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**WELCOME TO THE WARNER FAMILY**

Welcome to Warner Christian Academy. As we assist you in providing a Christ-centered education for your children, let us strive to maintain a cooperative relationship between the home and the school. As children see their family and school working together, only then can the task of education be successful.

This handbook has been compiled to assist you in obtaining basic information regarding the school year and life at Warner. An index and table of contents are provided to direct you in quickly securing information related to such details as school dress, absence procedures, finances, discipline, etc.

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## ACCREDITATION

Warner is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). All full-time faculty above the preschool level have college degrees and are certified by ACSI and/or the state of Florida. For professional improvement and enrichment, teachers are required to earn Continuing Education Units (CEUs) on a regular basis as life-long learners. All WCA faculty and staff are born-again Christians and actively involved in a local Bible-believing congregation.

## HISTORY OF WARNER CHRISTIAN ACADEMY

Warner Christian Academy began as a vision of White Chapel Church of God **Pastor, Dr. Maurice Berquist**. He desired a school that would provide a Christ-centered education to as many children in Volusia County as possible. One of Dr. Berquist's goals for the school was to train up 1000 Christian leaders to send out into the world.

In September, 1971, the doors to the first grade opened in the original wooden church building and soon thereafter a Day Care Center was added. It was painted red and called "The Little Red School House". That first year Warner Christian Academy, which was named after the founder of the Church of God Reformation Movement (Anderson, IN), **Daniel S. Warner**, had 20-30 day care children and nine first graders. **David Black** was the first principal, and his wife **Martha** served as the first teacher. Originally the plan was to add a grade each year, but in response to the community demand the school expanded through grade nine with 228 students in 1972. By 1973, Warner had 440 students, new classroom buildings were completed and the athletic program was added. There was a very deep feeling of commitment by all those involved in this new Christian ministry and outreach for Daytona Beach. During the mid-1970s, the drive-in theater located south of the church-school campus was purchased to provide for the growing high school and athletic program.

After pastoring for 20 years at White Chapel, **Pastor Berquist** accepted the call to a new ministry. **Rev. R. Dale Whalen** followed in leadership. He was instrumental in the growing efforts of our present day care facility in 1980. **Pastor Whalen** also initiated the development of the secondary facilities in 1981. At that time, enrollment was nearly 1,000 and the need for larger facilities was evident. After the arrival of **Pastor A. Marvin Cain**, the students, faculty, and staff all helped to move into the secondary building in January 1986. **Mr. Renwood Bruning**, Headmaster from 1985-1990, also initiated our first mission trips to St. Kitts and Nevis.

**Pastor Roger Stamper** served as President of WCA from 1989-1991 until **Dr. Russell L. Richards** arrived to become the new Headmaster in 1991. Pastor **Kerry Robinson** filled the position of President of WCA during his pastorate at White Chapel Church of God from January 1991-1996. The memorial gazebo was erected during this time. In 1997, **Rev. Tommy Dove** became Senior Pastor and President of WCA. He brought **Dr. Sam Smith** on board as Headmaster in 1998. Dr. Smith expanded our NILD Discovery program. Our present Superintendent, **Mark W. Tress**, arrived in 2008 to assume leadership of WCA along with Pastor **Steve Birch**, Senior pastor of WCCG. The Virtual Center became a reality in 2009 under Mr. Tress' leadership.

We thank God for His faithfulness in providing students, teachers, staff and the necessary finances during these years. We look forward, with great anticipation, to the way in which He will direct the expanding outreach and the continuing growth of Warner Christian Academy.

## STATEMENT OF FAITH

*We believe...*

- The Bible to be the inspired and only infallible authoritative Word of God (2 Peter 1:20-21).
- There is only one God, eternally existent in three persons: The Father, Son, and the Holy Spirit (Jude 1:24-25).

- In the Deity of the 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 (John 17:1-3; Romans 1:3-4; Philippians 3:10-11).
- That people are sinful by nature and that regeneration by the Holy Spirit is essential for salvation (Romans 3:23).
- In the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life (Acts 24:14-15).
- In the resurrection of both the saved and the lost. Those who are saved unto eternal life, and those who are lost unto eternal damnation (Galatians 6:10).
- In the spiritual unity of the believers in our Lord Jesus Christ (John 17:11).
- In the creation of man by the direct act of God (Genesis 1:26-27).
- That the church is the body of believers with the mission of preaching and teaching the Gospel of salvation to the world (Matthew 28:19).
- That marriage is a holy union between one man and one woman as ordained by God (Matthew 19:4-6).

#### THE WARNER VISION

Warner Christian Academy's purpose and philosophy are based upon a Christian worldview holding that God is the Creator and Sustainer of the universe, the ultimate reality and the source and essence of all goodness and truth. God has revealed Himself through nature, circumstances of human life and history, but most explicitly through His Son, JESUS CHRIST, as revealed in Holy Scripture, the Bible. The highest good is realized in the exercise of His will and on the part of man in conformity to that will (John 3:16).

The ultimate objective of Christian education must be to help young people realize their full potential as human beings in God's perfect will for their lives. Each student must be helped to become the "perfect," that is, whole, complete or fully equipped person in Christ. Accomplishing this objective involves witnessing to and winning the lost child to Christ, providing for intellectual growth and development through academic studies, providing opportunities for social activities consistent with biblical, moral and spiritual values, and providing for wholesome physical exercise and development (II Timothy 3:16-17).

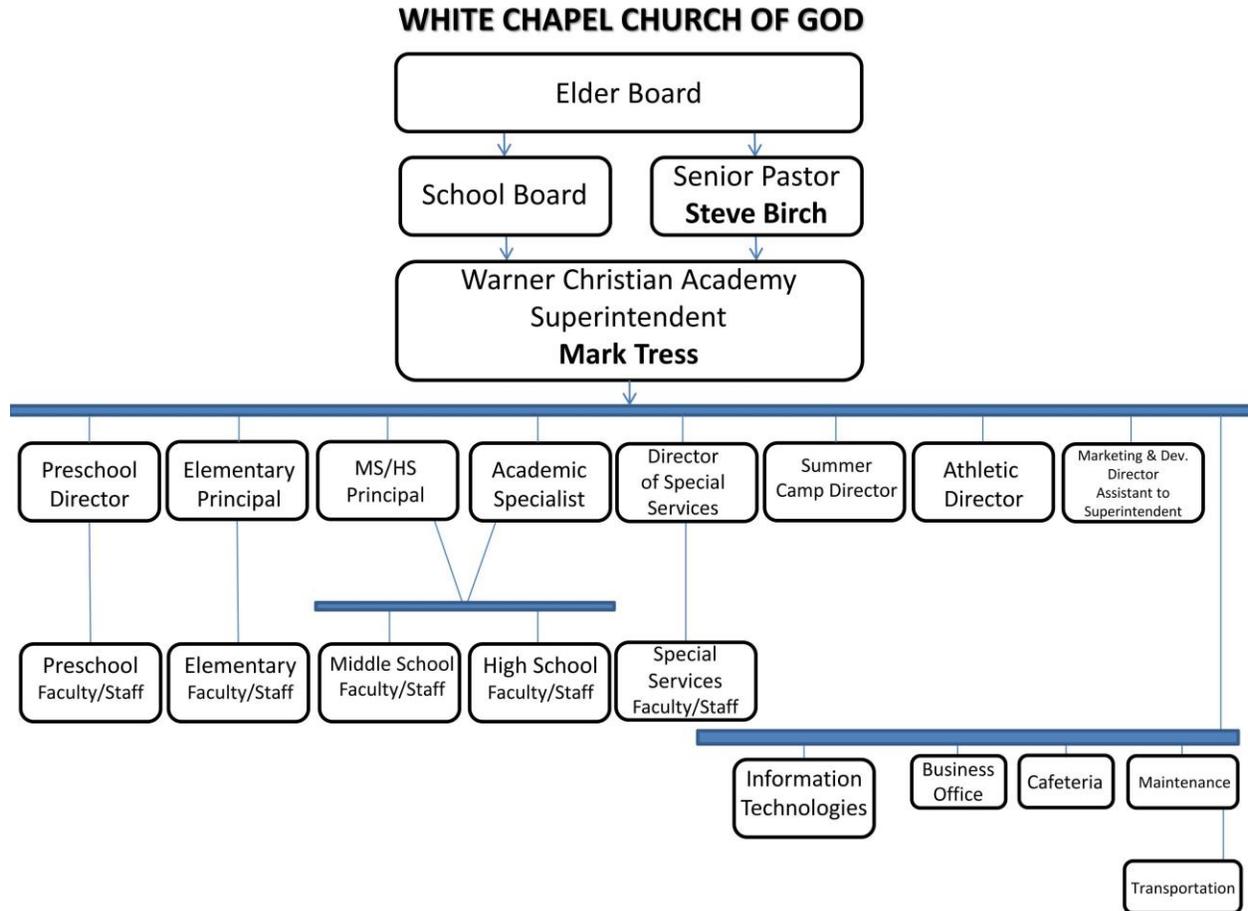
As ultimate reality and truth, God sets standards by which value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word; therefore, Christ and the Bible must be central to every subject or activity. This means that the biblical viewpoint must permeate the entire school program, including curriculum, co-curricular activities, athletics, business and the interpersonal relationships of all those associated with the school (Colossians 3:17).

A Christian teacher with a Christian philosophy of education teaches science as God's creation, geography as God's handiwork, history as God's dealing with nations of the world, mathematics as a glimpse of God's orderliness and absolute truth, physical education and health as our responsibility in caring for God's temple, music and the arts as God's beauty and tools for worship, and reading skills as an opportunity to understand God's Word. All of this will help the student relate to everyday living and contribute a positive influence for JESUS CHRIST (Colossians 1:17).

WCA joins with parents and the church in partnership to help train and develop children to realize their fullest potential as God's creation. Warner attempts to meet its responsibility in this partnership by providing a quality education that emphasizes basic skill mastery to equip each to be a contributing, functioning adult in today's society. It seeks to maintain a Christ-centered, spirit-controlled, Bible-based, pupil-oriented environment. Discipline is developed within the framework of biblical precepts, including emphasis on love of country and respect for others. It is believed that the consistent implementation of this philosophy will provide for the optimum spiritual, academic, social and physical development for each. Warner requires all teachers and staff to be committed, born-again Christians (James 3:1).

## ORGANIZATION

Warner Christian Academy is an integral part of the ministry of White Chapel Church of God and operates under its constitution and under applicable state and local school policies. A Governance Board comprised of members of White Chapel meets regularly; and although not involved in daily school operations, employs the Senior Pastor to whom the WCA Superintendent reports.



## ADMISSIONS

WCA has four school divisions: Preschool (K2–K4); Elementary (K5-5); Middle School (6-8); and Senior High School (9-12). **WCA believes that a constructive working partnership between the school and parents or guardians is essential to the accomplishment of the school's purpose.** The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student, parent, or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its purposes.

### RETURNING STUDENT ADMISSIONS

To maintain enrollment status, qualifying students may pre-enroll each spring. At the conclusion of the pre-enrollment period, the privilege to reserve spaces cannot be guaranteed.

Students are evaluated at the end of each year for eligibility to re-enroll. Academic progress and discipline are the major criteria administration uses in this evaluation. An outstanding tuition balance or poor payment history may cause a family to be ineligible for re-enrollment.

## ACADEMIC POLICIES

**GENERAL ACADEMIC PHILOSOPHY:** Our academic program has been constructed to enable students of average or above-average ability to learn and grow intellectually. The **teachers' responsibility** in the learning process is to plan and prepare carefully the material to be learned. Teachers will present material in an interesting, positive manner, attempting to motivate and excite students and integrating scripture and spiritual principles into the lessons. Finally, teachers will hold students accountable for learning the material by testing or evaluating in some form. The **students' responsibility** is to be present and attentive in class, maintaining an open mind and willing spirit toward the subject and the teacher. Students are to complete faithfully all assignments on time and to prepare diligently for tests or other types of evaluations. **Parents are responsible** to support teachers and to help students by providing for a study time at home, helping with homework as needed, keeping in touch with teachers if there is a problem, and holding their children accountable for performance at school.

**CURRICULUM:** We select curriculum that best meet the need for quality academics, realizing that all secular sources of information are supplemented in scope and context by Christian instructors. In grades 9-12, the course offerings have been developed to provide a college preparatory curriculum for students who meet the requirements.

**GRADE LEVEL CLASSES:** Grade level classes are offered for students of at least average ability in all major subject areas, Bible, and electives. Classes are designed to meet the needs of college-bound students.

**FLORIDA VIRTUAL SCHOOL CLASSES:** Middle School students may be eligible to enroll in FLVS classes through WCA with administrative approval.

**WARNER VIRTUAL CENTER:** The Virtual Learning Center is using 21<sup>st</sup> century technology with a Christian curriculum and teachers to provide students with a positive learning experience while working towards a standard high school diploma.

The purpose of the Virtual Center (VC) is to provide an optional setting for students with scheduling needs and diverse learners that need an alternative learning environment to be academically successful. The VC uses a computer-based education curriculum (Switched on Online, Alpha & Omega publications). Each subject is divided into units (10 representing a year's work). Each unit consists of lessons, quizzes, projects and tests. Each piece of the unit is assigned a due date that is set to keep the student on track to finish all work during the grading periods.

The VC provides interaction between teachers and students. Teachers assist students with lessons as necessary and provide small group instruction for core subjects. The VC is by invitation only from Administration in cooperation with parents and students (grades 7-12).

**DISCOVERY PROGRAM:** WCA's Discovery program, associated with the National Institute for Learning Development ([www.NILD.net](http://www.NILD.net)), is dedicated to meeting the needs of students identified with a learning deficit. Generally, students in Discovery have average and above average abilities yet have difficulty with academic performance. The Discovery Program is a cognitive educational therapy that works to remediate specific processing deficits that have been identified through academic and cognitive testing. This program provides individual educational therapy for students during the school day with a trained educational therapist.

Students with diagnosed learning deficits can be given accommodations and/or modifications in their classroom instruction (modifications, a change in curriculum, will be denoted on transcripts). Modifications are only available through eighth grade.

**TEXTBOOKS:** All textbooks are the property of Warner Christian Academy; however, the safekeeping of assigned books is the students' responsibility. **Hardback books are required to be covered for the school year with non-permanent paper or cloth covers. Contact paper is not acceptable.** Students who damage or lose books will be responsible to cover the cost of the repair or replacement. *Once a lost book is paid for, a replacement book will be issued.*

**MEDIA CENTER:** Use of the center will be supervised by classroom teachers or the librarian. Some reference books will be available for one-day check out. Students will be fined for overdue books. (Days absent or school vacations will not be fined). Students will not be able to check out books until their fine is paid. Books must be returned by 3:10 on the due date.

**CLASSWORK:** Parents are encouraged to take an active interest in student learning. When questions regarding academic progress arise, they are to be directed first to the teacher. The Principal may then be contacted if further intervention is necessary.

**HOMEWORK:** The purpose of homework is to reinforce skills that are being taught in the classroom. Completing assignments and submitting them as directed by the teacher is vital to academic progress. Except in extenuating circumstances, late homework will receive 50% credit and will still need to be made up. **“On time”** means at the beginning of the class in which it was assigned. **When it is necessary for students to be absent for an extended period, parents should call the secondary office and request that homework assignments be made available.** The assignments can be picked up at the end of the day in the secondary office if requested by 8:30 AM. It is the student’s responsibility to turn in make-up work upon their return to school. The classroom teacher will determine the due date for all make up work.

**HELP SESSIONS:** Teachers will be available at least one afternoon each week to help students after school. Parents or students may request a help session, or the teacher may require that a student stay for extra help. **If required to attend, students may not be excused from help session for athletic practices.** However, teachers will work around games that conflict.

**CLASS CHANGES:** Elective class changes are not available for middle school students.

**STANDARDIZED TESTING PROGRAM:**

WCA maintains a testing program as follows:

- ADMISSIONS TESTING
- ACHIEVEMENT TESTS: A nationally standardized achievement test for grades 6-8.

If you suspect your child may have a learning disability, contact the Academic Advisor or the Director of Special Services.

**GRADING SCALE**

**SCHOLARSHIP**

A = 90-100 Excellent  
B = 80-89 Above Average  
C = 70-79 Average  
D = 60-69 Below Average  
F = 0-59 Failing  
I = Incomplete\*\*

**CONDUCT AND EFFORT**

O = Outstanding  
S = Satisfactory  
IB = Inconsistent Behavior  
I = Shows Improvement  
N = Needs Improvement  
U = Unsatisfactory

\*\*Incompletes (“I”) received on a report card must be taken care of no later than two weeks after the report card is issued. Failure to do this will result in an “F” in that course for that quarter.

**CREDIT / POINT SCALES**

Each full-year course successfully completed with a passing grade for the year (D) earns one unit of middle school credit. Each passed semester course earns one-half unit of middle school credit. Grade point averages are computed as follows:

**REGULAR CLASSES**

A = 4 Points  
B = 3 Points  
C = 2 Points  
D = 1 Point  
F = 0 Points

**HONORS CLASSES**

A = 5 Points  
B = 4 Points  
C = 3 Points  
D = 2 Points  
F = 0 Points

**DEAN’S LIST:** Students will be eligible for the Dean’s List with A’s in all subjects and no U’s in conduct.

**HONOR ROLL:** Students will be eligible for the Honor Roll with A’s and B’s in all subjects listed and there must be no U’s in conduct.

**INCOMPLETE GRADES:** If a student has been absent for an extended period of time or has not fulfilled the required coursework, an Incomplete ("I") grade may be given on the report card. Incomplete work must be finished within two weeks of the issuance of the report card. If this is not done, the "I" becomes an automatic "F" for the quarter. If the "I" is assigned at the end of a school term, it automatically becomes a failure at the end of two weeks. In unusual hardship cases the teacher may get permission from the Principal to give an extension of time. **It is the student's responsibility for completing the work on time.**

**PROMOTION STANDARDS:** In grades 6–8 a student must pass each class with a minimum grade of "D" and have a 2.0 GPA to promote to the next grade level. Due to the foundational nature of mathematics, returning students earning a final course grade lower than a "C" will be required to attend summer school/summer tutoring. Bible is required at Warner Christian Academy, if a student fails Bible, he/ she must make it up.

**SUSPENSION GRADING PROCEDURES:** When a student has been suspended, there may be a 50% academic penalty applied to all work (including tests) that is to be made up for suspensions of two or more days. Work not submitted on time as designated by the teacher or administrator will receive a zero percent.

**ACADEMIC PROBATION:**

The purpose of Academic Probation is to assist current students in identifying and overcoming academic difficulties. Students who fail any core academic class, or who earn less than a 2.0 may be placed on **academic probation. Academic probation may result in the loss participating in extracurricular activities, including but not limited to athletic practices and games, program participation such as band and drama.** Failure for the student and parent to work cooperatively in pursuing the Academic Probation Plan would be considered grounds for possible dismissal.

New students who have been accepted on Academic Probation will have an APP.  
It is the parent's responsibility to ensure the scheduling of and student attendance at help sessions.

**SUMMER SCHOOL:** The purpose of Summer School at WCA is for course completion, fulfilling online course requirements, or making a grade replacement for classes taken in the previous school year. A fee will be required for course replacement. Summer school is run through the Special Services department in the Virtual Center on campus. Off campus options for summer school may be available upon request.

**TRANSCRIPTS:** It is the policy of the school not to release official transcripts or records directly to students or their parents. When transferring to a new school, WCA requires a written release to mail all cumulative records directly to the next school. A transcript will not be released unless all financial obligations are current.

**PARENT/SCHOOL COMMUNICATION**

**GRADE REPORTS:** Electronic grade reports are available at the end of each nine weeks (See web calendar for dates).

**RENWEB:** RenWeb is an Internet-based school management system that embraces the various needs of administration, staff, teachers, students and parents. RenWeb's Parents Web is a private and secure website that allows students and parents to view information such as attendance, daily grades, progress reports, homework, missing assignments, school calendar, family directory, teacher websites and other useful school information.

**PARENT ALERT:** In an effort to improve communication between parents and WCA, we have instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late starts. This service may also be used from time-to-time to communicate general announcements or reminders.

**PARENT CONFERENCES:** A parent- teacher conference day is scheduled after the first quarter to discuss your child's academic progress. If at any time you wish to talk to a teacher, please call the office and leave a message for the teacher or e-mail the teacher on RenWeb to schedule an appointment.

**ACCESS TO OFFICIAL STUDENT RECORDS:** Official student records are ultimately the property of Warner Christian Academy and consist of the following: attendance records, grade reports, transcripts, ability and achievement data, psychological and other test results, and discipline records.

The following persons are entitled to access official student records: authorized school personnel who are working with the student; biological and adoptive parents (including non-custodial parents, unless a court order prohibiting access is on file at the school); legal guardians; those with a signed letter of authorization from a parent/guardian or from a student at least 18 years of age.

Requests for copies of official student records will be honored within a reasonable time. There may be a fee charged for this service.

## ATTENDANCE POLICIES

Regular attendance is required for all students. **Regular attendance is defined by the laws of the State of Florida as the actual attendance of a pupil in the class or on an educational trip that constitutes part of the school-approved instructional program.** Parents are responsible for the child's school attendance; and whenever their child is absent, they must provide a **signed note explaining the cause** of the absence.

Students are permitted 10 absences in each class per semester. Unless a note from the attending physician or a court document is presented explaining the reason for the absence, the student will fail each class where absences exceed the 10 day limit.

**Only waived absences will not be counted in the total 10 days. Both EXCUSED and UNEXCUSED absences will be counted in determining a student's academic standing in each class.**

When a student reaches **15 absences, for any reason other than a court appearance or waived medical reason**, in any class, an **Attendance Review Committee**, consisting of the Principal, Academic Specialist and two teachers, may review the student's status. They will determine whether WCA is the appropriate program for providing the educational support that this student needs, given their current attendance issues. In addition, they will establish parameters which must be followed for that student to remain at WCA.

Please use the following guidelines in determining your child's standing in regards to attendance and academics:

### WAIVED:

- Court excused, medical or dental excused and/or up to two college visits for juniors and seniors. For excuses to be **waived a court document or doctor's note must be submitted to the high school office.**
- A waived absence will not be counted toward the 10 absences permitted prior to failure of a class.
- The classroom teacher will determine the due date for all make up work. Work will receive full credit if completed within this guideline.

### EXCUSED:

- Illness, emergency family situations and other legitimate causes as determined by the administration.
- An excused absence will be counted toward the 10 absences permitted prior to failure of a class.
- The classroom teacher will determine the due date for all make up work. Work will receive full credit if completed within this guideline.

### UNEXCUSED:

- Absences that do not fit the above guidelines for what qualifies as an Excused Absence and/or absences here documentation for the absence has not been provided by parents within the one week time period.
- An unexcused absence will be counted toward the 10 absences permitted prior to failure of a class.
- The classroom teacher will determine the due date for all make up work. Work will receive 50% credit if completed within this guideline.

### GENERAL ATTENDANCE POLICIES (7-8):

- Students arriving after the official start of the school day (7:55 am for 7<sup>th</sup>-8<sup>th</sup> grades and 8:00 am for 6<sup>th</sup> grade) **MUST** sign in at the office before reporting to classes.
- Students that miss 15 minutes or more of any class, without permission from the administration to do so, will be marked absent from that class.
- Any absence without parent's knowledge and consent is **truant** and will be marked as unexcused.
- Students may not leave the school grounds without signing out at the office. Failure to do so will result in an unexcused absence and/or disciplinary action.

- Parents must sign their child out in the school office when leaving school early. Students may be checked out early for the following reasons: doctor or dental appointments, medical emergencies, illness or other legitimate causes as determined by the administration.
- Medical or dental appointments should be scheduled after school; however, students will be excused for these appointments provided parents provide an **official medical excuse** upon return.
- Students absent for an extended period may be withdrawn from WCA after 15 unexcused absences provided that reasonable means of notifying the parent have been made (telephone, letter, or personal visit) and that there has been no acceptable parent response by the end of the 15<sup>th</sup> day.
- Students participating in school-sponsored events and activities are considered present (i.e. field trip, game, contest, etc.).
- **NOTE:** Florida law (Sec. 1003.27, FL Statutes) requires schools to notify the DHSMV of each student who accumulates 15 unexcused absences in 90 calendar days. The DHSMV may not issue a driver license or learner permit, or may suspend driving privileges of any reported student until the student has satisfied regular school attendance requirements as outlined in Section 322.091, FL Statutes.

#### **ATHLETIC ACTIVITIES POLICIES:**

Athletes absent from school or suspended from classes may NOT participate or attend athletic activities the day they are absent, unless approved by the principal. A medical note or extreme emergency is the only reason for considering a variance of this policy.

Athletes must check in to school by 11:30 AM to be eligible to participate in athletic practices or events for that day. If an athlete signs out during the school day, he/she must return with a doctor's note or court document to participate in after-school practices or events.

**Participation in athletic activities is NEVER an excuse for tardiness or absences the following day.**

**ADVANCED ASSIGNMENTS:** If you are planning a family trip or any other pre-planned absence from school, the parent must access the on-line requisition form from [www.wcaeagles.org](http://www.wcaeagles.org) and submit it to the Academic Specialist in advance. Failure to do so may result in unexcused absences and academic consequences.

Upon submission of the request, the Academic Specialist will provide the student with a copy of the form. The student will use form to gather their assignments from teachers.

#### **TARDIES**

All students have the responsibility to arrive promptly to their scheduled classes. A tardy slip will be issued and the tardy excused if the office is notified within 24 hours and if the situation warrants it.

- Students are considered tardy when they arrive after the official start of the school day bell (8:00 am for 6<sup>th</sup> grade and 7:55 am for 7<sup>th</sup> and 8<sup>th</sup> grades) but within the first 15 minutes of the start of the school day.
- Students arriving late to school will have tardies recorded by the office staff.
- Three (3) unexcused tardies will result in a referral and one (1) discipline point. (7-8)
- During periods 1-7, teachers will record tardies
- Students will not be excused because of the tardiness of drivers or others in their car pool. (7-8)
- Parents must provide written documentation giving reasons for tardiness. Excused tardies will not result in disciplinary action. (7-8)

#### **DRESS CODE**

As a Christian school we desire our families and overall ministry to reflect "Christ-likeness." Although a handbook is perceived to be a listing of policies and procedures, we desire for it to also reflect the spirit of this ministry. Regulations defining appropriate school attire are not presented from a spirit of legalism, but rather in an effort to support what is most often a desire from the home for young people to maintain modesty, neatness and discretion. In addition, studies have shown that appearance, dress and grooming make the school atmosphere more conducive to a focus on academics and learning. We believe that with **proper parental reinforcement** of family expectations in conjunction with school standards, our students will look distinctively great!

**PLEASE READ THIS SECTION OF THE HANDBOOK IN ORDER THAT AS A FAMILY YOU WILL BE ABLE TO COOPERATE AND SUPPORT THESE POLICIES.**

***The school administration will make the final decision about what is acceptable or unacceptable if a disagreement should occur.***

Normal school attire consists of a student uniform purchased through Blazin Creationz. New uniforms can be purchased directly through Blazin Creationz at [www.blazincreations.com](http://www.blazincreations.com). The Username is “wcaparent” and the password is “warner.” “Gently used” items may be found at the White Chapel Thrift Shop.

The official school uniform consists of the following:

- Red, white or navy long-sleeved or short-sleeved knit shirts with the WCA logo.
- **GIRLS:** Navy or khaki capris, pants or walking shorts (one inch of pinch-able, loose fabric must be present on each outer leg seam)
- **BOYS:** Navy or khaki pants or walking shorts worn above the hips

School uniforms must fit properly. Uniform apparel must not be too loose-fitting or body-tight.

### GENERAL RULES FOR BOYS AND GIRLS

**Personal Grooming** must be maintained in modesty and good taste.

- Neatly trimmed mustaches and beards will be permitted for boys
- For girls, excessive amounts of make-up and/or jewelry are not to be worn.

**Hair:**

- Boys’ hair cannot reach the eyes, cover the bottom of the ear and must be neatly tied back if the length exceeds the bottom of the shirt collar.
- Hairstyles cannot be distracting. Hair color must look natural. Some unacceptable examples include but are not limited to, Mohawks, lines or shapes cut into the hair or eyebrows.
- Boys’ hair may not be adorned with any items.

**Footwear:** Dress shoes, casual shoes, boots and tennis shoes are acceptable.

- Sandals must fasten securely around the heel.
- Flip-flops and bedroom slippers are not acceptable.
- Lace-up athletic shoes are required for PE classes.

**Clothing:**

- Undershirts must be solid navy, red, white, gray or black with no pictures or words. Undershirts may not hang below uniform shirts.
- Pants and/or shirts must fit and be worn properly. Pants shall be worn above the hips. Pants and shorts must have at least an inch of pinchable fabric along the outer leg seams. Cargo pants will not be permitted. Pants may not contain spandex or “form-fitting” fabric.
- 
- Crop sweaters or vests may not be worn over uniform shirts.
- ***Uniforms may not be altered in any way including rolling the hem or waistband up or down. Uniform shorts may not be shorter than 3” from the top of the knee. Athletic shorts worn for PE or athletic practices may not be shorter than 5” above the knee.***
- ***No bandanas of any color are permitted to be worn during the school day or at any school functions.*** This includes bandanas worn as headwear.

**Outerwear:**

- All outerwear must be purchased from Warner Christian Academy.
- All outerwear worn indoors (sweaters, hoodies, or sweatshirts) must be solid red, navy, white, black or gray with no writing, pictures or graphics. WCA issued outerwear may be worn as sold.
- Hats, hoods and sunglasses are not permitted to be worn inside buildings.

**Body Markings:**

- Offensive body markings (temporary or permanent) are not permitted to be visible during the school day or at any school function.
- Piercings of any kind, other than ear piercings (maximum of two per ear), are not to be visible. The school is not liable for injury to the ear resulting from the wearing of earrings.

**Athletic Events and Activities:**

- At all times, general dress code standards regarding modesty and jewelry will be enforced. This applies at athletic and co-curricular events both on campus and away.
- Students will wear standard uniform dress for **all field trips** unless special permission is granted by an administrator.

**\*\*The following displays are prohibited at school functions:**

- Visible midriff or cleavage
- Strapless tops or tops with less than a 2-inch shoulder strap
- Immodest shorts , skirts or dresses
- Excessively tight –fitting clothing
- Inappropriate or offensive messages/symbols on clothing or hats
- Boys must wear shirts at all times
- Bandanas of any color

\*\*Students may be asked to leave any event if inappropriately dressed.

\*\*Middle school students are not eligible to participate in high school specific events such as the Homecoming Dance and Prom.

**DESIGNATED BLUE-JEAN AND T-SHIRT DAYS:** Special blue-jean or t-shirt days will be announced. Jeans may not have holes, be ragged or tight-fitting. The only shorts that are acceptable are the uniform shorts. T-shirts are to have a Christian logo/message. WCA shirts are acceptable. Other special T-shirt days or dress down days may be designated throughout the school year. Students must bring uniform shorts/pants to school on dress down days in case jeans are deemed to be out of uniform.

Students who violate the requirements of jean and T-shirt days will lose the privilege of future participation in dress down activities.

**COLD WEATHER APPAREL:** Families need to prepare for cold weather. Standard dress code will apply on **ALL** school days, unless there is a special event, regardless of weather conditions. If you are concerned about falling temperatures, make sure that you have purchased long khaki pants. **There will be NO special jeans days for cold weather!**

**DRESS CODE VIOLATION PROCEDURES:** Dress code violations will be handled in accordance with the discipline point system outlined on page 24. Habitual violations may result in suspension and/or expulsion. When the length of shorts, a dress or skirt is questionable, the student will be called to the office and asked to kneel in a chair where a female administrator, faculty or staff member will use a standard ruler to measure from the seat of the chair to the bottom of the shorts, skirt or dress hem.

**PARENT DRESS AND CONDUCT:**

**(While in attendance at co-curricular activities or while chaperoning):**

Parents should dress modestly and appropriately for all school functions. The dress and conduct code should be followed at all times while on campus, field trips and athletic events. Clothing that is too tight, too short, too revealing, or too casual is **not** appropriate. Individuals exhibiting inappropriate displays of affection, drunkenness or disorderly conduct will be asked to leave school functions. Parents may be asked to wear an official Warner chaperone shirt for all field trips. Thank you for your cooperation in being role models for our students.

**DISCIPLINE POLICIES**

Since our goal is self-discipline as taught in I Corinthians 11:31, we desire to practice biblical methods of disciplinary control. Our disciplinary actions seek to be grounded in the spirit of Galatians 6:1 (“restore him gently”) as well as II Corinthians 3:6 (“the letter kills, but the Spirit gives life”). While we use study and work detentions, parental contacts, and suspensions as disciplinary methods, our desire is to use flexibility and creativity in determining any method that might best meet the specific need of the offending student. While this handbook covers most disciplinary methods that might be used, those responsible for disciplinary actions are not limited to the prescribed dispositions within.

The Principal will oversee the school’s discipline system, including student behavior, uniforms and dress code, attendance and tardiness. . The Principal will be available to talk to students and/or parents about these matters. Except in cases of extreme emergency, please make an appointment in advance through the school office.

**ACCEPTABLE CONDUCT:** All students are asked to sign the “Student Lifestyle Commitment” each year. Part of this commitment asks that the student to willingly submit to the ascribed standards of conduct. These standards cover all aspects of what is considered acceptable conduct at our school.

- Respect for others by refusing to bring pain to them physically or emotionally. The student understands that his words spoken to or about others may be more harmful than bodily injury, and that participating in gossip will harm my own reputation as well as damage the school culture.
- Respect for Christian teachings includes a willingness not to mock or scorn biblical principles whether or not he or she is a professing Christian.
- Recognizing his or her responsibility to care for his or her body as God’s temple, will remain free from alcohol, tobacco and illegal drugs.
- Out of respect for others and themselves, will abstain from inappropriate physical relationships.
- Understanding the power of entertainment in one’s thought life and that thoughts lead to action, will choose entertainment that is compatible with biblical principles, and will not view inappropriate material or listening to music that encourages immorality.

**UNACCEPTABLE CONDUCT:** **Any example of the following conduct will result in a student receiving disciplinary action. Repeated offenses will make the student liable to suspension or expulsion from our school. STUDENTS ARE NOT TO...**

- Chew gum **anywhere on campus at any time during the school day** without teacher or administrator approval
- Use **cell phones** during school hours, having their cell phones turned on, receiving calls and/or messages, text messaging or calling from their phone. Students may be granted permission to use cell phones during lunch time. The use of cell phones will be awarded as a privilege by teachers and/or administrators and can be revoked for non-compliance of the following guidelines: there is to be no audio or video recording, no posting to social media sites during the hours of 7:55 a.m. and 3:10 p.m., and no texting with individuals serving silent lunch.
- Eat or drink in the buildings unless authorized by administration (with the exception of **clear** bottled water).
- Misuse someone else’s property or get into another student’s locker.
- Leave campus or the classroom without permission.
- Use the office telephone without permission.
- Practice public display of affection including hand holding, hugging or kissing.
- Embarrass or disrespect another student or staff member.
- Run, push, shout, engage in unnecessary horseplay, talk loudly in classrooms, hallways, or anywhere on campus.
- Display unacceptable behavior at any school activity.
- Ride skateboards or in-line skates or scooters on campus **at any time**.
- Carry any weapons on campus.
- Use profane, vulgar or blasphemous language or gestures, which include using **God’s name in vain** at any time.
- View or distribute at any time pornographic materials.

- Lie, cheat, plagiarize, steal, or copy another student's homework. Plagiarism is the taking of someone else's work or ideas without giving proper credit to the source. Plagiarism is grounds for a failing grade in addition to other disciplinary measures.
- Fight.
- Operate an automobile on campus in a reckless manner.
- Skip class or school.
- Forge the name of a parent or guardian on permission slips, report cards, or any other paper that requires a parent signature.
- Gambling is unacceptable at any time on the WCA campus.
- Deface or destroy property not belonging to the student
- To be in any elementary or middle school classroom during school hours unless a pass has been issued.
- WCA holds a traditional Biblical view of sexual morality. Students shall not engage in sexually promiscuous behavior. Students who engage in sexually immoral behavior or openly encourage such behavior in their speech or action will face disciplinary action which may result in the immediate expulsion of the student from WCA. **Romans 1:24-27 (NIV) and 1 Corinthians 6:9 (NIV)**

**CELL PHONES:** Cell phones are permitted on campus but must be turned off and **stored unseen**. Students are responsible for activity which occurs on their phone. The first two weeks of school will serve as the warning phase. Cell phones which are found to be in a student's possession during school hours will result in the phone being confiscated and the student's parent being required to pick the phone up.

After the warning period the following disciplinary action will be taken for students not in compliance with the cell phone rules:

- |                               |  |  |
|-------------------------------|--|--|
| <b>1<sup>st</sup> Offense</b> | Cell phone will be confiscated. Parent will be required to   | claim the cell phone at the school office. |
| <b>2<sup>nd</sup> Offense</b> | Parent will be required to claim the cell phone at the school office. A one hour detention and 3 disciplinary points will be issued by the Principal.  |  |
| <b>3<sup>rd</sup> Offense</b> | A one day suspension and 5 disciplinary points will be issued by the Principal. Cell phone must be turned in at the office each morning until the end of the semester. Phones may be picked up at the end of the school day. |  |

Please call the school office to contact your child. Do not call your child's cell phone or text a message. (See Above Regulations)

**ELECTRONIC DEVICES:** The policy for electronic devices is the same as listed above for cell phones. These items include, but are not limited to, Ipods, Ipads, tablets, MP3 players, and video games. *Students are strongly discouraged from bringing these devices to school.* The school will not be responsible for any private property that is confiscated as contraband and then is stolen, lost or destroyed. Also, if a locker is vandalized and items are stolen, lost or damaged, the school assumes no responsibility for the contents. Students using earbuds or headphones may be asked at any time to remove them and allow a teacher or administrator to listen to what is being played.

**SOCIAL NETWORKING POLICY:** The WCA Lifestyle Commitment states the following:

*I will respect others* by refusing to bring pain to them physically or emotionally. I understand that my words spoken to or about others (**including those in written form**) may be more harmful than bodily injury and that participating in gossip will harm my own reputation and will damage school culture.

Students who choose to make inappropriate, verifiable comments on Facebook, other social media sites, Twitter, e-mail, texting and/or any new technological form of communication, **which violate this commitment** may be held responsible and face disciplinary action. It is the parents' responsibility to monitor and control the content of their child's social media participation.

**HARASSMENT:** Warner is committed to providing a school environment that is free of harassment. In keeping with this commitment, we maintain a strict policy prohibiting any kind of harassment, including, but not limited to, bullying, racial or sexual harassment. Racial harassment may include pervasive use of ethnic slurs and insults. Sexual harassment can take the form of verbal innuendo, physical gestures, and touching. Bullying is defined as repeatedly exposing a student to negative actions, physically or verbal, when he or she has difficulty defending himself or herself. Students who believe they have been harassed should promptly report the facts of the incident and the name of the individual involved to school administration.

- **SUSPENSION:** The circumstances surrounding and infraction will be considered in determining the length and time of the suspension. Tests and makeup work may receive a 50% academic penalty. **In-school suspensions (7-8):** During in-school suspensions students will be given class work assignments to complete. **Out-of-school suspensions:** For students who are out of school, parents are responsible for obtaining their child's assignments.

**EXPULSION:** Enrollment at WCA is a privilege. The school reserves the right to expel students when they or their families are not cooperative. Students who are guilty of the following offenses may be expelled from WCA on the first offense.

- WCA is a drug-free environment. Carrying, using, selling, buying or possession of illegal drugs on campus or at any time is prohibited. When there is reasonable belief that a student may be involved in any of the previously-mentioned activities, the student may be required to submit to a drug test. If a student is required to take a drug test, the parent of the student will be called to the school to go immediately with their child and an administrator to a medical center for testing.
- Carrying or consuming alcohol on campus or at any time
- Illegal or immoral acts, including sexual promiscuity, on campus or at any time
- Carrying or using tobacco on campus or at any time
- Attendance in a bar, tavern, or NC17 or X-rated movie
- Carrying a firearm, knife or anything construed to be a weapon on campus
- Fighting- on or off campus

Students who have been expelled or withdrawn by request from Warner Christian Academy will not be permitted to reapply to WCA until the following conditions have been met:

- they must have spent at least one (1) complete semester in a school with a traditional classroom environment
- the school must be "mainstream", one not designated for behavioral correction
- they must have a behavior report free of any midrange or major referrals

After meeting the above criteria an application for the previously expelled/withdrawn student will be accepted for consideration. Acceptance of the application is not a guarantee of enrollment, it is only an agreement for consideration.

## DISCIPLINE POINT SYSTEM

### 6<sup>th</sup> Grade

In school, as in life, there are rules, rewards, and consequences. Teachers will inform students during the first week of school what their classroom discipline plan is – the rules, the rewards, and the consequences. Each teacher will then follow a four-step plan of intervention as follows:

- Step One:** Warning
- Step Two:** Discussion with student followed by 15 minute after school detention.
- Step Three:** Parent contact followed by 30 minute detention
- Step Four:** Office Time Out
- Step Five:** Referral issued to the administration, consequence determined by Administration.

Substitute teachers do not use the step system. Whenever a student is written up by a substitute teacher, the student will receive a referral from the Principal's office.

### **7<sup>th</sup> and 8<sup>th</sup> Grade CLASSROOM MANAGEMENT**

In school, as in life, there are rules, rewards, and consequences. Teachers will inform students during the first week of school what their classroom discipline plan is – the rules, the rewards, and the consequences. Each teacher will then follow a four-step plan of intervention as follows:

- Step One:** Warning
- Step Two:** Discussion with student followed by 15 minute after school detention.
- Step Three:** Parent contact followed by 30 minute detention
- Step Four:** Referred issued to the administration, consequence determined by Administration.

Substitute teachers do not use the step system. Whenever a student is written up by a substitute teacher, the student will receive a referral from the principal's office.

### **ADMINISTRATIVE INTERVENTION**

When a student receives a referral to the Principal for reaching Step 4 or committing an act of misconduct serious enough to warrant immediate administrative attention, the following will occur:

- The Principal will initiate a Discipline entry in RenWeb.
- The behavior which has resulted in this referral will be assigned points based upon the Discipline Point Scale.
- The points will be recorded in the student's discipline file.
- The associated consequence, found in the "Levels of Discipline Intervention" (listed below in the Discipline Point Scale) will be put into action.

### **DISCIPLINE POINT SCALE**

The following is a list of inappropriate behaviors and the number of points that will be assigned per infraction.

#### **MINOR ACTS OF MISCONDUCT (1 - 3 points per infraction)**

Classroom disruption, disorderly behavior, tardy to class (second and subsequent per quarter), dress code violation, excessive talking, note passing, personal grooming, consumption of candy/gum/food/drink in building, public display of affection, inappropriate language, every 3<sup>rd</sup> unexcused tardy to school, 2<sup>nd</sup> unexcused tardy to class, leaving books or backpacks on top of the lockers or in the hallway overnight.

#### **INTERMEDIATE ACTS OF MISCONDUCT (4-6 points per infraction)**

Skipping Class, profanity, cheating, lying, forgery, plagiarism, disrespect for peers, repeated minor acts of misconduct.

#### **SIGNIFICANT ACTS OF MISCONDUCT (7-9 points per infraction)**

Possession of vulgar material, use of vulgar language, threats, intimidation, insubordination, excessive minor or repeated intermediate acts of misconduct.

#### **MAJOR ACTS OF MISCONDUCT (10+ points per infraction)**

Fighting, sexual immorality, destruction of property, stealing, skipping school, tampering with safety equipment, hacking into the school computer system or attempting to bypass cyber safeguards, carrying, using, selling, buying, or possessing illegal tobacco, alcohol, or drugs on or off campus, carrying a firearm or knife or anything construed as a weapon, excessive minor or intermediate or repeated significant acts of misconduct.

Disciplinary action will be determined based on the accumulation of points or the circumstances surrounding the incident. Suspension is also based upon administrator discretion. The following scale indicates actions that will be taken if a student should reach the designated number of points listed below.

**The following guideline will be used to determine actions to be taken as a result of the accumulation of points.**

Level 1: The accumulation of five (5) disciplinary points will result in:

- Letter sent to student and parents
- Conference with student

Level 2: The accumulation of ten (10) disciplinary points will result in:

- Phone conference with parents
- Conference with student
- Detention

Level 3: The accumulation of fifteen (15) disciplinary points will result in:

- Phone conference with parents
- Conference with student
- In-School suspension

Level 4: The accumulation of twenty (20) disciplinary points will result in:

- Parent/student conference with Disciplinary Administrator
- Two (2) day out of school suspension
- Probation

Level 5: The accumulation of twenty-five (25) disciplinary points will result in:

- Parent/student conference with Disciplinary Administrator
- Three (3) day out of school suspension
- Enrollment Status reviewed with possible expulsion

**It must be understood that the above intervention program is a guide and not to be considered above administrative prerogative.**

**DISCIPLINARY PROBATION:** Students may be placed on disciplinary probation for accumulating excessive discipline points, committing a major violation, committing repeated violations, or any other offense that the administration deems sufficient. The terms of probation will be detailed on a contract that the student, the parents, and the administration will sign. The duration of probation will vary depending on individual circumstances. At the end of the assigned probation period, the student will be reevaluated and the probationary status will either be lifted or extended. In cases where a student has responded poorly to the terms of probation, he/she may be asked to withdraw.

**COMPUTER-INTERNET USAGE POLICY:** The technology program at WCA provides the students with many opportunities to use a variety of exciting resources including the use of computers and the internet. It is understood that computer use and Internet access for WCA students is a privilege, not a right. Students may not access their personal email during the school day from a campus computer. Computer misuse, including WCA computers and private computers while on campus, consists of the inappropriate use of a computer. This includes but is not limited to, accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on or off campus.

Because of the wide variety of information available via the Internet, WCA subscribes to an internet service provider that filters the content of material before students can access it. This will dramatically decrease the possibility of students accessing objectionable content. It is important, however, that parents realize that no filtering system is 100% effective. Parents should discuss with their children how Christian values can be applied in the cyber world.

Also, by signing this handbook agreement, parents are giving permission for their children to use instructional technology in the library, computer lab, and classroom.

A financial penalty may also be imposed for damages inflicted on any computer equipment.

## ATHLETIC

**ELIGIBILITY:** WCA athletes in grades 6–8 follow the Florida High School Activities Association (FHSAA) rules for athletic eligibility.

- Students entering any grade for the first time must have been regularly promoted, not administratively placed. Attending summer school in order to be regularly promoted is acceptable.
- All students in grades 9–12 must have a 2.0 cumulative unweighted grade point average, from the previous semester.
- A student who is ineligible may not represent the school in athletic contests.
- An athlete must maintain satisfactory conduct both in the classroom and on the field/court. An athlete exhibiting a poor attitude, using bad language, or abusing the dress code may be declared ineligible. Hazing or initiations of any kind are prohibited.
- Tuition must be current.
- FHSAA prohibits anyone other than parents/guardians to make tuition payments for an athlete. WCA is required to report to FHSAA when an athlete's tuition has been paid by a non-parent/guardian. The athlete would then be ineligible to play sports. (Established financial aid is available to all students, including athletes.)

**DOCUMENTS REQUIRED:** No student is to take part in either game or practice until the school has all of the following on file:

- Scholastic records
- Birth certificate
- Florida physical
- Immunization records
- FHSAA physical exam (see PHYSICALS below)
- Insurance information
- Signed parental consent
- Mandatory sports fee must be paid before practicing or playing

**PHYSICALS:** This is a mandatory requirement with NO exceptions!

- **Fall Sports:** Athletic physicals must be filed with the school office no later than **August 1<sup>st</sup>** for athletes planning to play in this sports season. Physical cannot be dated prior to April 30 of the previous school year.
- **Winter Sports:** Athletic physicals must be filed with the school office no later than **October 1<sup>st</sup>**.
- **Spring Sports:** Athletic physicals must be filed with the school office no later than **January 7, 2013**.

**ATTENDANCE:** Athletes are expected to maintain regular attendance. Night games are not an excuse to miss school, be late or not have homework completed or be prepared for tests.

- Athletes must check in to school by 11:30 AM to be eligible to participate in athletic practices or events for that day. If an athlete signs out during the school day, he/she must return with a doctor's note or court document to participate in after-school practices or events. Athletes absent or suspended from school may not practice or participate in an athletic contest the day absent, unless approved by the Principal. A medical note or extreme emergency only will be considered for approval.
- Athletes who check out sick during the day may not participate in practices or games.

### TRAVEL REGULATIONS

- Team members are to ride to games with the team when transportation is provided by the school.
- Athletes may ride home from games with their own parents after away games. A notarized permission slip is required for an athlete to ride home with another student's parent.
- Athletes may not ride to the game or home with other students without parental consent.
- Boys and girls riding on the same team bus will sit in separate parts of the bus.
- Attire at athletic events must follow general school dress code policy regarding modesty, jewelry, etc.

### ACADEMIC RESPONSIBILITIES

- Athletes must maintain at least a cumulative 2.0 GPA in order to be eligible.
- Night games should not be used as an excuse for not doing homework or taking tests on time.
- If athletes leave early for a game, they are responsible to make up the work missed as soon as possible. It is the athlete's responsibility to ask for the missed assignments and when they are due.
- Athletic practice does not supersede help sessions. Athletes needing academic assistance should go to help sessions.
- Elementary and middle school students may not attend after school practices or other co-curricular activity meetings with siblings. If an elementary or middle school student is on campus after 3:30 p.m., they are required to report to After School Care.

### STUDENT ACTIVITIES

- **CHAPEL:** Chapel is held each week. Area pastors and music groups from Christian colleges are invited to speak or perform, Extra time is devoted for Spiritual Emphasis Days by having special speakers to address students. Chapel is an integral part of the spiritual development we hope to produce in the student body. 6<sup>th</sup> grade students will attend elementary chapel for a portion of the year before transitioning to secondary chapel.
- **HONOR SOCIETY:** National Junior Honor Society (grades 8 – 9) and National Honor Society (grades 10 – 12). Membership is based on scholarship (3.5 cumulative average), leadership, character and service. An induction ceremony takes place annually. Transfer students become eligible upon receipt of records from their school and after attending WCA for one semester.
- **JUNIOR COUNCIL OF EAGLES:** WCA has an active student council known as the Junior Council of Eagles. This council serves the student body by providing activities, which foster school spirit, school loyalty and service to others. The council is composed of student representatives from each grade 6-8. They are selected through an interview process. Members must maintain a B average and no more than five disciplinary points throughout the school year. The Junior Council of Eagles plans spirit weeks, homecoming, and class competitions. The council works closely with all campus groups to provide spiritual and social leadership.
- **CLUBS–STUDENT ORGANIZATIONS:** Clubs can be organized if enough students show interest in such groups and a faculty sponsor is available. Students should petition their interest to the Principal.
- Homecoming and Prom are a privilege of being in high school. Middle school students are not permitted to attend these events. (High school students have been made aware of the fact that they are not permitted to invite middle school students to these events.)

### AWARDS

WCA honors students in the spring during the Honors Assembly. Many honors are based upon academic achievement as well as co-curricular recognition. Merit awards are provided by various community organizations, the military and other service-related groups. Awards of character are presented from the faculty.

## ACADEMIC AWARDS

- Presidential Academic Excellence Awards- 6<sup>th</sup>
- Subject area awards – 6<sup>th</sup> -8<sup>th</sup>

## MERIT AND CHARACTER AWARDS

- Citizenship Awards 6<sup>th</sup>
- Middle School Student of the Year 8<sup>th</sup>
- The Timothy Award for leadership 6<sup>th</sup>-8<sup>th</sup>
- The Mighty in Spirit Award for effort 6<sup>th</sup>-8<sup>th</sup>
- The Servant Heart Award for service 6<sup>th</sup>-8<sup>th</sup>

## SCHOOL SAFETY

**VISITORS AND PARENTS:** Visitor badges are required for all campus visitors. Parents having occasion to pick up students during the school day will meet the student in the office area. Parents wishing to talk to a staff member should schedule an appointment or appropriate time for a phone conference. **Student visitors** are not permitted on campus except by advance special permission of the administration. See the receptionist for permission and a badge.

**EMERGENCY TELEPHONE NUMBERS** All student files should contain at least two alternate emergency numbers in case something happens to a student and parents cannot be reached by phone. A valid e-mail address is requested.

**MEDICATION:** Students are not to bring medication of any kind, including aspirin/non-aspirin products unless they leave it in the office. **School personnel are not permitted by law to dispense any kind of medication without written permission from the parent and doctor's authorization.** There is a form to be completed for both non-prescription and prescription medication. The medication must be in labeled bottles with specific instructions as to use. **MEDICATION NOT IN LABELED BOTTLES WITH ACCOMPANYING NOTES WILL NOT BE GIVEN.** Medication should be picked up after use is discontinued or it will be thrown out. (This applies to prescription medication.) A note must be sent from the parent if a student needs to use cough medicine during the day.

**COMMUNICABLE DISEASES:** The term "communicable disease" refers to an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. Any student or employee with a communicable disease for which immunization is required by law or is available, will temporarily be excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

**INFIRMARY:** Students who become ill at school must report to the office, and if necessary wait there until parents or guardians arrive. **SICK STUDENTS MAY NOT REMAIN AT SCHOOL. WE DO NOT HAVE CLINIC FACILITIES.**

**MORNING STUDENT DROP-OFF:** 6<sup>th</sup> grade students are to be dropped off between the elementary and secondary buildings. 7<sup>th</sup> and 8<sup>th</sup> grade students are to be dropped off in front of the secondary building only.

**AFTERNOON STUDENT PICK-UP:** 6<sup>th</sup> grade students are to be picked up between the elementary and secondary buildings. Those not picked up by 3:15 p.m. will be escorted to Middle School After care. 7<sup>th</sup> and 8<sup>th</sup> grade students are to be picked up in front of the secondary building. Students not picked up by 3:30 must report to After School Care in the secondary building. There is a fee for this service. Students need to be off campus by 3:30 PM unless permission to stay has been granted.

**AFTER SCHOOL CARE:** Elementary and middle school students are not permitted to attend after school practices or other co-curricular activities with siblings. Students remaining on campus after 3:30 pm must report to After School Care located in the secondary building. There is a fee for this service. Students will only be released from After School Care once they are checked out by a parent, guardian coach or club sponsor. Athletes must take homework and books with them at 3:15 PM. They should not plan to return to the main school hall or their lockers.

**LEAVING CAMPUS:** Warner Christian Academy is a closed campus during the academic day. Students may not leave the campus before the end of the school day without clearance from the school office and signing out at the front desk. Failure to follow this procedure will result in disciplinary action. Leaving campus without permission will be treated as skipping.

**EMERGENCY DRILLS:** WCA has periodic fire drills to ensure student's quick, safe exit from the building in case of fire or other hazard. The drill is signaled by the continuous ringing of the fire alarm. Teachers will have instructed their students in proper procedures and exit places. Students should follow these quickly and quietly. Fire drill routes are posted in every room. A tornado drill and lock down drill are also conducted annually.

**FIELD TRIP GUIDELINES:** If parents plan to chaperone school field trips, they must turn in a Volunteer Application, have fingerprints and a background check done. The time for background checks to be completed varies, so it is important that you take care of this early. Fingerprint cards can be obtained in the Business Office. Each family member wanting to participate will need to pay for their own fingerprinting and background check.

**Transportation Guidelines:** For the safety and benefit of all, students must not distract the driver at any time. Failure to obey the driver will result in a disciplinary referral.

## **SAFETY AND SEARCH POLICIES**

### **BACKGROUND:**

Searches, appropriately authorized and conducted, are an important part of the safety and security procedures for Warner Christian Academy. Caution must be exercised to maintain both student rights and a safe and orderly campus.

## **PROCEDURE**

### **POSTED NOTICE:**

The main administration buildings (preschool, elementary & secondary school offices) shall serve as WCA's central admittance point for all visitors. Notice to students and visitors that they may be subject to search, is clearly posted at the main entrance to the campus and at all student and visitor parking lots.

### **STUDENT SEARCHES:**

Searches of students are conducted when there is a reasonable suspicion that the student has contraband and is in violation of the WCA parent-student handbook. Where reasonable suspicion exists, a student shall be asked to empty his/her pockets and/or turn over the item, which is suspected to carry the contraband. The contents of electronic devices such as cell phones, laptop computers and iPods are also subject to being searched. The administrator may ask a South Daytona Law Enforcement Officer to be present when conducting the search. Whenever possible, the administrator will have a witness to observe the search. Examples of appropriate searches would be asking the student to empty his/her pockets, inspection of book bags, jackets, or other containers. **Full or partial "strip searches" are prohibited.** An administrator will never ask a student to remove an article of clothing other than a hat, coat, jacket, shoe, or similar "non-invasive" search articles. Failure of a student to submit to an administrator's request to an appropriate search, which is based upon reasonable suspicion, constitutes insubordination. This may result in a possible expulsion. Failure of the student to comply may also escalate the level of suspicion to probable cause, which may allow the law enforcement officer to conduct a search. The school is not required to obtain permission from the student's parent/guardian prior to conducting a search.

### **WEAPON SEARCHES:**

When there is reasonable suspicion to believe that a student is in possession of a weapon, the South Daytona law enforcement agency will be contacted. WCA will not attempt to search a student suspected of having a weapon. The South Daytona law enforcement officer will have jurisdiction and control over the search for a suspected firearm or other dangerous weapon.

### **METAL DETECTORS AND DOGS:**

Nothing shall prohibit the use of metal detectors or specially trained dogs in conducting a search.

### **VISUAL INSPECTIONS OF STUDENT VEHICLES:**

Routine visual inspections from outside of student vehicles will be conducted on a frequent, but random basis. A more in-depth vehicle search can and should be conducted where the school administrator has reasonable suspicion that the vehicle contains contraband items.

## GENERAL INFORMATION

**TELEPHONES:** Except in unusual emergencies, the only message office personnel may pass to students during the day is a message to call home. Students need permission to use the phone during school hours. All calls must be made between classes or at lunch. **Student cell phones are to be turned off and unseen during school hours unless permission for usage has been granted by a teacher or administrator.**

**LOST AND FOUND:** There is no on campus lost and found in the secondary building (7<sup>th</sup> and 8<sup>th</sup> grades). 6<sup>th</sup> grade students may obtain access to the elementary building lost and found by visiting the elementary office.

**LUNCH:** Lunchroom facilities are available on campus. Students (except seniors) may not leave campus for lunch. Students may not bring food to other students from restaurants. Students are not to remain in classrooms for Eagle Break or during lunch! **LUNCH OPTIONS:**

- Daily hot entrée choices will be published by the month and in the daily announcement sheet for the next day. Salads and sandwiches are available daily.
- 6<sup>th</sup> grade students will order lunch first thing in the morning through their teacher.
- 7<sup>th</sup> and 8<sup>th</sup> grade students must fill out a two-part "Lunch Order Form" daily in homeroom. The original is turned in to the teacher; the yellow copy is retained by the student as his/her lunch ticket.
- Students arriving late in the morning should ask the receptionist for a menu choice form while obtaining their tardy slips.
- 7<sup>th</sup> and 8<sup>th</sup> grade students are to present the yellow copy of their menu choice form as they go through the lunch line. It will be matched with the white copy to ensure students get what they ordered.
- Students without the yellow copy will be served after those who have one.
- The cafeteria will not extend credit to middle/ high school students for lunchtime purchases. Students must bring money to purchase a lunch, or bring a lunch from home. Students may not order a lunch in first period if they do not have money to pay for it.

**PARENT TEACHER FELLOWSHIP:** The PTF provides a means for fellowship and communication, and fundraising among the parents, teachers, and many friends of the school.

**GUARDIANSHIP:** Students must reside with parents or a legal guardian in order to maintain status as a student, even if students are 18 years of age. Students who are 18 or older may not sign permission slips, absence notes, etc., for themselves.

**LOCKERS:** All students will be assigned a hall locker. A locker fee will be charged to 7<sup>th</sup> and 8<sup>th</sup> grade students. Students are to keep their lockers clean and neat. Stickers or questionable pictures are not to be posted inside or outside. Books/book bags should be kept in the locker or carried to class. At 3:10, all bags should be taken home. (7<sup>th</sup> and 8<sup>th</sup>) If the lock on the hallway locker breaks as a result of tampering (for example, rigging by stuffing with paper), the student will be responsible to pay for any damage to the lock or the door. Lockers must be locked at all times. Do not share lockers or locker combinations.

**VALUABLES:** Students are discouraged from bringing valuable items or cash to school. Students are responsible to lock their valuables up in their locker. The school is not responsible for lost or missing items.

## CONFLICT RESOLUTION

In Matthew 18:15-18, Jesus gives His formula for solving person-to-person conflicts: *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."*

WCA follows these guidelines in an effort to be obedient to the Matthew 18 principle:

- Keep the matter confidential. Share only with those directly involved.
- Keep the circle small. Have face-to-face dialogue with those involved.
- Be straightforward. Restoration and improvement come when issues are presented lovingly and clearly.

- Be forgiving. Once the matter is resolved we must forgive and restore the person whose fault has offended us. If the problem is still not solved, move to the next person who can help (i.e., director, supervisor, dean, principal, superintendent).
- Meet with the appropriate school administrator. Each person needs to meet in a spirit of prayer, humility and unity, willing to submit to the Lord's will and correction if needed. If either party feels that the problem is still not solved, the problem will then be directed to the Superintendent. If necessary, the Superintendent will include the Senior Pastor.
- At that point, the Superintendent will explain the problem to the Senior Pastor. The goal will always be to (a) understand the problem clearly, (b) solve the problem, (c) reproof and correct if necessary, (d) forgive and wholeheartedly restore those who have made amends.

Following the Matthew 18 principle assists WCA in maintaining healthy relationships that honor Christ.

## PARENT/STUDENT AGREEMENT

Warner Christian Academy believes that a positive constructive working relationship between the school and a student's parents/guardians and the student is essential. Since our spirit is not one of legalism but rather one of service, we want those families who choose to become a part of the Warner Christian Academy family to empathize with our positions on the issues contained within so as to be able to fully cooperate with the school.

Before you begin your year at Warner:

- Read the Handbook carefully.
- Review the policies and expectations.
- Parents and students should discuss areas in which either may have concerns.

If you have found that you **can** agree to abide by **all** policies, **sign** the Agreement at Orientation. If you have found that you **cannot** agree to abide by **all** policies, perhaps you should reconsider if Warner is the school for your child because enrollment at WCA is dependent upon your ability and/or willingness to adhere to these policies and regulations.

**The Superintendent reserves the right to amend the parent-student handbook at his discretion. Parents and students will receive appropriate notification when changes occur.**

## RELEASE FOR PUBLICATION

By signing the handbook agreement form parents give permission for WCA to use their student's picture and name in school yearbooks, Newsletters, brochures, web-site, videos, and other promotional materials. Parents must submit a letter to the school office to deny such permission.

## WITHDRAWAL INFORMATION

Student withdrawals must be made through the school office. Parental contact is required. Any student withdrawing from WCA should report to the school office before school on the last day of attendance to receive instructions for the day. In order for a withdrawal procedure to be considered complete, **ALL FINANCIAL OBLIGATIONS TO THE SCHOOL MUST BE MET, ALL BOOKS & FINES MUST BE CLEARED**, and an information release form must be signed by the parent/guardian to be placed in the student's file. **ACADEMIC INFORMATION MAY NOT BE FORWARDED TO ANY SCHOOL UNTIL WITHDRAWAL IS COMPLETE.** All tuition charges continue until withdrawal is complete.

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