

# NOTES



## Table of Contents

Introduction: About WRCA	4	Dress Policies	
Doctrinal Statement	5	General Information	28
Organization & Governance		Basic Guidelines	29
History	9	Chapel Uniform	29
Philosophy/Purpose Statement	9	Field Trip Dress	29
Mission Statement	10	P.E. Uniform	30
Governance	10	Shoes	30
School Objectives	10	Miscellaneous Dress Requirements	30
Staff Objectives	11	School Day Policies/Procedures	
Family Covenant	12	School Hours	31
Expected Outcomes	13	Pick-up/Drop-off Procedures	32
Spiritual	13	Attendance & Tardiness	32
Academic	13	General Attendance Rules	32
Physical	13	Tardiness	34
Social	13	Absences	34
Admissions		Excused Absences	35
Enrollment	14	Excessive Absences	35
Admissions Steps	15	Late Sign-In	35
Students with Disabilities	15	Early Check Out	35
Withdrawals	16	Student Driving Privileges	36
Dismissals	16	Leaving Campus	36
Financial Policies		Health & Medical	
General Information	17	Medication	
Tuition		General Guidelines	36
Single Student	17	Medication Administration	37
Family Plan & Discounts	18	School Nurse	37
Study Hall/After School Care	18	Immunizations	37
Graduation Fees	18	Illness	37
Miscellaneous Fees	18	Health Policies	37
Academic Policies		Parent-Teacher Relations	
Grading Scale	19	Parent-Teacher Conference	39
Academic Integrity	19	Parent-Teacher Fellowship (PTF)	39
Honor Roll	19	Mandated Reporting	40
Progress Reports/Report Cards	20	General Information & Procedures	
Standardized Testing	20	School Office Hours	40
Student Scheduling	20	Extra-Curricular Activity	40
Dual Enrollment	20	Field Trip & Sporting Events	41
Homework	21	Star Friday	41
Make-up Work	21	Visitors	41
Grade/Classification Promotion	22	Parent Communication	41
Graduation Requirements	22	Lockers, Cubbies, Cubicles	41
Valedictorian/Salutatorian	23	Lost and Found	42
Transcripts	23	Safety Procedures & Emergency Drills	42
Discipline		Emergency Closings	42
General Information	23	Technology Policies, Procedures, & Disciplines	
Respect for Authority/Peers	24	Computer/Internet Usage	42
School Rules	25	Technology Policies	42
Demerits	26	Internet Usage Rules	44
Dispute/Resolution Guidelines	27	Cell Phone and Electronic Devices	45
		Social Media and Social Networking	46
		Conclusion	46

## ABOUT WRCA

Warner Robins Christian Academy (WRCA) is located in the heart of Warner Robins on Watson Blvd. We have served our community for over 45 years! We provide a Christ-centered education using a traditional approach. WRCA endeavors to prepare each student for life after high school. We do this through academics and training.

Our approach to education is from a traditional perspective which involves students learning phonics that leads to strong reading skills at an early age. The traditional approach is extremely beneficial in teaching reading, math, and critical thinking skills. WRCA is a member of the Georgia Association of Christian Schools (GACS) and American Association of Christian Schools (AACCS).

WRCA is not fully accredited through the state of Georgia, nor are our teachers certified with the state. WRCA is currently making preparations to seek full accreditation.

Graduates of WRCA have been accepted to many different colleges and universities around the nation and have gone on to serve the Lord in a variety of career fields.

### School Song

We are Christ's ambassadors  
Here at W.R.C.A.  
To show our love for Jesus,  
We quickly will obey.  
Our Lord Himself's our Captain.  
His Word's our daily guide.  
No matter what befalls us,  
We know He's by our side.

How could we ever fail the One  
Who shed His blood for us?  
We'll watch our lives to keep them pure,  
Shining bright for Him.

We are Christ's Ambassadors  
Here at W.R.C.A.  
To show out love for Jesus,  
We quickly will obey.

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

**Christian Flag:** I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior crucified, risen and coming again with life and liberty for all who believe.

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

## Doctrinal Statement

**Of the Scriptures:** We believe that the Holy Bible was written by men who were supernaturally inspired and has been preserved. It has truth without any admixture of error for its matter; therefore, it is and shall remain to the end of the age the only complete and final revelation of the will of God to man, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried. By “The Holy Bible” we mean that collection of sixty-six books, Genesis through Revelation, which, as originally written, does not only contain and convey the Word of God, but *is* the very Word of God. By “inspiration” we mean that the writers of the books of the Bible were moved by the Holy Spirit in such a definite way that their writings were supernaturally and verbally inspired and free from error as no other writings have ever been or ever will be inspired. By “preserved” we mean God has protected His Word from any error overseeing its translation into the English language as the King James Version.

**Of the True God:** We believe that there is one, and only one, living and true God, who is an infinite, intelligent Spirit, the Maker and supreme Ruler of Heaven and Earth, inexpressibly glorious in holiness, and worthy of all possible honor, confidence and love. In the unity of the Godhead, there are three Persons, the Father, the Son, and the Holy Ghost, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.

**Of the Holy Spirit:** We believe that the Holy Spirit is a divine Person, equal with God the Father and God the Son and of the same nature. He was active in creation. In His relation to the unbelieving world, He restrains the Evil One until God’s purpose is fulfilled. He convicts of sin, of judgment, and of righteousness. He bears witness to the truth of the Gospel in preaching and testimony. He is the Agent in the new birth. He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer.

**Of the Devil or Satan:** We believe that Satan was once holy and enjoyed heavenly honors; but, through pride and ambition to be as the Almighty, he fell and drew after him a host of angels. He is now the malignant prince of the power of the air and the unholy god of the world. We hold him to be man’s great tempter, the enemy of God and His Son Jesus Christ, the accuser of the saints, the author of all false religions, the chief power of the present apostasy, the lord of the anti-Christ, and the author of all the powers of darkness. He is, however, destined to final defeat at the hands of God’s Son and to the judgment of an eternal justice in Hell, a place prepared for him and his angels.

**Of the Creation:** We believe in the Genesis account of Creation and that it is to be accepted literally and not allegorically or figuratively. We believe that man’s creation was not a matter of evolution or evolution of any change of species or development through interminable periods of time from lower to higher forms. We believe that all animal and vegetable life was made directly, and God’s established law was that they should bring forth only “after their kind.”

**The Fall of Man:** We believe that man was created in innocence under the law of his Maker, but by voluntary transgression he fell from his sinless and happy state; in consequences of which, all human beings are now sinners, not by constraint, but of choice and are, therefore, under just condemnation without defense or excuse.

**Of the Virgin Birth:** We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner, was born of Mary, a virgin, as no other man was ever born or can ever be born of woman, and is both the Son of God and God the Son.

**Of the Atonement of Sin:** We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God, who by the appointment of the Father, freely took upon Himself our nature, yet without sin. He honored the divine law by His personal obedience and not in setting us an example by His death as a martyr. Rather He voluntarily substituted Himself in the sinner's place, the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; and, having risen from the dead, He is now enthroned in Heaven. He is in every way qualified to be a suitable, compassionate, and all-sufficient Saviour.

**Of Grace in the New Creation:** We believe that in order to be saved, sinners must be born again, that the new birth is a new creation in Christ Jesus, that it is instantaneous and not a process, and that in the new birth the one dead in trespasses and in sins is made partaker of the divine nature and receives eternal life, the free gift of God. We believe that the new creation is brought about in a manner above our comprehension, not by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth so as to secure our voluntary obedience to the gospel. Its proper evidence appears in the holy fruits of repentance, faith, and newness of life.

**Of the Freeness of Salvation:** We believe in God's grace: that the blessings of salvation are made free to all by the gospel and that it is the immediate duty of all to accept it by a cordial, penitent, and obedient faith. We believe nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the gospel.

**Of Justification:** We believe that the greatest gospel blessing which Christ secures to such as believe in Him is Justification. Justification includes the pardon of sin and the gift of eternal life on principles of His righteousness imputed unto us. Justification is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood.

**Of Repentance and Faith:** We believe that repentance and faith are solemn obligations and also inseparable graces wrought in our souls by the quickening Spirit of God. Being deeply convicted by our guilt, danger, and helplessness and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession and supplication for mercy and, at the same time, receive the Lord Jesus Christ and openly confess Him as our only all-sufficient Saviour.

**Of the Church:** We believe that the church of Christ is a congregation of baptized believers, associated by a covenant of faith and fellowship of the gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word. Its officers of ordinations are pastors or elders (and deacons) whose qualifications, claims, and duties are clearly defined in the Scriptures. We believe that the true mission of the church is found in the Great Commission – first, to make individual disciples; second, to build up the church; and third, to teach and instruct as He has commanded. We do not believe in the reversal of this order. We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations, and that the one and only superintendent is Christ through the Holy Spirit. It is scriptural for true churches to

cooperate with each other in contending for the faith and for the furtherance of the gospel. Every church is the sole and only judge of the measure and method of its cooperation on all matters of membership, of policy, of government, of discipline, and of benevolence. The will of the local church is final.

**Of Baptism and the Lord's Supper:** We believe that Christian baptism is the immersion in water of a believer in the name of the Father, of the Son, and of the Holy Ghost, with the authority of the local church to show forth in solemn and beautiful emblem our faith in the crucified, buried, and risen Saviour, with its effect in our death to sin and resurrection to a new life. It is a prerequisite to the privileges of a church relation and to the Lord's Supper in which the members of the church, by the sacred use of bread and wine (grape juice), are to commemorate together the dying love of Christ, preceded always by solemn self-examination.

**Of Eternal Security:** We believe in the eternal security of the believer; that is to say, once saved, always saved. (John 3:36, John 10:29, I John 5:13)

**Of the Righteous and the Wicked:** We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus Christ, and sanctified by the Spirit of our God, are truly righteous in His esteem. Those who continue in impenitence and unbelief are in His sight wicked and under the curse. This distinction holds among men, both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost.

**Of Heaven, Hell, and the Lake of Fire:** We believe the Scriptures teach of the actual existence of a place called Heaven where God dwells and where all those who have called on Jesus to be their Saviour go at death. We believe the Scriptures also teach of a place called Hell into which those who reject Christ (of their own free will) go at death (because man is sinful and cannot pay off his own sin debt); this place called Hell will one day be cast, with all its occupants, into the Lake of Fire which burneth forever and ever.

**Of Civil Government:** We believe that civil government is of divine appointment for the interest and good order of human society and that we should pray for magistrates while we conscientiously honor and obey them, except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience and the coming Prince of the kings of the earth.

**Of the Resurrection and Return of Christ and Related Events:** We believe in and accept the sacred Scriptures concerning these subjects at their face and full value.

1. Of the Resurrection, we believe that Christ rose bodily "the third day according to the Scriptures," that He ascended "to the right hand of the throne of God," and that He alone is our "merciful and faithful High Priest in things pertaining to God."

2. Of the Return of Christ, we believe in the imminent and personal return of Christ to rapture His Church prior to the Seven-Year Tribulation Period. We believe "that the dead in Christ shall rise first" and that the living saints "shall all be changed in a moment, in the twinkling of an eye, at the last trump." At the end of the Tribulation Period, Christ will personally and visibly return with His saints to establish His earthly Kingdom which was promised to the nation of Israel. We believe "this same Jesus which is taken up from you into Heaven shall so come in like manner as ye have seen Him go into Heaven" – bodily, personally, and visibly. We believe "the Lord God shall give unto Him the throne of His Father David" and that "Christ shall reign a thousand

years in righteousness until He hath put all enemies under His feet. Christ shall reign a thousand years in righteousness until He hath put all enemies under His feet.

**Of Missions:** The command to give the gospel to the world is clear and unmistakable, and this commission was given to the churches.

**Of the Grace of Giving:** Scriptural giving is one of the fundamentals of the faith. We are commanded to bring our gifts into the storehouse (common treasury of the church) upon the first day of the week.

**Of Human Sexuality:** We believe that God has commanded that no intimate sexual activity should take place outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that sex is a privilege of marriage and the only legitimate marriage is the joining of one man and one woman (Gen. 2:24, Rom. 7:2, I Cor. 7:10, Eph. 5:22-23).

### **WRCA Statement on Marriage and Human Sexuality**

Warner Robins Christian Academy (W.R.C.A.) is a uniquely Christian, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of W.R.C.A. is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. W.R.C.A. believes that the Bible (KJV) is the inspired Word of God and sets forth absolute truth by which Christians are to live. W.R.C.A. expects and requires that both students and parents will support the school in its distinct missions and its Biblical beliefs. In relying on the teachings of Scripture (KJV Bible), W.R.C.A. believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, transgenderism, lesbianism, bisexuality, bestiality, incest, fornication, adultery, or any other sexual activity outside the marriage of one biologically born man and one biologically born woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school believes and teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrolment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of W.R.C.A. as stated throughout the school handbook.

### **School Position on the King James Version**

Warner Robins Christian Academy accepts and uses only the old King James Version of the Bible. Students may not bring other versions for classroom or devotional purposes; this includes the New King James Version of the Bible.

## Organization & Governance

### HISTORY

On July 5, 1971, the members of Bible Baptist Temple voted to start an educational ministry. From that meeting, Warner Robins Christian Academy (WRCA) was established. In the fall of 1971, WRCA officially began as a ministry of Bible Baptist Temple under the direction of Pastor Waldo Mullen. The Pastor of Bible Baptist Temple primarily serves as the administrator along with other men and women who serve faithfully in the day-to-day operations. WRCA began with K5, adding a grade each year, and in 1980 WRCA held its first high school commencement ceremony. Over the years, hundreds of students have attended and graduated from WRCA. Many of these graduates have gone out and continued to be Ambassadors in their local communities. WRCA continues to rely on a Christ-centered academic program anchored by its traditional educational philosophy.

Throughout the years, WRCA has relied on God's guidance and support from the people of Bible Baptist Temple. Bible Baptist Temple has faithfully supported this ministry since its inception in 1971. We also rely on support from our parents and alumni. WRCA continues to work with parents to produce adults who are "...Ambassadors for Christ..." (II Corinthians 5:20a) in their community.

### PHILOSOPHY/PURPOSE STATEMENT

The purpose of WRCA is to partner with Christian parents actively involved in their local church. We desire to give parents an opportunity to obey the commands of Scripture:

- "Train up a child in the way he should go..." (Pro. 22:6)
- "bring them up in the nurture and admonition of the Lord" (Eph. 6:4)

We are an **extension** of the Christian home in our society, so that the Christian parent will not violate the Scripture which states:

- "Cease, my son, to hear the instruction that causeth to err from the words of knowledge" (Pro. 19:27)
- "learn not the way of the heathen..." (Jer. 10:2).

In order to obey these scriptural mandates we believe it is essential for the parent, who is responsible for his children's education, to seek an education for their children – where every subject is taught according to the principles of and within the framework of the Word of God. The Bible says, "The fear of the Lord is the beginning of knowledge" (Pro. 1:7).

We exist to produce more than just a moral citizen. Our desire for the graduates of WRCA is to have an academically credible education as well as a godly foundation to prepare them in finding and accomplishing God's perfect will for their lives. Through the combined efforts of their Christian parents, their local church, and the Christian school, students will have every opportunity to be brought up in a Christian environment.

## MISSION STATEMENT

The mission of Warner Robins Christian Academy (WRCA) is to provide a Christ-centered education for children in grades K5 through 12 for those who are like-minded in their educational philosophy. A WRCA education is Bible-based and includes Abeka®, School of Tomorrow® (A.C.E.), and/or traditional classroom experience to provide a tailored instructional approach according to grade level. Further, we believe each child is unique; it compels us to look at every child's learning behavior and consider adapting instruction as possible.

WRCA's mission can be summed up in the following statement:

**“To equip each student to discover and embrace God’s unique plan for their life through quality Christian education in a Christ-honoring environment.”**

## GOVERNANCE

WRCA is governed by a board comprised of the pastor and active deacons of Bible Baptist Temple. The board has delegated oversight of daily operations to its administrator, who serves under the direction of the board members. It is the responsibility of the administrator to ensure that daily operations are efficient and effective.

## SCHOOL OBJECTIVES

Through the example of our staff, excellent curriculum, and Christ-centered philosophy; it is our aim to see each student grow morally, intellectually, and spiritually.

- **Grade K5:** Here at WRCA, we use Abeka® curriculum for K5. We believe it provides an excellent foundation using methods and materials that have proven themselves over time. With Abeka you will find comprehensive, quality curriculum and materials written from a Christian perspective. Now more than ever, each child needs a strong foundation in both academics and character.
- **Grades 1<sup>st</sup>-6<sup>th</sup>:** Here at WRCA, we primarily use Abeka® curriculum with a combination of School of Tomorrow® (A.C.E) for grades 7<sup>th</sup>-12<sup>th</sup>. We intend to use the strengths of each curriculum for the highest level of excellence that we can offer to our students. While some class formats may vary, the main thrust of our program is a traditional style classroom environment. A.C.E. teaches students to set and achieve goals, while building different character qualities within the student. Everything each student learns provides an excellent foundation as the concepts build upon one another.
- **Grades 7<sup>th</sup>-12<sup>th</sup>:** Here at WRCA, we primarily use Abeka® curriculum with a combination of School of Tomorrow® (A.C.E) for grades 7<sup>th</sup>-12<sup>th</sup>. We intend to use the strengths of each curriculum for the highest level of excellence that we can offer to our students. While some class formats may vary, the main thrust of our program is a traditional style classroom environment.

## STAFF OBJECTIVES

The staff of Warner Robins Christian Academy (WRCA) has the following objectives:

1. To ensure each student and parent have accepted and acknowledges Jesus Christ as his/her personal Savior and Lord.
2. To instill an unshakable belief that Jesus Christ is the Son of God.
3. To provide a sound academic education from a Christian world view.
4. To instill an interest in and love for the Word of God; therefore all counseling given by any administrative or faculty member will be based on the Bible (KJV).
5. To uphold the Bible as specific in stating the principles which underlie Christian education:
  - Colossians 1:16 - “For by Him were all things created, that are in heaven, and that are in earth, visible and invisible, whether they be thrones, or dominions, or principalities, or powers; all things were created by Him, and for Him.”
  - John 3:3 - “Jesus answered and said unto him, Verily, Verily, I say unto thee, Except a man be born again, he cannot see the kingdom of God.”
  - Colossians 2:3 - “In whom are hid all the treasures of wisdom and knowledge.”
  - Proverbs 1:7 – “The fear of the Lord is the beginning of knowledge: but fools despise wisdom and instruction.”
6. To build Christian character and develop citizenship.
7. To teach students to “live soberly, righteously, and godly, in this present world;” (Titus 2:12)
8. To promote good health.
9. To impart fundamental skills.
10. To teach the proper use of leisure and work time.
11. To equip each student with the tools necessary to explore and embrace God’s unique purpose for their lives.

## Family Covenant

When two parties (parents and school) come together for the mutual benefit of a third party (the child) they should agree on certain fundamental principles. WRCA has set forth policies and standards that the school will provide. These policies are important and basic to how the school functions. WRCA strives to partner with families committed to the same principles.

This commitment deepens the trust between the school and home and outlines each party's responsibility for the upbringing of the child along with their actions. WRCA asks that our families understand and agree with the following statements and sign that they are committed to fulfilling them. The commitment read, "I commit to...:"

- 1) Accept the Scriptural directives of Proverbs 22:6 ("Train up a child in the way he should go...") and Ephesians 6:4 ("...bring them [children] up in the nurture and admonition of the Lord."). Furthermore, biblical principles are being taught and reinforced in the home and the family is actively involved in a local church where God's Word is being preached.
- 2) Uphold the unique relationship between the home, the church, and the school. The Christian school is an extension of the home and aids in supporting and helping raise godly children.
- 3) Support the high academic standard set forth by Warner Robins Christian Academy by encouraging and working with my student(s) on their assignments.
- 4) Help my student follow the standards of conduct set forth in the Parent-Student Handbook. This includes supporting the staff and faculty in the discipline of my students if my student violates the rules set forth in the Parent-Student Handbook.
- 5) Speak directly to the administration if I have questions or criticisms that need to be addressed. Instead of complaining to others who cannot assist with a solution, I will choose to solve differences in a biblical manner while maintaining a proper Christian testimony.
- 6) Honor my financial responsibilities to Warner Robins Christian Academy. I acknowledge, read, and adhere to the policies set in the Parent-Student Handbook regarding payments and the accumulation of fees. Failure on my part to honor my financial obligations or communicate with the administration could lead to a meeting with the administrator and pastor.
- 7) Comply with the items listed in the Parent-Student Handbook. I understand that failure could result in withdrawal of my child from Warner Robins Christian Academy.

## Expected Spiritual and Educational Outcomes

**At WRCA, we believe it important that each program of the school be consistent with biblical principles and equip students (especially graduates) with a biblical worldview. We focus on building students, who:**

### **SPIRITUALLY**

- 1) Understand and commit to a personal relationship with Jesus Christ (John 1:12; 3:16).
- 2) Know how to apply God's Word and carry out His will in their daily life (I Timothy 4:12).
- 3) Pursue a life of godliness through the power of the Holy Spirit (Galatians 5:22-23).
- 4) Are actively involved in a local church, serving God (Hebrews 10:25).
- 5) Respond to carrying out the Great Commission locally and around the world (Matthew 18:18-20).
- 6) Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews (I Peter 3:15-16).

### **ACADEMICALLY**

- 1) Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking (James 1:19; Romans 12:3).
- 2) Know how to utilize resources, including technology, to find, analyze, and evaluate information (Proverbs 8:12).
- 3) Have the skills to question, solve problems, and make wise decisions (Proverbs 3:13).
- 4) Are committed to life-long learning, especially learning God's Word (Luke 2:52).

### **PHYSICALLY**

- 1) Treat their bodies as a temple of the Holy Spirit (I Corinthians 6:19-20).
- 2) Realize the physical, intellectual, and spiritual benefits of physical activity (I Timothy 4:7-8).
- 3) Can distinguish between the Scriptural and worldly concepts of health, beauty and physical fitness (Romans 12:1; Proverbs 31:30; I John 2:15-17).
- 4) Will use their talents and abilities in service for God glory (Matthew 25:14-30).
- 5) Respect and relate appropriately to the people with whom they work, play, and live (Romans 12:10-11).
- 6) Understand that work has dignity as an expression of the nature of God (Ecclesiastes 9:10).

### **SOCIALLY**

- 1) Understand the worth of every human being as created in the image of God (Genesis 1:26-27).
- 2) Have a knowledge and understanding of people, events, and movements in history and the cultures of other people groups and places while dispelling prejudice and promoting harmony and unity (James 2:1-9; Psalm 133:1)
- 3) Embrace and practice justice, mercy, and peacemaking/peacekeeping in family and society (Romans 12:18)
- 4) Value and engage in appropriate social and civic activities (Romans 12:3-10; Proverbs 21:25-26).
- 5) Are good stewards of their finances, time, and all other resources provided by God (I Corinthians 4:1-2).
- 6) Have an appreciation for the natural environment and practice responsible stewardship of God's Creation (Genesis 1:27-30; Romans 1:20).

## Admissions

Warner Robins Christian Academy (WRCA) will not deny admission to any student based on race, color, national origin, or ethnic origin.

### ENROLLMENT

Students who apply to WRCA must meet the following criteria for admission:

1. WRCA insists on a high standard of performance from its students. Each student is expected to produce to the best of his/her ability. Applicants, who give evidence of possessing the intellectual capacity, the aptitude, the emotional stability, and the behavioral standards characteristic of the program offered, are selected. WRCA's curriculum is designed for students who are academically average or above.
2. No student will be admitted to WRCA who has a record/evidence of poor behavior, character, attitude, and/or attendance. WRCA is not a corrective institution. We will not enroll your child with the idea that we will reform him or her. We are here to work with parents but cannot take the place of parents who have experienced difficulty in fulfilling their role.
3. For a student to be admitted to WRCA, the student and their parent(s) must faithfully attend the weekly service(s) of their local church. We believe that church attendance and involvement is essential for the parents who wish to achieve the goals implied in enrolling their children in a Christian School. Failure to attend church on a regular basis can result in dismissal from WRCA.

Students will be accepted, all other things being equal, in the order of the dates their completed applications are received.

Students entering K-5 must be five years old and children entering the first (1st) grade must be six years old before September 1 of the entry year. Students transferring will be required to take an entrance test to aid in placement. Students, regardless of age, will be placed according to academic ability.

Here at WRCA, we are not equipped with the required resources to serve children who are seeking to be admitted in special education programs.

**The first semester of school (90 days) will be considered a trial period for all new students.**

## ADMISSIONS STEPS

The following are steps that must be taken to gain admission into Warner Robins Christian Academy (WRCA):

1. Request a tour of our campus and read the WRCA Student-Parent Handbook.
2. After reading through the Student-Parent Handbook in its entirety, call to set up an interview with the Pastor and Administrator.
3. After the interview, obtain a copy of the “Pastor’s Reference Form.”
  - Form must be received before the process moves forward.
4. Fill out the paperwork to enroll your student at WRCA.
  - Application for Enrollment
  - Records Release
5. In order to place students in the proper grade, all incoming student will be tested in Mathematics, English (grammar, punctuation, and rhetoric), and Reading. At the time of testing, the \$100 registration fee is required.
6. Complete and sign all documentation; pay matriculation and tuition fees.
  - Student Information
  - Parent-Student Behavior Agreement
  - Information Technology Acceptable Use Policy (AUP)

Once the above steps are complete and your file is reviewed you will be notified regarding admittance into WRCA.

7. You are now an OFFICIAL member of the WRCA family and are ready to begin school!!!

## GUIDELINES REGARDING STUDENTS WITH DISABILITIES

These guidelines apply to all students and teachers in all the classrooms of WRCA.

### Guidelines regarding children with disabilities:

- Out of a desire that students with a severe physical or learning disability receive a suitable education, such children will not be admitted to WRCA due to the lack of adequate staffing, funding, and facilities.
- Children, who have been diagnosed as having a physical or learning disability, will be required to function and meet the same academic and behavioral standards as all the other children in their grade level.
- Children who have been diagnosed as having a physical or learning disability will be given as much individual instruction and encouragement as their classmates.

## Definitions:

- **Severe Physical or Learning Disability** - Any condition in a potential student that would require a separate or specialized classroom, program, and/or staff in order to provide the educational services desired by the parents.
- **Physical or Learning Disability** - Any condition in a potential student that does not require a separate or specialized classroom, program, and/or staff in order to provide the education services desired by the parents.

## WITHDRAWALS

If a parent wishes to withdraw a student from school, he/she **MUST** complete a “Withdrawal Form” and return it to the office. Grades, records, and/or transcripts will **NOT** be released until all outstanding accounts are paid in full and the “Withdrawal Form” is completed and returned to the office.

## DISMISSALS

Warner Robins Christian Academy (WRCA) reserves the right to dismiss students for the following reasons:

1. The refusal of parents to cooperate with the administration of the school.
2. A student’s improper conduct, attitude, or lack of academic effort if not resolved after repeated efforts of the school administration to resolve the issue.
3. Delinquency in payment of tuition for thirty days (Please contact the school administrator if you have any issues).

WARNER ROBINS CHRISTIAN ACADEMY IS A PRIVATE - CHRISTIAN - INSTITUTION AND RESERVES THE RIGHT TO SET AND MAINTAIN ITS OWN STANDARDS FOR STUDENT DRESS AND CONDUCT. WE MAINTAIN THE RIGHT TO REFUSE ADMITTANCE OR RE-ADMITTANCE TO ANYONE WHO FAILS TO MEET ENTRANCE REQUIREMENTS.

## FINANCIAL POLICIES

### GENERAL INFORMATION

The goal of WRCA’s tuition policy is to maintain school tuition at the lowest possible rate for parents while at the same time generating enough tuition income to keep our school operational.

Tuition may be paid in its entirety or in one of the following plans: ten (10) consecutive monthly payments beginning on August 1; or twelve (12) consecutive monthly payments beginning on June 1. A late fee of \$30 will be charged if tuition is received after the 10<sup>th</sup> of the month. No report cards or transcripts will be issued or released until all fees and tuition have been paid. Diplomas may be withheld until all fees are fully paid.

When sending any type of payment; please enclose it in an envelope. This will ensure your payment gets to the proper location. Also, if you write a check for more than one item please note the proper amount designated for each item. Please make all checks payable to Warner Robins Christian Academy (WRCA). All payments should be made at the School office during business hours (8:00 a.m.-4:00 p.m., Monday through Friday, during the school year).

The following charges apply:

- **Registration Fee:** \$100.00 per student. This is a one-time fee as long as the student attends consecutive years of school. **This fee is non-refundable.**
- **Matriculation/Materials Fee:** Materials will not be given if/when a student withdraws from WRCA. Matriculation fees are a mandatory part of the Enrollment process. **This fee is non-refundable.**

Grade Level:	Paid In Full By:	Paid In Full By:
	4/30	5/31
K5-12th	\$400.00	\$450.00

\*Any matriculation for new students or matriculation paid after 5/31 will be a fee of \$500.00.

**NOTE: The tuition rates for WRCA are yearly fees. They are divided into monthly payments for your convenience. A 30-day notice is required before you withdraw your student. If a student is expelled, it is expected that the family pay the remainder of their bill for the year. Refunds may be issued for advanced tuition payments unless the student is expelled. However, all other fees still apply and will not be refunded.**

### TUITION RATES

Grade Level	Annual Tuition	Monthly Payment
K5	\$4,200.00	\$420.00 (10 months)
Elementary (1 <sup>st</sup> -5 <sup>th</sup> )	\$4,400.00	\$440.00 (10 months)
Middle/High School (6 <sup>th</sup> -12 <sup>th</sup> )	\$4,600.00	\$460.00 (10 months)

## FAMILY PLANS & DISCOUNTS

Multi-student discounts apply to families who have more than one student enrolled in WRCA. This discount equates to an approximate 5% reduction for two students and a 10% reduction for three students. Additional students beyond three of the same family may attend at no additional charge. The following is an example and rates are per student:

Grade Level	Students (rate per student)		Monthly Payment (rate per student)	
	Two	Three	Two at 10 months	Three at 10 months
K5	\$3,990.00	\$3,780.00	\$399.00	\$378.00
Elementary (1 <sup>st</sup> -5 <sup>th</sup> )	\$4,180.00	\$3,960.00	\$418.00	\$396.00
Middle/High School(6 <sup>th</sup> -12 <sup>th</sup> )	\$4,370.00	\$4,140.00	\$437.00	\$414.00

### DISCOUNTS

- Full Tuition: 5% discount (if full tuition is paid by August 10)
- Military: 5% discount (active or retired)
- Large Family Discount: Any family with over three students enrolled at WRCA will pay for the oldest three. Any student after the third may attend at \$100 a month.

\*Only one discount per family is applicable.

### STUDY HALL/AFTER SCHOOL CARE

Available from 3:30 p.m. – 5:00 p.m. Rates are as follows:

**Students picked up after the 3:30 p.m. pick-up time will be charged a late fee at the rate of \$10.00 per hour per student. Late stay pickup minutes will accumulate until they reach 60 minutes and then you will be charged for an hour. All students must be picked up by 5:00 p.m. If your student is not picked up by 5:00 p.m. and we cannot contact you, authorities may be called. A late fee of \$1.00 per min may be applied.**

### GRADUATION FEES

A minimum of \$150.00 covers the cost of caps, gowns, one tassel and other graduation related expenses. **This fee may vary and is subject to change.**

### MISCELLANEOUS FEES

- Field Trips (\$100.00)
- Yearbook (\$50.00)
- Art Fee (\$50.00)
- Athletic Fee (\$100.00)
- Missed PTF (\$30.00)
- Failed PACE Fee (\$20.00)
- Technology Fee (\$100.00)
- Uniform Fee (Varies on quantity)

Additional PACEs: The cost of twelve (12) PACEs is included in the matriculation fee paid per student. There will be a charge for any additional PACEs beyond the twelve (12) to be completed for the academic year. Parents will be notified if their student needs more PACEs. Extra PACEs are ordered only with parental approval.

Annual Achievement Testing: There may an additional charge for the Annual Achievement Test that is administered by Warner Robins Christian Academy (WRCA).

## ACADEMIC POLICIES

### GRADING SCALE

#### K5-12<sup>th</sup>

A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

\*Individual subjects may require a higher passing grade (e.g. Bible must be 80% to pass).

\*\*All School of Tomorrow® (A.C.E) subjects require a passing score of 80% or higher.

### ACADEMIC INTEGRITY

Students at WRCA are expected to uphold the highest standards of integrity. To uphold this standard, students are expected to produce work that represents their own intellectual property appropriately citing/crediting any sources. Any anomaly to this standard is a violation of our Academic Integrity Policy. The lack of appropriate citation, use of AI programs, use of translators in foreign language courses, and the giving or receiving of information in any course are examples of violations. We hold this high standard because God’s Word admonishes believers in II Corinthians 8:21 and says, “Providing for honest things, not only in the sight of the Lord, but also in the sight of men.”

Student work completed without integrity will initiate an Academic Integrity Violation Review as follows:

1. The teacher reports the violation to administration.
2. Administration investigates and verifies the violation.
3. Administration will assign the appropriate consequence for the violation in addition to a grade of zero for the assignment in question.

### HONOR ROLL

“A” Honor Roll - requires an “A” average in each subject (will vary upon grading scale).

“B” Honor Roll - requires a “B” average in each subject (will vary upon grading scale).

“A/B” Honor Roll - requires a combination of the requirements listed above.

- ACE subjects require that students complete 3 PACE's per subject each quarter and maintain the above-stated average(s).
- All Scripture memory for the quarter must be completed to qualify for Honor Roll.
- Traditionally taught classes require students to maintain the above-stated average(s) and turn in homework consistently.
- To qualify, a student should not have excessive behavioral issues, nor should they have been suspended within that grading period.
- Any student found not upholding the "Academic Integrity" policy found in this Handbook will not be eligible for Honor Roll in that particular quarter.

### **PROGRESS REPORTS/REPORT CARDS**

The school year is comprised of four nine-week grading periods. Throughout the year parents may track grade live using their MySchoolworx account. Report cards are issued electronically through the MySchoolworx platform following the nine-week quarter. Report cards will contain an academic grade and attendance record. Report cards are to be e-signed by a parent and submitted within 10 days of publication. Note: Students also receive a semester report at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Report cards may be withheld from families who are delinquent in any type of payment to the school (Please see administrator if any issues arise).

### **STANDARIZED TESTING**

Students in K5-11th grade are tested annually using the IOWA Assessments™, an achievement test used/recognized by both the Georgia Association of Christian Schools (GACS) and the American Association of Christian Schools (AACCS). In addition to assessing individual student performance, it also helps us track our overall school performance. Note: 12th grade students are exempt from taking this test as long as they have taken the ACT® or SAT® by the time the Achievement Test window arrives in that academic year.

### **STUDENT SCHEDULING**

Schedules are generated based upon student graduations needs. The administration reviews records to ensure that courses are available to students in order to graduate and their scheduled time. The administration of WRCA recommends a plan of study for each student. However, if the administration, in their judgement, determines a student deviate from the scheduled plan contact will be made with the parent(s)/guardians for final approval.

### **DUAL ENROLLMENT**

WRCA has partnered with Brewton-Parker College for Dual Enrollment (DE) classes. Brewton Parker is regionally accredited. Therefore, any DE credits taken should transfer to other colleges/universities. If a student plans on participating in the Dual Enrollment program, the parents and student MUST contact the school office and set up a meeting with the Administrator. If you do not contact the office AND gain approval from the Administrator before enrolling; WRCA is not responsible for any grades that do not get applied to the students' High School transcript and/or qualify for the HOPE scholarship.

Juniors and Seniors at WRCA may apply to take DE class to receive high school and college credit simultaneously. WRCA students are dual-enrolled through Brewton Parker College in Mount Vernon, GA. Eligibility for participation in the DE program is based on the following criteria:

- Students must demonstrate the ability and responsibility to turn in assignments on time. Students who are consistently late turning in assignments will not be recommended for nor allowed to participate in the DE program.
- Students must maintain an “A” or “B” average in their DE classes the previous semester to be considered eligible to participate in the DE program.

## **HOMWORK**

Homework is vital to development as it stimulates independence, self-direction, and self-discipline. Homework assignments are meant to reinforce principles and concepts taught in the classroom. These assignments acquaint parents with a student’s learning experience and allow parental involvement in the educational process. All homework assignments should be completed and submitted to the teacher on the due date assigned.

Homework is assigned for the following reasons:

1. Completion of work: Students (particularly those using the ACE curriculum) are required to complete their work on a daily basis in order to properly progress in their educational experience. ACE students are given sufficient time throughout the school day to complete their required work and should regularly come home with minimal amounts of homework.
2. Academic reinforcement: Most students require solid drilling in order to master material essential to their educational progress.
3. Needed Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
4. Remedial activity: As instruction progresses, various weak points in a student’s grasp of the subject at hand may become evident. Homework, following instruction, is given to overcome such difficulties.
5. Special projects: Book reports, compositions, special research assignments, and unique projects are some of the activities that frequently are subject of homework.
6. Self-discipline: Students need to accomplish assigned work to learn the discipline of staying at a task until it is completed.

## **MAKE-UP WORK**

It is the responsibility of students who are absent from school to check with each teacher involved upon returning to school to receive all assignments missed (most assignments should be available on MySchoolworx). Assignments missed during an excused absence, will be given an allotment of one week to complete the make-up work. Please note that quizzes missed during excused absences will be given a period of one week, but if a test is assigned before the quizzes are taken, the student is required to take the test on the assigned day.) Long-term assignments are due on time, unless previous arrangements have been made with the teacher involved. Any work

missed due to an unexcused absence or extracurricular school-sponsored event (athletics, academic competition, fine arts, etc.) is due upon return to school. The work missed will go on record as a zero until the make-up work is graded and recorded. Once a quarter has ended, make-up work from that grading period cannot be made up.

### GRADE/CLASSIFICATION PROMOTION

Students must accrue the following credits to be eligible for promotion to the next grade:

- 9<sup>th</sup> – 10<sup>th</sup> - 6 credits
- 10<sup>th</sup> – 11<sup>th</sup> – 12 credits
- 11<sup>th</sup>-12<sup>th</sup> – 18 credits
- Graduation – 23 credits

Students in 1<sup>st</sup>-8<sup>th</sup> grade must pass Bible, History (Social Studies), Language Arts (English), Math, and Science with an 80 or higher yearly average to be promoted (Exceptions would be middle school classes being taken for early credit). Summer school or tutoring may be required for promotion to the next grade level. Credit recovery programs, summer school, and private tutoring may be required at an additional cost at WRCA if a student needs these supports to maintain academic expectations. Parents will be informed by the administration in advance of such programs being required.

### GRADUATION REQUIREMENTS

We follow the Georgia state requirements for graduation.

Warner Robins Christian Academy (WRCA) graduation requirements - 23 Carnegie Units

Mathematics*	4 units
English*	4 units
Science*	4 units
Bible	4 units
Social Sciences*	3 units
Foreign Language**	2 units
Electives	2 units
Health, Safety and Physical Education	1 unit
Computer Technology, Fine Arts, and/or Vocation Education (CTAE)	1 unit

\*Specific Courses Required (see below)

\*\*Not required to graduate High School in Georgia, but required to get into a university. (Students must have 30 transferrable college credit hours from a technical college to transfer to a university system without being required to take a foreign language).

### **Specific Courses Required for Graduation:**

Mathematics: Algebra I (1); Algebra II (1); Geometry (1)

English: 9th-grade Lit. /Comp. (1); American Lit. /Comp. (1)

Science: Biology (1); Physical Science and/or Physics (1); Chemistry, Earth Science, and/or Environmental (1)

Social Science: U.S. History (1); World History (1); American Government/Civics (.5); Economics (.5)

### **VALEDICTORIAN/SALUTATORIAN**

To be a candidate for valedictorian or salutatorian of your class, you must have a cumulative GPA that results in an “A” average (see page 17 for grading). The valedictorian will be the person who has the highest cumulative GPA that results in an “A” average for his/her class. The salutatorian will be the person who has the second highest cumulative GPA that results in an “A” average in his/her class. The GPA will be computed based upon the student’s numeric grades.

### **TRANSCRIPTS**

Parents and students may obtain a copy of their transcript through the school office at any time. Please allow a minimum of two days to process any transcript request. The office staff work diligently to process any request in a timely manner. \*If WRCA should close, the Houston County Board of Education will house all transcripts and records.

### **DISCIPLINE**

Warner Robins Christian Academy (WRCA) has a demerit system to promote adherence to established rules and the development of self-control; understanding that a necessary part of any child’s education is good order and discipline. Parents and students should be familiar with what constitutes a disciplinary offense.

Students who accumulate 100 demerits in a semester may lose the privilege of attending WRCA. A student who accumulates 75 demerits in successive semesters may not re-enroll without approval of the administration. Once a student accumulates 75 demerits, he/she is no longer permitted to participate in extra-curricular activities. Demerits may be given for any violation of WRCA rules and individual classroom rules as interpreted by the teacher or any staff member. If a student gets three (3) demerits in a day, he/she must serve twenty (20) minutes of detention. The Student is required to serve on the following day, if not, then the time is doubled. If 60 min detention, a student will do community service for a Pastor and/or public worker. Description of public service, time, signature. For each additional demerit a student gets in a day, he/she must serve an additional ten (10) minutes. Students who accumulate more than 15 demerits in one week may be placed on in-school suspension (ISS) for two days. If a student receives more than 20 demerits in one week, he/she may be suspended for one day.

At WRCA, we believe parents are responsible to raise their children up in a God-honoring way. Discipline helps individuals to learn self-control and recognize various responsibilities. Discipline includes living by an established standard or set of rules. We expect parental co-operation when it comes to discipline. Over the years, we have found the following to be true:

- Students, who are disciplined Biblically and lovingly in the home, require very little discipline at school.
- Students whose parents support the disciplinary actions of the administration tend to perform better in school. Please do not undermine the school's discipline at home as it deals a hard blow to the authority of the school. Parents have a right to meet with the administration if any difficulties associated with discipline should arise.

In accordance with Bible Baptist Temple's "Child Abuse Prevention Policy and Procedures" section V, paragraph J, "Ministry employees and volunteers are strictly prohibited from paddling and/or physically striking a minor." This includes the staff of WRCA. However, after other options have been exhausted a parent/guardian may be called to handle the disciplinary issue.

### **RESPECT FOR AUTHORITY/PEERS**

Self-discipline, individual responsibility, and respect are characteristics from which anyone can benefit. Here at Warner Robins Christian Academy (WRCA), we expect your student to obey the rules and those who are responsible for enforcing the rules. We also believe that students should understand there are consequences for their actions. Below are some basic rules of respect that everyone should follow:

#### **• Listen, obey instructions, and speak respectfully (e.g. yes sir, yes ma'am, etc.)**

Disobedience examples: teasing, name calling, put-downs, coarse actions, arguing with teachers and staff, rolling eyes, etc.

- Hebrews 13:17: "Obey them that have the rule over you and submit yourselves..."
- Proverbs 23:12: "Apply thine heart unto instruction, and thine ears to the words of knowledge."

#### **• Keep hands, feet and other objects to yourself**

Disobedience examples: pushing, shoving, and fighting

- Matthew 7:12: "Therefore all things whatsoever ye would that men should do to you, do ye even so to them: for this is the law and the prophets."
- I Timothy 5:22: "Lay hands suddenly on no man, neither be partaker of other men's sins: keep thyself pure."
- II Timothy 2:24: "And the servant of the Lord must not strive; but be gentle unto all men, apt to teach, patient,"

#### **• Walk quietly and use courteous behavior in the building**

Disobedience example: being disruptive in the hallway, bathroom, and classroom

- I Corinthians 14:40: "Let all things be done decently and in order."

#### **• Respect property**

Disobedience examples: defacing school property and/or defacing other student's property (writing on desks, walls, bathrooms, books, etc.) God followed this principle:

- Exodus 32:19: "...and Moses' anger waxed hot, and he cast the tables out of his hands, and brake them beneath the mount."
- Exodus 34:1: "And the Lord said unto Moses, Hew thee two tables of stone like unto the first..."

**. Practice self-control**

Disobedience examples: Yelling at others, getting an attitude when someone tries to help/correct you

- Galatians 5:22-23: "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance..."

**SCHOOL RULES**

All students should be aware of and are expected to adhere to the following list of school rules. A violation of these rules may warrant anything from demerits to expulsion (see page 22-23 for specifics).

1. Courteous speech and conduct are required.
2. Respect for home, church, school, and nation is expected at all times.
3. Hallways, bathrooms, and classrooms are to be peaceful and orderly. No running or yelling in the building.
4. All faculty and staff are to be addressed respectfully, and prompt obedience is expected.
5. Cell phones and other electronic equipment/devices are to be placed in the Administrator's office upon arrival to school. Continuous infractions can result in calling parents to come get these devices and result in the student losing the right to bring these devices to school. Students caught with electronic devices will be given detention.
6. Students may eat and drink only in designated lunch and outside areas. Water is permitted in the classroom in re-closable bottles.
7. Students are not permitted to chew gum on school property (exceptions may be made for medical reasons).
8. Students are not to leave their classroom and/or supervising teacher without permission.
9. Students are not to bring knives, firearms, or weapons of any kind to school.
10. Students are responsible for treating ALL school property, including textbooks, with care and respect (Fines may be issued for damaged, defaced, or stolen property).
11. Lockers should be kept neat and clean. Food and drink should be removed at the end of every day.
12. Sports equipment shall not be used inside the building. Exceptions may be made when it is raining outside, and students are required to have break/recess in the building. All sporting equipment should be placed in properly designated areas when entering the building.

13. Students are prohibited from bringing to school or using alcohol, tobacco products, and drugs (not prescribed by their doctor). This includes off-campus events.

## DEMERITS

The following is a non-inclusive list of offenses that would merit disciplinary action:

### One Demerit

- Class disruption
- Dress code violation
- Failure to complete homework on time (incomplete for multiple days will receive a demerit for each day work is behind)
- Failure to follow instructions
- Failure to return homework slips/notepads, signed papers, church attendance forms, and report cards. Students who come the next day and again fail to return any forms on that day will receive two demerits).
- Having non-approved materials at school or on trips (depending on material)
- Writing/Passing notes in class
- Horseplay (shoving, running, touching, etc.)
- Leaving classroom/school without permission
- Littering
- Loud music in parking lot
- Talking/Sleeping/Not paying attention during class
- Scoring violations (each subject will be handled separately)
- Skipping class while on campus
- Wearing a hood or hat in the building
- Throwing objects in class

### Three Demerits

- Arguing with a teacher or staff member
- Cheating will also result in work having to be redone)
- Defacing school property (may also result in a fine)
- Disrespect
- Forging a parent's signature
- Gambling
- Insolence
- Lying
- Shielding school mail from parents
- Having electronics or cell phones during the school day.
- Cell phone usage without permission

The following offenses can result in suspension from school, but will constitute no less than five demerits:

- Fighting, hitting, kicking, or pushing other students on campus
- Speaking or writing improper language (profanity)
- Threatening/Bullying another student
- Stealing
- Display of romantic affection between students.

Any form of cheating will be handled as follows (Each subject a student cheats on will be counted as a separate offense):

**First offense:** One Hour of Detention

**Second offense:** In-School Suspension (ISS)

**Third offense:** Can result in suspension, dismissal, or expulsion

Everything we do reflects the reputation of people and places with which we associate. Maintaining a good reputation is vital to the success of any institution. Therefore, the following offenses will result in suspension and/or expulsion from school (all constitute at least five demerits): \*Law enforcement may be notified.

- Breaking into or vandalizing any property\*
- Possession of pornographic materials
- Threats or physical abuse of teachers, staff members, or other students\*
- Bringing a gun or any other weapon to school (no pocket knives allowed)\*
- Bringing to school or using alcoholic beverages and/or tobacco products on or off campus
- Acts of immorality on or off campus
- Carrying or using illegal and unprescribed drugs on or off campus

THE ADMINISTRATION RESERVES THE RIGHT, WITH OR WITHOUT PARENTAL CONSENT, TO SEARCH ANY STUDENT'S LOCKER, DESK, OR ANY VEHICLE DRIVEN TO SCHOOL BY A STUDENT. WARNER ROBINS CHRISTIAN ACADEMY (WRCA) ALSO RESERVES THE RIGHT, WITH OR WITHOUT PARENTAL CONSENT, TO HAVE THE CONTENTS OF ANY STUDENT'S PERSONAL EFFECTS EXAMINED, INCLUDING BUT NOT LIMITED TO BACKPACKS, PURSES, AND POCKETS. THE SCHOOL WILL MAKE A REASONABLE ATTEMPT TO CONTACT A PARENT PRIOR TO THE SEARCH OF A VEHICLE IN ORDER TO ALLOW THE PARENT TO BE PRESENT. IF THE PARENT IS NOT AVAILABLE BY PHONE, AFTER A REASONABLE ATTEMPT THE VEHICLE WILL BE SEARCHED WITHOUT PARENTAL PRESENCE. FAILURE BY THE STUDENT OR HIS PARENTS TO COOPERATE WITH THE SCHOOL WILL RESULT IN THE STUDENT BEING ASKED TO WITHDRAW FROM THE SCHOOL OR FACE DISMISSAL OR EXPULSION.

### **DISPUTE/RESOLUTION GUIDELINES**

Warner Robins Christian Academy (WRCA) is a Bible-based ministry for the enhancement of the values of Christian families and churches. Because this ministry is composed of Christian individuals, we must follow the course prescribed in Matthew 18:15-17 to settle disputes and conflicts. Conflicts that arise among Christians must be handled according to Biblical guidelines. The Bible commands all of us to be peacemakers. In Romans 12:18, we are commanded to live peaceably with all men so far as it lies within our power, and in Matthew 5:9 we are told, "Blessed are the peacemakers."

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or Christian ministries to resolve disputes (I Corinthians 6). We believe that God has provided the guidelines of Matthew 18:15-17 as an alternative for resolving disputes. It shall be the policy of WRCA and its board members to follow the steps outlined below to settle any disputes or conflicts within the ministry.

1. Personally talk to the individual by whom he/she was offended.
2. If reconciliation is still not reached, a second Christian is to accompany the one seeking to resolve the matter.
3. If the matter is still unresolved after the steps outlined above, the parties involved are to go before the church to resolve their conflict. This will be done through the Board of Advisors as the ministry representatives Biblically responsible for putting down murmuring. The decision made by the Board of Advisors shall be binding on both parties.

## DRESS POLICIES

Believing that a well-disciplined and/or controlled environment is conducive to proper learning, Warner Robins Christian Academy (WRCA) desires to create and maintain an environment of good order. We wish to provide an environment that honors the Lord Jesus Christ, promotes and produces achievement, and develops self-control. Accordingly, we have instituted a dress code that mandates *similar style dress* of all students (short of strict uniformity), believing it minimizes distractions, promotes commonality/unity among students, and discipline. All similar-dress items may be purchased from most department/clothing stores.

Students must wear the school uniform daily unless otherwise specified. If a student comes to school out of uniform, the following protocols will take place:

- First offense – demerit will be given (parents will be contacted depending on the portion of the uniform that is in violation).
- Second offense – demerit given and uniform violation notice sent home (parents will be contacted depending on the portion of the uniform that is in violation).
- Third offense – parents will be called to bring their student the proper uniform. These students will not be permitted to class until they are dressed in the proper attire. This will also render a tardy from class which will affect the students' grade and attendance record.

Students are expected to be well-groomed, neatly dressed, and exhibit good hygiene while on campus. Students are not allowed to wear head coverings of any type in the classroom or any indoor facility.

Any forms of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered by administration to be extreme, distracting, or disruptive are not allowed.

Administration reserves the right to determine compliance with the uniform policies. Students and parents/guardians are encouraged to seek guidance from the administration with questions regarding uniforms or dress code prior to making purchases or decisions about their student's appearance.

## BASIC GUIDELINES

- Neatness - Clothing and hair must be neat in appearance. Shirts must have a collar and be tucked in, shoes tied, clothing must not have holes or tears and must be appropriately sized for the wearer.
- Cleanliness - Clothing items are clean and good hygiene is practiced.
- Modesty - Skirts and skorts (girls) **MUST** extend **BELOW** the knee and maintain appropriate sight lines (covering) even when sitting. Pants (boys) are to be loose enough to avoid tightness or inappropriate definition.

- K5-12<sup>th</sup> Girls
  - Skorts or skirts: Navy Blue (Contact office for details)
  - Tights/leggings (not pants) may be worn during the winter months
  - Shirts: Port Authority (Gusty Grey) Polo
  - Tennis Shoes – K5-6<sup>th</sup> (No lights, characters, or excessive writing)
  - Casual dress shoes: 7<sup>th</sup>-12<sup>th</sup> (closed heel shoes must be worn. No sandals.)
- K5-12<sup>th</sup> Boys
  - Docker-style pants: Navy Blue
  - Shirts: Port Authority (Gusty Grey) Polo
  - Tennis Shoes: K5 – 6<sup>th</sup> (No lights, characters, or excessive writing)
  - Casual dress shoes: 7<sup>th</sup>-12<sup>th</sup>

## CHAPEL UNIFORM

Each Thursday students should wear their green polo as part of their chapel uniform. Failure to wear the proper chapel uniform will be enforced according to the improper uniform protocol.

## FIELD TRIP DRESS

Each field trip may require different guidelines. If dress for a particular field trip is not specified, the guidelines are as follows:

- Girls
  - Denim skirts are permitted
  - Shirts: Green WRCA polo with logo (order through the school office)
  - Tennis Shoes (No lights, characters, or excessive writing)
- Boys
  - Denim Pants
  - Shirts: Green WRCA polo with logo (order through the school office)
  - Tennis Shoes (No lights, characters, or excessive writing)
  - Belts are required.

## PE UNIFORM

- Girls - Navy Blue Culottes (Order through school office)
- Shirt: WRCA P.E. T-shirt (Order through school office)
- Tennis Shoes (No lights, characters, or excessive writing)
- Boys - Navy Blue Wind Pants
- Shirt: WRCA P.E. T-shirt (Order through school office)
- Tennis Shoes (No lights, characters, or excessive writing)

## SHOES (7<sup>th</sup>-12<sup>th</sup>)

The goal of uniforms in the Christian school is to provide decorum amongst the students and a non-competitive environment. As this applies to footwear, the goal is not to be restrictive but to dwell within an acceptable range of “casual dress” shoes for the upper grades. Below are listed some pictures of shoes that generally fit this category in our opinion. They are casual without being sports apparel. Listed below are several types of shoes that have in common a look that is in keeping with the style and dress of our uniform. These are not the only examples, but they do provide a sampling and what is worn should be like the overall look of these type of shoes.



Here are some qualities that the shoes SHOULD NOT have:

1. It should not be a shoe used for or modeled after an athletic shoe (skate shoes, high top or low top sneakers, etc.).
2. It should not have athletic laces—that is, laces that are wide and often white (or other colors) that contrast with the rest of the shoe. If they are wide laces and match the color of the shoe, they are more likely to be in adherence.
3. They should not have large logos on the side of the shoe (Nike, New Balance, Sketcher, DC, etc.).

## MISCELLANEOUS DRESS REQUIREMENTS

1. Proper undergarments **must** be worn at all times.
2. Earrings may be worn by girls; however, there should be one earring per ear in the lower lobe. As a general rule, earrings should not be larger than a quarter. No hoops or dangle earrings will be permitted. No other body piercing, tattooing, or any other body art whether permanent or temporary are allowed. Boys are not allowed to wear necklaces, earrings, or bracelets. Boys may wear a watch.

3. The toes and heels of student's shoes should be closed. Neither sandals, flip flops, nor crocs may not be worn.
4. In order to maintain our objective of a mandated similar style dress of all students, the following rules apply. When needed, a heavier jacket may be brought and worn to go outside. No hood or hat may be worn within the building. Demerits will be issued to students who do not follow this guideline. The appropriate clothing **MUST** be worn under any outer wear-garment. Failure to do so will result in the appropriate "Dress Code Violation."
5. Young men should always be clean shaven. Sideburns may be worn no lower than the middle of the ear. Hair must be cut and combed conservatively. No afro, bushy, shaggy, or long hair styles will be permitted. As a rule, hair styles must be approved by the administration. Students will be given a verbal and written warning by the Principal or Administrator about their hair. The written warning will contain the amount of time a student has to address the issue before demerits are issued. A conventional hairstyle will have the following characteristics:
  - Hair in the back and sides will be tapered.
  - Hair will not hang over the collar or on ears.
  - Hair in the front will be maintained above the eyebrows.
  - No designs are to be cut into the hair.
6. Girls in K-6th grades may not wear make-up. Girls in 7th-12th grades may wear **light, conservative** makeup. Excessive, bright, or heavy make-up or lipstick will not be permitted. Nail polish may be worn by girls. Black or excessively dark shades (near-black shades) of polish will **not be permitted** as well as pictures or diagrams.
7. Girls' and Boys' shirts must be always buttoned (except for the top button). Boys must keep their shirt tucked in **AND** wear a belt.
8. All Physical Education (P.E.) apparel shall be approved by the administration. (See above guidelines)
9. Any logo on shirts must be small enough to be covered by the palm of the hand.

THE ADMINISTRATION OF WARNER ROBINS CHRISTIAN ACADEMY RESERVES THE RIGHT TO MAKE FINAL JUDGEMENTS ON ALL ISSUES OF DRESS AND GROOMING. INCLUDING ANY ISSUES NOT LISTED IN THIS HANDBOOK.

## SCHOOL DAY POLICIES & PROCEDURES

### SCHOOL HOURS

The building will open Monday through Friday at 7:45 a.m. When students arrive, they should put their lunch away in the lunchroom and then head straight to class. The school day ends at 3:15 p.m. for all students, K5-12th.

Class begins at 8:00 a.m. The daily schedule is as follows:

7:45 a.m.	School doors are open (Students are dismissed to class upon arrival).
8:00 a.m.	School day begins (Students not at school will be counted tardy)
3:15 p.m.	School day ends
3:30 p.m.	Afternoon study hall/detention time begins (if available)
5:00 p.m.	Afternoon study hall ends

### PICK-UP & DROP-OFF PROCEDURES

- Safety is the top priority during drop-off and pick-up. Drive slowly, defensively, and please do not ever assume that children see you!
- If a parent needs to park and come in during pick-up or drop-off times, they should park so their vehicle does not hinder others during those times.
- Please be patient and **DO NOT** pull around other cars while children are loading and unloading. Wait until the car in front of you pulls off.

### ATTENDANCE & TARDINESS

Warner Robins Christian Academy (WRCA) realizes regular attendance in school is essential if students are to maximize the benefit of the educational opportunities afforded them. Punctual and regular attendance is important, expected, and required. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). Missing too many days of school will hinder a student’s progress and may result in grade retention or a delayed graduation. Students are expected to be in school on time every day.

The State Legislature has also recognized the importance of regular attendance by enacting a compulsory attendance law for children in Georgia from their sixth (6) birthday through their sixteenth (16) birthday. This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so.

Any time a student is absent from school, the parent or guardian should fill out an “Absence Request” form which is found on the school website under the “Handbook and Forms” section. Without an “Absence Request” the absence is considered unexcused.

### GENERAL ATTENDANCE RULES

1. Students are expected to attend on all days that school is in session. Days missed from school, whether excused or unexcused, may be required to be made up outside regular school hours. Skipping is unexcused and these days will be required to be made up outside regular school hours.
2. Any student who is tardy or who must leave school prior to regular dismissal time must check in and/or out with the school office.
3. Disciplinary actions for excessive absences, unexcused absences, and tardiness are outlined below. A student’s attendance record is cumulative and is based on a complete school year.

4. An unexpected absence from illness is excusable and all work may be made up. When the student returns to school, we simply require the “Absence Request” on the school website be submitted by the parent when less than five consecutive days are missed. If five days or more are missed, we require a note from a physician when the student returns to school. Other absences must be approved by the administration as to whether it is excusable or not. In order for any absence to be excused, Warner Robins Christian Academy must have documentation. All documentation can be submitted by using the “Absence Request” found on the school website. Fill out the information and upload any necessary documents from the doctor. (Documentation to validate excused absences are required within three (3) days of the student’s return to school.)
5. In order to be considered “in attendance”, the state board of education requires that students be in class for the following amount of time:
  - K5-3<sup>rd</sup> grade = 4.5 hours or 270 minutes of daily instructional time.
  - 4<sup>th</sup>-5<sup>th</sup> grade = 5 hours or 300 minutes of daily instructional time.
  - 6<sup>th</sup>-12<sup>th</sup> grade = 5.5 hours or 330 minutes of daily instructional time.
6. A student must be in attendance for a minimum of three and one-half instructional hours of the school day. Students must be present by 12:00 p.m. and cannot leave before 12:00 p.m.
7. Students who have more than six absences per quarter of school may not receive credit for that grading period. Students with more than ten absences in a semester may not receive credit for the semester and may be asked to repeat or withdraw. (This policy refers to excessive absences only; and should not be construed as a guide for how many absences a child is allowed.) **STUDENTS ARE EXPECTED TO ATTEND ALL DAYS THAT SCHOOL IS IN SESSION!**
8. The school may choose to recommend dismissal or prevent re-enrollment of a child who is chronically absent without documented medical reasons.
9. A student who has been absent for more than five (5) days for any one illness (consecutive or not), **must** present a physician’s statement to be readmitted to class.
10. Three (3) unexcused tardies will equal one absence. Please understand that most tardy times are considered unexcused. Tardiness is excusable only when providentially hindered for reason such as illness, medical emergencies, power outages, compliance with a court order, or traffic accidents involving those traveling to school. (If problems arise, please contact the school office. They will notify the administrator, so everyone is aware of the problem and delayed arrival time). Parents **MUST** come into the office and sign their student in if they arrive after 8:00 a.m.

Students are considered absent when not in school unless they are on a school-sponsored activity off campus. Juniors and seniors are allowed, without penalty, a total of six (6) days per year for college visits, with proof of the visit via an official letter from the college visited. “Without penalty” means the absence will not result in a loss of credit and will not impact exam exemptions or perfect attendance.

Students participating in a contest/event will attend school the full day in order to participate. Exceptions will be based on approved written plans, prior to the events/activities/season (see “Extra-Curricular Activity”).

## TARDINESS

Arriving late or signing a student out of school early is equally damaging to the student's academic welfare and the welfare of the class as a whole. Our teachers have planned their classroom teaching/activities around an entire class day, and late arrival or early check out interrupts and distracts the entire class. Parents and students must make every effort for students to be in school on time.

Students who arrive after 8:00 a.m. must be signed in by a parent at the office. In order not to be considered tardy, students must be present and checked in by 8:00 a.m. Parents are not permitted to walk students to class. Tardies will be billed quarterly.

Three tardies are equal to one unexcused absence.

For middle and high school students who are tardy to their classes during the school day, other first period, and for students who drive themselves, the following disciplinary actions apply:

- After five tardies in any semester, the student's parent will be notified.
- After seven tardies in any semester, the student will receive a 20-minute detention.
- After ten tardies in any semester, the student's parent(s) or guardians and the student will be required to have a meeting with a member(s) of the administration.

High school seniors who have been granted late arrival schedules must be on time to their first class of the day. A late-arrival student who accrues five tardies in a semester will lose his or her late arrival status.

## ABSENCES

In order for students to benefit fully from the educational opportunities provided for them, they must be consistent in attendance. This holds true at every grade level, since learning takes place every day, all day. If a child must be absent, parents should notify the School Office on or before the absence. An "Absence Request", signed by a doctor or parent can be submitted on the school website under the Resources Tab in the Handbook and Forms section.

Students may not receive high school credit for the semester in any class for which they have more than ten absences, excused or unexcused, during the semester. Any school day after graduation will count toward the ten absences for the second semester.

Seniors who have been granted late arrival will forfeit their late arrival status if they accrue more than five tardies in their first-hour class. All late arrival and early dismissal students are required to attend chapel every Wednesday.

Students must be present for half of the instructional day to participate in extracurricular activities.

As a general rule, students must be present until 12:30 to be eligible. The administration can give prior approval for any variation to this policy.

## EXCUSED ABSENCES

Examples of excused absences are as follows:

- Illness
- Funeral/Family Matter
- Medical or dental appointment
- Pre-approved (college visit, etc.)
- Other absences for which permission has been granted in advance

Note: If a student misses school in order to attend a non-school function, the absence will be considered unexcused unless he/she has received prior approval from school administration.

*Please note that an exception to the attendance/tardy policy for one child is not necessarily an exception to the attendance/tardy policy for another child. Each case is handled individually.*

## EXCESSIVE ABSENCES

School attendance is compulsory for students under the age of sixteen. A student's attendance record is cumulative and is based on a complete school year. The school will inform parents regarding accrued student absences with attendance notification letters/emails that must be signed and returned to school administration. An initial attendance notification will be sent when a student has accrued the equivalent of two unexcused absences. A second attendance notification will be sent when a student has accrued the equivalent of three unexcused absences. At this point, the parent(s)/guardian will be required to meet with the school administration. A third attendance notification will be sent when a student has accrued the equivalent of four unexcused absences. At this point, the parent(s)/guardians will be required to again meet with the school administration, including the Head of School.

Per Georgia law, five unexcused absences (including the accrual of tardies), is mandated to be reported to the state as a truancy violation.

Per Georgia law, if a student is between fourteen and eighteen years of age and has accrued ten unexcused absences within one semester or two quarters, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted.

## LATE SIGN-IN

Parents **MUST** come into the office and sign their student in if they arrive after 8:00 a.m. Students will not be permitted to class until they are signed in by a parent or guardian.

## EARLY CHECK-OUT

Please avoid making appointments during school hours as much as possible. We understand that this is sometimes unavoidable. Any student who must leave school prior to dismissal time (3:15 p.m.) **MUST** be signed out of school in the office. Time is a valuable commodity. Therefore,

students who are checking out early should bring a note to school. By doing this, it helps ensure that your student is ready to leave at the appropriate time. Failure to send a note may result in your student being delayed.

## **STUDENT DRIVING PRIVILEGES**

All student-driven vehicles are to be registered with the school. Each student who wishes to drive to school must complete an “Automobile Use Permission” application, which requires the signature of the school administrator/principal and the student’s parents.

No student is permitted to enter or leave school property in a car driven by another student without **written** permission from both sets of parents.

Cars are to remain parked in a designated area until the student leaves for the day.

Students are not permitted to be near their cars during the school day without permission.

Students are not to congregate in the parking area.

We reserve the right to deny driving privileges to anyone who does not demonstrate a level of responsibility commensurate to the privilege.

## **LEAVING CAMPUS**

Students are not permitted to leave campus at any time other than scheduled dismissal times, unless the student(s) is signed out by the parents or other authorized personnel. Students will only be dismissed to individuals on the student’s formal list of authorized personnel allowing them to pick up the student.

Parents wishing their student driver to sign out and take siblings must give written permission (notes and emails are acceptable). Student drivers are not permitted to leave with or drive students from campus in their care who are not family members.

## **HEALTH & MEDICAL**

### **MEDICATION**

- **General Guidelines**
  - In order to ensure the safety of our students, ALL medications for students are to be sent to the school office. No medication is to be retained in the possession of the student. In order for Warner Robins Christian Academy (WRCA) staff to administer a medication to a student, the parent or guardian must sign a “Medication Release Form.”
  - ALL medication, prescription or non-prescription, must be sent to the office in the original medicine bottle or package along with clear instructions as to the dosage to be administered. A signed “Medication Release Form” is required for each

medicine to be administered before WRCA staff can/will give medication to a student.

- **Medication Administration**

- Medications should be administered by the school nurse in accordance to the following guidelines:
  - Parents must supply the medication to the nurse in the original bottle.
  - Medication authorization/permission must be documented and signed by the parent.
- Prescription and non-prescription or vitamins are not permitted on campus without authorization, indicating the dosage requirement and reasoning. Any necessary medicines are to be kept in the office and administered by the nurse.

## **SCHOOL NURSE**

Normally when a student is ill enough to be out of class for any length of time, the parents are notified so they may be taken home or to the doctor. The school nurse is in the school office/reception area.

- Any student going to the nurse must have a pass, unless it is an emergency.
- All medication must be stored by the nurse and administered by the nurse.
- The school nurse will determine if parents need to be called based on the student's ailments. The nurse will err on the side of caution.

In the event of a serious injury or accident, parents are notified immediately.

## **IMMUNIZATIONS**

Per Georgia law, all students must have a current immunization certificate or exemption on file at WRCA. Students are given 90 days to submit this form or are subject to dismissal.

## **ILLNESS**

We share your concern for your student's health and the health of others. Keeping this in mind we encourage parents to keep children home when they appear to be sick. If a student is vomiting, has a fever, or shows other signs of illness, he/she may not come to school. If a child becomes ill during the day, a parent or guardian will be notified. Please be sure your child has fully recovered before returning to school. We follow a doctor's recommendation that your child will be fever free for 24 hours before returning to school. If your child is well enough to do some school work while recovering at home, please contact the office teacher to arrange for work to be sent home or picked up at school.

## **HEALTH POLICIES**

Students with any communicable illness (whether listed in this handbook or not) must be kept at home until the possibility of contagious infection is passed. A note from the doctor may be required for re-entrance (if 5 or more days are missed – see the General Attendance Rule #2 or #6 in the "General Attendance Rules" section of the Handbook). Head lice, though not a disease,

are problematic. Accordingly, we maintain a “nit-free” policy. Students who have lice will not be permitted into classrooms until cleared by a doctor or school personnel.

Warner Robins Christian Academy (WRCA) desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The expression “communicable disease” refers to an illness which arises as a result of a specific infectious agent which may be transmitted either by a susceptible host or infected person or animal to another person. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator. The reportable diseases include, but are not limited to, the following:

Acquired Immune Deficiency Syndrome (AIDS)	Impetigo	Roseola
AIDS Related Complex (ARC)	Legionnaires’ Disease	Rubella
Amebiasis	Leptospirosis	Salmonellosis
Anthrax	Malaria	Scabies
Botulism	Measles (Rubeola)	Scarlet Fever
Brucellosis	Meningitis	Shigellosis
Campylobacteriosis	Meningoccal Disease	Smallpox
Chicken Pox	Mononucleosis Mumps	Strep Throat
Diphtheria	Pinkeye	Syphilis Tetanus
Encephalitis	Pinworms	Toxoplasmosis
Giardiasis Gonorrhea	Plague	Trichinosis
Granuloma Inguinale	Poliomyelitis	Tuberculosis
Hansen’s Disease (Leprosy)	Psittacosis Fever	Typhoid Fever
Hemorrhagic Fevers	Relapsing Fever	Typhus Vibrio Cholera
Hepatitis	Rheumatic Fever	Whooping Cough
Histoplasmosis	Rickettsia	Yellow Fever
Human Immunodeficiency Virus (HIV)	Ringworm	

Any student or employee with a communicable disease for which immunizations are required by law or for which treatment is available shall be temporarily excluded from school during recognized period 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, WRCA may require an independent physician’s examination

of the student or employee to verify the diagnosis of the communicable disease. WRCA 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. Necessary action may include withdrawal from school.

## PARENT-TEACHER RELATIONS

### PARENT-TEACHER CONFERENCE

Experience teaches us that good communication between the home and the classroom is essential to a child's learning. Often, communication breaks down when relying on a student/child to effectively communicate between the two. For this and other reasons, we highly encourage parent-teacher conferences.

Time is provided prior at the beginning of each school year for parents to meet their student's teacher(s) and share any concerns or convey specific needs. Parents or guardians are encouraged to schedule a conference at any time through the school office. A member of Warner Robins Christian Academy (WRCA) faculty may also desire a conference from time to time and will contact parents to schedule a meeting. The School Administrator or Pastor may participate in any/all conference(s) if they desire.

The teachers of WRCA are happy to accommodate parents' requests for a conference. However, in deference to their time and responsibilities to other students, please try and schedule all meetings after school hours (after 3:30 p.m.)

**Please contact the school office to schedule ALL meetings.**

### PARENT-TEACHER FELLOWSHIP (PTF)

The PTF provides a framework in which both parent and teacher may work together for the students' best interest in developing intellectual, spiritual, physical, and emotional maturity. Attendance by a parent/guardian and student is required at all PTF meetings (includes Awards Ceremony). If you miss a PTF a \$30 fee will be added to your account. Fees must be paid before students or parents will receive their report cards. Students are to dress modestly and in accordance with WRCA dress codes when entering school buildings, attending school-related functions, or attending PTF meetings. Parents and siblings of WRCA students should also follow WRCA guidelines when attending these school activities as well. Please ask others who may accompany you to honor the spirit of this policy.

A school calendar will be provided to each family at the beginning of the year to assist you in scheduling these important events in the life of your student(s).

While in attendance, please be courteous to others by remaining for the complete program.

The objectives of a parent-teacher fellowship (PTF) are:

1. To show your student that you are interested in them and in their development. We feel that attending PTF meetings demonstrates your interest and not doing so demonstrates a lack of interest in your child's development.

2. To acquaint the parent with the philosophy of a Christian education, the curriculum, and the emphasis of the school.
3. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, educational, spiritual, and disciplinary needs of the children.
4. To provide an opportunity for parent and teacher to know and fellowship with one another; to promote the partnership we have formed for your student.
5. To provide an opportunity for students to perform for their parents, friends, and relatives; to develop poise and performance skills; and to learn to work in a group toward a common goal.
6. To provide an opportunity for parents to become informed about recent and upcoming events at Warner Robins Christian Academy (WRCA) and in Christian education in general.

Grades 7th-12th are required to attend high school graduation.

### **MANDATED REPORTING**

Georgia Statute requires that the school report immediately to the Department of Family and Child Services (DFACS) any cases of suspected abuse or neglect. Teachers will notify the administration at once of any such suspicions. School employees are designated as mandatory reporters.

## **GENERAL INFORMATION & PROCEDURES**

### **SCHOOL OFFICE HOURS**

The school office is open Monday through Friday from 8:00 a.m. until 4:00 p.m. during the school year. During the summer months, office hour will vary but generally the office is open from 9:00 a.m. until 3:00 p.m. (Call before coming).

### **EXTRA-CURRICULAR ACTIVITY**

In order for a student to participate in extra-curricular activities, such as sports, he must maintain a “C” average, have no failures, and have a good attitude consistent with Godly character. All students are encouraged to maintain good grades and represent God, their families, and WRCA. Consistent with the educational philosophy of WRCA, we are here to assist the Christian family/parent in the education of their student(s). We realize parents may desire to augment their child’s education with sports activities, sponsored or not sponsored by WRCA. Those who choose to participate in sports not sponsored by WRCA must provide an annual schedule of those events and schedule a meeting with the teacher and/or administrator/principal - prior to the activities/season - to ensure proper planning for, and completion of, all educational requirements. Adherence to the Attendance Policies (see pages 27-28) will increase the likelihood of success in a child’s education, but WRCA will - with the parent - develop a written plan prior to the scheduled activities/events to the mutual satisfaction of WRCA and parent, for the benefit of the student. It will be the student’s responsibility to maintain academic standards. The school Administrator retains authority to approve of such plans.

## FIELD TRIPS & SPORTING EVENTS

Field trips are taken at various times during the school year to places of educational interest. These trips will be chaperoned by teachers, staff, and parents. Only those students involved in that class may attend the field trip. Home school students may join on a field trip. Due to limited transportation, home school parents may be asked to provide separate transportation for their student on the trip. They may follow the group from Warner Robins Christian Academy (WRCA) and go in together as part of our group. Home School students should be the same age as the students attending the field trip. **For all field trips and sporting events students, parents, teachers, staff, and guests are asked to dress modestly and in accordance with WRCA dress code (See Field Trip Dress).**

## STAR FRIDAY

Star Friday is a day that students can have off from school as a reward for their academic achievement and good deportment. To be eligible, students must meet the following criteria:

- Academic Achievement - Students must be up to date with their academic work and have an average of 80% or above in all their subjects.
- Good Behavior - Student must not have accumulated over 30 demerits during the nine-week period and must not have had over one (1) hour of detention. Students who have been suspended during that nine-week period are not eligible for Star Friday.

## VISITORS

Upon entering the building ALL visitors MUST sign in at the office. This policy includes parents. All visitors at WRCA are expected to adhere to the spirit of the WRCA dress code by wearing modest and appropriate clothing (please follow “Field Trip Dress” guidelines).

## PARENT COMMUNICATION

At WRCA, we primarily try to communicate with parents via email. Please notify the office of any change to your email address provided on “Student Information” form. Parents are encouraged to communicate by calling the office at 478-922-1201 or emailing [schooloffice@wrcacademy.com](mailto:schooloffice@wrcacademy.com). Parents may contact their student’s teacher by using the following email address format: [firstname.lastname@wrcacademy.com](mailto:firstname.lastname@wrcacademy.com) (ex. [kyle.mullis@wrcacademy.com](mailto:kyle.mullis@wrcacademy.com)).

## LOCKERS, CUBBIES, CUBICLES

At WRCA, the safety of our students is a main priority. Lockers and other storage spaces are the property of WRCA and may be opened and inspected by any administrator, lead teacher, or principal with the permission of the student or parent(s)/guardian. Individuals to whom lockers and storage areas are assigned are responsible for the contents and belongings located inside the storage areas. All personal items should be removed from lockers and storage areas at the end of the school year. Any items left will be subject to be thrown away. Furthermore, students are permitted to bring their own lock, but a key and/or code must be provided to the administration prior to placing the lock on the locker.

## **LOST AND FOUND**

The school provides a lost and found area from which articles may be claimed near the school office. These items will be cleaned out weekly. Any items lost should be searched for immediately through the school office.

## **SAFETY PROCEDURES & EMERGENCY DRILLS**

- Security - ALL visitors are required to show photo identification and sign in through the front office. Parents may only enter the building through the school office or designated entrances on special event days.
- Fire Drills - Fire drills are practiced periodically during the school year.
- Severe Weather Drills - Tornado drills are practiced periodically during the school. No children will be dismissed during a tornado warning. Once the warning has passed, students will be allowed to be dismissed from school.

## **EMERGENCY CLOSINGS**

Emergency closures of school will be decided based on information provided by state and local authorities. When appropriate, decisions to close school will align with the Houston County Board of Education. However, decisions may be based on surrounding counties as well. Holidays and other planned closures will be set and communicated by the administration of Warner Robins Christian Academy.

WRCA uses MySchoolworx (SIS) and Breeze (church management system) to communicate with parents, guardians, and students when there is an unexpected school closing or an emergency situation.

## **COMPUTER/INTERNET USAGE**

All computers at Warner Robins Christian Academy (WRCA) are equipped with logins and passwords. Internet usage will depend on the students' need to access information. Websites must be pre-approved by the administration before they are unblocked. Students in K5-12<sup>th</sup> grade MUST sign the Information Technology Acceptable Usage Policy (AUP) to gain access to a WRCA computer especially if they are using the internet. Please inform the administration if you do not want your child accessing the internet while at school.

## **TECHNOLOGY POLICIES, PROCEDURES, AND DISCIPLINES**

### **TECHNOLOGY POLICIES**

Introduction: At Warner Robins Christian Academy (WRCA), we are committed to providing a quality Christian education in a Christ-honoring environment. This includes integrating technology to enhance educational experiences. Each student who attends WRCA is required to sign the current Acceptable Usage Policy (AUP). The AUP outlines the standards and guidelines for the use of IT equipment, software, and technology resources by students. Adherence to this

policy ensures that our technology is used in a manner that is safe, ethical, and consistent with our Christian values.

Scope: These rules and the AUP apply to all students, staff, and faculty who use IT equipment, software, and technology resources owned, leased, or managed by WRCA. This includes but is not limited to computers, tablets, internet access, software applications, and any other electronic devices.

#### General Guidelines:

1. **Respect and Integrity:** Students are expected to use IT resources with respect for others and integrity. This includes being honest and ethical in all digital interactions.
2. **Purpose of Use:** Technology resources are provided primarily for educational purposes. Personal use should be limited and should not interfere with school activities or violate any part of the policy.
3. **Compliance with Laws and Policies:** Students must comply with all applicable laws, school policies, and the directives of teachers and administrators. This includes copyright laws, licensing agreements, and privacy laws.

#### Use of IT equipment:

1. **Care for Equipment:** Students are responsible for the proper care and use of school IT equipment. This includes handling devices gently, avoiding food and drinks near devices, and reporting any damage or technical issues immediately to a teacher or IT staff.
2. **Software Installation:** WRCA computers are password protected. However, only authorized personnel may install software on school devices. Students are not permitted to download or install any software or applications without prior approval.
3. **Modification of Operating Systems:** Student are strictly prohibited from modifying, altering, or tampering with the operating systems on any school computers, including those in the labs.
4. **Internet Access:** Internet access is provided for educational purposes. Students should use it responsibly and avoid accessing inappropriate content, including but not limited to pornography, violence, and hate speech.
5. **Wi-Fi Access:** Students must use their school-issued email accounts to log into the Wi-Fi access points on the student network. No other networks are authorized for student use.
6. **Data Storage:** Student information on lab computers will not be saved. Students are responsible for backing up their work to a cloud solution.

#### Digital Citizenship:

1. **Online Behavior:** Student should exhibit Christ-like behavior online. This includes treating others with respect, avoiding cyberbullying, and refraining from using offensive language or images.
2. **Privacy and Security:** Students should not share personal information online, including their own or others' addresses, phone numbers, or any other sensitive information. Passwords should be kept confidential and not shared with others.

3. **Plagiarism and Academic Integrity:** Students must not use technology to engage in plagiarism. All academic work should be original and properly cited, and students should not use unauthorized resources during exams or assignments.

#### Monitoring and Privacy:

1. **Monitoring of Use:** The school reserves the right to monitor and review all use of its IT resources, including email and internet activity. Students should have no expectation of privacy when using school IT resources.
2. **Data Protection:** WRCA will take reasonable measures to protect student data and privacy. However, students should be aware that their data might be accessed by school administrators as part of routine monitoring.

#### Consequences of Misuse:

1. **Violation of Policy:** Any violation of this AUP may result in disciplinary actions, including but not limited to, loss of IT privileges, detention, suspension, or expulsion, depending on the severity of the violation.
2. **Legal Action:** In cases where laws have been broken, WRCA may involve law enforcement authorities.

### INTERNET USAGE RULES

- **Supervision** – Students may not access the internet unless a teacher or faculty member is present.
- **Email and interactive sites** – Students will not use social media on WRCA computers for any reason. There may be a need for a student to use email for academic purposes. Such usage must be approved by the administration.
- **Games** – Students are not allowed to play games unrelated to school content areas.
- **Inappropriate materials or language** – A good rule for students to follow is never view, send, or access materials which are questionable or sinful. Such things may result in disciplinary action (see “Demerits” under the Discipline section).
- **Unrelated searches** – Students may not search, view, or retrieve materials not related to school topics.
- **Disruptive behavior and system security** – Students may never participate or attempt to participate in activities that would disrupt the proper functioning of the network or computers.
- **Illegal copying** – Students may never download or install any commercial software, shareware, or freeware onto the computers or disks. Students may not copy other people’s files. Copyright laws should be obeyed in all uses of the internet.
- **Additional Rules** – The Internet and its use in education is an extremely dynamic environment; as a result, additional rules may be created as the need arises.

## CELL PHONE AND ELECTRONIC DEVICES

Students may bring electronic devices to WRCA. To the extent that a student brings any electronic device to school (smart phones, cell phones, smart watches, IPADs, tablets, handheld gaming devices, etc...), the student and the parent do so at their own risk. WRCA is not liable for and will not be responsible for the damage, theft, or loss of such devices. Students who choose to bring such devices to WRCA shall comply with all rules and regulations provided in the framework of this handbook.

Students are not permitted to be on their electronic devices during the school day (including class time, lunch, breaks, restroom breaks, etc.), unless permission is granted by the teacher or a member of the administration. The following rules apply to smart phones, cell phones, smart watches, IPADs, tablets, handheld gaming devices, etc... while on school property between 7:45 a.m. and dismissal:

1. The phone must be **turned off** and **given to the homeroom teacher** when they arrive in the morning. They may be retrieved when students are dismissed each day.
2. Ringtones should never violate school music standards.
3. Students must NEVER take a picture or video of someone without their permission. Students must NEVER take a picture or video of someone that could be considered embarrassing.
4. Students must never file-attach or otherwise electronically send a picture or video to others without their permission or use the cell phone or electronic device in any other potentially harmful way.
5. Smart watches must not be used during class to play games or communicate with others (including parents). Smart watches must also be turned into the teacher before tests (will be returned upon completion of the test).

Infractions will receive demerits, the phone or watch will be taken, and the privilege of bringing a phone or watch to school may be lost. (A confiscated phone or watch will be held in the school office until picked up by a parent.)

During trips and before and after class hours, WRCA will allow students to handle their electronic devices. However, these devices should be used only to contact parents and take pictures during or at the event. Students should not be posting to social media sites or engaging in social media activity during this time. Students who refuse to adhere to the guidelines set forth will have their electronic device(s) taken and kept for the remainder of the trip/event. Parents must stress to their young people that they expect their wishes and the school rules to be followed.

Students may not use electronic devices in any manner, in any way, that is harassing or disruptive to the educational environment, including making threats, bullying, using camera phones or taking inappropriate pictures or to videotape classes, to send text messages during class, or in any manner that would otherwise violate any school rule.

Parents are encouraged to speak with their children in reference to this policy.

## **SOCIAL MEDIA AND SOCIAL NETWORKING**

WRCA does not permit students to access social media or post on social media during the school day, unless authorized or permitted by the student's teacher, principal, or other administrator. Students should understand that any content deemed to be inappropriate or to involve inappropriate content is in violation of school policy and may result in disciplinary action. Inappropriate online content included bullying, demeaning, and harassing comments, images, and other messaging intended to harm others.

Students and parents are not permitted to use the WRCA logo, trademark, service mark, or seal to post online without written permission from the administration. Students and parents should not create websites or social networking profiles to disparage or rate teachers, speak negatively about WRCA, or disclose any confidential information of the school, employees, students, or parents.

Parents should monitor all forms of their child's social media posts.

## **CONCLUSION**

**THANK YOU** for taking time to read our Handbook!

If WRCA seems like a good fit for your family, please contact us via phone or email.

If you have questions about Christian education, we would love to answer those questions and do our best to help you and your family in any way we can.