

PARENT/STUDENT

Kindergarten-5th Grade Handbook



2023-2024

Pastor Michael Chambliss, Lead Pastor White Chapel Church

Mrs. Nealy Walton, Elementary Principal, x240

Mrs. Rebekah Leon, Assistant Principal, x231

Mrs. Kimberly Boan, Elementary Administrative Assistant, x236

Mrs. Roxy Toler, Student Finances, x212

Office Hours: 7:30 AM – 3:30 PM
1730 South Ridgewood Avenue
South Daytona, Florida 32119-2298

www.wcaeagles.org

Phone: (386) 767-5451

Elementary Fax: (386) 767-5135

Attendance Email: AttendanceMatters@wcaeagles.org

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.

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ACCREDITATION

WCA is accredited by the Florida Association of Christian Colleges and Schools (FACCS), Middle States Association, Cognia, and NCPSA. All full-time faculty 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 day care children and nine first graders. **David Black** was the first principal, and his wife **Martha** served as the first teacher. Originally the plan was to add a grade each year, but in response to the community demand the school expanded through grade nine with 228 students in 1972. By 1973, Warner had 440 students, new classroom buildings were completed and the athletic program was added. There was a 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

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.

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

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

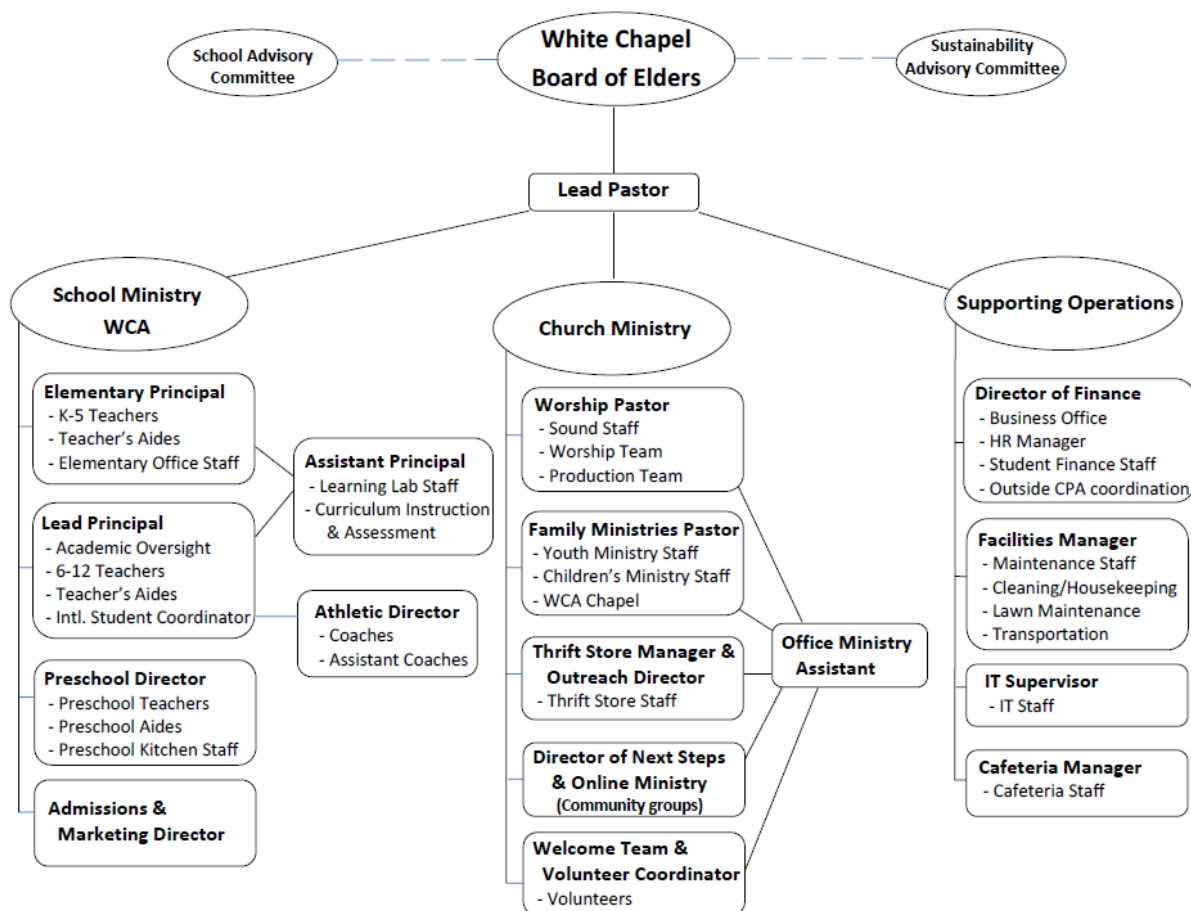
As ultimate reality and truth, God sets standards by which value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word; therefore, Christ and the Bible must be central to every subject or activity. This means that the biblical viewpoint must permeate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

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

WCA joins with parents and the church in partnership to help train and develop children to realize their fullest potential as God's creation. WCA 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 Head of School reports.



ADMISSIONS AND RE-ENROLLMENT

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

RE-ENROLLMENT FOR CURRENT STUDENTS: To maintain enrollment status, qualifying students will be automatically re-enrolled each spring and assessed a non-refundable fee. 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, attendance, 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. 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 and materials that best meet the need for quality academics, realizing that all secular sources of information are supplemented in scope and context by Christian instructors.

ELEMENTARY CONTENT AREAS:

Bible	Spelling	Music
Math	Social Studies	Physical Education
Reading/Phonics	Science/Health	Art
Language Arts	Handwriting	

TEXTBOOKS: Students are issued textbooks by their classroom teachers. Textbooks will not be collected at the end of the 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.

Grades K-5

ACADEMICS

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59
I = Incomplete

CONDUCT AND EFFORT

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

DEAN'S LIST AND HONOR ROLL GRADES K-5

Dean's List: A's in all major subjects. Handwriting, Art, Physical Education, Music, Conduct and Effort grades must be O, S or I.

Honor Roll: A's and B's in all major subjects. Art, Physical Education, Music, Conduct and Effort grades must be O, S or I.

HOMEWORK: The purpose of homework is to reinforce skills that are being taught in the classroom. Completing assignments and submitting them as directed by the teacher is vital to academic progress. Except in extenuating circumstances, late homework will receive 50% credit and will still need to be made up. "On time" means at the beginning of the class in which it was assigned. When it is necessary for students to be absent for an extended period of time (2 or more days), parents should call the elementary office and request that homework assignments be made available. **The assignments can be picked up at 3:00pm in the elementary office if requested by 8:30 AM.** It is the student's responsibility to turn in make-up work upon their return to school. The classroom teacher will determine the due date for all make up work.

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." If the "I" is assigned at the end of a school term, it automatically becomes a failure at the end of two weeks. In unusual hardship cases the teacher may get permission from the Principal to give an extension of time. It is the student's responsibility for completing the work on time.

SUSPENSION GRADING PROCEDURES: When a student has been suspended, all work including tests is to be made up.

PROGRESS REPORTS: Parents receive a link to an updated progress report via email from FACTS/RenWeb weekly.

LEARNING LAB: WCA is working on providing a program whereby 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.

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.

PROMOTION STANDARDS:

K, 1st, 2nd Grade: Retention is based on several factors, but the primary factor is the student's welfare. Most retentions take place in grades K, 1 and 2, and are at the discretion of the school. Low performing students can be required to take summer tutoring to remediate in areas of concern. End of the summer testing can determine whether promotion is a viable option at that point or the student will remain retained for the next school year.

3rd, 4th, 5th Grade: In order to be promoted in third through fifth grades a student must have a cumulative grade point average (GPA) of 2.0 in Bible, Language Arts, Mathematics, Reading, Science, and Social Studies with no final average grade of F in any of the six core subjects. Students who do not meet this requirement will be required to take one or more FLVS summer classes (or something equivalent) in order to remediate failed classes and/or increase overall GPA.

PARENT/SCHOOL COMMUNICATION

REPORT CARDS: Report Cards are issued at the end of each nine weeks (See Academic Calendar for dates). Parents are to sign and return the report card to the homeroom teacher within (3) days of it being issued. The final report card is mailed to the home address.

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, and other useful school information. FACTS/RenWeb is the communication tool used to communicate with WCA families. It is the parent's responsibility in partnering with WCA to check Parents Web weekly for their child's grades and assignments, as well as keep in touch with their child's teachers.

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. 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 at any time you wish to talk to a teacher, please call the office and leave a message for the teacher or e-mail the teacher to schedule an appointment.

HELP SESSIONS: Elementary teachers provide weekly help sessions. Parents may request a Help Session and students may attend voluntarily. However, students receiving F's on report cards will be required to attend each week until released by the teacher.

SUMMER SCHOOL: A summer tutoring program may be required for under performing students. The program is two-fold in purpose: (1) to enhance the student's academic growth and (2) to remediate weak or problem areas.

ACCESS TO OFFICIAL STUDENT RECORDS: It is the policy of the elementary school not to release official records directly to students or their parents. When transferring to a new school, WCA requires a written request from the new school in order for records to be released. Records will not be released unless all financial obligations are current.

ATTENDANCE POLICIES

ATTENDANCE: It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational programs at Warner Christian Academy. We recognize that from time to time compelling circumstances require that a student be late or absent from school.

It is the responsibility of the student's parent/guardian to explain a student's absence from school. An email from the student's parent/guardian or licensed physician should be sent within five (5) school days of the student's return. Emails can be sent to: AttendanceMatters@wcaeagles.org.

Students are permitted 10 absences per semester. Excused absences will not be counted in the 10 total absences permitted. Students acquiring more than 10 absences in each semester will meet with the Principal to discuss reasons for absences and whether the student will be permitted to remain at the school.

Students absent for an extended period of time may be withdrawn from school after 15 days of unexcused absence provided that reasonable means of notifying the parent have been made (phone, letter, or personal visit), and there has been no acceptable parent response by the end of the 15th day.

Excused Absences

The reasons for excused absences include:

- Documented appointments with healthcare professionals with an official medical excuse
- Student sent home from school with a fever or vomiting
- Absence due to participation in an academic class or school-sponsored activity approved by the principal
- Court appearances (documentation required)
- **All other absences are considered unexcused.**

REPORTING ABSENCES: It is the responsibility of the student's parent/guardian to explain a student's absence from school. An email from the student's parent/guardian or licensed physician should be sent within five (5) school days of the student's return. Emails can be sent to: AttendanceMatters@wcaeagles.org. Failure to provide an email will result in an automatic unexcused absence. However, the fact that the parent provides an email does not require the school administration to excuse the absence. The principal will decide whether the absence meets the criteria for an excused absence. The excuse must state specific date of absence, reason for absence, and electronically signed by parent. Excuse notes from a physician's office should be emailed or sent to the school with students

PLANNED ABSENCES: In case of a planned absence, the parent/guardian shall provide written email notice at least five (5) days prior to the absence to AttendanceMatters@wcaeagles.org. The fact that such notice is provided does not require the administration to treat the absence as excused. Rather, the principal will determine whether such absence meets the criteria for an excused absence as listed in the above first paragraph under Attendance.

MAKE-UP WORK: If a student is absent two or more days, parents may call the school office to obtain assignments. These calls need to be made by **8:30am** to ensure pick up of work by **3:00pm**. Otherwise, work may be picked up the following day from the office.

The student shall be responsible for all work and assignments missed during the student's absence. The student shall make arrangements with teachers for "make-up" work and will complete it within a reasonable time frame (i.e., in the event of three day's absences; the student has three days to complete and turn in assignments) upon the student's return to school. Coursework, tests and quizzes can be made up at full credit. Coursework, tests, and quizzes not completed and turned in within the allotted time frame will earn no credit. There is no expectation that the child's teacher or teachers recreate lessons, lectures, or labs for absences.

TARDINESS AND EARLY CHECK OUT: Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 1 time per week) will be addressed on a case-by-case basis. A student is considered tardy if he or she arrives at school after the

beginning of the school day (8:00am) or if he or she is not in their classroom before the tardy bell has rung. Tardiness will only be excused with documented appointments from the doctor. Disciplinary consequences will be implemented for students who have excessive tardiness to school.

Checking out a student early from school is also disruptive to the learning environment and can have a negative impact on student achievement. Early check out will only be excused with a doctor's note. All other incidents will be recorded as unexcused.

Check out for early dismissal ends 30 minutes before the end of the school day—WCA elementary will not call students out of class after 2:30pm. If it is absolutely necessary to check out a student early from school, students must be picked up before 2:30pm. Please notify the office at AttendanceMatters@wcaeagles.org or call 386-767-5451 x232.

Seven (7) unexcused tardies to school or unexcused early check outs from school will result in detention for the student.

UNIFORM POLICY

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. We believe that with **proper parental reinforcement** of family expectations in conjunction with school standards, our students will look distinctively great!

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. All uniforms can be purchased from ***French Toast***. ***All items listed on the approved WCA section of Frenchtoast.com website are allowable.***

The **elementary (K-5th) school uniform** consists of the following:

- Red, white or navy long-sleeved or short-sleeved polo shirts.
- All students must have at least one red polo shirt with the school logo. This shirt will be worn on field trips and at special events. They may also be worn daily.
- **GIRLS:** Navy or khaki jumpers, polo dresses, capris, pants, skorts or walking shorts (original purchased length and unaltered)
- **BOYS:** Navy or khaki pants or walking shorts. (original purchased length and unaltered)
- School uniforms must fit properly. Uniform apparel must not be too loose-fitting or body-tight.
- **EVERY FRIDAY STUDENTS ARE PERMITTED TO WEAR LONG BLUE JEANS (NO RIPS OR TEARS) WITH A WCA T-SHIRT.**

****Middle/High School (6th-12th) students are required to wear a polo with a WCA logo every day.**

GENERAL DRESS CODE FOR BOYS AND GIRLS: Personal grooming must be maintained in modesty and good taste. Jewelry should not be excessive or distracting. If you have doubts, don't wear it until you check it out with administration.

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, blue/pink/purple hair, 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.
- Sandals must fasten securely around the heel.
- Flip-flops, crocs, and bedroom slippers are not acceptable.
- Lace-up athletic shoes are required for PE classes.

Clothing:

- Undershirts and leggings must be solid navy, red, white, gray or black with no pictures, words, or designs. Undershirts may not hang below uniform shirts.
- **Leggings are only worn under shorts, jumpers, or skorts.** They must be plain red, navy, white, black, or gray.
- Pants and/or shirts must fit and be worn properly. Pants shall be worn above the hips. Pants and shorts must be 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.

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.

Body Markings:

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

Athletic Events and Activities:

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

****The following displays are prohibited at 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
- 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 may be asked to leave any event if inappropriately dressed.

DESIGNATED SPIRIT DAYS: Special blue jean or t-shirt days will be announced. Jeans may not have holes, be ragged or tight-fitting. No other color of jeans are permissible on Spirit Days. The only shorts that are acceptable are the uniform shorts. T-shirts are to be WCA issued. Other special T-shirt days or dress down days may be designated throughout the school year.

COLD WEATHER APPAREL: Families need to prepare for cold weather. Standard dress code will apply on **ALL** school days, unless there is a special event, regardless of weather conditions. If you are concerned about falling temperatures, make sure that you have purchased long navy or khaki pants and a WCA appropriate sweatshirt.

***** **PLEASE PUT NAMES IN ALL APPAREL ITEMS.** *****

UNIFORM VIOLATION PROCEDURE: Uniform 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 skort 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.

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. Thank you for your cooperation in being role models for our students. Elementary chaperones must wear a red logo shirt for safety and identification. Chaperone shirts may be purchased in the elementary office.

DISCIPLINE

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.

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.

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 out 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
- Inappropriate public displays of affection (high school students may hold hands)
- 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, during, 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 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 unexcused absences and make up work will follow the unexcused 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 or harassment, as determined by the school's administration will result in the following:

- First Incident - immediate removal from the situation and a 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

WCA is committed to appropriate use of technology in preparing students for their future in a world of information and technology. It is important to note that the school-based technology system, including all hardware, software programs, files, mail, and homework are the property of Warner Christian Academy. It is understood that computer use and Internet access for WCA students is a

privilege, and is not automatically granted to every student. Computer misuse, including WCA computers and private electronic devices while on campus, consists of the inappropriate use of a computer network/device including, but not limited to, accessing or hacking restricted accounts or networks, modifying or destroying files without permission, inputting discriminatory remarks or inappropriate messages, illegally copying software, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on or off campus. All users of the computers and the Internet will agree to sign the Parent Student Handbook Agreement and accept the responsibility that this is a privilege and that when and if acceptable use policies are not followed, this privilege will be revoked.

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

Because of the wide variety of information available via the Internet, WCA subscribes to an internet service provider that filters the content of material before students can access it. This will dramatically decrease the possibility of students accessing objectionable content. It is important, however, that parents realize that no filtering system is 100% effective. Parents should discuss with their children how Christian values can be applied in the cyber world. Also, by signing this handbook agreement, parents are giving permission for their children to use instructional technology in the library, computer lab, and classroom.

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

CELL PHONES/ELECTRONIC DEVICES: Students may not use cell phones or other electronic devices including but not limited to Smart watches on campus during school hours or during Extended Care. At all other times, the devices must be turned off and stored in the student's locker. 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.

Devices are to be stored in a locker at all times and may not be carried on their person. In addition, students may never wear earphones/earbuds on campus during school hours.

***** If a parent needs to contact their child, please call the school office. *****

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 WCC, WCA or any administrator, faculty or staff member may result in the dismissal of the family from the school.

INTERNET MANAGEMENT: Any approved devices that are internet capable are to be only used when an administrator, faculty, or staff member has allowed use of device and/or internet usage and will be present in the room of study. Devices such as these cannot be used on school grounds unless this prerequisite is met. By signing the Parent Student Handbook Agreement, students accept the responsibility that this is a privilege and that when and if acceptable use policies are not followed, the device will need to be untethered from the school network.

The following procedure should be followed if inappropriate materials are accessed on campus:

1. If a student accesses an inappropriate site (or if the student is unsure that it is appropriate), student is to immediately shut off the monitor without bringing attention to the problem with other students.
2. The student will immediately notify the teacher. On a mobile device, the student should turn the device face down so the image is not easily viewed, and notify the teacher.

The teacher will contact the IT department so that the site may be blacklisted from future access. The computer should be left on, with the inappropriate page loaded, but with the monitor turned off, so that the technology department may obtain information about the site in order to block it.

NETWORK INTEGRITY: Certain system procedures exist and are configured to keep computer systems working in optimal condition in regards to hardware, connectivity, and software. For this reason, problems that may arise with school owned computer equipment and/or programs should be relayed/communicated to the teacher or IT administrator. Students will not adjust accounts, system settings, or attempt to open equipment.

Passwords are not meant to be shared. They are for the security of staff, faculty, and students. Document security and information storage are necessary. Any user identified as a security risk will be denied access to computers/internet capable devices and may be liable for disciplinary action or prosecution. Students will not purposely attempt to obtain the password of another or log on with another

member's account or intentionally vandalize data or hardware of any other person. If recording password is necessary, then

In the event a security problem is found with the school's network, students agree not to demonstrate or explain the problem to others who may be tempted to exploit the problem, but to notify a teacher or member of the WCA IT department.

DATA LOSS: If network storage is available, student will save to designated folder first. Save in more than one place to keep a backup in case of data loss. This may include a folder on the local computer terminal, OneDrive (cloud drive for students) or thumb drive.

Designated school personnel may review files and communications to maintain system integrity and ensure that students use the system responsibly. Students should not expect that files stored on school file servers will be private.

Parents agree to grant permission for their children to use instructional technology in the library, computer lab, and classroom. If a parent/guardian does not want their student to have network and Internet privileges, a written request must be submitted to the WCA IT department, and a copy given to the appropriate school office. Parents/guardians understand that alternative assignments may be necessary to fulfill course requirements.

SCHOOL OFFICES AND ELEMENTARY PROCEDURES

HOURS (Main Office): The main office in the high school building is open from 7:45 AM – 4:00 PM, Monday through Friday and is generally closed when school is not in session. The phone number is 386-767-5451. All student business for grades Kindergarten-5th will be conducted through the Elementary Office. All financial matters should be taken care of in the Student Finance Office.

VISITORS AND PARENTS: Visitor badges are required for all campus visitors. Parents having occasion to pick up students during the school day will meet the student in the office area. Parents wishing to talk to a staff member should schedule an appointment or appropriate time for a phone conference. Student visitors are not permitted on campus except by advance special permission of the administration. Visitors are required to provide a government issued ID to be considered for admittance on WCA campus.

TELEPHONES: Only emergency messages can be given to elementary students. Elementary students who bring cell phones to school must keep them in their lockers turned off during the school day. Students needing to call home will do so from the elementary office.

LOST AND FOUND: Articles that are found on campus should be turned into the office. Those articles not claimed within 2 weeks will be given to White Chapel Thrift Store. **PLEASE WRITE FIRST AND LAST NAMES ON ALL PERSONAL ITEMS: LUNCH BOXES, JACKETS, SWEATSHIRTS, BACKPACKS, ETC.**

GENERAL INFORMATION

HANDBOOK AGREEMENT STATEMENT: The handbook agreement statement which is included in the Back-to-School packet must be signed by a parent and student and must be returned to the student's homeroom teacher. (A handbook agreement statement is required for each attending student within the family.)

GUARDIANSHIP: Students must reside with parents or a legal guardian in order to maintain status as a student.

BACK TO SCHOOL PACKETS: During the "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 K-5th grade children. The packet contains relevant information about policy, schedules, and teacher assignments for the coming year.

DAILY SCHEDULE

7:45 AM – Enter School
8:00 AM – Class begins – tardy bell
2:50 PM – Dismissal for K-2nd Grade
3:00 PM – Dismissal for 3rd-5th Grades

All students not picked up or under arranged teacher supervision will be taken to Extended Care 10 minutes after their dismissal time.

LUNCH: Currently, there are no lunch options available for elementary students. All students are to pack lunches daily. There are a few microwaves available to heat up items if needed.

PARENT/TEACHER FELLOWSHIP: The PTF provides a means for fellowship and communication, and fundraising among the parents, teachers, and many friends of the school. Contact the Elementary Principal for service opportunities within PTF.

ACHIEVEMENT TESTING: Warner Christian Academy maintains a testing program as follows:

- A Developmental Screening Inventory for incoming kindergarten students; Reading and Math MAP Entrance Assessments for grades 1st -5th; MAP Testing for all enrolled students K – 5th in the fall, winter, and spring.

STUDENT PICTURES AND YEARBOOK: Student pictures will be sold at a reasonable cost. In the fall, a group picture of each class, in uniforms, will be taken along with individual yearbook pictures. A yearbook will be available for purchase for K – 5th graders.

LOCKERS (1st-5th GRADES): Hall lockers will be assigned by your teacher. Students may not change lockers. Students in 3rd-5th grade must purchase a lock from the office. Lockers will be checked routinely and are expected to be clean and neat. Stickers are not to be put in the inside or outside of the locker. Unoccupied lockers are not to be used. The homeroom teacher will be provided with a key to the locks.

VALUABLES: Students are discouraged from bringing valuable items or cash to school. Students are responsible to lock their valuables up in their locker. The school is not responsible for lost or missing items. Students are not permitted to bring toys or electronics from home for use at school.

CHAPEL: Chapel services are held each week with teachers and students participating in the programs. Parents and families are always welcome in Chapel. A section for parents and families is reserved in the Chapel. Please see the Elementary Principal for seating. Please silence cell phones during this time.

EMERGENCY AND MEDICAL INFORMATION

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.

ILLNESS OR ACCIDENT DURING SCHOOL HOURS: Students who become ill during the school day must report to the school office. Parents will be notified as soon as possible. If parents cannot be reached, emergency phone numbers will be called. ***Sick students may not remain at school. WCA does not have clinic facilities.***

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

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 POLICY: The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. In order to help keep our children healthy, Warner Christian Academy requires adherence to the guidelines of this policy.

Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to the following:

- **FEVER:** May return when fever free for 24 hours, without medication
- **DIARRHEA/VOMITING:** May return when symptom free for 24 hours
- **STREP THROAT:** May return after 24 hours of antibiotic treatment and no fever for 24 hours
- **CONJUNCTIVITIS** (pink eye): May return 24 hours after treatment begins and eyes are free of discharge
- **HEAD LICE:** May return after treatment and removal of all live lice and nits from hair
- **RING WORM:** May return 48 hours after anti-fungal treatment begins
- **IMPETIGO/STAPH/MRSA:** May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- **COMMUNICABLE DISEASES** (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider
- **COVID**

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

EMERGENCY DRILLS: WCA has monthly fire drills to ensure students quick, safe exit from the building in case of fire or other hazard. The drill is signaled by the fire alarm sounding throughout the buildings. Teachers will have instructed their students in proper procedures and exit places. Students should follow these quickly and quietly. Fire drill routes are posted in every room. A severe storm and lock down drills are also conducted regularly.

EMERGENCY NOTIFICATION: In the event of an emergency at WCA, the administration will alert parents via Parent Alert phone text and email.

FIELD TRIPS

The purpose of a field trip is to enhance and add to the classroom educational program by offering experiences, which cannot be accomplished within the classroom setting. WCA welcomes participation of parents in the learning process of their children. One of the most common ways that parents may participate is as a chaperone on a field trip. In order to prevent misunderstandings and create an atmosphere of mutual cooperation, the following points will help you understand what is expected from chaperones. **A copy of the Field Trip policy must be signed, a Volunteer Application form and a background check with fingerprints must be completed and approved before a parent can be a chaperone. WCA requires both state and federal background checks.**

- **For safety and identification purposes, chaperones must wear a red WCA logo t-shirt.** T-shirts may be purchased in the elementary office. WCA polos may also be purchased at Blazin Creationz or White Chapel Thrift shop.
- 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 language, drunkenness or disorderly conduct will be asked to leave school functions. Thank you for your cooperation in being role models for our students.
- Because we are endeavoring to help students grow in healthful independence, parents should not expect to go on every trip their child's class takes. If a parent lacks confidence in the supervision of their child, that should be addressed rather than depriving the child of the educational experience if the parent cannot accompany the class.
- An appropriate number of parents will be selected by the teacher depending on the class size, age, type of field trip, location, and transportation available.
- Other arrangements should be made for brothers and sisters. The field trip is only for children in the class. Chaperones are along to assist the teacher in the care and supervision of the class as a whole, not for the purpose of a "family vacation" situation.
- Due to insurance considerations, when school transportation is provided, all students must travel in the school vehicle. In the rare circumstance that a student needs to leave with a parent other than their own after a field trip, WCA must have a notarized statement in the office as well as with the

classroom teacher. Students leaving with their own parents must give written notification prior to the trip.

- Unless otherwise instructed by the teacher, chaperones and their children are to remain with the group at all times. In case of an emergency, the teacher will decide what is to be done.
- Parents will not buy things (food, toys, souvenirs, etc.) for their child unless they buy them for all students. This creates an unfair disadvantage for the students whose parents are not present.
- If any child's behavior becomes unpleasant in actions or attitude, the teacher may and probably will reassign the child's supervision. This includes the child of a chaperone.
- It is important to remember that "little pitchers have big ears." All conversation among parents should be confined to nonjudgmental subjects. Do not critically discuss individual children, families, or school policies.
- If you feel a teacher is unaware of a problem you see with a child or group of children, please tactfully let the teacher know.
- Students should never leave the group, even to go to the bathroom. For primary students (K – 3rd), the chaperone should accompany them or stand at the door after making an attempt to clear the bathroom. Upper elementary (4th – 5th) students should go in groups of at least three.
- A field trip is not a good time for a parent-teacher conference. If you need to discuss your child's progress or problems with the teacher, please schedule a conference time when you will have privacy and the full attention of the teacher.
- If you agree to go on the trip then find you are unable to go, please let the teacher know right away.

DROP-OFF AND PICK-UP & EXTENDED CARE

MORNING STUDENT DROP-OFF: Parents are able to drop their K-5th grader off at the elementary gym from 7:00am-7:45am if necessary. (There is no charge for morning care.) For morning drop off from 7:45-8:00am, all vehicles must enter from Segrave Street during student drop off times. Parents dropping off Kindergarten through 5th grade students should be in the left lane. Students in grades 6th through 12th should be dropped off in the right lane. For your child's safety, students need to exit the vehicle from the same side and lane in which the vehicle is traveling (i.e. A student in a vehicle traveling in the left lane will need to exit the vehicle from the left side if possible.) To enable traffic to flow smoothly

and quickly, students should have all their belongings with them so that they do not slow the flow of traffic by getting their belongings out of the trunk.

AFTER SCHOOL PICK-UP: Parents are asked to wait in their vehicles for students to be dismissed. If you are going to be late, please know your child will be safely taken to Extended Care where they can be picked up. Late pick up is 10 minutes after dismissal time for each grade level.

Primary students K-3rd will need to be picked up from their teacher at the front of White Chapel Church glass doors on the east side. Parents of K-3rd should park in the parking lot, walk to the teacher, and present ID for pick up. (Once teachers are familiar with faces, ID will not be required each time to pick up.)

Students in 4TH-5TH grade will be picked up outside the White Chapel Church glass doors on the south side.

Elementary students are to be picked up on campus within 10 minutes after their dismissal or will be taken to Extended Care.

It is the responsibility of the parent to arrange transportation home from school and the care of the student after school hours. The school cannot be responsible for the supervision of your child unless they are in our Extended Care program. If students are to go home with anyone other than their regularly scheduled ride, written/email permission must be submitted in advance to the classroom teacher.

AFTER SCHOOL LATE PICK-UP POLICY: Students who are not picked up by 10 minutes after their dismissal will be taken to Extended Care and a fee will be charged. 3:00pm-4:00pm = \$6 daily 4:00pm-6:00pm =\$12 daily

SUPERVISION: Elementary K-5th students must be under adult supervision at all times when on campus. This includes athletic events and special programs. Elementary and middle school students may not attend after school practices or other co-curricular activity meetings with siblings. If an elementary student is on campus 10 minutes after their dismissal, they are required to report to Extended Care.

EXTENDED CARE: Morning care is available from 7am-7:45am for no additional fee. After school care is available through WCA at a daily drop-off rate of \$6 for students picked up by 4:00 pm. Students picked up between 4:01 pm and 6:00 pm will be charged a maximum daily rate of \$12. If a parent arrives after 6:00pm, the following late fee charges will be applied: \$10 for the first late minute plus \$1 per minute thereafter. The Extended Care registration form is available in the elementary office or online at wcaeagles.org. **Payment for Extended Care is due at the end of each week. Payments are to be made online through Parents Web. If the Extended Care account exceeds \$100, the student will not be permitted to attend until the account is current.**

LEAVING CAMPUS: Warner Christian Academy is a closed campus during the academic day. Students may not leave the campus unless their parent or guardian has signed them out in the elementary office.

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.

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

STUDENT SEARCHES: Searches of students are conducted when there is a reasonable suspicion that the student has contraband and is in violation of the WCA parent-student handbook. Where reasonable suspicion exists, a student shall be asked to empty his/her pockets and/or turn over the item, which is suspected to carry the contraband. The contents of electronic devices such as cell phones and laptop computers 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.

METAL DETECTORS AND K9 UNITS: Nothing shall prohibit the use of metal detectors or specially trained dogs in conducting a search.

CONFLICT RESOLUTION

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

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

- Keep the matter confidential. Share only with those directly involved.
- Keep the circle small. Have face-to-face dialogue with those involved.
- Be straightforward. Restoration and improvement come when issues are presented lovingly and clearly.
- Be forgiving. Once the matter is resolved we must forgive and restore the person whose fault has offended us. If the problem is still not solved, move to the next person who can help (i.e., teacher, administrator).
- Meet with the appropriate school administrator. Each person needs to meet in a spirit of prayer, humility and unity, willing to submit to the Lord's will and correction if needed. If either party feels that the problem is still not solved, the problem will then be directed to the Head of School. If necessary, the Head of School will include the Senior Pastor.
- 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.

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

PARENT/STUDENT AGREEMENT

Warner Christian Academy believes that a positive constructive working relationship between the school and a student's parents/guardians and the student is essential. We want those families who choose to become a part of the Warner Christian Academy community to empathize with our positions on the issues contained within this agreement so that the school and home can partner together in harmony.

To maintain enrollment at Warner Christian Academy:

- Read the Handbook carefully.
- Review the policies and expectations.

- Parents and students should discuss area in which either may have concerns.

WCA 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 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 WCA should report to the school office before school on the last day of attendance to receive instructions for the day. In order for a withdrawal procedure to be considered complete, ***ALL FINANCIAL OBLIGATIONS TO THE SCHOOL MUST BE MET, ALL BOOKS 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.

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