

## **Introduction**

In response to the biblical directives to “train up a child in the way he should go” (Proverbs 22:6), and to “Be a separate people” (2 Corinthians 6:16), concerned members of Wanchese Assembly of God Church developed a vision for a Christian School. In 1978, Wanchese Christian Academy first opened its doors to students. Although the staff, student enrollment, and school facilities have grown, our primary objectives have remained the same:

1. Providing an environment in which Jesus Christ is exalted is of the utmost importance. Each student is encouraged to come to a saving knowledge of the Lord Jesus Christ.
2. Developing Christian character is emphasized by our parents, staff, and curriculum. Christ-like qualities such as obedience, honesty, and compassion are encouraged.
3. Learning experiences which are challenging as well as enjoyable are provided at every grade level. Instruction in basic subjects of English, Mathematics, Science, and Social Studies is emphasized while supportive instruction in Bible and other elective subjects are also offered.

Wanchese Christian Academy admits students of any race, color and national or ethnic origin. This school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions and educational policies, scholarship programs and other school sponsored programs.

## Table of Contents

Introduction	1
Table of Contents	2
Church Affiliation	4
Mission Statement	7
Standards of Conduct	7
Position on Critical Issues	8
Admissions Procedures	9
Parental Involvement and Fundraisers	9
Christian Leadership Training	10
Christian Patriotism	10
Incentive Program	10
WCA Grading Scale	11
Homework	11
Exam Exemption	12
Testing	12
NC High School Grad Requirements	12
NCSEAA- Opportunity Scholarship	12
Athletic Participation Requirements	13
Extracurricular Eligibility Policy	13
Extracurricular Travel Policy	14
Extracurricular Attendance Policy	14
Student Dress Code	15
Boys	15
Girls	16
Physical Education	17
Banquet and Award Ceremony	17
Dress Code Violation Policy	17
Daily School Schedule	18
School Supplies	18
Medical Guidelines	19
Attendance and Tardy Policy	19
Discipline	22

Discipline Procedures	24
Enrollment-At-Will Policy	26
Cheating Policy	27
Conferences	27
Parent-Teacher Conference Week	28
Procedures for Official Requests, Grievances and Suggestions	28
Personal Property	28
Telephone Privileges and Messages	29
Transportation	29
Lunch and Snack Bar	30
Staff-Student Relationships	30
Closed Campus Policy	31
Visitors	31
Volunteer Driver Form	31
Weather Related Dismissals	31
WCA Entry, Drop off, Dismissals And Parking	32 33
Transfer and Withdrawal	33
Driving Eligibility Certificate	34
WCA Health Screenings	34
WCA Acceptable Use of the Internet	35
Permission to Photograph for Publicity	36
NCSEAA- Opportunity Scholarship	36
Addendum to the Handbook	36
Handbook Agreement Page	37

## **Church Affiliation**

Wanchese Christian Academy is a ministry of the Wanchese Assembly of God Church. The governing body of Wanchese Christian Academy includes the Pastor, the Board of Directors, and the principal. Members and friends of our local church are encouraged to benefit from this ministry by enrolling their school-aged children. Christian parents of other Bible-believing faiths are also welcome to enroll their children if they are willing to adhere to the policies of Wanchese Christian Academy. In both practice and teaching, Wanchese Christian Academy subscribes to the following Statement of Fundamental Truths of the Wanchese Assembly of God Church.

***We believe:***

### **1. In The Scriptures Inspired**

*The Scriptures, the infallible, authoritative rule of faith and conduct both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man.*

### **2. In The One True God**

*The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as the Trinity: Father, Son, and Holy Ghost.*

### **3. In The Deity of the Lord Jesus Christ**

*The Lord Jesus Christ is the eternal Son of God.*

### **4. In The Fall of Man**

*Man was created good and upright, for God said, "Let us make man in our own image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God.*

### **5. In The Salvation of Man**

*Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.*

## **6. In The Ordinances of the Church**

### ***Baptism in Water***

*The ordinance of baptism by immersion is commanded by the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life.*

### ***Holy Communion***

*The Lord's Supper, consisting of the elements - bread and the fruit of the vine - is the symbol expressing our sharing the divine nature of our Lord Jesus Christ, a memorial of his suffering and death, and a prophecy of His second coming, and is enjoined on all believers "till He come!".*

## **7. In The Baptism in the Holy Ghost**

*All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the enduement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry.*

## **8. In The Initial Physical Evidence of the Baptism in the Holy Ghost**

*The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance.*

## **9. In Sanctification**

*Sanctification is an act of separation from that which is evil, and of dedication unto God. The Scriptures teach a life of "holiness without which no man shall see the Lord." By the power of the Holy Ghost, we are able to obey the command: "Be ye holy, for I am holy."*

## **10. In The Church and its Mission**

*The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each*

*believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven.*

### **11. In The Ministry**

*A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church:*

*In Evangelization of the world*

*In Worship of God*

*In Building a body of saints being perfected in the image of His Son*

### **12. In Divine Healing**

*Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers.*

### **13. In The Blessed Hope**

*The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the church.*

### **14. In The Millennial Reign of Christ**

*The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on earth for one thousand years.*

### **15. In The Final Judgment**

*There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to the everlasting punishment in the lake which burneth with fire and brimstone, which is the second death.*

### **16. In The New Heavens and the New Earth**

*"We, according to His promise, look for new heavens and a new earth wherein dwelleth righteousness."*

## **Mission Statement**

The mission of Wanchese Christian Academy is to provide each child with an academically sound educational experience from a Biblical perspective and in a Christ-centered environment. We, the administrators, faculty, and staff share this responsibility with the families of our students. It is our desire that all students grow in "wisdom and stature, and in favor with God and man," (Luke 2:52). We are committed to a life-long vision of academic excellence and moral integrity.

## **Standards of Conduct**

Wanchese Christian Academy is dedicated to training children in a program of study, activity, and living, which is Christ-centered. Bible-based Christian values and codes of conduct will be emphasized in all school activities. Students are expected to fulfill the responsibility "to walk honorably before all men". Students and staff members must interact in a mutually respectful and courteous manner. Students must strive to exhibit exemplary classroom behavior which is characterized by obedience, cooperation, and kindness. Teachers will maintain a classroom environment which incorporates not only firm, consistent discipline, but also thoughtful, courteous consideration.

Every W.C.A. student must endeavor to attain Christ-like character in conduct, appearance, and attitude. Christian standards of morality, honesty, language, and kindness will be emphasized. In order to fulfill the biblical directive "to abstain from any appearance of evil", W.C.A. students must not discuss and/or engage in activities such as cheating, cursing, smoking, vaping, gambling, drinking alcoholic beverages, using any abusive substances, listening to ungodly music, and participating in any kind of sexual or homosexual activities. Our staff and students share a common goal to become "lively stones" fashioned after the chief cornerstone which is Jesus Christ (1 Peter 2:5-6) while enrolled at Wanchese Christian Academy.

Students are expected to conduct themselves in a Christ-like manner at all times. In the event that a student's actions do not exemplify Christ, the disciplinary actions will be implemented following the Galatians 6:1-2 and Matthew 18:15-17 principles.

## **Position on Critical Issues**

One of the strengths of Wanchese Christian Academy is its place as an interdenominational institution. The joy of sharing the person of Jesus Christ and living in unity as part of the Body of Believers is, in part, the realization that we have differences in areas non-essential to salvation and that through this recognition and acceptance we can mutually experience that which brings about patience, understanding and love among believers (Romans 15:5). It is equally to clearly articulate our position on certain critical issues that are foundational to the mission and values of Wanchese Christian Academy. The Board of Wanchese Christian Academy takes clear positions in opposition to each of the following issues:

1. Drunkenness (Ephesians 5:18)
2. Abortion (Exodus 20:13)
3. Premarital sex (I Thessalonians 4:3)
4. Homosexuality (Romans 1:26, 27; Leviticus 18:22)
5. Pornography (Psalms 101:3a)
6. Illegal Drugs (I Corinthians 6:19)
7. Self-Harm (I Corinthians 3:16)



## **Admissions Procedures**

1. Fill out application and submit with application fee to the office.
2. The school office will contact the parents to schedule an interview with the principal. Both parents and their child(ren) should attend this interview.
3. Evaluations will be administered for proper placement.
4. Parents provide transcripts, report cards, interims, etc.
5. Parents will be notified of acceptance and will then complete the financial contract and enroll in FACTS Tuition Management.
6. Submit student record release form, birth certificate, social security card, copy of parents' licenses, updated immunization record, K4 and K5 Health screenings and a Medical Emergency Form (to be notarized) to the school office.
7. This handbook should be read and signed by both the parents and the student.

## **Parental Involvement and Fundraisers**

W.C.A. staff members view the parents as their partners in training and teaching their students. Participation in Parent-Teacher Fellowship meetings promote supportive parent-teacher relationships. Parents or guardians should attend parent conferences and P.T.F. meetings.

Fundraising events are necessary to offset the operating cost not covered by tuition. Family participation is required at all events. Students/families are required to sell event tickets or collect donations and participate in two annual major events. Families will be responsible to purchase any unsold tickets for these events. **NO TICKETS MAY BE RETURNED.**

## **Christian Leadership Training**

Prayer, Bible study, and the application of Biblical principles to daily living are integral parts of our school program. Each morning, the opening exercises include group prayer, Bible reading, and pledges. During these meaningful sessions, the principles of Christian living are studied, illustrated, discussed, and applied to contemporary situations.

Weekly chapel services are held each Wednesday. These services are planned with the participation of each age group in mind. Chapel services may include singing, special music, skits, puppets, Biblical illustrated lessons, stories, games, and inspirational messages from the Word of God by various pastors or guest speakers. Student participation is also encouraged through testimonies, skits, sword drills, singing specials, and Bible quizzes. Students provide the music and leadership for our praise and worship time in our upper-level chapel services. Students are required to bring their Bibles to all devotional, chapel, and special meetings.

## **Christian Patriotism**

Christian patriotism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and respect for our flag and country. Every school day begins with class pledges to the American flag, the Christian flag, and the Bible.

## **Incentive Program**

A variety of methods are employed by W.C.A. teachers to encourage excellence in academics, social development, and behavior. Your child's teacher may send home "Happy Grams" concerning your child's achievements. Good behavior is frequently rewarded. Medals and trophies may also be earned for outstanding year-long achievement.

Students of all ages are encouraged to strive for academic Honor Roll status. By maintaining all A's & B's (80 or above) in a nine-week period, a student earns a position on the Honor Roll. By maintaining all A's (90 or above) in a nine-week period, a student earns a position on the High Honor Roll. Parents are encouraged to support their child's efforts to reach these goals. Award ceremonies are held every quarter to award the student's academic achievements.

### **Wanchese Christian Academy's Grading Scale:**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

### **Homework**

Since repeated practice and drill enables students to gain a thorough understanding of academic lessons, most teachers assign homework every school day. While students should view homework and scholastic achievement as their responsibilities, parents are encouraged to assist their children in the following ways. A quiet study area which is isolated from television, radio, or other distractions should be made available to each student. Lessons are much more meaningful and memorable if they are consistently completed at a regular time. Select a convenient study time, preferably not immediately before bedtime, and encourage your child to make a daily habit of studying at this time. If your child is studying for a test, encourage him not only to look at the information which is to be studied, but also to re-write notes, make flash cards, orally quiz, and even make a video. With parental guidance, homework can become a most meaningful assignment.

## Exam Exemption

Secondary students (grades 7-12) are eligible for exam exemption, while adhering to the attendance and tardy policy.

- Overall GPA of 96% per subject matter
- All A's with no more than 5 absences per subject matter.
- All B's with no more than 2 absences per subject matter.
- For Semester classes, All A's with no more than 3 absences per subject; all B's with no more than 2 absences per subject. Overall GPA of 96% per subject matter

## Testing

Each fall, sophomores with option to freshmen and juniors, will be required to take the PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT). In the spring, grades 3, 6, 9, and 11 take the annual STANFORD ACHIEVEMENT TEST to see where each child scores nationally on an academic level. Parents will receive a copy of the results and a second copy will place in the student's cumulative folder.

## NC High School Graduation Requirements

<b>Bible</b>	4 Credits	<b>Science</b>	3 Credits
<b>English</b>	4 Credits	<b>P.E. &amp; Health</b>	1 Credit
<b>Math</b>	4 Credits	<b>Tech/Career</b>	1 Credit
<b>History</b>	4 Credits	<b>Electives</b>	3 Credits

*Minimum Credits for Graduation 24*

## NCSEAA- Opportunity Scholarship

Parents are responsible for applying and maintaining scholarship status, as well as, any financial fees that are not covered by NCSEAA Opportunity Scholarship (Tuition, books & fees). Annual standardized testing requirements must be met yearly with ACT testing required for all juniors.

## **Athletic Participation Requirements**

All athletes Grades 6-12:

- *Must be registered as a student at WCA.*
- *Must meet academic requirements.*
- *You are required to have a current year's physical form on file before they may practice or participate in tryouts.*
- *Must have a current year's Emergency Medical Authorization on file.*
- *Must have current signed Concussion Form on file.*
- *Must have current signed Code of Contract on file.*

In addition to the policies in this handbook, the coach of each individual sport will give their athletes a copy of WCA's *Athletic Handbook* stating rules, "Code of Conduct Contract" and procedures concerning their particular sport. These rules and procedures will be approved by the Principal and Board and will not conflict with the policies in this handbook. Parents will receive these rules and procedures at the athletic meeting held at the beginning of each sport's season.

## **Extracurricular Eligibility Policy**

All students are encouraged to meet the eligibility requirements and participate in extracurricular activities. All students must meet certain minimum academic standards to participate in extracurricular activities.

1. Students must pass core subjects, not including electives during the previous quarter.
2. Any student, who is suspended from school, is automatically prohibited from practicing or participating in an extracurricular activity for three school days.
3. A student-athlete absent after 12:00 will not be allowed to take part in an athletic event (practice, competition,

conditioning, etc.) unless the absence was prearranged with the Administration. Attendance or absences have no bearing on Saturday games or practices.

4. Any athlete wanting to participate in a practice during the next practice or a game must attend school for at least half that day or three high periods. In the case of a death in the family or a previously scheduled doctor's appointment prior approval must be obtained from the principal and coach. Exceptions to this policy will be handled on an individual basis.

In order to retain extracurricular eligibility, a student must exhibit acceptable behavior and a positive attitude, not only to the school staff, but also to athletic coaches, sponsors and visiting teams.

### **Extracurricular Travel Policy**

All students are required to ride in school provided vehicles when going to and from extracurricular activities. However, a student may return from an activity with his parent or guardian when permission has been given from school authorities. Parental support at all events is greatly appreciated by the students and staff.

### **Extracurricular Attendance Policy**

Often events are tailored throughout the year for a specific age level, or pertaining to a particular subject, thus it is WCA policy to prohibit outside guest or family members, other than parents/guardians to attend these extracurricular events. Making sure their "special day" is truly special.

Should a child not attend the event, they will be counted absent for that particular field trip. With their class away from Wanchese Christian Academy, there is not an alternate class.

## Student Dress Code

Since the Bible is our “manual for life”, our predominant objective is that our students would not be excessively concerned with their clothing (Matthew 6:25-34), but rather that they would strive to be “clothed with garments of salvation” and the “robe of righteousness” (Isaiah 61:10). With enthusiastic parental support of this dress code, your child will be able to enjoy comfortable attire, while at the same time dressing with neatness and Christian modesty.

**All students are required to keep their school clothing in a neat and clean condition. If any article of clothing is damaged or torn, it should be repaired before wearing it to school. Shirts should be tucked into pants or skirts at all times. Students are allowed to wear sweaters and WCA sweatshirts that complement the uniform in the classroom. The style of the sweater must allow the collar of the uniform to show and have no graphics, writing, or logos on them. During colder months, hosiery under the girls’ uniforms (not footless), complimentary to the uniform is acceptable for warmth and long sleeve polo shirts are encouraged.**

WCA students must remain in dress code while on school property. The students should be dressed neatly and modestly at all school functions. Failure to do so may result in disciplinary action.

### **K4-12<sup>th</sup> Grade *Boys* Clothing for School Days:**

**PANTS:** Pants are to be black, navy or khaki, fit properly, be free of excessive wear, accompanied by belt when loops are present, pockets about the waist only and rest atop the shoe throughout the year. Cargo, skinny and baggy pants are not acceptable, and the material is to continue in a non-stretch cotton-twill material excluding denim.

**BELTS:** Solid color belts with buckle must be worn if loops are present.

**SHIRTS:** Any color polo style shirts, with small manufactured insignia, in either short or long sleeve. While patterns of simple design (stripes, dots) are allowed, omit the wear of graphics, trademarks, and text. *These shirts must be long enough to be tucked in at the waist at all times, with no undershirts showing. Avoid wearing same color shirt and pants combinations.*

SHOES: Dress or tennis shoes of their choice. Tennis shoes that will add to the appearance of their dress, rather than detract from it should be chosen. Flip flops, crocs, or loose-fitting style shoes are not permitted.

JEWELRY: jewelry, body piercing, earrings, or visible tattoos are prohibited.

HAIR: above the eyebrow, off the collar, not touching the ears. Dying of the hair is allowed but it must be a natural color complimentary to the person. No facial hair is permitted and sideburns should be no longer than the ear opening. Students are to arrive clean-shaven. No extreme hairstyles or ponytails are permitted.

#### **K4-12<sup>th</sup> Grade *Girls* Clothing for School Days:**

**K4-12<sup>th</sup>:** SKIRTS AND SLACKS: The material must be black, navy or khaki, and be free of excessive wear. The *skirt* may be of A-line or front placket styling, slightly gathered, pleated, trouser styling with tucks in the front are also acceptable with the length being below the knee. No fitted skirts, wraparounds or fully gathered skirts are permitted. While kick pleats are acceptable, no slits or openings of any type are allowed to be above the knee when seated or standing. *Modesty shorts are encouraged but may not be longer than the hemline.* All *slacks* are to fit properly accompanied by belt when loops are present, pockets about the waist only and rest atop the shoe throughout the year. Cropped style leggings, yoga pants or capris are not permitted. Cargo, baggy, stretch and skinny pants are not acceptable, and the material is to continue in a non-stretch cotton-twill material excluding denim and knit.

**K4-K5** Girls are also permitted to wear JUMPERS. Jumpers need to be below the knee. *Modesty shorts are encouraged but may not be longer than the hemline.*

BELTS: Solid color belts with buckle must be worn if loops are present.

SHIRTS: Any color polo style shirts, with small manufactured insignia, in either short or long sleeve. While patterns of simple design (stripes, dots) are allowed, omit the wear of graphics, trademarks, and text. *These shirts must be long enough to be tucked in at the waist at all times, with no undershirts showing. Avoid wearing same color shirt and pants combinations.*

SHOES: dress shoes, tennis shoes, or open toe shoes that have heel straps. Flip-flops, crocs and loose strap styles are not permitted. While flat shoes are recommended for both comfort and safety, the girls may



wear dress shoes with a low pump or wedge-style heel. High heels are not permitted.

HAIR: extreme hairstyles are not permitted. Dying of the hair is allowed but it must be a natural color complimentary to the person.

JEWELRY: a single earring is permitted in the earlobe (K4-6<sup>th</sup> No dangling), however, no body piercing, or visible tattoos are permitted.

MAKE-UP: Light pastel shade of nail polish that is not worn/chipped and of solid appearance is acceptable for girls.

### **Physical Education for Elementary**

Elementary grades will remain in their daily uniforms; however, girls will be required to wear shorts under the skirts for those class activities. Tennis shoes are a must!

### **Physical Education for Secondary Grades**

Grades 7-12 are required to complete our Health and P.E. class as part of their curriculum. Dressing out constitutes wearing the P.E. uniform (WCA PE shirt, WCA shorts/sweatpants, athletic shoes and socks). Failure to properly dress out will prohibit the student's ability to participate and will lower his P.E. grade. No student is excused from the P.E. class without a parent's written excuse or doctor's note.

### **Banquet and Award Ceremony**

Ladies: Dress that is modest, appropriate and fashionable is expected. Appropriate dress *excludes* dresses that have: spaghetti straps, halter tops, tight, form-fitting or off the shoulder tops. Dresses should not reveal stomach and must have a modest neckline in front and back. Hemlines must extend to the top of the knee or longer with a modest slit. Dresses must be approved prior to the banquet. Please make this night special and memorable!

Gentlemen: Ties, coats, and long pants are welcomed. This is a semi-formal/formal occasion. Please make this night special and memorable!

### **Dress Code Violation Policy**

**First and Second violation** – Warning, with a written note sent home describing the violation. The note is to be signed and returned by a parent. Secondary students are expected to monitor their own appearance and will not receive warnings about their appearance after their home room class. After that time, they will receive detention.

**Third and Following violations** - Students will receive a 15-minute detention notice for each time a notice is sent home. A “discipline” warning will be given for parents/guardians to sign and return to the teacher.

Detention due to violation of Dress Code, is revealing a lack of willingness to cooperate with the Wanchese Christian Academy Handbook. The principal will determine the resolve of this situation.

## **Daily School Schedule**

Students are welcomed when the WCA doors are opened at 8:00am. Students go to homeroom class to unpack for the day.

**Unless scheduled by the office, no parents are to be upstairs in the morning.** This is a time for all to prepare for the day’s events and not a time for conferences, due to leaving the students unattended. The school day begins at 8:20 A.M. each day; all students are expected to be seated in their classroom when the 8:20 bell rings. The school day closes at 3:00 P.M. when all students are dismissed. The daily schedule for K4 is Tuesday through Thursday, 8:20 am-12:30 pm. The daily schedule for K5 is Monday through Friday, 8:20 am-12:30 pm. If a student is required to stay after school for extra help or detention, parents will be notified by note or phone the day before. Pickups after 12:45 pm for K4 & K5, and after 3:15 pm for 1<sup>st</sup>-12<sup>th</sup> grade will result in a \$5.00 late charge per child, unless student is required to stay for extra help or detention. Students will be signed out from the school office documenting the time and sent an invoice.

## **School Supplies**

At the beginning of each school year, each parent will receive a written list from their child’s teacher concerning their individual class needs. Parents should purchase all needed supplies before the first week of school. Students should replenish necessary supplies throughout the school year as needed.

## **Medical Guidelines**

No staff member will be permitted to administer any medicines (including aspirin) without a “Medication Consent Form” from the parent or guardian. All medicines must be brought in the original container while stored and administered in the school office. A written record of the time and date of all medication that has been administered will be kept in the school office. *Parents are required to notify their child’s teacher, in writing, of any permanent or temporary medical disability or condition which requires special treatment or limitations on activity.*

## **Attendance and Tardy Policy**

### **1. Student Absences**

Students are either present or absent. Absences are to be recorded by the classroom or homeroom teacher each day. A copy of the record will be kept in the school office. A note stating their reason for absence is to be brought to their homeroom teacher the following day.

### **2. Pass/Fail and Promotion/Retention**

K5-8<sup>th</sup> grade students must not exceed 20 absences to be eligible for promotion to the next grade. A day is defined as a minimum of 3 hours of the established school day for the students. High school (9-12) students must not exceed 20 absences per class period to receive credit for a course.

### **3. Make-Up**

- A. It is the student’s and/or parent’s responsibility, immediately upon returning to school to make arrangements with the teacher to make up work missed during the absences. All make-up work should be completed, as agreed, within three (3) days of the absence. If work is not made up as scheduled, the student will receive an *F* for that work unless otherwise arranged. Any questions concerning a grade of “Incomplete” or an *F*

should be directed to the principal within five (5) school days of the receipt of the grade report. Students will receive zeros for all work missed that is not made up in accordance with this policy.

- B. Students receiving out of school suspension will not be permitted to make up any tests, quizzes, or homework that was given during their suspension.
- C. Students who are absent because of a school sponsored event are not counted absent. They are required to make up the school work that was missed.

#### **4. Tardy and Early Departure**

**Students (Grades K4-12) are expected to be on time for the beginning of school and/or class.** Any student who is not seated when the bell rings is considered tardy. Students arriving at school after the 8:20 tardy bell are required to sign in at the school office. Students arriving late or leaving early must either have a parent, guardian, or custodian call the school or send a note indicating the reason for late arrival or early departure. Should the school not be able to reach someone to verify an early dismissal, the student will not be allowed to leave. Students arriving at school late or leaving early without the knowledge of their parents, guardians or custodians will be considered truant.

**The consequences for unexcused tardiness to school are as follows:**

1<sup>st</sup> & 2<sup>nd</sup> tardy -----Warning  
3<sup>rd</sup> & following -----15 minutes detention each

Exceeding 10 unexcused tardies per year will result in a conference with the principal and additional consequences. Secondary students exceeding 10 unexcused tardies will not be eligible for exam exemption.

The accumulated detention from unexcused tardy from the previous FIVE days will be served every Wednesday after school starting at 12:30 pm for K4 & K 5 and at 3 PM for 1<sup>st</sup>-12<sup>th</sup> grade. All detention NOT served on Wednesday due to absences will be served the following day or upon return to school. Parents, guardians, or custodians will be notified of the tardy detention by way of a note sent home from the school office on the day in which the student was tardy to school.

## **5. Parents/Guardians/Custodians Notification of Absences**

- A. The school office shall make contact with parents, guardians or custodians of students who are absent after three (3) consecutive days to determine the reason for the absences.
- B. When a student has accumulated **FIVE** absences in a school year, the school office shall notify the parents, guardians, or custodians by phone or email.
- C. When a student has accumulated **TEN** absences in a school year, the school office shall notify the parents, guardians, or custodians by phone and a letter emailed or sent by USPS mail.
- D. After **FIFTEEN** accumulated absences in a school year, the school office shall notify the parents, guardians, or custodians by phone and a letter emailed or sent by USPS mail. The letter will state that if the student accumulates in excess of **TWENTY** absences, he/she will be unable to successfully complete a grade and/or course. The parents, guardians, or custodians will be required to meet and document with the principal reviewing their child's attendance record.
- E. Parents, guardians or custodians of a student who has accumulated **TWENTY-ONE OR MORE** absences will be notified by phone and Certified Mail to inform him that his child is in violation of this policy and that the

student will not be eligible for course credit and/or promotion.

- F. Students in grades 9-12 have excused absences while acting as a state page, or for visiting prospective colleges during open house days (limit 2 college days per school year for juniors and seniors).
- G. Students, parents, guardians or custodians with special or unique attendance situations may appeal attendance related decisions in accordance with #6 (Appeals).

## 6. Appeals

- A. Students and/or parents, guardians or custodians may appeal decisions pertaining to absences. This appeal is limited to those days that were missed **BEYOND THE TWENTY DAY LIMIT**. It is also limited to the following circumstances:
  - 1. On-going illness (i.e. Diabetes)
  - 2. Illness, which must be confirmed (Doctor's note)
  - 3. Death or dire emergency in the immediate family
  - 4. Predetermined extended absences (Plan of Action Contract)
- B. The appeal must be in writing. It must be submitted to the principal within five (5) school days of notification. The parents and guardians-custodians may request a hearing with the Principal and the W.C.A. School Board prior to the principal's final decision on the appeal. The principal will notify the parents, guardians, or custodians of the decision of the appeal by way of a certified letter.

## Discipline

At Wanchese Christian Academy, the primary purpose for our discipline is to assist each student in fulfilling his highest individual potential. The quality of education attained by the school and level of discipline maintained in the school have a marked correlation. Therefore, both the enrolled students and their parents must abide by and cooperate fully with the rules and regulations established by the school. "For whom the Lord loves

He chastens...” (Hebrews 12:6a). Discipline is a spiritual necessity. Without well-defined and consistently applied discipline, a child will be unable to achieve a well-balanced maturity.

1. Remember that a supportive relationship between the home and school is vitally important to your child’s successful development.
2. Call the school office and make an appointment to discuss any questions with your child’s teacher. Most problems which give rise to injured feelings are the result of misunderstanding, misconceptions, or faulty communications. Build a strong relationship with your child’s teacher by communicating frequently and courteously.
3. If a satisfactory solution cannot be found, call the school office and schedule a conference with the principal. The principal is eager to encourage and develop mutually beneficial relationships among parents, staff, and students.
4. In those unusual situations in which the preceding procedures fail to provide a satisfactory solution, the Board will be consulted.
5. The school reserves the right to dismiss or refuse readmission after proper procedures have been followed.

### **Regulations for Students**

Some expectations exist because they are Biblical mandates. Other expectations exist to help us live together in harmony. Both are to be followed by WCA students.

1. Honor Jesus Christ in attitude, word, and action.
2. Respect all those in a position of authority.
3. Respect the rights and properties of others.
4. Strive to maintain an atmosphere of love for others.

## Discipline Procedures

**Daily Discipline Policy for the K-4 through 4<sup>th</sup> grade.**  
**Afterschool detention may be given for repetitive offenses:**

1 <sup>st</sup> Occurrence	Warning
2 <sup>nd</sup> Occurrence	5-minute loss of privilege
3 <sup>rd</sup> Occurrence	10-minute loss of recess/activity
4 <sup>th</sup> Occurrence	Note or phone call from teacher
5 <sup>th</sup> Occurrence	Visit principal with discipline

The following outlines the standard discipline for major offenses such as lying, fighting, bullying, cheating, disrespect, improper language and excessive discipline:

1<sup>st</sup> offense - Teacher handles and parents will be notified. The child may write a paragraph detailing the problem. Parents must sign and return all written communication.

2<sup>nd</sup> offense - Students must visit the principal with a note concerning the offense, the parent will be notified, and discipline will be given.

### **Daily Discipline Policy for Grades 5-12:**

If a child should break a rule, the following procedure is followed: After the first infraction, the teacher writes their name on the blackboard as a reminder and a warning. For any subsequent infractions which occur during the same school day, the teacher marks a check after the student's name.

One Check	= 15 minutes detention
Two Checks	= 30 minutes detention
Three Checks	= 45 minutes detention
Four Checks	= 45 minutes detention and conference with principal who determines the appropriate consequence.



The accumulated detention from a school week is served on Wednesday after school of the following week. All detention NOT served on Wednesday due to absences will be served the following day or upon returning to school. **If more than an hour of discipline detention is accumulated in one week**, the following rules apply for each nine-week grading period.

First Time - See Principal and receive two additional 45-minute detentions.

Second Time - See Principal and receive one day out of school suspension.

Third Time - See Principal and receive three days suspension.

Fourth Time - Parents must meet appeal to the Principal and School Board who will determine punishment.

In order for a discipline system to be successful it must be fair, firm, and just. All school personnel will attempt with God's help to accomplish this goal. The cooperation of the family is also a must.

**All Students are not to do the following while enrolled at WCA:**

**Consequences: detention, confiscation, conference with parents**

- Interfere with another student's education
- Exhibit defiant or disrespectful behavior toward authority
- Use of cell phones/iPod, cameras, computers or technical devices during the course of the school day without permission
- Bringing the following items to school: laser pointers, electronic toys, magazines without permission
- Bringing pets without permission
- Fighting, bullying and inappropriate language

**Consequences: Conference, Out of School Suspension 1-3 days, notify law enforcement**

- ❖ Leaving supervised areas during class sessions
- ❖ Selling items at WCA without permission from the administration

- ❖ Damage property – students are responsible for damage and must pay for the damage or repair.
- ❖ Inappropriate display of affection in school or at school-sponsored functions.
- ❖ Cheating
- ❖ Stealing
- ❖ Lying

**Consequences: Conference, Out of School Suspension 5-10 days, Expulsion, Law enforcement notified**

- Use swearing, obscene language/gestures, or pornography
- Drug paraphernalia, use of drugs, possession of drugs, distribution of drugs (whether illegal or prescription)
- Use of tobacco or tobacco paraphernalia, vaping or vaping paraphernalia, alcohol, or any intoxicating beverages.
- Possession of weapons or explosive devices (knives, matches, chains holding wallets are not allowed in school).
- Bomb threats
- Assault
- Students that are sexually active, married, cohabiting, parents, expectant or have homosexual influence
- 3 suspensions within the school year

**The consequences of each offense will be determined by the school administration. Wanchese Christian Academy reserves the right to apply the Enrollment-At-Will Policy to each situation.**

### **Enrollment-At-Will Policy**

It is our sincere desire that the student's enrollment and parent's experience with Wanchese Christian Academy will be long-term and fulfilling. However, Wanchese Christian Academy does practice the policy of **"enrollment-at-will."** That means that we do not offer any type of contract guaranteeing the enrollment of a student for any specific duration of time. Either the parent or Wanchese Christian Academy may terminate the student's

enrollment at any time, for any reason, with or without cause or notice following the withdrawal policy.

## **Cheating Policy**

Cheating is defined as copying the work of someone else, whether at home or school, changing answers or grades of an assignment, quizzes, or test and plagiarism of any type. The results are as follows:

***First offense:*** receive a zero, hour detention, parent conference and record of offense and conference sent to office.

***Second offense:*** receive a zero, one day suspension, parent conference and record of offense and conference sent to office.

***Third offense:*** receive a zero, three-day suspension, parent conference and record of offense and conference sent to office.

***Fourth offense:*** expelled from Wanchese Christian Academy

## **Conferences**

Parents or guardians are encouraged to **call the office** to request a conference with their student's teacher and/or the administration. Teachers are not permitted to leave the classroom for phone calls during the day, unless it's an emergency. However, the office will convey messages to the teacher's mail box which is checked each morning and evening. Conferences will be scheduled at the earliest possible convenience.

Due to the nature of a teacher's position, parents are requested not to engage in impromptu conferences between 8:00 a.m. and 3:30 p.m. Teachers are unable to adequately supervise students and at the same time provide parents with the necessary information for a productive conference. If a crucial situation arises, please send the teacher a message, via email through the Myschoolworx program.

## **Parent-Teacher Conference Week**

The parent-teacher team is a strong component of your child's education. Therefore W.C.A. has set aside a week during the beginning of the second quarter to conference. Parents are expected to meet with their child's teacher for a scheduled meeting of 15 minutes. The arrangements will be handled by each teacher. Our faculty feels that this time together will be very beneficial for your child and will help ensure a good start to the school year. Students maintaining an 80% grade or higher, are not required to conference unless there seems to be an area of weakness that needs to be addressed. Please make every effort to attend.

## **Procedure for Official Requests, Grievances, and Suggestions**

For official consideration of requests, grievances, and/or suggestions, the following procedure must be followed:

1. All such matters must be submitted to the principal in writing, signed and dated.
2. Suggestions and possible solutions, along with other comments of explanation are welcomed inclusions.
3. The principal will review and add additional comments, insights, or suggestions, if so desired.
4. The information will then be forwarded to the W.C.A. School Board for a final decision.
5. This decision will then be forwarded in writing to both the principal of Wanchese Christian Academy, and the necessary parties.
6. Once a final decision has been rendered by the W.C.A. School Board, it will be final.

## **Personal Property**

Wanchese Christian Academy assumes no responsibility for student's personal belongings or outer garments. Since technological devices, athletic equipment, toys, and other possessions can easily be damaged or lost at school, it is

recommended that children bring only their books and necessary supplies to school. Students will be required to replace any school or personal property which is deliberately damaged or destroyed. No type of vandalism or abusive treatment of other student's property is allowed.

### **Telephone Privileges and Messages**

Students may use the office phone in the case of an emergency only. Students will not be allowed to use the office phone to call home for items which they have forgotten such as homework or lunches, or to make plans for after school activities. Students must have a note from a teacher before they will be allowed to use the phones!

### **Transportation**

The safe transportation of students to and from the school is the responsibility of their parents. Parents are urged to supervise their children closely, especially if they are walking or riding bicycles to school.

Students should not arrive at school earlier than 8:00 a.m. Staff members will supervise students between 8:00 a.m. and 3:00 p.m. Only licensed drivers are permitted to drive automobiles to school and must complete a student driving form. Students are not permitted to drive motorcycles, golfcarts, powered scooters, skateboards or roller skates to school. Vehicles, bicycles, and scooters should be locked during school hours. Students are not permitted to enter, move, ride, or play near any vehicles, during school hours. Students are expected to treat all private property and vehicles with respect.

## **Lunch and Snack Bar**

Students are expected to bring a complete packed lunch and/or snack, purchase food on a cash basis from our lunch or snack bar, or use our "Lunch Account Program".

- ❖ The "Lunch Account Program" is only available as DEBIT. A minimum deposit of \$20.00 is necessary to begin a Lunch Account. You MUST keep money in your lunch account for your child(ren) to continue to purchase food. As your child(ren) order, we deduct the amount from your Lunch Account. You will be notified when your balance is getting low and you need to send in more money. Please open a Lunch Account, even if you only plan to use it occasionally.
- ❖ There will be an adult available to heat (not cook or assemble) any food item in a microwave oven for Grades K-4. Students in grades 5-12 will be warming up their own food items. Send items to be warmed (2 minutes or less) in microwaveable containers – labeled with child's name and grade. The microwave will be available on special lunch days, such as hot lunches or special pizza days. During lunch periods, students are required to eat in assigned areas, place trash in wastebaskets, and clean off their tables. Upon dismissal, classes will proceed to the playground.

## **Staff-Student Relationships**

Students, as well as staff members, treat each other in a respectful, polite manner. When addressing a staff member, students should use the person's appropriate title. Students should never address staff members by their first names. Dr., Mr., Mrs., Miss., Brother or Sister are the appropriate titles.

Courteous language, including the use of "please" and "thank you", is encouraged. Students should also be trained to answer adults with polite responses such as "Yes, Ma'am" or "Yes, Sir". At W.C.A., we make every effort to use language and methods of communication which are pleasing to the Lord.

## **Closed Campus Policy**

Students may not leave the school grounds during school hours without the parent's permission. They must check out at the school office before leaving and check in at the school office when returning.

## **Visitors**

WCA welcomes guest. When visiting the school for any reason, please come to the office first. Visitors should not enter classrooms without first receiving permission through the school office. No solicitation of any kind is allowed on the school campus by anyone including students. While guests are on the premises, visitors are requested to follow and maintain the student's dress code while in the school, church and Ministry Center.

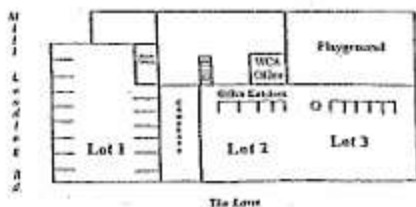
## **Volunteer Driver Form**

A "volunteer driver form" must be on file and approved one day prior to an event. If driving a child, other than your own, the driver must have additional permission from the other children's parents. In compliance with the office form, a copy of the driver's license accompanied by the insurance card is required to be on file.

## **Weather Related Dismissals**

Wanchese Christian Academy follows the Dare County School scheduling during poor weather conditions, delays or early dismissals. Listen to your local radio and television stations for updates or log on to [www.dare.k12.nc.us](http://www.dare.k12.nc.us). Please avoid calling the school office, due to it tying up the school line. The school office will contact you as soon as possible if there is an early dismissal during the school day.

## WCA ENTRY, DROP OFF, DISMISSALS & PARKING



*Note: The gates and doors will be locked during school hours.*

*The office entrance is the desired entrance for use throughout the school day!*

**Arrival in the mornings:**

- ❖ To drop off a child: follow the shoulder of Lot 3 parallel to the Lane and allow your child to exit the vehicle on the passenger side on Lot 2 outside of the office entry. No parking allowed in Lot 3.
- ❖ To walk with a child into the building: Pull into Lot 1, park, and enter by way of the WCA school office entrance.

**Dismissal for K4 & K5 or to pick up your child during school hours:**

- ❖ Park in Lot #2 and use the WCA office entrance.
- ❖ All other students leaving early must be signed out in the school office. Parents are not to remove the student from the classrooms!
- ❖ K4 & K5 students remaining after 12:45 pm must be signed out by parent/guardians. Late charges of \$5.00 per child will accrue unless student is required to stay for extra help or detention. Students will be signed out from school office documenting the time and sent an invoice.

### Dismissal in the afternoons:

- ❖ To pick up a child: follow the shoulder of Lot 3 parallel to the Lane and allow your child to enter the vehicle on the passenger side on Lot 2 outside of the office entry.
- ❖ To pick up a child inside the building: Park in Lot 1, and enter in the WCA office entrance.



- ❖ To pick up a carpool: Park in Lot 1, students will be sent to the vehicle to avoid them roaming around parking lots.
- ❖ To drive through to pick up a child: Leave extra space between cars so you may pull around if the car in front of you is not ready to leave.
- ❖ Students remaining after 3:15 must be signed out by parent/guardians. Late charges of \$5.00 per child will accrue unless student is required to stay for extra help or detention. Students will be signed out from school office documenting the time and sent an invoice.

### **Parking:**

- ❖ Student drivers will park in Lot 1. Student Driver Form must be on file in the office.
- ❖ Visitors are to park in Lot 1 or Lot 2 during school hours and use the office entrance.
- ❖ Please keep Lot 2 available for deliveries and pickups.

### **Transfer and Withdrawal**

Should a student desire to withdraw from W.C.A., his parents should contact the school office to schedule a conference with the principal, and complete a Withdrawal form. The parent will be required to settle all accounts. A current report card and school records will not be transferred until all these transactions are complete. A record release form should be filled out at the forwarding school. Transferring official records can only be done upon receipt of such a request from another educational institution. A copy of the student's most recent report card should be obtained.

Should a month be in progress, you will be billed for that current month plus the early withdraw penalty. As stated on the financial contracts, an early withdraw penalty of one month tuition has been established for those who choose to remove their child during a school year, regardless of reasoning (moving, financial, transfer, disgruntled).

## **Driving Eligibility Certificate**

In cooperation with the State of North Carolina's Private School Requirements, students will be eligible for a "Driving Eligibility Certificate" (DEC) issued from Wanchese Christian Academy if after completing the 8th grade.

"The student has not been expelled or suspended for more than 10 days for: possession or sale of alcohol or a controlled substance on school property or at a school-sponsored or school-related activity; bringing, possession or use of a weapon or firearm on school property; or, assault on a teacher or other school personnel on school property at a school sponsored or school-related activity."

The North Carolina permit/driver's license revocation for these three conduct offenses are mandated for one year and, if the student committed and was disciplined for the offense while the student was 17, the revocation period may extend past age 18.

A student whose permit/license was revoked or denied due to committing one of these offenses may be eligible for a D.E.C. if, after 6 months from the date of the ineligibility, the principal determines that the student is making academic progress toward high school graduation.

Wanchese Christian Academy shall send written notice to the NC Division of Non-Public Education when a student who is 15, but not 18, after having been issued a D.E.C and is no longer making academic progress towards graduation, has dropped out of school and will NOT be enrolled in another school or, has been disciplined for misconduct mentioned above.

## **Wanchese Christian Academy Health Screenings**

Throughout the year we may offer health screenings to each student. Different businesses, departments and doctor offices assist us in these endeavors. Permission forms will be sent home throughout the year as these screenings are made available.

## **Wanchese Christian Academy Acceptable Use of the Internet**

- ✓ Online resources, including Internet access, will be available to students and staff at Wanchese Christian Academy. In order to promote personal growth in gathering techniques, critical thinking skills, and communication skills, Internet accounts will be available in support of educational objectives of Wanchese Christian Academy.
- ✓ Transmission of any material in violation of any U.S. of state regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material, and the uploading or creation of computer viruses.
- ✓ Although all Internet usage is filtered and many inappropriate areas will be blocked for student access, you are expected to always have a specific topic of interest assigned by your teacher for research using the Internet. It is your responsibility to avoid access in inappropriate or questionable material. Internet access is a privilege, not a right, and access entails responsibility. All Internet activity is monitored by Wanchese Christian Academy personnel for compliance with Wanchese Christian Academy standards.
- ✓ In order that the Internet, be used appropriately for education purposes, I agree to access only those sites that are determined by my teacher to be of educational value. I agree to download/print only information that has been approved by my teacher. I understand that any violation of this policy may result in the termination of my access to the Internet.

## **Wanchese Christian Academy Permission to Photograph for WCA Publicity**

Wanchese Christian Academy would like to publish photos of your child in our annual yearbook. Photographs may be released to various local newspapers, brochures, web-sites, or billboards as a way to promote our school. Throughout the year the school has opportunities to promote students for scholarship or athletic information and we need parent permission on file before we continue with our efforts.

## **NCSEAA- Opportunity Scholarship**

Parents are responsible for applying and maintaining scholarship status, as well as, any financial fees that are not covered by NCSEAA Opportunity Scholarship (Tuition, books & fees). Annual standardized testing requirements must be met yearly with ACT testing required for all juniors.

## **Addendum to the Handbook**

Due to changes that occur within the school program, it is sometimes necessary to add to or remove guidelines from this handbook between publications. The Academy reserves the right to make changes to its policies and procedures at any time and will attempt to always make students and parents aware of those changes. Any questions regarding information in this publication may be addressed with the Administration for further explanation. The cooperation and support of each student and parent is vital to the success of the Academy and greatly appreciated by its faculty, staff and administration.

**Revised: July 2025**

## ♦ **Handbook Agreement**

Upon completion of reading Wanchese Christian Academy's handbook, **the school requires all parents/guardians and students to sign their names stating that this guide will be followed while attending.** Your signatures signify your support and cooperation with the guidelines of this educational institution. We encourage each student to grow in "wisdom and stature, and in favor with God and man" (Luke 2:52). Thank you for complying with the procedures of this establishment, as they are created so that each student may develop in academic excellence and moral integrity!

## ♦ **Permission to Photograph and Video students for WCA publicity:**

**Check one:** (ex: Facebook, website, newspaper)

\_\_\_\_\_ **Yes**, I give permission for my child to be photographed. I understand the photo may be submitted to promote the school.

\_\_\_\_\_ **No**, I do not give permission for my child's picture to be published outside of Wanchese Christian Academy. The school photo taken in September will be published only in the yearbook

## ♦ **NCSEAA: Opportunity Scholarship:** (if applicable)

\_\_\_\_\_ **Yes**, I agree to all terms of NCSEAA Scholarship requirements for my child.

## ♦ **Acceptable use of the Internet Agreement** (*Please initial*)

Parent \_\_\_\_\_ Student \_\_\_\_\_ Student \_\_\_\_\_ Student \_\_\_\_\_

## ♦ **SIGNATURES NEEDED**

**Handbook Agreement & Acceptable Use of the internet**

**Print Family's Last Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

WCA signature page is to be signed and kept on file annually.

