

SECONDARY STUDENT- PARENT HANDBOOK (Grades 6-12)



2023 - 2024

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Non-Discrimination Policy

WCA will admit students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We will not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of our educational and admission policies or in scholarship, athletic, and other programs.

WELCOME TO THE WARNER FAMILY

Welcome to Warner Christian Academy! We are excited to partner with you in providing a Christ-centered education for your children. Our desire is to maintain a cooperative relationship between the home and the school, so that our students see their family and school working together. This imperative partnership is what will help us to successfully provide a quality, Christian education to each child.

TABLE OF CONTENTS

WELCOME TO THE WARNER FAMILY	2
ACCREDITATION AND AFFILIATION	3
FACULTY CREDENTIALS.....	3
HISTORY OF WARNER CHRISTIAN ACADEMY	3
STATEMENT OF FAITH	3
PHILOSOPHY OF EDUCATION	5
ORGANIZATION	6
ADMISSIONS	6
ACADEMIC POLICIES.....	7
PARENT/SCHOOL COMMUNICATION.....	13
ATTENDANCE POLICIES	13
UNIFORM CODE.....	15
DISCIPLINE POLICIES	17
TECHNOLOGY USAGE.....	19
ATHLETICS.....	20
STUDENT ACTIVITIES	21
AWARDS.....	22
SCHOOL SAFETY	22
GENERAL INFORMATION	24
CONFLICT RESOLUTION	25
PARENT/STUDENT AGREEMENT	25
RELEASE FOR PUBLICATION.....	26
WITHDRAWAL INFORMATION	26

ACCREDITATION

WCA is accredited by the **Florida Association of Christian Colleges and Schools (FACCS)**, the **National Council for Private School Accreditation (NCPSA)**, **COGNIA** (formerly SACS CASI), **Middle States Association-Commissions on Elementary and Secondary Schools (MSA-CESS)**, and **Florida League of Christian Schools (FLOCS)** (Preschool only). All full-time faculty above the preschool level have college degrees and are certified by FACCS 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.

FACULTY CREDENTIALS

All full-time faculty have college degrees and are certified by FACCS and/or the state of Florida. For professional improvement and enrichment, teachers are required to earn Master Inservice Points (MIPs) on a regular basis as life-long learners. All WCA faculty and staff are born-again Christians and are 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 church building and a Day Care Center was added later. 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 daycare 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 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. This rich history has shaped and paved the way for WCA to be the school that it is today.

We thank God for His faithfulness in providing for WCA as it continues to serve the greater Daytona Beach area communities, sharing the gospel of Jesus Christ and discipling students to reach their fullest potential in Jesus Christ.

STATEMENT OF FAITH

We believe...

THE BIBLE: We believe the Bible is God's Word for all people. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. The Bible is still a relevant book for our lives today. Because it is inspired by God, it is truth without any mixture of error. • 2 Timothy 3:16 • 2 Peter 1:20-21 • 2 Timothy 1:13 • Psalm 119:105,160; 12:6 • Proverbs 30:5

THE TRINITY: We believe **God** is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. • Genesis 1:1,26,27; 3:22 • Psalm 90:2 • Matthew 28:19 • 1 Peter 1:2 • 2 Corinthians 13:14

We believe **Jesus Christ** is the Son of God. He is co-equal with the Father. Jesus was born of a virgin, lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all mankind by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory. He is alive and well today and wants to be intimately involved in our lives. He is returning soon for His church. He is the King of kings and Lord of lords. • Matthew 1:22-23 • Isaiah 9:6 • John 1:1-5; 14:10-30 • Hebrews 4:14-15 • 1 Corinthians 15:3-4 • Romans 1:3-4 • Acts 1:9-11 • 1 Timothy 6:14-15 • Titus 2:13

We believe The **Holy Spirit** is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian should seek to live under His control daily. • 2 Corinthians 3:17 • John 16:7-13; 14:16-17 • Acts 1:8 1 Corinthians 2:12; 3:16 • Ephesians 1:13-14 • Galatians 5:25 • Ephesians 5:18

MAN: We believe that all human life is sacred, beginning at the moment of conception and ending at a person's death. Accordingly, every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth. Direct or indirect willful taking of any innocent human life by any means and by any individual or entity through abortion or euthanasia constitutes a violation of the sanctity of human life and is a sin against God and a crime against man. • Psalm 139: 13-16

We believe man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called "sin." This attitude separates man from God. • Genesis 1:27 • Isaiah 53:6a • Romans 3:23 • Isaiah 59:1-2

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. • Genesis 1:26-27

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Warner Christian Academy and White Chapel Church. • Mark 12:28-31 • Luke 6:31

ETERNITY: We believe man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God, through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life in Heaven. Heaven and Hell are places of eternal existence. • John 3:16 • 1 John 5:11-13 • 1 Corinthians 1:18 • Romans 6:23 • Revelation 20:15

SALVATION: We believe salvation is a free gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. • Romans 6:23 • Ephesians 2:8-9 • John 14:6; 1:12 • Titus 3:5 • Galatians 3:26 • Romans 5:1

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. • Acts 3:19-21 • Romans 10:9-10 • 1 Corinthians 6:9-11

MARRIAGE: We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. God intends sexual intimacy to occur only between a man and a woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. • Genesis 2:18-25 • 1 Corinthians 6:12-20; 7:2-5 • Hebrews 13:4

SEXUALITY: We believe any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. • Matthew 15:18-20 • 1 Corinthians 6:9 • 1 Corinthians 6:12-20

We believe that in order to preserve the function and integrity of Warner Christian Academy as a ministry of White Chapel Church and to provide a biblical role model to the Warner Christian Academy constituents and members within the school community, it is imperative that all persons employed by Warner Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this statement on Marriage, Gender, and Sexuality. • Matthew 5:16 • Philippians 2:14-16 • 1 Thessalonians 5:22

FINAL AUTHORITY FOR BELIEFS AND MATTERS OF CONDUCT: The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Warner Christian Academy dba White Chapel Church's faith, doctrine, practice, policy, and discipline, our Senior Pastor, Executive Pastor and Elder Board are Warner Christian Academy's final interpretive authority on the Bible's meaning and application.

PHILOSOPHY OF EDUCATION

Warner Christian Academy's purpose and philosophy are based upon a Christian worldview holding that God is the creator and sustainer of the universe, 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 for all WCA students.(II Timothy 3:16-17).

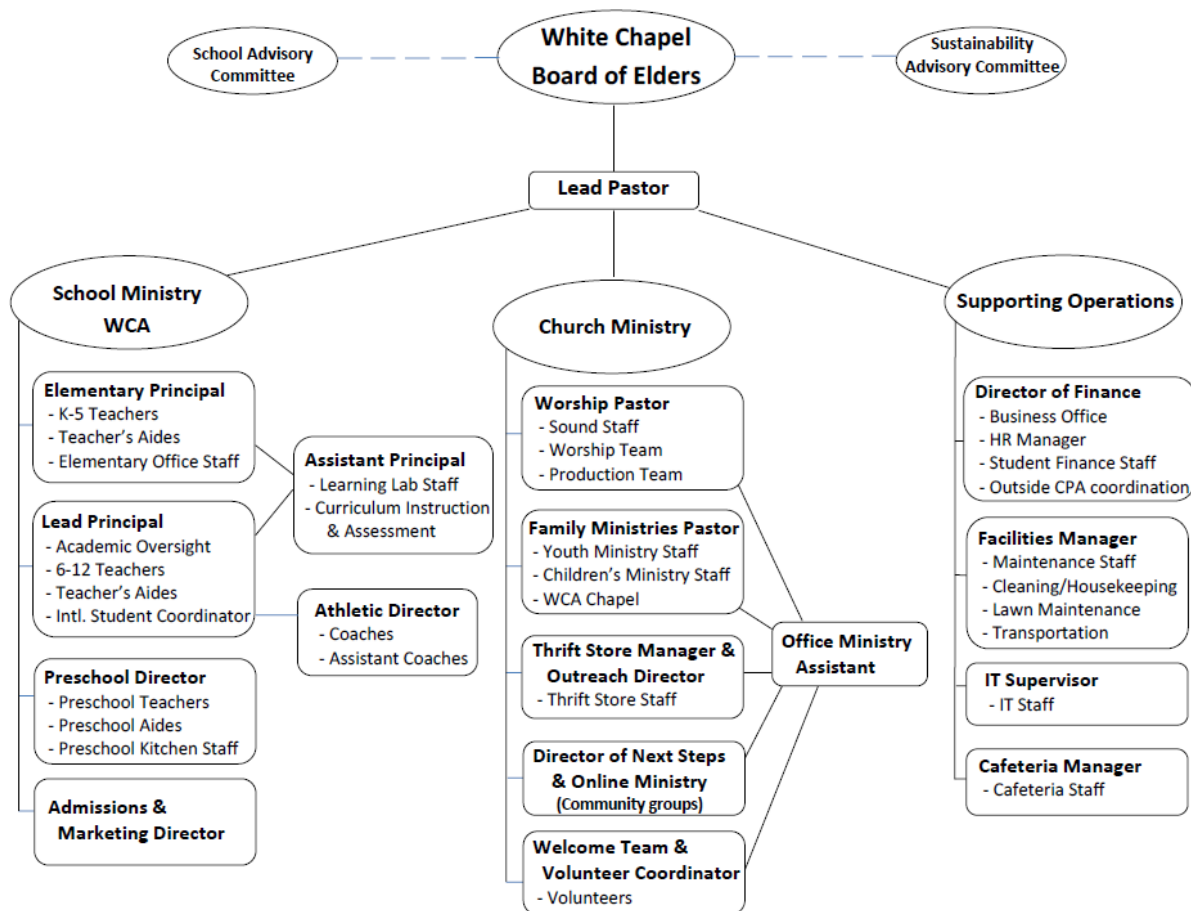
As ultimate reality and truth, God sets standards by which value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word; therefore, Christ and the Bible must be central to every subject or activity. This means that the biblical viewpoint must permeate 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 Christian Academy 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 three school divisions: Preschool (K2–K4); Elementary (K5-5); Secondary School (6-12). **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.

1. To earn a WCA diploma, students transferring from a homeschool situation must be a full-time student at WCA for the 7th and 8th semester of High School.
2. Students are not permitted to transfer into WCA as a senior after the first quarter of the 7th semester (military families may be given special consideration).

3. Students desiring to transfer from a homeschool or FLVS alternative education program must complete the new student application process and provide official transcripts before any admissions interview can be arranged.

RETURNING STUDENT ADMISSIONS

To maintain enrollment status, qualifying students will be automatically re-enrolled each spring. Parents who do not intend to have their child return to WCA must notify WCA administration in writing prior to the automatic re-enrollment period to avoid being charged the non-refundable re-enrollment fee. Parents who choose not to have their child automatically re-enrolled cannot be guaranteed a vacancy for their child at a later date.

Students are evaluated prior to the automatic re-enrollment period each spring 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 also 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.

Students must take classes on campus at WCA if WCA offers the class and it fits the student's schedule. There may be extenuating circumstances when non-WCA classes could be taken (FLVS, LUOA, Sevenstar Academy, iLumenEd, other WCA approved provider). Typically, the only extenuating circumstance will involve a necessary course that is not offered by WCA or if a necessary course offered by WCA occurs in conflict with the student's schedule. Additionally, payment for FLVS or other alternative educational provider will be the responsibility of the family.

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 meets the need for quality academics, within a Christian environment, 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.

ACADEMIC PROGRAMS

HONORS CREDIT: Honors credit is offered in English, math, social studies, and science. In order to qualify for Honors entrance students must have earned at least a "B" in the previous semester. Both honors students and their parents will sign an honors contract at the beginning of each semester. A more rigorous syllabus is provided for these courses. Students commit to a full semester when joining honors. Honors grades are assigned an extra one half point when figuring the GPA. To earn honors credit, a student must earn a minimum of a "B" average. If a current honors student earns less than a "B" he/she will not be permitted to take honors the following semester in that subject.

Dual Enrollment and Advanced Placement courses are considered advanced honors courses and earn one full extra GPA point. Students interested in these courses should make an appointment with the Academic Coordinator for more information about the qualifications required for course enrollment.

Students with diagnosed learning deficits can be given a limited number of accommodations in their classroom instruction. There are **NO** Modifications available.

HIGH SCHOOL DUAL ENROLLMENT: A student who is dually enrolled is taking a class for both high school and college credit. Dual Enrollment (DE) credits can be earned through Daytona State College, Bob Jones University, and Athens College & Seminary. Courses taught at DSC will not be taught from a Christian perspective, and students are responsible for their own transportation and books. For more information, contact the Academic Coordinator.

FLORIDA VIRTUAL SCHOOL (FLVS):

1. Students may qualify for FLVS through WCA beginning with the first quarter of their freshmen year. Administrative approval is required in advance for this opportunity.
2. Students earning a final grade of "F" or "WDF" while enrolled with FLVS, or fail to withdraw by the FLVS deadline, will receive a "F" as their official grade on their WCA transcript.

SUMMER SCHOOL: WCA does NOT offer summer school on campus. The purpose of summer school for WCA is for course completion, fulfilling on-line course requirements, or earning a grade replacement for classes taken in the previous school year. WCA does not run a summer school program. Please contact the Academic Coordinator for more information.

GRADES AND CREDIT

GRADING SCALES IN USE:

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**

**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: For High School classes, grades and credits are awarded by semester terms based upon percentages earned. Semester 1 grade will be based on the calculation of Quarter 1 (40% of the semester average), Quarter 2 (40% of the semester average) and Semester 1 exam (20% of the semester average). Semester 2 grade will be based on the calculation of Quarter 3 (40% of the semester average), Quarter 4 (40% of the semester average) and Semester 2 exam (20% of the semester average).

For 6th and 7th grade classes (except for Prealgebra, which will be calculated using the 8th grade procedure), the percentages are as follows: Quarter 1 (45% of the semester average), Quarter 2 (45% of the semester average) and Semester 1 exam (10% of the semester average). Semester 2 grade will be based on the calculation of Quarter 3 (45% of the semester average), Quarter 4 (45% of the semester average) and Semester 2 exam (10% of the semester average).

For 8th grade classes (except for High School credit courses taken in Middle School like Algebra 1, Geometry, Physical Science, and Spanish 1), the percentages are as follows: Quarter 1 (42.5% of the semester average), Quarter 2 (42.5% of the semester average) and Semester 1 exam (15% of the semester average). Semester 2 grade will be based on the calculation of Quarter 3 (42.5% of the semester average), Quarter 4 (42.5% of the semester average) and Semester 2 exam (15% of the semester average).

Middle School students taking High School classes (Algebra I, Geometry, Physical Science, Spanish I) will have semester grades and credit calculated with the High School standard.

Each semester course successfully completed with a passing grade earns half of a credit.

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 = 2 Points
D = 1 Point
F = 0 Points

*Honors courses are 4.5; AP and Dual Enrollment are 5.0 (beginning with 2023/2024 Freshmen and MS students taking Honors level HS classes)

PROMOTION STANDARDS: In grades 6-8 a student must pass each class with a minimum grade of "D" and have a 2.0 GPA for the year to be promoted to the next grade level. Failure to achieve this minimum promotion standard will result in the student needing to take classes over the summer to raise their GPA for the year. Additionally, students must obtain 20 Service Hours per year enrolled.

In order for a WCA Middle School student to matriculate into High School, he/she must have obtained the appropriate number of Service Hours (20/year); otherwise, continued enrollment from Middle to High school will be denied.

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. Middle School students taking High School Math classes must pass the course with at least a "B" average; failure to do so will require the student to re-take the course the following year. Bible is required at Warner Christian Academy, if a student fails Bible, he/she must make it up.

In grades 9 – 12 a student must pass each class with a minimum grade of "D" to receive credit for the class. ***Due to the foundational nature of mathematics, returning students earning a final course grade lower than a "C" may be required to attend summer tutoring.*** Except in extenuating circumstances, students do not repeat the entire year; they are "promoted" to the next grade but must make up the class they failed. Also, since Bible is required at Warner Christian Academy, if a student fails Bible, he/she must make it up. ***In addition, students must maintain a 2.0 cumulative GPA and pass all state required courses to be eligible to receive a high school diploma.***

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. Teachers have leeway in creating assignment policies including whether or not to accept late work, penalties for late work, etc. **When it is necessary for students to be absent for an extended period, parents should log in to RenWeb to access the homework assignments, and contact the teacher directly, via email, for any required supplemental materials needed.** Students will be granted one day for each day absent to submit make up work assigned on the day of absences. All other preassigned work, quizzes and tests will be due immediately upon return to school. Administratively approved assignment policies may vary from this handbook.

DEAN'S LIST: Students will be eligible for the Dean's List with A's in all subjects listed for the semester .

HONOR ROLL: Students will be eligible for the Honor Roll with all A's and B's in all subjects listed for the semester.

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.** Students will be granted one day for each day absent to submit make up work assigned on the day of absences. All other preassigned work, quizzes and tests will be due immediately upon return to school. In unusual hardship cases the teacher may seek permission from the Principal to give an extension. **It is the student's responsibility to complete the work on time.**

SUSPENSION GRADING PROCEDURES: When a student has been suspended, all work (including tests) is to be made up. Please see the discipline section of the handbook for the grading guidelines for suspensions.

PROGRESS REPORTS: Parents receive a link to an updated progress report via email from FACTS/RenWeb weekly. Additionally, parents have live, 24/7 access to immediate grade updates via the Parent Portal.

ACADEMIC PROBATION:

The purpose of Academic Probation is to assist current students in identifying and overcoming academic difficulties. Students who earn a D or F in any academic core class, or who earn less than a 2.0 semester GPA, will be reviewed by administration. An **academic probation plan (APP)** may be set up with the student, parents and teachers to assist in helping the student improve and maintain a C average or higher. Failure for the student and parent to work co-operatively in pursuing this plan would be considered grounds for possible dismissal. During this time, students may be required to withdraw from co-curricular activities to concentrate on their academic studies.

New students who have been accepted on Academic Probation should plan to attend help sessions. Parents should keep in contact weekly through RenWeb

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES WITH FHSAS ATHLETIC PRECURSOR

Warner Christian Academy will meet and exceed the FHSAA standard for academic minimum eligibility requirements.

FHSAA Athletic Precursor for Academic Eligibility:

- The FHSAA requires a cumulative GPA of 2.0, as calculated by semesters, for students to be eligible for athletic participation
 - Students are eligible for the entire semester

Warner Christian Academy will exceed the FHSAA academic eligibility by providing the following eligibility policy for athletics and all extra-curricular activities.

- Weekly grade-check reports will be run and students are immediately ineligible for participation in extra-curricular activities if:
 - Any class grade falls below passing (<60%)
 - OR
 - The current GPA falls below 2.0
- Student will remain ineligible for athletics and all extra-curricular activities until the abovementioned issue is rectified, or it is determined by the teacher, Principal, and Athletic Director that academic progress has been made or a plan enacted.
 - At that point, the student is then eligible, and will remain eligible, pending the next week's grade check report

GRADUATION REQUIREMENTS: Minimum graduation requirements at Warner Christian Academy include the following credits in Grades 9 – 12 (there may be times when these requirements can be revised based on an individual basis and with administrative approval)

BIBLE: 0.5 credits each semester at WCA

ENGLISH: 4 credits including American Literature and British Literature

MATH: 4 credits (must include Algebra I, Algebra 2, Geometry, and Precalculus)

SCIENCE: 3 credits (2 with labs) must include Biology and Chemistry. Biology is taken in 9th Grade and Chemistry is taken concurrently with Algebra II in either 10th or 11th Grade. If Chemistry is taken in 11th Grade, then Anatomy/Physiology is taken in 10th Grade concurrently with Geometry. Students earning high school credit for Physical Science in 8th grade must still take 3 science courses throughout their 9th-12th grade career.

SOCIAL STUDIES: 3 credits must include: World History, U.S. History, ½ U.S. Government, ½ Economics

PHYSICAL EDUCATION/HEALTH: ½ PE, ½ Personal Fitness or 1 full credit of HOPE

PERFORMING FINE ARTS and/or PRACTICAL VOCATIONAL ARTS:

½ each or 1 full credit in either area (i.e. music, drama, art, computers, journalism, etc.)

FOREIGN LANGUAGE: Two sequential credits of one language (recommended for entrance into four-year universities and meeting Bright Futures qualifications). Note: transfer students maybe be waived of this requirement

SERVICE HOURS: 120 hours of community service must be performed and logged for graduation; this will also exceed Florida Bright Futures requirements

28 or more total credits (transfer students may not have Bible credits if coming from a non-Christian school) are needed to graduate from Warner Christian Academy. Students must maintain a 2.0 cumulative GPA and pass all state required courses to be eligible to receive a high school diploma.

A senior must be enrolled full time during his/her senior **year even if they have met all required credits** unless approved by administration. Dual enrollment can be counted toward full time status. WCA does not endorse nor allow

for early graduation without administrator approval. Our desire is that students will use their full four years of high school to be involved in a wide range of academic and co-curricular activities as they prepare for their college years.

DIPLOMAS: Listed below are the current requirements for receiving one of the three diplomas issued by Warner Christian Academy.

****STANDARD DIPLOMA:** A Standard Diploma will be awarded to a student who meets the general graduation requirements.

****COLLEGE PREP DIPLOMA:** Awarded to students who meet all standard diploma requirements and have a cumulative weighted GPA of 3.5 to 3.79

****HONORS DIPLOMA:** Awarded to students who have met the requirements for the college-prep diploma as well as a minimum cumulative weighted GPA of 3.80, and the successful completion of 10 full-year honors classes, AP classes or dual enrollment courses (earning a "B" or higher).

****All diplomas meet the State of Florida graduation requirements and any applicable WCA academic requirements (see graduation requirements).**

VALEDICTORIAN-SALUTATORIAN HONORS: In order to qualify for the honor of valedictorian or salutatorian, a student must be classified as a fourth year senior and must have attended WCA for the final two years of his/her high school career. Students must be on track to earn the College Prep Diploma to be eligible. These two honors are decided at the end of first semester of the senior year and remain in force even though the end-of-year statistics change. Valedictorian and Salutatorian speeches will be prerecorded and played at the graduation ceremony.

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. Seniors or graduates requesting transcripts to be sent to colleges or employers must complete a transcript request from the secondary office. A transcript will not be released unless all financial obligations are current.

COURSE SELECTION: Students are given course selection forms in the spring of each year to select their electives and required courses for setting up their class schedules for the following year. Students who do not turn in their course selection form have classes chosen for them.

CLASS CHANGES: Class changes may be made during the first week of each semester or in the case of a transfer student, within the first week of attendance. ***ALL CHANGES REQUIRE THE APPROVAL OF THE CLASS INSTRUCTOR, THE STUDENT'S PARENTS, AND THE PRINCIPAL or ACADEMIC COORDINATOR.*** A ***Schedule Change Request*** is to be filled out, signed and turned in to the school office. The student will remain in the original class until notified by the office that the course may be changed. Changes will be made if possible and at the discretion of school administration.

1. ***Dropping a class*** – students may only add or drop a class with the approval of the Principal or Academic Coordinator.
2. ***Seniors*** are required to maintain a full-day class schedule throughout the senior year, unless all graduation requirements have been met and administrative approval and parental permission are granted for an amended schedule. *****Classes will not be dropped for the purpose of GPA improvement.***

ACADEMIC SERVICES

TEXTBOOKS: Students are issued textbooks by their classroom teachers. Textbooks will not be collected at the end of the semester or year. If a student requires an additional book, the parents may choose to purchase one on their own or through the school. The safekeeping of assigned books is the students'/parents' responsibility. Students are free to highlight, underline, make margin notes, etc., as their parents may guide them.

LIBRARY: Students have access to resources in the high school library. Use of the library will be supervised by classroom teachers. Some reference books will be available for one-day check out. Fines will be charged for overdue books. Students will not be able to check out books until their fine is paid. Books must be returned by 3:15 pm on the due date.

STANDARDIZED TESTING PROGRAM: WCA maintains a testing program as follows:

- ADMISSIONS TESTING
- ACHIEVEMENT TESTS:
 - Grade 12 SAT in the Fall

- Grade 11 PSAT NMSQT in the Fall
- Grade 10 PSAT NMSQT in the Fall
- Grades 9,8,7 PSAT 8/9 in the Fall
- Grade 6 MAP Math/Reading/Language in the Fall

STUDENT SUCCESS: The success of your students is of primary concern. There are multiple avenues of helping your student achieve success; from Help Sessions to aiding in applying for college! If you suspect your child may have a learning disability, contact the Assistant Principal of Curriculum, Instruction, and Assessment to discuss.

GUIDANCE: Academic counseling is available by appointment through the High School office. The Academic Coordinator will contact students to check their records, to plan coursework and to arrange college placement and career planning throughout their high school career. Bright Futures, scholarship offerings, and graduation requirements are handled through this office.

HELP SESSIONS: Teachers will be available at least one afternoon weekly to assist students after school. Parents or students may request a help session, in addition, the teacher, Principal, or Academic Coordinator, may require that a student stay for extra help. If required to attend, students may not be excused from help session for athletic or fine arts practices. However, teachers will work around games and concerts that conflict. Help sessions are free opportunities for students to seek additional help for classwork.

LEARNING LAB: We are working on providing a program whereby our students can be aided in their learning such that they will be able to maintain themselves, without aid, at a level that will allow for success at Warner Christian Academy. More details will follow as this program is built throughout the 2023/2024 school year. Please contact the Assistant Principal of Curriculum, Instruction, and Assessment to discuss.

PARENT/SCHOOL COMMUNICATION

BACK TO SCHOOL ORIENTATION: During the “Packet Pick-Up and Meet the Teacher” meeting prior to the first day of school, Warner Christian Academy provides a “Back to School” packet to each enrolled family for 6th-12th grade children. The packet contains relevant information about policy, schedules, and teacher assignments for the coming year.

GRADE REPORTS: Electronic grade reports are available on RenWeb at the end of the first, second and third quarters. (See academic calendar for dates). The final report card will be mailed.

PROGRESS REPORTS: A link to an updated progress report will be emailed each Sunday evening for parents to view

FACTS/RENWEB: FACTS/RenWeb is an Internet-based school management system that embraces the various needs of administration, staff, teachers, students and parents. 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. ***FACTS/RenWeb is how we communicate as a school to our families. Parents are expected to access FACTS/RenWeb weekly to check up on grades and assignments.***

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. It is very important for parents to keep their phone numbers updated.

CONFERENCES: A parent-teacher conference day is scheduled after the first quarter to discuss your child’s academic progress. If you wish to talk to a teacher, please call the office and leave a message for the teacher or e-mail the teacher through FACTS/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.**

Students are permitted 10 absences in each class per semester. Unless a note from the attending physician or a court document is presented **on the student's first day back**, explaining the reason for the absence, the student will fail each class where absences exceed the 10 day limit. **Only excused document absences, (see below for examples of excused document absences) will not be counted in the total 10 days.**

A student who fails a class by attendance will be required to retake the entire semester class for grade replacement.

When a student reaches **15 absences or tardies**, for any reason, in any class, the school administration, may review the student's status. They will determine whether WCA is the appropriate program for providing the educational support that this student needs. In addition, they may 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:

EXCUSED DOCUMENT ABSENCE (ED)

- Court excused, medical or dental excuse and/or up to two college visits for juniors and seniors. *For absences to be excused a court document, doctor's note, or an authorized completed and signed college form must be submitted to the high school office within one week of the absence.* The date of each absence must be noted on the document in order for the absences to be excused.
- An excused document absence will not be counted toward the 10 absences permitted prior to failure of a class.
- The student will be granted one day for each day absent to submit make up work assigned on the day of absences. All other preassigned work, quizzes and tests will be due immediately upon return to school.

ABSENCE (A)

- An absence will be counted toward the 10 absences permitted prior to failure of a class.
- The classroom teacher will determine the due date for make-up work. Work will receive full credit if completed within this guideline.

GENERAL ATTENDANCE POLICIES:

- Students arriving after 7:55 am **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 will be considered **skipping** and will result in disciplinary consequences.
- Students may not leave the school grounds without signing out at the office. Failure to do so will result in an absence and serious 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 to school.
- Students absent for an extended period may be withdrawn from WCA after 15 absences provided that reasonable means of notifying the parent have been made (telephone, email, letter, or personal visit) and that there has been no acceptable parent response by the end of the 15th 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 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.

EXTRACURRICULAR ACTIVITIES POLICIES:

Students absent from school or suspended from classes may NOT participate in after school 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.

Students must check in to school by 11:30 AM to be eligible to participate in after school activities or events for that day. If a student 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 extracurricular activities is NEVER an excuse for tardiness or absences the following day.

Academic Eligibility for Extra-Curricular Activities with FHSAA Athletic Precursor

Warner Christian Academy will meet and exceed the FHSAA standard for academic minimum eligibility requirements.

FHSAA Athletic Precursor for Academic Eligibility:

- The FHSAA requires a cumulative GPA of 2.0, as calculated by semesters, for students to be eligible for athletic participation
 - Students are eligible for the entire semester

Warner Christian Academy will exceed the FHSAA academic eligibility by providing the following eligibility policy for athletics and all extra-curricular activities.

- Weekly grade-check reports will be run and students are immediately ineligible for participation in extra-curricular activities if:
 - Any class grade falls below passing (<60%)
 - OR
 - The current GPA falls below 2.0
- Student will remain ineligible for athletics and all extra-curricular activities until the abovementioned issue is rectified, or it is determined by the teacher, Principal, and Athletic Director that academic progress has been made or a plan enacted.
 - At that point, the student is then eligible, and will remain eligible, pending the next week's grade check report

ADVANCED ASSIGNMENTS: If you are planning a family trip, college visit, or any other pre-planned absence from school, parents and students are to contact the teachers to discuss a plan for the pre-planned absence. It might be that some teachers can provide work in advance. Other teachers might not. Please work on a plan with the teachers.

Students will be allowed one week (5 school days) of excused absences for participation in a ministry sponsored missions trip. Please contact the Principal for the documentation required in advance for these absences to be excused.

Students may not request advanced assignments during Semester Exam week or during standardized achievement test window. These tests may not be rescheduled!

TARDIES AT WCA: All students have the responsibility to arrive promptly to school and their scheduled classes. All tardies are considered unexcused (UT) unless a doctor's note or note from a court of law is provided for that day (or, if between classes, a note is provided by faculty or staff).

- Students are considered unexcused tardy (UT) when they arrive to school after the 2nd bell 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.
- During periods 1-7, teachers will record both unexcused tardies (UT) and excused tardies (ET).
- Disciplinary action will take place after the accumulation of 9 cumulative unexcused tardies (UT) per semester; likely resulting in either afternoon or morning detention (this 9 is NOT per class, but cumulative)

- Further disciplinary action will result for the accumulation of each 4 unexcused tardies (UT) thereafter (again, NOT per class, but cumulative).

UNIFORM 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 French Toast. All items listed on the approved WCA section of the French Toast website are allowable.

The official school uniform consists of the following:

- Red, white or navy long-sleeved or short-sleeved polo shirts with the WCA logo.
- **GIRLS:** Navy or khaki pants, shorts, or skorts. Shorts/skorts must be of original purchased length and unaltered.
- **BOYS:** Navy or khaki pants or shorts. Shorts must be of original purchased length and unaltered.

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

Hair:

- Hairstyles cannot be distracting. Hair color must be natural. Some unacceptable examples include but are not limited to, Mohawks, lines or shapes cut into the hair or eyebrows, dyes, etc.
- Girls' hair may not cover the eyes.
- Boys' hair may not reach the eyes or the bottom of the shirt collar.
- Boys' hair may not be adorned with any items, but may, with administrative approval, include a tie to hold back hair from eyes.

Footwear:

- Dress shoes, casual shoes, boots and tennis shoes are acceptable. Shoes must be non-marking on waxed floors and gym floors.
- Footwear must have both closed toes and backs. Sandals and crocs are not acceptable.
- Flip-flops, slides, and bedroom slippers are not acceptable.
- Lace-up athletic shoes are required for PE classes.

Clothing:

- Students must be dressed for school prior to entering the building.
- 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.
- Uniforms may not be altered in any way including rolling the hem or waistband up or down.
- Uniform shorts and skorts must be of original purchased length and unaltered.

- Athletic shorts and joggers worn for PE are to be purchased through French Toast. PE shirts are purchased through the school office. Shorts for PE or athletic practices must be of original purchased length and unaltered.

Outerwear:

- Students may only wear WCA, approved and/or issued outerwear. You may find appropriate outerwear on the French Toast website. Other outerwear may be sold by WCA or issued by WCA.
- Hats, hoods and sunglasses are not permitted to be worn inside buildings.
- COLLEGE ACCEPTANCES: Students who receive official word of acceptance into college are allowed to wear that college's outerwear to WCA on any school day.

Body Markings:

- Body markings (temporary or permanent) are not permitted to be visible during the school day or at any school function.
- Piercing of any kind, other than ear piercing (maximum of two per ear), are not allowed. The school is not liable for any injury, whether accidental or intentional, resulting from piercings. Boys are not permitted to wear earrings during the school day or at school sponsored events.

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 any school function:**

- Visible midriff or cleavage
- Strapless tops
- 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 while on campus.
- Dresses, skirts or shorts worn at athletic and after school events **must be no shorter than the length of the student's longest finger when the arms are fully extended down the sides of the body.**

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

DESIGNATED BLUE-JEAN AND T-SHIRT DAYS: Special blue-jean or t-shirt days will be announced. Jeans must be standard blue jeans and may not have holes, be ragged or tight-fitting and must be plain (For example, no words or pictures). The only shorts that are acceptable are the uniform shorts. Only WCA t-shirts will be acceptable. Uniform shirts will be acceptable as well. 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 specially designated jean days in case jeans are deemed to be out of dress code. 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 appropriate clothing from French Toast. **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 system. Habitual violations may result in suspension and/or expulsion. When the length of a dress, skirt, or skirt is questionable, the student will be called to the office. If it is a uniform that is in question, the student will be asked to provide evidence that the item in question is from French Toast and is the appropriate sized item for the student's age/size. If it is a dress or skirt that is a non-uniform then the posted regulations for that event will apply and be followed.

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. Thank you for your cooperation in being role models for our students.

FORMAL ATTIRE: Please follow the guidelines that will be provided by administration before the scheduled event.

BEHAVIOR, CONDUCT, and DISCIPLINE POLICIES

In order maintain an atmosphere in which learning and Christian growth can take place, we will follow five behavior guidelines as the basis of our discipline and school procedures:

1. Christ- Like Behavior
2. Honor Authority
3. Absolute Honesty
4. Immediate Obedience
5. Respect Others

In recognition of the guidelines above, we desire to teach students to be polite and courteous. All staff members and visitors to our campus are to be addressed respectfully.

Philosophy of Discipline:

The word discipline in Scripture refers to the training of the heart. True biblical discipline doesn't aim for outward conformity to external rules but places its focus on the condition of the heart because the heart is the source of our actions, words, and desires. This is the foundation for what we call a refuge of grace. Grace is often misunderstood as having no consequences, but withholding proper discipline is not an act of grace. Being a refuge of grace means not settling for a temporary external "fix" but striving to create lasting change in a student's heart. We do this by not stopping with the imposed consequence, but by going deeper to help the student understand the condition of his own heart. We believe that only God can change a person's heart, but as adults who are invested in students' lives, we can be used in that process.

WCA acknowledges that parents hold the primary responsibility for the discipline of their children and that parental involvement in the discipline of their children within the framework of the WCA program is integral. Given this, it is also understood that for the continued integrity of the WCA program, school leadership maintains the right and responsibility to administer discipline as it sees necessary and prudent. In all disciplinary action, we strive to teach and model biblical repentance, forgiveness, and restoration.

The classroom teacher is charged with the primary responsibility for student discipline. Classroom discipline is carried out through counsel with students, parental contact, and direct interventions including sanctions and consequences. Students are referred to the principal for disciplinary action for consistent classroom infractions, gross misconduct, and moral and/or ethical offenses. Administrative discipline is issued by the principal when necessary. Failure to serve any assigned discipline will result in additional disciplinary action. WCA is not required to follow a certain progression of disciplinary action and may proceed immediately with expulsion as circumstances warrant.

Academic Integrity: Warner Christian Academy students are expected to display academic integrity. Academic integrity is honesty with all aspects of coursework (homework, classwork, test, quiz, paper, project, etc). Failure to display academic integrity would include but is not limited to: cheating, plagiarizing, deception, use of technology to provide unauthorized assistance, giving or receiving work to be represented as someone else's.

Discipline: Discipline is training that develops self-control, character, orderliness, and efficiency in the individual. The Word of God is used as a guide in Christian Discipline. Administration, faculty and staff are to help guide the students in carrying out his/ her Christian responsibility in living a life committed to God.

WCA takes pride in the quality of instruction it provides for its students. A student has a basic right to learn, and the teacher has the important responsibility to carry of the instructional process. For this reason, it is important for students to practice consideration and mutual respect within the classroom and throughout the building at all times. Toys, devices or other items that may be a distraction to the learning process and the classroom environment will not be allowed on campus.

Discipline Procedures: In the event that a student chooses not to comply with WCA standards of behavior, he or she can expect disciplinary consequences. Each classroom teacher will determine his/ her specific rules and consequences for the classroom. When a student chooses not to comply with a teacher's rules, he/ she may be referred to the school office and disciplinary action may be taken by administration. **All disciplinary action is at the sole discretion of the WCA administration.**

The following conduct will result in immediate disciplinary referral and possible suspension or expulsion:

- Any act, written or verbal, gestural, or terroristic in nature, which intimidates, threatens, degrades or disgraces another person; bullying
- Profanity of obscene language or gestures, written or verbal
- Public displays of affection
- Sexual immorality
- Fighting
- Open defiance or disrespect of school personnel or anyone acting in the name of the school, during the school day or any school event, on or off campus
- Willful or persistent violation of classroom or school rules
- Inappropriate communication with people on the internet
- Inappropriate use of social media
- Academic dishonesty of any kind
- Intentional or negligent damage to school property or another person's personal property
- Theft of personal or school property
- Possession of dangerous items such as fireworks or any kind of weapon
- WCA is a drug free campus. Possession, use, distribution or sale of controlled substances, alcohol, tobacco, vaping materials
- Gambling
- Leaving campus without permission
- False fire or emergency alarm or threat of the same
- Any other offense that administration may reasonably deem to fall within this category

Detention: Students serving detention before or after school hours will do so only under the supervision of a WCA faculty or staff member. This action will be used as a disciplinary measure as directed by the teacher or administration. In the event that detention is administered, all rules, regulations and policies of the regular school day will be enforced. Parents will be given twenty-four-hour notification of an assigned detention. Parents are responsible to support the efforts of the school and provide for transportation arrangements of their child.

In- School Suspension:

1. The duration of the suspension will be the sole decision of administration.
2. Any student receiving an in-school suspension is NOT eligible to participate in after school extracurricular activities, athletics, or attend any after school functions, on or off campus.
3. Any student receiving an in-school suspension may lose the privilege of attending any off-campus field trips for the remainder of the school year.
4. Students serving in-school suspension will be assigned work related tasks to complete. These tasks may be physical (i.e. appropriate cleaning assignments) or academic in nature.
5. In-school suspensions are considered excused absences and make up work will follow the excused absence policy.

Out of School Suspension:

1. The duration of the suspension will be the sole decision of administration.
2. Any student receiving an out of school suspension is NOT eligible to participate in after school extracurricular activities, athletics, or attend any after school functions, on or off campus.
3. Any student receiving an out of school suspension may lose the privilege of attending any off-campus field trips for the remainder of the school year.
4. Students receiving more than one out of school suspension within the same school year may be expelled from the school.
5. Out of school suspensions are considered absences (not excused absences) and make up work will follow the absence policy.

Expulsion: WCA may expel a student for repeated disciplinary situations or any major infraction that impacts the safety of the campus or negatively influences the school culture. An expulsion results in the denial of admission to or entry into WCA school grounds. Written notification of the expulsion will be provided to the student and parent. An expulsion may adversely affect the student from returning to WCA the next year.

Harassment: WCA 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: Warner Christian Academy does not accept bullying behavior by its students or any member of the school community. Bullying behavior will often consist of habitual, targeted, and premeditated actions. The victim(s) will have reasonable fear of harm to his or her person and/or damage to his or her property. Bullying includes, but is not limited to:

- Verbal Bullying - using words to exert power or control over another student including demeaning or degrading a peer's existence
- Physical Bullying - using physical force to hurt, control or intimidate a peer
- Cyberbullying - using technology (e-mail, texts, social network sites, etc.) to harass, defame, threaten or humiliate a peer.

It is important for parents and students to recognize that all instances of teasing or name-calling is not necessarily bullying. Typically, bullying behavior occurs across social peer groups while students within the same peer group will often tease or joke with one another. Bullying behavior and or harassment, as determined by the school's administration will result in the following:

- First Incident - immediate removal from the situation and one-day suspension
- Second Incident - immediate removal from the situation and school, multi-day suspension and expulsion review

Note: The school administration reserves the right to accelerate the consequences if actions warrant.

TECHNOLOGY USAGE POLICY

COMPUTER-INTERNET USAGE POLICY: The technology program at WCA provides the students with many opportunities to use a variety of 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. 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 or unauthorized files or programs on or off campus. In addition, students are prohibited from accessing any form of social media during school hours while on campus; this includes personal devices.

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.

SOCIAL NETWORKING POLICY: Students or parents 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 violates the family and school partnership, will 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. Additionally, comments that cast a negative light of the ministry of WCCOG, WCA or any administrator, faculty or staff member may result in the dismissal of the family from the school.

ATHLETICS

ELIGIBILITY: WCA athletes in grades 6–12 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 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 (games, meets, etc.).
- Students may be allowed to participate in practices if a plan is approved by the parents, coaches, and administration.

- Students in grades 6-12 may participate only one year in each grade. A student will be eligible for no more than four consecutive academic years after completion of the 8th grade.
- 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.)

Academic Eligibility for Extra-Curricular Activities with FHSAA Athletic Precursor

Warner Christian Academy will meet and exceed the FHSAA standard for academic minimum eligibility requirements.

FHSAA Athletic Precursor for Academic Eligibility:

- The FHSAA requires a cumulative GPA of 2.0, as calculated by semesters, for students to be eligible for athletic participation
 - Students are eligible for the entire semester

Warner Christian Academy will exceed the FHSAA academic eligibility by providing the following eligibility policy for athletics and all extra-curricular activities.

- Weekly grade-check reports will be run and students are immediately ineligible for participation in extra-curricular activities if:
 - Any class grade falls below passing (<60%)
 - OR
 - The current GPA falls below 2.0
- Student will remain ineligible for athletics and all extra-curricular activities until the abovementioned issue is rectified, or it is determined by the teacher, Principal, and Athletic Director that academic progress has been made or a plan enacted.
 - At that point, the student is then eligible, and will remain eligible, pending the next week's grade check report

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 Mandatory Videos
- FHSAA physical exam
 - a. EL2
 - b. EL3
- Mandatory sports fee must be paid before practicing or playing!

PHYSICALS: This is a mandatory requirement with NO exceptions!

- **FHSAA physicals must be submitted on AthleticClearance.com prior to the first scheduled practice. A student may not participate in any athletic program, practice or games, without having first submitted their appropriately completed FHSSA physical exam form, Concession in Sports, Heat Illness and Sudden Cardiac Arrest certificate and being cleared on AthleticClearance.com.**

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.

HOME EDUCATION STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

Warner Christian Academy will meet and exceed the FHSAA standard for home education student requirements for participation in interscholastic athletics.

FHSAA bylaws regarding home education student requirements are listed below.

9.2.2.1.1 Home Education Student Requirements. To participate in interscholastic athletics, a home education student must: (§ 1006.15(3)(c)1-7, F.S.)

- register as a home education student with the district school superintendent of the county in which he/she resides; and
- register with the school of his/her intent to participate in interscholastic athletics as a representative of the school before participation; and
- meet the same standards of acceptance, behavior and performance as the school requires of other participating students; and
- certify to the school at the end of each semester that he/she has the minimum cumulative grade point average required for participation; and
- meet all other FHSAA eligibility requirements; and
- must be registered with the FHSAA Office each year using a form provided by the Association.

Warner Christian Academy will ensure (a) – (c) are met prior to an agreement between a home education family and WCA; will ensure (d) is met each semester by having parents provide a report from the association by which the student is meeting educational requirements; will ensure (e) is met throughout the season/year; will ensure (f) is met year by year.

In order for Warner Christian Academy to properly ensure that home education students “meet the same standards of acceptance” to the school, home education students will be required to participate in entrance testing prior to their first participation in interscholastic athletics at WCA.

TRAVEL REGULATIONS

- Team members are to ride to games with the team when transportation is provided by the school.
- Athletes may ride home from away games with their own parents with a note from the parent. A notarized note is required for an athlete to ride home with another student's parent. All notes must be presented to the team's coach at least twenty-four hours in advance for the request to be approved.
- Athletes may not ride to the game or home with other students.
- 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 to play.
- 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. 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 high school siblings. If an elementary school student is on campus after 3:30 pm, they are required to report to After School Care. No exceptions!

STUDENT ACTIVITIES

- **CHAPEL:** Chapel is held each week. 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.
- **HONOR SOCIETY:** 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.

- **THE COUNCIL OF EAGLES:** WCA has an active student council known as the Council of Eagles. The COE serves the student body by providing activities, which foster school spirit, school loyalty and service to others. COE is composed of student representatives from each grade 6-12. They are selected through an interview process in the spring. Members must maintain a B average and no excessive disciplinary action during the school year. The COE plans spirit weeks, homecoming, prom and class competitions as well as working closely with all campus groups to provide spiritual and social leadership.
- **FORMAL EVENTS:** Two formal events are held for 9th–12th graders each year, *Homecoming* and *Prom*. (See the dress code guidelines provided to all eligible students and their parents prior to the event.) The administration reserves the right to approve guests to formal events if they are not WCA students or if they are not within the grades scheduled to be involved in the activity. Non-WCA student-guests must obtain a permission form from the Principal BEFORE purchasing a ticket to either event.
 - Middle School students are not permitted to attend high school formal events
 - High school students are not permitted to invite middle school students or persons who are over the age of 20 to a WCA formal event.
- **YEARBOOK AND NEWSPAPER:** The Yearbook and newspaper are two avenues of student expression. Both publications are produced by the Journalism class, which guides and instructs students in responsible journalism, as well as financing these publications through the selling of advertising. Computer technology and photography are also important parts of the yearbook and newspaper.
- **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.
- **SENIOR TRIP AND ACTIVITIES:** WCA is one of the few schools that allows its senior class the privilege of a senior trip. The decision of whether to offer a senior class trip, as well as the destination of the trip, is completely at the discretion of the class sponsor and the principal. The trip will be taken during the school year and requires that eligible seniors have no negative disciplinary record.

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** Valedictorian – Senior, highest cumulative 7th semester GPA
- Salutatorian – Senior, 2nd highest cumulative 7th semester GPA
- Presidential Academic Excellence Awards – Seniors with high GPA and test scores.
- Subject area awards
- Army Scholar/Athlete Award – Senior male and female (when available)
- 3 Marine Corps Awards- Scholarship, male and female athlete, and music (When available)

MERIT AND CHARACTER AWARDS

- HOBY Leadership Award – Sophomore
- Middle School Student of the Year – voted on by the student body
- High School Student of the Year – voted on by the student body
- Faculty Merit of Honor – top merit award chosen by the faculty
- The Timothy Award for leadership – chosen by teachers
- The Mighty in Spirit Award for effort – chosen by teachers
- The Servant Heart Award for service – chosen by teachers

SCHOOL SAFETY

VISITORS AND PARENTS: Visitor badges are required for all campus visitors. All visitors must have a valid ID that will be background checked through the Raptor system, Parents having occasion to pick up students during the school day will enter through the elementary office door on Bellewood Ave. Students will be signed out and sent to

meet the parent. Parents wishing to Conference with staff or administration must 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.

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.

MEDICATION: Students are not to bring medication of any kind, including aspirin/non-aspirin products to school . . . **School personnel are not permitted by law to dispense any kind of medication without written permission from the parent and doctor's authorization for prescription medications.** 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.

STUDENT ILLNESS: 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.**

STUDENT DRIVING REGULATIONS:

- Students who drive to school must register their cars and park in assigned areas.
- Students may register cars for \$5.00 at the high school office at the beginning of the year, or any time they start driving to school.
- Campus speed limit is 10 MPH. Reckless driving will result in a loss of driving privileges and/or a disciplinary referral.
- Student drivers are to exit only onto Ridgewood Ave. from the south exit prior to 3:15 pm. Do not drive west between the elementary and high school buildings.
- Students or siblings who ride with student drivers will not be excused for tardies to school nor may they check out early because of the student driver.
- Students may not go to the parked cars between 7:55 am and 3:15 pm without permission from the office.
- Car radios are to maintain a volume unheard by those outside the car.
- Students may not ride with other students between the hours of 7:55 am and 3:15 pm except as authorized by parental consent and administrative approval.

MORNING STUDENT DROP-OFF: 9th-12th grade students may be dropped off only in front of the high school building.

AFTERNOON STUDENT PICK-UP: Pick up students directly in front of the secondary building. Students need to be off campus by 3:30 PM unless permission to stay has been granted. After school hours, WCA is not responsible for the supervision and safety of students without permission to stay. 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 result in a suspension. School gates will be locked during the school day and students being checked out by a parent will be checked out through the elementary office located off of Bellewood Ave.

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. Tornado and lock down drills 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. Since the background check takes 48 hours, it is important that you take care of this early. Fingerprint cards can be obtained in the Secondary Office. Each family member wanting to participate will need to pay for their own fingerprinting and background check.

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 elementary office shall serve as WCA's central admittance point for all visitors once the campus gates are locked for the day. Notice to students and visitors that they may be subject to search, is clearly posted at the main entrance to the campus.

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.

WEAPONS SEARCH: 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 on the student's person.

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 AND CELLULAR PHONES: Students need permission to use the office phone during school hours. Except for emergencies, all calls made from the office phone must be made outside of classroom hours.

Student cell phone use (and other handheld devices including the various "smart" watches) is prohibited during school hours (7:45am—3:15pm).

- Devices are to be stored in the student's locker at all times and may not be carried on their person.
- Devices must be silent and out of sight.
- Students violating these guidelines will have their device confiscated and turned in to the administration. Confiscated devices will be returned to the student at the discretion of the principal.
- Repeated violations could result in detention, parent conference, an extended time before the device is returned, loss of the privilege of having a device on campus, or more serious measures.
- All content on a confiscated device may be examined, and inappropriate materials found may result in further action. In addition, students may never wear earphones/earbuds on campus during school hours.

LUNCH: Lunchroom facilities are available on campus in the Mezzanine area. Students may not leave campus for lunch. Students are not to remain in classrooms during lunch unless a prior tutoring appointment has been made with a teacher.

LUNCH OPTIONS:

- Vendor lunches are ordered for each day of the week and must be ordered on Wednesday of the week prior and must be paid for through the student's FACTS/ RenWeb account. The Cafeteria and Warner Corner will not extend credit to students for lunches. Students must bring money to purchase any al la carte items from the cafeteria and all items from Warner Corner. Students may also bring a lunch from home.

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. Students are to keep their lockers clean and neat. Stickers or questionable pictures are not to be posted inside or outside. Backpacks are allowed in the classroom, however, individual teachers may have different classroom rules about where to store backpacks, etc. If the lock on your 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. Lost locks will incur a charge to your account.

VALUABLES: Students are discouraged from bringing valuable items or excessive cash to school. Students are responsible for their own items at all times. The school is not responsible for lost or missing items.

CONFLICT RESOLUTION

WCA follows these guidelines in an effort to resolve conflicts:

1. Classroom based conflicts and issues are to be directed to the teacher first.
2. Policy and Procedural conflicts should be directed to the appropriate area principal.
3. Conflicts occurring between students should be directed to the adult who was responsible for supervision when the conflict occurred.
4. Conflicts occurring between parents should be dealt with by those specific parents, confidentially, and should only include school personnel if necessary.

These general guideless are to be followed when seeking to resolve any conflict.

- 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 not resolved, move to the next person who can help (i.e., director, supervisor, dean, principal, head of school).
- Certain instances may require that the issue be brought to the Lead Pastor/ President of WCA and/ or the governing board of the school. This is at the discretion of the school administration.

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. We want those families who choose to become a part of Warner Christian Academy to empathize with our positions on the issues contained within so that the school and home can partner together in harmony.

Before you begin your year at Warner Christian Academy:

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

Enrollment at WCA is dependent upon your ability and/or willingness to adhere to these policies and regulations.

Warner Christian Academy reserves the right to amend the parent-student handbook at the school's discretion. Parents and students will receive appropriate notification when changes occur.

RELEASE FOR PUBLICATION

By signing the handbook agreement form, parents give permission for Warner Christian Academy to use their student's picture and name in school yearbooks, newsletters, brochures, videos, website, and other promotional materials. Parents must submit a letter to the school office to deny such permission.

WITHDRAWAL INFORMATION

Student withdrawals, when initiated by the parent, must be made through the school office. Parental contact is required. Any student withdrawing from Warner Christian Academy 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 and FINES MUST BE CLEARED and a withdrawal form is 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.

If a student is accepted and enrolled for any portion of a quarter and is voluntarily withdrawn, tuition will be due for the entire quarter. Whenever a student is accepted and enrolled after a quarter begins, tuition will be charged on a prorated basis.

The administration at Warner Christian Academy reserves the right to make any changes or exceptions on an as needed basis to this handbook.

In the event of school closure, all WCA school records will be transferred to Volusia County Schools for continued maintenance.