT)*. If there is another translation of the Bible that you and your family prefer to use, please get permission from your child’s teacher before using the unspecified version for classroom instruction and activities. If Christian textbook publishers or authors use translations that we feel are true to the original texts, they will not be excluded from our curriculum.

ENROLLMENT

Enrollment begins in January of each school year for returning students. Enrollment for new students begins in February. Placement priority is given to families with siblings already attending the Academy. Enrollment as a student of Wilmington Christian Academy is a privilege, not a right. This privilege may be revoked at any time by the Administration of Wilmington Christian Academy.

Kindergarten: Full Day Kindergarten: Students must be age five (5) by September 30th and pass kindergarten screening.

New Students: Interviews and assessments for all new students are conducted upon paying of application fee and completion of registration forms.

Returning Students: Application fee due with enrollment paperwork. It is the parent’s/guardian’s responsibility to update immunization records, etc., each fall.

TUITION AND FEES

Fee Schedule for 2024-2025

Tuition Fee	K-8	\$6166
	9-12	\$8408
Application Fee	K-12	\$50 before April 30, 2024 and \$100 after
Student Academic Fee	K-12	\$50

AGE-GRADE PLACEMENT GUIDE

Placement of new incoming students will be made after review of WCA’s placement test results, previous educational records, other standardized test scores and an interview with the student and family.

ADMISSION POLICIES

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

STATEMENT OF FAITH

1.We believe the Bible to be the inspired and only infallible authoritative Word of God. We define the sanctity of life and the definition of marriage in Biblical terms. (*II Tim. 3:16; II Pet. 1:21*)

2.We believe that there is one God, eternally existing in three persons: Father, Son and Holy Spirit. (*Gen. 1:1; John 10:30; John 10:37-38*)



3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Isa. 7:14; Matt. 1:23; Luke 1:35; Heb. 4:15; Heb. 7:25; John 2:11 Heb. 9:12; Col.1:14; John 11:25; Acts 1:11; Rev. 10:11-16*)

4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. (*Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5, 6*)

5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (*Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20*)

6. We believe in the resurrection of both the saved and the lost. (*John 5:28, 29*)

7. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Rom. 8:9; I Cor.12:12-13; Gal. 3:26-28*)

8. We believe in the creation of man by the direct act of God. (*Gen. 1:26-28*)

B. Enrollment Limitations:

Wilmington Christian Academy understands the need for every child to have the opportunity for Christian education, but at our present stage of development, we may not be able to meet the needs of students with significant disabilities due to our limitations of programming and staff.

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

D. Admission requirements for Home-Schoolers:

If a student is homeschooled, transcripts and a portfolio of work and/or standardized test scores must be submitted at the time of enrollment.

E. Kindergarten Enrollment: A kindergarten readiness screening will be given to all children in the spring for those applying for acceptance into Kindergarten. Please note that screenings are not intended to diagnose educational disabilities, but will be used for placement procedures. The parent/guardian must provide evidence of a school physical by medical professionals. According to Ohio Revised Code 3321.01 all children are required to participate in kindergarten.

F. WCA does not provide any physical screenings thus all required screenings are the responsibility of the student's parent/guardian.

Final acceptance is contingent upon approval by a faculty/staff committee and/or the governing board of Wilmington Christian Academy. Parents will be notified in writing by Administration.

NEW ENROLLMENT PROCEDURES

1. Before applying, carefully read "Parent/Student Handbook." WCA enrollment is through Final Forms online.

2. After receiving completed forms, student records, and the application fee, an assessment and interview will be scheduled with school administration.

3. Families will receive a letter of acceptance or nonacceptance.



FINANCIAL AID SCHOLARSHIP

Families may apply for the Ohio EdChoice Scholarship. Please contact the finance department with any questions.

(**EdChoice Scholarship:** The WCA enrollment fee must be paid before WCA will process EdChoice Scholarship paperwork.)

FINANCIAL POLICIES

FEES

APPLICATION FEE: Early application fee cut off is April 30. All other application fees after April 30 will be increased by \$50. Application fees are nonrefundable.

STUDENT ACADEMIC FEE: All students will be required to pay a student fee of \$50 to assist in technology use, applications, and replacement; Bible curriculum materials.

FACTS: All parents making monthly tuition payments to Wilmington Christian Academy use a system known as FACTS. The PARENT is responsible for setting up an online account at factsmtg.com IMMEDIATELY so that payments can be processed in a timely manner. Failure to do so may result in the following: (See "Delinquent Account Policy" below).

CREDIT CARD: Tuition may also be paid via personal credit card. WCA will charge a **3.0%** handling fee to the card in addition to the tuition amount in order to cover the costs incurred by WCA from the credit card company.

DELINQUENT ACCOUNT POLICY

While it is the goal of WCA to handle overdue accounts with compassion, it is necessary that we collect all outstanding tuition in order to pay our staff and bills. The following steps will be used when an account is overdue. If a student's tuition becomes past due, and satisfactory arrangements have not been made with our financial office, the student(s) will not be admitted to class until both the past due and currently due payments are made.

- 1 missed payment (30 days overdue) = a phone call and letter from the WCA office staff as a reminder to set up a FACTS payment account or pay the delinquent amount.
- 45 days overdue = a phone call and certified letter from the WCA office staff. Overdue payments are due IMMEDIATELY. Please contact the school office to make arrangements to pay the delinquent amount in full within 5 business days.
- 50 days overdue = a phone call from the Administrator and a certified letter from the WCA board to the parents/guardians stating that the student/student(s) will not be allowed to attend school until the missed payments have been paid in full OR until payment arrangements have been made in writing and agreed upon by both parties (WCA and parent).

Payment Plans: If the terms of the payment plan are not met, then your student(s) will no longer be able to attend WCA.

Account holders are still liable to pay any outstanding balances after their student(s) have been withdrawn. It is the right of WCA to hold student records (including grade cards / transcripts) until all outstanding balances are paid. Any family who has an outstanding balance at the end of the school year will not be able to re-enroll their children until all past due accounts are made current.

Unreturned/Damaged Property: Assessments will be made to cover unreturned/damage school property that was in the student's care. This includes, but is not limited to books, desks, electronics, etc.

STUDENT WITHDRAWAL POLICY

Process: A "Student Withdrawal" form must be completed by parents for each student who withdraws. To confirm that a student transferred out, WCA must have official written documentation that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma. Examples of official written documentation include: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or home school program acknowledging the student's enrollment. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer. Records/transcripts will not be released to the parent/guardian until the student's account is finalized. If an account is



open, WCA will not release credit or grades given. An explanation of an open account will be given. No records/ transcripts will be released until all fees are paid.

ACADEMIC POLICY

Pursuant to our educational mission, Wilmington Christian Academy establishes policy to promote good study habits, clear communication of student progress with parents and recognition for outstanding achievement.

GRADING

Parents receive interim and end of quarter report cards regarding their children’s academic standing and citizenship at the end of each quarter. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning interim report and full report card grades. Parents will be able to access their children’s grades on WCA online gradebook at any time.

SPECIALS: K-6 will be assigned **O = Outstanding S = Satisfactory N =Needs improvement**

Teachers in Grades 1-12 assign letter grades according to the following scale:

100%A+ = 4.0	93-99%.....A = 4.0
90-92%A- = 3.7	88-89%B+ = 3.3
83-87%B = 3.0	80-82%.....B- = 2.7
78-79%C+ = 2.3	73-77%.....C = 2.0
70-72%C- = 1.7	68-69%.....D+ = 1.3
63-67%D = 1.0	60-62%D- = 0.7
	Below 59%F = 0.0

An “A” is defined as excellent; “B” as above average; “C” as average; “D” as below average; “F” as failing

Achievement is based upon understanding of the subject as judged by tests and teacher observation. Effort is judged by teacher observation.

* College Credit Plus courses will result in +1.0 for GPA calculations

In Kindergarten the following scale is used:

- 4 - Exceeds Expectations:** Student performance consistently demonstrates an understanding of above grade-level skills and concepts.
- 3 - Meets the Standard:** Student performance demonstrates a thorough understanding of skills and concepts.
- 2 - Progressing toward the Standard:** Student performance demonstrates progress towards an understanding of skills and concepts.
- 1 - Not Yet:** Student performance demonstrates a minimal understanding of skills and concepts.

ONLINE GRADE REPORTING SYSTEM

WCA will use an on-line website (ProgressBook) to communicate with parents and students concerning grades, assignments, and many other areas. **It is the parent’s responsibility to check the website for grades, messages, etc. The specific web address will be given at the beginning of school.**

HONOR ROLL

After report cards are issued, the administrator releases the list of students who have qualified for Honor Roll. Regular Honor roll requirements are A’s and B’s only for each quarter. Special Honor roll requirements are only A’s for each quarter.

ACADEMIC WARNING AND PROBATION/90 DAY PROBATIONARY PERIOD

Academic Warning = One “F” and two or more “D’s” on their progress report at the end of a quarter. Communication to parents will come from the teacher.

Academic Probation= If the next quarter’s interim report has one “F” and two or more “D’s”, the student will be placed on Academic Probation. Academic Probation means that the student SHALL be dismissed from WCA at the end of that quarter unless the student and



parents meet with a faculty committee at the end of the quarter and demonstrates improvement in grades, effort and attitude. Final decision will be made by the Administration.

90 Day Probationary Period

All students (both returning students and new admission students) entering WCA will be placed on a “90- Day Probationary Period” at the beginning of school. What this means is that each student will be observed by the classroom teacher to make sure that he/she is making adequate academic growth and abiding by the WCA behavioral standards the first 90 days of school. WCA has high academic standards. Our goal at the WCA is to provide your child with the best learning practices possible. WCA’s rigorous academic schedule may not be the best fit for all students. We realize this and want to make sure that your child can be successful. If in the event a teacher finds that your student is significantly struggling to keep up with the daily academic demands and challenges, that teacher will:

Reach out to you via e-mail and/or phone call to set up a meeting. This meeting will be known as “Academic Probation Meeting”. In this meeting, the parent(s)/guardian(s) and teacher will put together an academic plan to help meet the needs of your child and catch them up to where they should be. Parents must take responsibility in working with the staff of WCA to help their child resolve those deficits. The teacher and parent will set a re-evaluation date based on student needs. In the meantime, all parties will work together and be in contact about the “academic plan”. What is working? What is not? Have we seen any progress?

If at the end of the first “academic plan”, your child is caught up or making great progress, the teacher and parent can decide the next steps to take for continued success (if any).

If there are still deficits after the first “academic plan” has been completed, then the teacher/parent/guardians will meet again. This time, an administrative staff (and board member, if requested) can sit in on the meeting to offer additional support to the families and teachers. A second plan will be drafted to help the student. It will be carried out just like the first plan. The staff members and family members attending the meeting will keep in contact (via e-mail) throughout the process to monitor student progress.

If at the end of the second “academic plan”, (or at the end of 90 days, whichever comes first) the student has made little progress or is still greatly behind in their academic studies, the school reserves the right to dismiss any student if the academic criteria has not been met. If this takes place, the administrator will contact the parents/guardians by phone and by certified mail to let you know that the student is being dismissed due to us not being able to meet your child’s academic needs.

Part of this “90 Day Probationary Period” is also to monitor student behavior. At this current time, we are not adequately staffed to appropriately handle students with extreme behavior issues. If the teacher sees that a student is having difficulty in class controlling his/her behavior, listening to the teacher, staying focused and on task, causing harm to oneself or others, etc., the teacher will reach out to the administration to report this behavior. The parent/guardian will be contacted via e-mail and/or phone to set up a meeting to discuss the behavior. The same action plan will take place, like mentioned above. It will be known as a “Positive Behavior Plan”. If at the end of the “90-Day Probationary Period” behavioral issues have not improved, the WCA reserves the right to dismiss the student due to not being able to meet your child’s needs.

The WCA also reserves the right to dismiss a student before the end of the “90-Day Probationary Period” if the student’s behavior/academic challenges are deemed **extreme** by the school administrator. The administrator reserves the right to make that judgment call. We want to do what is in the best interest of your child. We do realize that due to our space and staffing availability, we may not have the additional support your child needs to help them be most successful. We want to be fair and resolve issues in a timely manner so that your child benefits by what is best for them.

CONFERENCES

Parent/teacher conferences are held during the first and third grading periods. These conferences are designated for discussing the student’s academic achievement and citizenship. Both parents are encouraged to attend, if possible. Parents and teachers are welcome to request conferences throughout the year with adequate notice. Students with a D+ (69%) or below are expected to have a parent conference.

PARENT & STAFF COMMUNICATION

WCA staff will use WCA Gmail/phones to communicate with parents during the school week.



ARRIVAL/DEPARTURE TIMES AND DAILY SCHEDULE/PROCEDURES

Full-day Kindergarten through 12th grades: WCA's doors open at 7:50 AM for student arrival and a student is considered tardy at 8:10 AM. Dismissal is at 3:15 PM. Students who have not been picked up by 3:30 p.m. will be taken to the school office and a call will be made to those on the students approved pick up list.

When a child is to ride home with someone other than the customary driver, including students who ride the bus, the parent must give advanced signed written permission (or permission via email) to the WCA office. This must specify the parent's name, parent's phone number, student's name and the driver's name and phone number. Driver's name **MUST** be on "Student Pick-Up List". Please also include the student's "pick-up" number. A pass will be issued to the student.

Arrival: Cars enter through the south gate. Please do not block the pull-through lane. When dropping off your student, we encourage your student to exit from the side closest to the curb to avoid cars driving past. Then pull forward to leave through the north gate.

Departure: Each family has been assigned a number. Parents will display their numbers. At dismissal time students' numbers will be called as the parents pull up to the Event Center. Pull up to the curb and staff will dismiss students to the cars at the curb. Please pull forward as soon as your child is safely in your car. Cars leave by the north gate. Students are not permitted to cross the parking lot without a parent or staff member. Parents should not exit their vehicle for any reason while in the pickup line.

Bus: Wilmington City Schools transports within the district limits. Please call Sharon Carter Randolph at the Wilmington City Schools Transportation department for more information. East Clinton Schools transports with their district limits. Please call Shanna Chambliss at the East Clinton Transportation department.

ATTENDANCE POLICY

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. There are indeed instances that may prevent a student from attending school. An administrative conference will be scheduled with the parents if a student is absent 15 days or more a year. **Parents are to report all unplanned absences to the front office by telephone by 9:10 AM daily.** Parents should expect a call from the front office if contact has not been made by 9:10 AM. Students are not to report their own absences.

Students who are dismissed from school early for any reason must sign out by approved designee from the front office. Assignments for absent students may be obtained from the front office between 3:20 - 4:00 PM after 2 days absence. Students will have as many days to make up assignments as the number of days absent per occurrence. (Students on the school choice scholarships must meet the program's yearly attendance requirements.) To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient may not have more than twenty (20) unexcused absences during a single school year.

ATTENDANCE POLICIES

Parents and guardians are asked to notify the main office by phone or email, no later than 9:10 A.M. on the day of the absence. In addition to notification by phone, a note written by the student's parent or guardian explaining the reason for the absence and official documentation (see below) is required within three (3) days from when the student returns to school and placed in the student's file.

OHIO SCHOOL LAW

WCA will notify parents when a student has an attendance problem and/or when his or her attendance violates Ohio Law.

It is the responsibility of the parent to assure the regular daily school attendance of their child unless absence is the result of one of the following excused absences. In accordance with state law, the school must have a system for responding to excused and unexcused absences.



TARDY AND ABSENCES DEFINED

School begins at 8:10 A.M. Students are to be in their seats ready to learn when announcements begin at 8:10 A.M. If a student is not present at this time and arrives late, they will be sent to the office for a tardy slip. A student is marked tardy until 9:10 A.M. 3 tardies=½ day (.5) unexcused absence. After 9:10 A.M. a student is ½ (.5) day absent and needs a written explanation of the absence. If a student leaves before 12:25 P.M., the student is marked ½ day (.5) absent and needs a written explanation of the absence. If a student leaves after 12:25 P.M., the student is marked ½ day (.5) absent and needs a written explanation of the absence. High school students participating in CCP may leave when their daily schedule is complete without being counted absent. Parents of CCP students must provide a note for permission of their student to leave before the end of the regular school day. This will be added to the student’s file.

1. Excused Absences

Written notification from a parent or guardian is required along with one or more of the following official forms of documentation:

Excuse:	Official form of documentation required:
1. Personal or family illness:	a parent’s note or email. If more than two days, a doctor’s note verifying the illness.
2. Death:	a parent’s note or email.
3. Quarantine of the home:	a doctor’s note verifying the quarantine.
4. Medical or dental appointment:	a doctor’s note confirming visit.
5. Court appearance:	proof of attendance from local court system.
6. Emergency or circumstance judged as sufficient cause by school officials:	Explanation of circumstance signed by school <u>and</u> parent/guardian

Absences for any reason other than those cited above are illegal and are unexcused. These missed days of school count towards the total allowed absences per year (or per class). If the proper documentation is not provided explaining the above “excused” absence, the absence will be considered unexcused.

Concerning Unexcused Absences

If a student meets or exceeds one of the three following markers of unexcused absences, they are considered truant by Ohio Law. Thirty (30) consecutive hours, Forty-two (42) hours in a month, or Seventy-two (72) hours in a school year.

Definition: An absence is considered unexcused for either of the following reasons:

1. Student is absent or leaves school before the end of the day without permission from school officials.
- 2 Parent note contains a reason for absence that may not be excused or the note is ambiguous and the parent declines to give further information. Student “personal days” do not exist and are not excused absences.

ATTENDANCE PROBLEMS

Students missing twenty (20) days or class periods (10 days or class periods for semester high school classes) will need to repeat the grade or class unless judged as sufficient cause by WCA school administration. Period attendance will be taken by the teacher for grades 7-12. Students who are excessively absent for multiple WCA semesters may be required to withdraw from WCA. If a student reaches any threshold for truancy, a letter will be sent to the guardian. Letters will also be sent when a student reaches 10 absences, 15 absences will require a letter sent home and a parent meeting with administration.



PRE-ARRANGED ABSENCES

Parents of students who know in advance that their child(ren) will miss school are required to fill out a "Prearranged Absence" form so that teachers can have homework ready in advance. One week notice is required for prearranged absences. Students will be expected to pick up an assignment sheet from the office when presenting their note to be signed by all their teachers.

MISSED TESTS AND OR HOMEWORK

Planned absence:

All students will have an equal number of days to complete their work as the number of days they were absent. Tests should be taken within the number of days they were absent after return to school.

STUDENTS WEEKLY ASSIGNMENTS/AGENDAS

K-6th: Parents of students in grades K-6 will receive a Monday letter/email outlining that week's learning objectives.

K-3rd: Parents will receive "Reading Logs" that encourage children to read every evening. Kindergarten & first grade 10 minutes, Second and third grade 20 minutes.

4th-12th grades: Students in grades 4 and above will be provided an assignment book/agenda. At the beginning of the year, teachers will instruct students in the use of the assignment book/agenda. Students are responsible to write their assignments, test dates, etc. in their book. Parents are responsible to monitor the assignments and test dates. Agendas will be checked daily during "Connections".

We view parents as partners in their children's educational progress, and we stress the critical need for parents to enforce homework time and provide a suitable study environment. We encourage parents to stay aware of their children's work and this can best be accomplished by checking your child's assignment book nightly.

HOMEWORK

At Wilmington Christian Academy, homework assignments are left at the discretion of the teacher. We do feel "meaningful homework" assignments are an important part of the Academy's curriculum. Examples of these types of homework consist of, but are not limited to: nightly reading with your child, studying for tests, completing classwork that was not finished at school, homework packets that include reinforcement of concepts covered in class, etc. Some teachers may also assign longer-term assignments to help our students develop more sophisticated study skills, learn to plan ahead and become accustomed to budgeting their time.

1. Homework may be assigned on weeknights and weekends.
2. Teachers assign quality homework for most school nights, within the following guidelines:

Kindergarten -3rd grade	Nightly reading with your child
Grades 4, 5, 6	20 to 45 minutes

Homework continued.

Grades 7, 8	20 to 60 minutes
Grades 9 -12	20 to 120 minutes

CCP (College Credit Plus) homework hours are not factored in.

3. From Friday to Monday is considered one school night for homework purposes.
4. Homework will not be assigned over **holiday weeks/holiday weekends**. However, a student may need to use this time to complete any missing assignments.
5. **Important:** If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete



assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The administrator should next be consulted if these steps do not remedy the situation.

6. Students grades 4-12 are required to write homework assignments in their WCA agenda.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Students in all grades are encouraged to learn to meet deadlines. Teachers work closely with parents to ensure that they do (especially in the elementary grades).

Beginning in Grade 7, failure to complete homework on time results in the loss of 10 points for every class day that the assignment is late. Assignments that are 4 class periods late will not be graded and the student will receive a zero on the assignment.

ACADEMIC HONESTY

Wilmington Christian Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating (which includes using artificial intelligence (AI) to produce work) or plagiarizing—will be treated with utmost gravity. WCA staff monitors academic honesty. Teachers in the school understand that students need coaching and careful guidance in such matters.

Students will:

1. 1st offense: Receive the assignment returned. The grading teacher and administrator will meet with the student to explain the reason for the return and work with the student to make sure the student understands the WCA policy regarding academic honesty. The student is expected to redo the assignment and will receive only 50% credit for the assignment. The teacher will contact the parent.
2. 2nd offense: The student will receive a "zero" for the assignment. The student will be given an "Academic Warning". A meeting will be held between the parent, teacher, administrator.
3. 3rd offense: The student will receive a "zero" for the assignment and placed on "Academic Probation". (See Academic Warning and Probation section.)
4. 4th offense: Failure of individual class.

COMPUTER/TECHNOLOGY USE

All students must have a signed parental permission technology agreement form on the enrollment paperwork. WCA staff reserve the right to monitor the use of WCA student technology and computer use. At WCA, all computers have Internet access. Computers may be used only during teacher assigned time for researching and typing teacher-assigned projects only. These are the only two acceptable uses of Wilmington Christian Academy computers. No use of non educational computer games, online chat rooms, etc. is permitted. **Parents and students must sign and adhere to a technology agreement.** If a computer is damaged, families will be responsible for repair or replacement. No personal devices may be used at school to complete assignments.

CUBBIES/DESKS/LOCKERS

WCA provides age appropriate student storage space for students. Cubbies, desks, and lockers are inspected by WCA staff periodically for cleanliness. Cubbies, desks, lockers and surrounding areas are to be kept clean and neat. Students are not permitted to open another student's cubby, desk, or locker. Students are responsible for intentional damages done to their own cubby, desk, or locker. The administration, or staff, reserves the right to check cubbies, desks, or lockers at any time. Students should not leave graded work in lockers, as this hinders communication with parents. If a combination lock is used by the student, a combination to the office must be provided otherwise the lock will be removed.

CODE OF BEHAVIOR/CONDUCT

In order to ensure spiritual and educational benefits for all students, each student will be required to conform to and obey WCA rules and regulations. Our primary objective is to develop a respect for authority and **self-discipline** on the part of the student. All students are subject to the authority of ANY staff member at ANY time on the school grounds during the school day or school functions. Students are expected to be courteous and respectful to all staff members, fellow students, volunteers, and visitors at all times. If students do not adhere to the WCA rules, please review the following disciplinary actions below.



The role of discipline is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property, so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at the Academy ought always to uphold the essential virtues established in the school's Mission Statement and professed in its curriculum.

The Academy recognizes that the good conduct of students in school promotes their education on campus. This requirement will also promote good behavior off campus and prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

DISCIPLINARY ACTION

When problems arise, disciplinary action usually proceeds as follows:

1st offense: Warning: (Policy Reminder)

2nd offense: Detention

3rd offense: SAP - Saturday alternative program

4th offense: Suspension

5th offense: Expulsion

To ensure uninterrupted learning, Wilmington Christian Academy maintains a policy of detentions with parental notification (via e-mail, phone call or copy carried by the student to be signed by the parent). The Academy's goal is to work closely with parents to uphold standards of courtesy, respect and helpful behavior. Students will ALSO be held accountable for any destruction of property, major infractions of policies, to include behaviors on and off campus. Student behavior, 24 hours a day, 7 days a week, whether on or off campus, that is immoral and/or illegal and therefore contrary to the mission, purpose, and goals of WCA is subject to disciplinary action.

DETENTION: The Academy notifies parents when a detention is required. The notification will include the date and time the student is to serve their detention. Detentions will be served after school on Thursday for a period of 45 minutes, unless otherwise scheduled by administration. Students are permitted 1 reschedule per semester. Any student who is subject to three (3) detentions during a nine week grading period will serve instead, a one (1) day of in- school suspension. Detentions start over at the beginning of a new quarter.

MINOR INFRACTIONS INCLUDE: Disruptions, attitude offenses, not following dress code, tardiness etc.

Minor infractions will be dealt with within the classroom; each teacher has established a classroom discipline plan for handling minor infractions. All staff will track infractions in their individual classes. Repeated minor infractions can end up in detention. Teachers reserve the right to skip steps if repeated minor offenses occur.

MAJOR INFRACTIONS INCLUDE: Lying, cheating, stealing, swearing, fighting, bullying, defiant behavior, making threats to other students, staff, or oneself etc. Any student displaying this behavior will be reported to the administrator. The administrator reserves the right to IMMEDIATELY implement the 4th or 5th step above in the event of a MAJOR INFRACTION (if he/she determines this is the best course of action.)

SUSPENSION: Infractions usually resulting in a suspension include but not limited to: lying, cheating, plagiarism, forgery, making threats to other students or staff, fighting, gross disrespect, abusive language including bullying and profanity, possession or use of pornography, destroying property, leaving campus without permission, false alarms, misuse of technology, and etc. Students may not attend class or school events, and students will have 2% removed from the final grade for each day suspended for the quarter.

EXPULSION: Infractions resulting in expulsion include but are not limited to: Possessing, supplying, or selling illegal drugs or paraphernalia, stealing, assault or battery, weapon possession on or off school property or at a school event, willful destruction of school or personal property, serious violations of any state, federal, or city ordinance, indecent exposure, fornication, other sexual immorality, repeated offense of suspendable infractions. Expulsion or Required Withdrawal may be warranted for a single major violation of WCA expectations or a pattern of non-repentance related to smaller violations, as determined by WCA administration. Expulsion is never considered lightly, for its consequences are devastating. The administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant. A student expelled or required to withdraw for disciplinary reasons from Wilmington Christian Academy is not eligible to apply for readmission within one full calendar year from the date of expulsion or



required withdrawal. Any student who is dismissed for disciplinary reasons from Wilmington Christian Academy, and who seeks re-admission after one full calendar year, must have completed an agreed upon restoration process and be approved for re-admission by an appeals committee consisting of the Board President, principal, and building leadership team member. If readmitted, the student will be placed on disciplinary probation until the appeals committee removes it.

Restoration Process Following Expulsion or Required Withdrawal Students who have been expelled or required to withdraw from Wilmington Christian Academy may have the opportunity of returning if they successfully complete a restoration process. For the restoration process to begin, the student and/or family must display a repentant heart. This process includes the establishment of specific criteria to be accomplished, a period of intense discipleship with a youth pastor or director from a Bible believing church that agrees with the WCA statement of faith, daily journal keeping that will be reviewed by selected school personnel, a period of disciplinary probation upon return to school, and any other conditions deemed necessary by the administration. The restoration process will be implemented on an individual basis. WCA reserves the right to deny admission, re-admission, or continued enrollment to any student, regardless of their completion or non-completion of restoration process components.

CONFLICT RESOLUTION

WCA upholds the Biblical pattern of conflict resolution according to Matthew 18: 15-17 and Galatians 6:1 purposing to always give a good report.

If in the event that a conflict/question/concern arises, we ask that you follow the procedure below:

1. Please contact your child's teacher via email. At this time, you may set up a conference or continue to talk via email until both parties are satisfied with the solution. Most issues can be resolved this way. If you do not feel like your question was answered or issue resolved, then
2. Please contact the school administrator. The best way to contact is through calling the WCA office to speak with him/her on the phone and/or set up a meeting. Again, if you feel you still need further assistance after completing this step,
3. Please contact the Board at the following email address: Board@wilmingtonchristiank12.com . They will contact you with further information.

Board meetings are held once a month on the 3rd Monday of each month at 6PM. (weather permitting) Holidays may change this schedule. Board meetings may be attended by parents/stakeholders at any time. (The Board does reserve the right to go into Executive Session, and when doing so parents/stakeholders will be asked to be excused during this portion of the meeting.) However, if you have a concern that you would like to speak with the board about, please follow the proper procedure so it can be added to the agenda to discuss:

1. Contact the Board (at the email listed above). Also submit a "statement of intent" which allows the Board members to know the reason for attending the meeting. The Board President will contact you to let you know the date and time of the board meeting that you may attend to address this matter.

APPEALS PROCESS

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

- 1) Intent to suspend/expel notice will be given to the student stating the reason(s).
- 2) An informal discussion with the student will be held by the administrator.
- 3) Parents will be notified immediately by phone when possible.
- 4) Parents will be notified in writing within 24 hours
- 5) The student/parent has the right to appeal the suspension to the Principal.
- 6) The decision of the School Administration is the final decision and may not be appealed.
- 7) In the event of an expulsion a hearing would be scheduled within 10 days of the incident. The expulsion hearing would include: student, parent, both administrators, and teacher representative.

ANTI BULLYING POLICY

What Is Bullying? (<https://www.stopbullying.gov/bullying/what-is-bullying>)



Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have **serious, lasting problems**. In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.
- **When and Where:** Bullying can happen anywhere at anytime (including social media)
- **Types of Bullying** There are three types of bullying:
- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
 - Spreading rumors
 - Attacking someone verbally, etc.
- **Social bullying**, sometimes referred to as relational bullying involves hurting someone’s reputation or relationships. Social bullying includes:
 - Leaving someone out of a group on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public, etc.
- **Physical bullying** involves hurting a person’s body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone’s things
 - Making mean, rude, or inappropriate hand gestures, etc.

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

Inappropriate “public display of affection” (PDA) between students, as determined by staff and administration, will not be tolerated. The staff that reported the PDA will meet with the student(s) and administration to resolve the issue. If the issue cannot be resolved at that time, a meeting will be set up with the parents, administration, staff, and student(s) to address the concern

DAILY OPERATIONS INFORMATION

RECESS

Children need and want time during the day to engage in self-directed activity. Recess is provided for exercise, games and conversation. When playing games, children are encouraged to include everyone who wants to participate. Children are not permitted to leave the designated area during recess.

An adult always oversees recess. Accordingly, children are not permitted in the playground area while waiting for school to begin or while waiting for rides following dismissal.

Students will be taken outside for recess when the temperature is 32 degrees or above. Under certain weather conditions, all children will be kept inside. A note from your doctor is required if there is a medical reason for your student to stay in from recess.

FOOD

WCA is unable to provide a food allergy free zone.



Students bring their lunch from home daily. No refrigeration is provided at the school so please include a cool pack for your student. Microwaves are available in the “common lunch area”. Each student is allowed 1 minute to warm up whatever food they would like. A 1 minute rule is implemented to allow every student who wishes to warm up food, time to do so. Staff operate the microwaves in grades K-3. Students in 4th through 12th are permitted to use the microwaves as needed during lunch. Careful use of the microwaves helps to prevent destruction of the microwave.

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times. Elementary students have a short food break once a day in the morning. Students in Grades 6th and above, with teacher approval, may have a short food break occasionally. When permission has been granted in a prior announcement, students may bring food for consumption during school events and activities that occur after school.

FOOD POLICY

Students at WCA are encouraged to eat healthy foods. Foods sold at lunches and fundraisers will provide healthy choices including salads, fruits, and vegetables. Families are encouraged to include healthy choices in packed lunches including fruits and vegetables. Fountain drinking water is available free to the students at any time, including snack and lunch time.

OFFICE HOURS

During the fiscal school year (the first day of school to the last day of school), the WCA office hours are as follows:
Monday thru Friday from 7:45 AM - 3:45 PM (Holidays, calamity days, and teacher in-service days may affect these hours.)

If in the event you email or contact the school via phone after 3:45 PM, your email/ phone message will be responded to the next business day, NOT that evening. If you email/leave a phone message on a Friday after 3:45, you can expect a reply on the following Monday. This is to ensure that our staff get quality family time in the evenings with their families.

During the months of June, July, and August there are no set business hours. Our staff will reply to your emails and messages in a timely manner.

HOLIDAYS

WCA celebrates holidays (Thanksgiving, Christmas, Easter) with a distinctively Christian format.

PARTIES

Birthdays need to be limited to a 15-minute time period and limited to snacks. Invitations to birthday off-campus parties may be passed out at school if **all students** in the class are invited. If all students are not invited, the invitations need to be passed out somewhere besides the school grounds. WCA is not permitted to give out personal information. Paper products should be provided by parents for any classroom parties. Supplies in the event center are purposed for lunch only please.

MESSAGES TO STUDENTS FROM PARENTS

Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends. Please send messages to the office before 2:45 so they may be communicated with your child in a timely manner.

LOST AND FOUND

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

PROHIBITED ITEMS

Any introduction of a weapon, an illegal drug, tobacco, vaping materials, alcohol, drug paraphernalia, or sexually explicit material will be treated as grounds for immediate expulsion. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

CELL PHONES/ELECTRONIC EQUIPMENT



Students must obtain permission for using the Wilmington Christian Academy's telephone.

Students DO NOT have permission to have or use cellular telephones during the school day, including field trips. If they are found they will be confiscated and given to the office, placed in a ziplock bag, labeled and will need to be picked up by their parents. Cellular phones and smart devices are to be kept in student lockers throughout the school day if brought to school. Students in CCP courses may use their cell phones for login access only when needed or permitted by their teacher. Students who are in after school activities will be permitted to use cell phones at the discretion of their coach/supervisor.

FIELD TRIPS: OFF-CAMPUS EDUCATIONAL AND CULTURAL PROGRAMS

The Wilmington Christian Academy considers off-campus education an important aspect in the total development of each student. Off-campus educational and cultural programs provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge and skills. Academy faculty and/or administrators are always included as chaperones on these trips. Whenever students are off campus on school sponsored trips, they are subject to the Academy's rules and are expected to observe the Academy's standards of politeness and civility. Parents or family members of both students and teachers may be invited to accompany any class or group of students on an off-campus program. However, adults should recognize that participation in these events will always include duties as chaperones assisting the teacher in maintaining general order among all participants. Families should not participate in these outings in any other way than as members of the Academy class or group involved in the program. Families **should not expect** teachers or Academy administration to provide the scheduling of transportation, etc. for the family but only for WCA student participation. Finally, teachers have final authority regarding the number of participants and chaperones. WCA siblings must first get permission from their teacher before attending another classroom's field trip. Though we encourage family involvement, group dynamics require respecting the other classroom's schedule and the other students who do not get to attend. A "Permission Form" must be signed for each field trip to include a signed waiver allowing the student to ride in the car of another parent/chaperone. Parents must have a current background check to transport students other than their own children. In some cases, parents may have a specific request for who they prefer their child to ride with. This must be included on the field trip form and approved by the office personnel.

VISITORS

All visitors, including parents, must report to and sign in at the front office prior to entering classrooms.

SCHOOL COLORS

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

SCHOOL DRESS CODE

The Wilmington Christian Academy dress code seeks to achieve a relaxed but neat appearance for our students to free them from fashion trends and peer pressure. Dress code infractions will result in a policy reminder for K-12 students for first offense. If infractions continue, the teacher will make a phone call home to discuss with the parent. After a parent/teacher phone call, if the infractions continue, the student will not be permitted to return to school until proper uniform attire is worn. Office staff MAY call home if the attire needs changed immediately. A parent may be asked to bring approved clothing to the Academy's office. Proper attire is required before a student may rejoin his/her class. Teachers are responsible to enforce the WCA dress code through the school's disciplinary procedures.

CLOTHING GUIDELINES

All clothing shall be neat, clean, appropriate, and in good repair. **No holes, rips, tears or frayed fringes.** Clothing must not be too tight or too short as per administrator's discretion. Appropriate Logos are permitted on the pocket area of a shirt provided it is no larger than the size of a credit card. No visible tattoos or body piercings, except for girl's earrings.

GIRLS

Foundational Garments: Solid navy, black, gray, or khaki slacks without cargo pockets or embroidery. No skin tight pants. Undergarments should not be visible. Belts are to be worn when needed. Walking shorts may be worn year round at the discretion of parents- same colors and styles as above, must be fingertip length or longer. Girls may wear solid colored black, navy, gray, or khaki dresses, jumpers, skirts, skorts must be fingertip length or longer. Leggings/Jeggings are not pants/slacks, and may ONLY be worn under a skirt/dress.

Socks/Tights/Leggings: Tights must be a solid color. Socks may be solid or appropriate patterned.



Shirts:

Solid color polo with a collar, oxford, or turtleneck shirt. Shirts with logos are permitted, but the logo must be no bigger than the size of a credit card. WCA logos are permitted on shirts. Shirts must have an even hem and meet specified length criteria: no longer than hip but yet long enough that stomach area is not exposed when arms are raised.

Field Trip attire: The teacher will identify field trip attire which may include a WCA logo t-shirt. If a student does not have a WCA logo shirt, the student must wear a school uniform.

Sweaters/Sweatshirts:

Solid color or WCA logo wear sweaters and sweatshirts (hoods must be worn off head), may be worn over the above mentioned shirts. Appropriate Logos other than WCA must be no larger than the size of a credit card.

Jackets: May be worn at appropriate times only – not during classroom instruction. If a student is cold, they may bring hoodies or sweaters.

Hats: Hats or caps are to be worn outside the building only.

Shoes: Shoes must cover the foot. Athletic shoes, dress shoes or boots are acceptable. Sandals are permitted. Flip-flops are NOT permitted. Athletic shoes are required for PE class.

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

Hair: Neatness, grooming and proper hair care receive the same attention as student dress at Wilmington Christian Academy. Hair shall be neat, clean, and well groomed. Extreme styles are not permitted such as unnatural coloring (blue, green, etc..)

WCA Athletes: Students who are participating in WCA Athletics may “dress up” better than dress code on game days. Dresses without collars and professional attire without collars are permissible on “dress up” days.

BOYS

Foundational Garments: Solid navy, black, gray, or khaki slacks without cargo pockets or embroidery. No skin tight pants. Undergarments should not be visible. Belts are to be worn when needed. Walking shorts may be worn year round at the discretion of parents- same colors and styles as above.

Shirts:

Solid color polo with a collar, oxford, or turtleneck shirt. Appropriate Logos are permitted, but the logo must be no bigger than the size of a credit card. WCA logos are permitted on shirts. Shirts must have an even hem and meet specified length criteria: no longer than hip but yet long enough that stomach area is not exposed when arms are raised.

Field Trip attire: The teacher will identify field trip attire which may include a WCA logo t-shirt. If a student does not have a WCA logo shirt, the student must wear a school uniform.

Sweaters/Sweatshirts: Solid color or WCA logo wear sweaters and sweatshirts (hoods must be worn off head), may be worn over the above mentioned shirt. Appropriate logos are permitted, but the logo must be no bigger than the size of a credit card. Any WCA logos are permitted on shirts.

Hair: Neatness, grooming and proper hair care receive the same attention as student dress at Wilmington Christian Academy. Hair shall be neat, clean, and well groomed. Extreme styles are not permitted such as unnatural coloring (blue, green, etc..)

Jackets: May be worn at appropriate times only – not during classroom instruction. If a student is cold they may bring hoodies or sweaters.

Hats: Hats or caps are to be worn outside the building only.



Piercings: Not permitted for male students.

WCA Athletes: Students who are participating in WCA Athletics may “dress up” better than dress code on game days.

CASUAL/JEAN DAYS

Occasionally, casual days will be given as per WCA Administration. Clothes must be modest, clean, and conforming to usual WCA skirt/dress length standards. Field trips may require outdoor wear. Parents will be notified on “Field Trip Permission Slip” form when these changes are to occur. WCA allows Wednesdays and Fridays as “Jean Days”. On these days, students may wear jean shorts or pants (that follow the length guidelines above). No tears or rips in jeans will be permitted. Wednesdays, students must also wear WCA logo shirt, WCA school gear, or uniform shirt with their jeans. Shirts with scripture or home church affiliation can be worn on Fridays. Athletes participating in school athletics may wear their in season jersey on Fridays. T-shirts must be worn under jerseys that are see through or have large arm holes.

PLEDGES

“Pledge of Allegiance:” At WCA we salute the American Flag because we love the free country God has given us. The flag is a symbol to remind us of our great nation and of our job to be good citizens. The Bible teaches that we should respect our country and its leaders.

Pledge to the United States Flag:

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

“Pledge to the Christian Flag:” The Christian flag represents our commitment to Jesus Christ, our Lord and Savior. The Christian Flag is a symbol of the sacrifice Christ made for us and of our dedication to acknowledge and preserve our Christian heritage.

Pledge to the Christian Flag:

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

“Bible Pledge:” We salute the Bible because it is God’s inspired Word written to us outlining His plan for our lives. The pledge is a statement of dedication to read, remember, and respond to God’s Word.

Pledge to the Bible:

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

DRILLS

FIRE

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom must turn out the lights and close the door. Students should then proceed to the back of the parking lot nearest their exit. They should stand silently while the teacher takes attendance. When the “all clear” is given, everyone returns to class quietly. In case of an actual fire, students will remain in a designated area on the Academy campus. If necessary the students will be transported to the evacuation site for family reunification. Parents will be notified through One Call Now, gmail and social media.

TORNADO DRILLS

When an announcement is made, all students should go quickly and quietly by class to the approved school location displayed in the classroom. Students will be told when to return quietly to their classrooms. In case of an actual tornado, students will remain in their



approved locations until they receive further directions. Parents will be notified of school status through One Call Now, gmail, and social media. A copy of the tornado emergency procedure with evacuation plan is posted in each classroom.

DISASTER/CRISIS DRILL

Because correct responses differ with each situation, our goal at all times is to protect the safety of our students and staff, to keep parents informed, and to prevent any unnecessary anxiety. Students are instructed to be quiet and alert to their teacher's/coordinator's instructions.

INCLEMENT WEATHER ANNOUNCEMENTS

If for any reason it becomes necessary to close, delay, or dismiss school early due to weather or any other emergency situation, we have several avenues of communication. The school utilizes One Call Now and email to send out weather delays and alerts. Because of busing, we generally follow the Wilmington City Schools weather calamity decisions. You can register for an automatic email or text alert at www.wilmingtoncityschools.com. Under the middle "Communication" column, you will see "Text and Email Alerts".

Wilmington Christian Academy reserves the right to make independent decisions regarding calamity days.

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

MEDICAL GUIDELINES

All students must receive the compulsory immunizations as specified by the Ohio Revised Code and have a physician's statement of good health on file with the office. Parents who are conscientious objectors to immunizations, must sign the "Immunization Exemption" form to be kept in the student's file. Parents can assist in the health program by meeting the immunization requirements on time, carefully observing children for signs of disease or sickness, and promptly forwarding statements concerning a child's sickness.

MEDICAL DISCLOSURE

It is the parent's responsibility to disclose any physical condition or medical condition needing a prescription or a certificate for drug use that may impair the student's judgement in an emergency situation or jeopardize a staff or another student's well-being. If a medical condition exists that could jeopardize the student, staff, or another student's well-being, a medical physician's waiver that validates a student's ability to perform academic tasks and emergency operations must be in a student's file upon enrollment.

ILLNESS

If a student needs medical attention, the school office will call the parent and follow the emergency medical form information. Parents/Guardians are responsible to report all phone numbers or address change(s) during the school year. Children who become ill in class will be sent to the school office for parental notification. Students must be "fever-free" without medication for 24 hours before returning to school.

Children who are deemed by a teacher or administrator to have, or to potentially have, a contagious illness will be isolated from other children and will be taken home by a parent. Please see the communicable disease chart below concerning when a student can return to school. The Wilmington Christian Academy is able to provide only routine first aid for children who become ill or injured at school.

MEDICATION

Non-prescription medication: Any non-prescription medication (allergy medication, Tylenol, cough drops, etc.) must be brought to school by a parent or guardian and given to office staff or the school nurse with the proper release form for staff to administer. Medication must be new and unopened and will be kept in the clinic-- Medication MUST be labeled with a child's name and frequency. Form must include student name, name of medication, time or frequency to administer. A phone call to the parent will take place before administering any type of medication. Office staff and/or administration ONLY are permitted to give medication.



Prescription medication: A written statement by your physician is required for prescription medication (asthma inhalers, etc) that need to be with the student or administered at school. This letter must be in the student’s file at the time of enrollment. The school assumes no responsibility for liability in association with administration of medications at school. All other prescription medications must be stored in the main office in the original container with all specific information for the child (name, dosage, frequency, etc.)

As per WCA’s drug free policy, medical causes (as per a doctor’s prescription) does not give credence to staff, volunteers, or students to disregard federal law, or to ingest or infuse/vaporize alcohol, tobacco laced with drug substances, illicit drugs, or cannabis during WCA school hours or events. Bloodstream levels must be without these substances during WCA school hours or WCA events. WCA Board Adopted July 31, 2016. In addition, WCA does not permit any vaping materials or drug paraphernalia at any time.

MANAGEMENT OF COMMUNICABLE DISEASES POLICY

Students **MUST** be symptom free for 24 hours before returning to school. We recognize the following as symptoms of a communicable disease:

- Fever of 100 degrees or over (auxiliary method) - If your child has a fever, **please** do not give them medication to cover the symptoms and then send them to school. They are still contagious.
- Diarrhea and/or vomiting two or more times in one day
- Persistent cough
- Care should also be exercised in cases of sore or swollen joints, nausea, chills, inflamed eyes, flushed face, earache, sore throat, or enlarged glands.

If a parent recognizes **ANY** of these symptoms at home, other arrangements need to be made for their child’s care. We recommend that students be checked by a physician. Students are **NOT** to be brought to school. In the event that any of these symptoms are evident when the child arrives at school, he/she will not be admitted to the classroom. If any of the above symptoms develop during the day, the parent or designated person shall be called and informed to make arrangements for pick-up of the child as quickly as possible. When a child is dismissed due to a communicable disease, they will be readmitted according to the following guidelines:

COMMUNICABLE DISEASE CHART

The Ohio Department of Health requires that students with the following conditions be excluded from school:

Chicken Pox	-excluded from school until all lesions are crusted over
Pink Eye	-excluded from school, may return 24 hours after medication has begun
Bronchitis	-24 hours after medication has begun and no presence of fever
Ear Infection	-24 hours after medication has begun and no presence of fever.
Fifth Disease	-student may return as physician directs or after fever has subsided for 24 hours.
Hepatitis A	-excluded from school until a physician’s note states a return to school date.
Hepatitis B	-excluded from school until the physician’s note states a return to school date.
Influenza	-excluded from school until symptoms are gone.
Impetigo	-may return to school 24 hours after treatment has begun and no drainage present.
Measles	-excluded from school until a physician’s note states a return to school date.
Mononucleosis	-excluded from school as the physician directs.
MRSA	-excluded from school until documentation of physician’s release to return to school.
Mumps	-excluded from school until a physician’s note states a return to school date.
Pin Worms	-excluded from school, may return 24 hours after medication has begun.
Rashes	-note from parent concerning cause. Students may be sent home if there is concern it is contagious or harmful to students. Physician’s note may be needed to return to school.
Ringworm	-excluded from school until treatment has begun and note from physician or parent stating treatment.
Scabies	-excluded from school until student and household contacts have been treated. Physician’s note required stating return to school date.
Strep Throat	-excluded until 24 hours after medication has begun if no fever is present. Fever reducers must not be used to cover sickness.

LICE POLICY - WCA requires that a student be excluded from school until he/she has been treated with an effective pediculicide and there are no lice or nits in the student’s hair. Parents will have their child checked by the Clinton County Health Department (111 South Nelson Ave. 937-382-3829) before returning to school.

STUDENT CLUBS AND ORGANIZATIONS



All student clubs may be formed with the permission of the WCA administration. All clubs/organizations must have an adult advisor approved by the administrator. Advisor's must have current background check and volunteer paperwork. All funds must be handled through the WCA school office. No money is to be spent without prior WCA office approval. Any parents or persons that would like to start an "after-school club", please see the administration for authorization.

STUDENT DRIVERS

Students driving to WCA must register their car with the WCA office. Students riding and leaving from WCA with another student must have parental written permission from both families in their file. If the student driver is the main transportation for another student, the driver must be listed on the rider's "Care Form." Students should park in designated areas. Student's will receive parking permits from the school office.

CLASSES FOR HOMESCHOOLERS

WCA's Homeschool Program allows homeschooled students to enroll in WCA courses as classroom size allows and Ohio law dictates (51% of instruction must be done at home). As per the "Tuition Schedule", students are charged the registration fee and a course fee. Students will receive a standard WCA report card, but a permanent record of course work will not be maintained by WCA. Menu students are not officially WCA students. Menu students are responsible for all WCA behavioral, attendance, and academic guidelines, as outlined in the student handbook, while attending classes.

FUND RAISING

WCA has various fundraising programs throughout the year. These will be organized by the PTF chairperson and approved by the Board. Please contact the front office for the PTF contact person.

VOLUNTEERS

Volunteers play an important and appreciated role at WCA. To volunteer for an ongoing position in classrooms, office, or another school activity, Volunteer paperwork must be submitted. ODE rules for background checks apply. FBI and BCI background checks must be completed and sent directly to WCA. In order to transport students for an off campus event a background check must be completed, unless a parent has given written permission for their child to be transported by a specific volunteer.

HIGH SCHOOL

Please see "High School Addendum" for more information.

TECHNOLOGY USE AGREEMENT

Every student who will use technology at school is required to have a signed parental consent form on their application. Student technology learning and use increases with each grade level.

Some common tools that your children may encounter and use are, but not limited to:

- Blogs: A blog is a website where student work can be published online.
- Google Apps: An online suite of productivity and digital tools.
- Podcasts: A podcast is a digital audio file that is distributed over the Internet for playback.
- Videos: A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voice overs and music.
- Gmail: Students will have a WCA assigned email address. This email address is to be used for communication with WCA staff, including the submission of assignments. Students' email accounts are subject to search at any time, for any reason, by WCA staff.
- Social bookmarking: Social bookmarking is a way for Internet users to save, classify, and share websites. If you do not give your child permission to use these web tool applications, an alternative assignment will be provided.



The Wilmington Christian Academy encourages students to learn to use its computer and technology resources, including the Internet, in a creative and productive way. However, there are limitations on how these resources may be used. With this in mind, Wilmington Christian Academy wishes to make sure that all users understand the following:

Ownership Information: WCA laptops are property of WCA. Laptops are subject to search at any time, without advance notice, to ensure that they are being used for educational purposes. Laptops will be monitored.

Prohibited Use: Some examples of prohibited use are (this is not an exhaustive list):

- Attempting to download or play games.
- Non classroom related searches.
- Inappropriate backgrounds of your assigned laptop.
- Using the computer during instruction time for reasons not approved by the teacher.

Storage of WCA ipads and Chromebooks: Chromebooks and chargers must be stored in approved places. Chromebooks should not be left in a teacher's room without the teacher's permission. If the Chromebooks are left in an unapproved area, the student may be issued a detention. Repeated offenses could result in loss of Chromebook privileges. K-8 student devices are stored in carts or towers in the teacher classrooms or computer lab.

Transportation of Chromebooks off School Grounds:

*K-6 students will not be taking student Ipads/chromebooks home.

*7th-8th students are assigned Chromebooks and may sign out their Chromebook to complete school work at home.

*9-12th students are assigned Chromebooks and may be taken home for school work.

The technology agreement remains in full effect while the Chromebook is being used at home. Damage of the iPad or Chromebook: Students are responsible for any lost technology devices and/or equipment, damage caused to the device or equipment, whether it be intentional or by accident.

USES MUST BE LAWFUL AND INOFFENSIVE

1. Users of WCA systems must not be false, unlawful, offensive, or disruptive.
2. No use shall make rude or hostile reference to race, age, gender, sexual orientation, political beliefs, national origin, health, or disability.
3. Copyrighted or licensed information shall be used only with full legal right to do so.
4. All uses of WCA systems, including the Internet and E-mail, must reflect the WCA image. Uses of WCA systems do not all have to be formal, but they must be professional in appearance and tone.
5. Viewing, creating, sending, or receiving any pornographic (or other objectionable material) will result in severe disciplinary action as per administration.

Printing: Students will not be allowed to use WCA printers or copiers to print their assignments.

STUDENT INFORMATION

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Cyber bullying will not be tolerated.
- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether or not they can use it, they should request permission from the copyright owner.
- All use of these tools must be used in accordance with acceptable use even if the student does the work outside of school on your own device.



PARENT INFORMATION

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA): The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked. <http://fcc.gov/cgb/consumerfacts/cipa.html>SMS

Children’s Online Privacy Protection Act (COPPA): COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. <http://www.ftc.gov/privacy/coppafags.shtm>

Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the right to review student records. WCA does not disclose student information.

• The school will not publish confidential education records (grades, student ID #, etc) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

• WCA does not disclose general directory information about students. Parents have the right at any time to investigate the contents of their child’s email or web tools. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

POLICY VIOLATIONS

WCA will review alleged violations of policy and procedures on a case-by-case basis. Violations of the policy will result in referral for disciplinary action as appropriate.

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WCA HIGH SCHOOL ADDENDUM

HIGH SCHOOL

All information in the WCA “Student/Parent Handbook” applies to all enrolled students. Additional information for high school grades is contained in the “High School Addendum.”

ENROLLMENT

Enrollment as per WCA “Student Handbook” for all students.

HIGH SCHOOL STUDENTS TRANSFERRING TO WCA

In addition to regular registration, after the registration forms are returned, an interview is required for students transferring into the WCA high school before enrollment is complete. The interview must include one parent, the student(s), the WCA administrator, and a WCA high school staff member and/or WCA board member. Placement tests may also be required. Admission will not be complete until all high school records, complete with the last semester’s grades, have been transferred to WCA. Any erroneous information given on the application concerning a student’s background, grades, or discipline issues, will be considered fraud (unless it is a typographical error) and the student will not be admitted.

HOMESCHOOL TRANSFER STUDENTS

Home school students wishing to transfer credits to WCA must provide current high school transcripts signed and dated. A copy of the Notification of Intent to Homeschool and the district’s Notice of Excuse from Compulsory School Attendance received during the previous year must be provided. Students transferring from a homeschool will be given a placement test.

ENROLLMENT

There are options for enrollment at WCA:

1. Full-time enrollment on the WCA campus.



2. Credit-Flex enrollment: Offered to full-time WCA students, per ODE guidelines.

3. College Credit Plus: Full-time WCA students are offered the College Credit Plus option. The students take other core classes at WCA, including required Bible classes for each year they are enrolled.

4. Home educated students are permitted to select “cafeteria” style classes as space and class size permit. Students must still complete WCA’s enrollment process. Tuition will be adjusted to actual classes taken at WCA. Students taking cafeteria-style classes are required to follow guidelines outlined in the Student Handbook. Cafeteria-style students receive a transcript of course work at WCA, but are not eligible to receive a WCA diploma.

EARLY GRADUATION

If a student desires to complete ALL the high school graduation requirements per ODE at the end of their junior year, a written notice and decision must be submitted and approved by the WCA administrator by the *beginning* of the said junior year.

INDEPENDENT STUDY

High school class credit can be given for independent study if the class meets ODE and WCA requirements and the student has written permission from the WCA administrator BEFORE the class is taken. See also page 8 about “Credit Flexibility.”

HIGH SCHOOL CREDIT

Credit is calculated by the year for year-long classes and by the semester for semester courses. There is no partial credit for completing a semester of a year-long class.

TRANSCRIPT REQUESTS

Transcript/record requests require a minimum of 48 hours written notice.

GRADE POINT AVERAGES

1. WCA High School students will have their grade point averages (GPAs) computed on the following schedule:

Freshman: end of year

Sophomore: at the beginning of year only

Junior: at the beginning of year

Senior: at the beginning of year and after 1st semester. Final GPA's are based on the end of the senior year.

2. GPAs are computed with final grades, i.e. final semester grade for semester-length classes or the final grade for year-long classes.

3. Wilmington Christian Academy will compute and report a transfer student's GPA based solely upon their work completed at WCA or through College Credit Plus courses taken as a WCA student. Transcripts from previous schools will be released with a transcript from WCA.

4. Valedictorian and Salutatorian positions:

To have “Valedictorian” status, a student must qualify minimally with “honor” status at WCA.

To have “Salutatorian” status, a student must qualify minimally with “merit” status at WCA.

ACADEMIC PROBATION

Students may be placed on Academic Probation per guidelines stated in the current Student/Parent Handbook.

All students taking courses or playing sports at WCA must meet academic performance standards, as outlined in the handbook, in order to continue participating in school sponsored extracurricular activities. This includes athletics, student clubs or organizations, programs, etc.

COURSES FAILED

Students who earned a final course grade of an “F” fail that course. Students who fail the following courses must make them up before proceeding to the next higher course: English, Mathematics, Foreign Languages, and Science. Students who fail English or Math should take the class during the summer. The student’s GPA will be recalculated to reflect the successful course completion. If a student fails a required class for graduation as a senior (i.e. Government, English 4, etc.), the student may march with his/her class, but will not receive



a diploma until the deficiency has been fulfilled. Students may not march at graduation if they lack more than 1 credit needed for graduation.

GRADING SCALE

The following scale has been adopted by the Ohio State Board of Education for use in calculating a student’s grade point average.

A+, A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

A Guide to College Credit Plus for Students & Families

Ohio’s new College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free.

Your high school may have an agreement with a local college for specific courses, however, you can choose to take College Credit Plus courses from any college that offers a course that would benefit your future. This could include online courses.

Please call WCA or go to the ODE website for more information. <https://www.ohiohighered.org/ccp>

College Credit Plus

WCA offers the College Credit Plus option to students who are enrolled full-time at WCA. As per ODE post secondary guidelines, students take the remainder of the core classes needed for that academic year at WCA. It is the family’s and student’s responsibility to partner with the college staff concerning all class work, grades, attendance. Grades and credit earned in College Credit Plus are entered into the student’s high school transcript with note that it is college level work. It is the responsibility of the family to provide transportation and to understand the ramifications (pros and cons) of post secondary options.

College Credit Plus Grades: College classes taken will receive the letter grade assigned by the college on the WCA transcript. Pass/Fail classes will receive credit but will not factor into the GPA .

College Credit Plus High School Credit: A one semester (3-hour) class equals 1 Carnegie Unit.

GRADUATION

Students must be enrolled full-time at WCA to receive a WCA diploma.



WCA follows ODE standards for graduation. Please refer to the Ohio Department of Education website for current graduation requirements.

WCA adds the following requirements for graduation:

Bible	4 units (one for each year of high school completed at WCA)
Foreign Language	2 units (fulfills 2 ODE required elective credits)

GRADUATING WITH MERIT

1. Maintain above average attendance for grades nine through 12 (compared to a rolling four-year state average).
2. Demonstrate outstanding achievement in the curriculum as evidenced by earning the equivalent of an overall grade point average of 3.50 on a four point scale for grades nine through 12.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures approved by the WCA administrator.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria approved by the WCA administrator.

GRADUATING WITH WCA HONORS

Students must meet the WCA “merit” requirements but additionally have a 3.7 GPA on a four point scale for grades 9-12.

GRADUATION CEREMONY

WCA students who have fulfilled the minimum requirements for graduation may participate in the WCA graduation ceremony. Home schooled students who meet graduation requirements and are registered in a minimum of at least one (1) class with WCA are invited to participate in the graduation ceremony, though they will not receive a diploma from WCA. Caps, gowns, tassels, and diploma covers are purchased at the expense of the graduate’s family and must comply with the WCA graduation attire.

GRADUATION ATTIRE

WCA graduation caps and gowns are maroon.
Tassels are gold.
Merit achievers receive white cords.
Honor graduates receive gold cords.
National Honor Society members receive a sash.

Cords are provided by WCA.

Students are asked to wear WCA Dress Code standards or better.

NATIONAL HONOR SOCIETY (WCA Chapter Membership Pending)

Full-time WCA students meeting requirements are eligible for the National Honor Society (NHS). Requirements for membership set by the National Honor Society. Homeschoolers are not eligible for the WCA National Honor Society Chapter. National Honor Society is more than just an honor roll. Each Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of: Scholarship, Service, Leadership, and Character. These criteria for selection form the foundation upon which the organization and its activities are built. After meeting qualifications, student/family is responsible for the one-time membership fee paid to NHS.

CREDIT FLEXIBILITY

Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students, with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. It includes a plan that enables “*students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.*”

The information about “credit flexibility” is available on the ODE website:



<http://www.education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1864&ContentID=82751>

CREDIT FLEXIBILITY QUALIFIERS

All WCA high school and accelerated students are qualified to use credit flexibility with the below qualifiers:

1. Students must be determined to be capable of being able to complete the work in the CFP in the manner specified in the CFP to earn the credits.
2. Student must follow ODE guidelines.
3. Student must follow WCA standards.

□