

# 2022-2023 Parent/Student Handbook



# Wilmington Christian Academy

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Please sign and return the **Signature of Acknowledgement Paper** (in enrollment packet) to the office after reading through this handbook.

# Wilmington Christian Academy



\***L**oving God and others \***I**ntentional discipleship \***O**bedience to God's word \***N**oble in character \***S**triving for educational excellence

## MISSION STATEMENT

Wilmington Christian Academy, in partnership with the student's family, aims to provide academic excellence with a Christian foundation to cultivate mature disciples of Jesus Christ.

## EDUCATIONAL PHILOSOPHY

Wilmington Christian Academy represents a partnership among the students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in the Mission Statement. Students and parents respect Wilmington Christian Academy's teachers, as role models and instructors, for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility and loyalty are characteristics of the faculty.

Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to suggestions from teachers and administrators for helping students.

The administrators, under the authority of the Wilmington Christian Academy board, oversee the implementation of the Mission Statement in the school. In their capacities as policy-makers and community leaders, these administrators advance the Academy's role as an institution dedicated to providing the best education for children.

Wilmington Christian Academy recognizes each child as an individual who, by virtue of his humanity, is in community with all the other children in the Academy, regardless of age. By providing moral and ethical standards, the Academy prepares its students to accept the privileges and responsibilities of American citizenship and to honor and respect their Maker. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

## STATEMENT OF RELIGIOUS INSTRUCTION

WCA offers instruction based upon broadly held Judeo-Christian traditional, nondenominational biblical beliefs, principles and virtues that seek to develop those qualities of life characteristic of man's understanding of his relationship to his Creator and his place in the world. Weekly chapel services address the spiritual needs of the Academy's students through Scripture, teaching, prayer, and song. Parents are encouraged to participate in these services. We also seek to provide Biblical integration into all subject areas through a variety of ways (bible studies, Christ character studies, scripture memorization, biblical curriculum).

## STATEMENT OF FAITH

**A.** The parent(s) must agree to support the teachings included in Wilmington Christian Academy's Statement of Faith as the philosophy of the curriculum.

1. We believe the Bible to be the inspired and only infallible authoritative Word of God. We define the sanctity of life and the definition of marriage in Biblical terms. (*II Tim. 3:16; II Pet. 1:21*)

2. We believe that there is one God, eternally existing in three persons: Father, Son and Holy Spirit. (*Gen. 1:1; John 10:30; John 10:37-38*)

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Isa. 7:14; Matt. 1:23; Luke 1:35; Heb. 4:15; Heb. 7:25; John 2:11 Heb. 9:12; Col. 1:14; John 11:25; Acts 1:11; Rev. 10:11-16*)

4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. (*Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5, 6*)
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (*Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20*)
6. We believe in the resurrection of both the saved and the lost. (*John 5:28, 29*)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28*)
8. We believe in the creation of man by the direct act of God. (*Gen. 1:26-28*)

## **BIBLE TRANSLATION STATEMENT**

Many denominations are represented at Wilmington Christian Academy. The staff, students, and their families experience unity within the agreed upon *Statement of Faith*. While many good Bible translations exist, for ease of instruction, 6 versions approved for classroom memorization purposes are the *King James Version (KJV)*, *New King James Version (NKJV)*, *English Standard Version (ESV)*, the *New Revised Standard Version (NRSV)*, the *New International Version (NIV)*, and the *New Living Translation (NLT)*. If there is another translation of the Bible that you and your family prefer to use, please get permission from your child's teacher before using the unspecified version for classroom instruction and activities. If Christian textbook publishers or authors use translations that we feel are true to the original texts, they will not be excluded from our curriculum.

## **ENROLLMENT INFORMATION**

### **NON-DISCRIMINATION POLICY**

Wilmington Christian Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other administered programs. The Wilmington Christian Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered requirements, or a public school district initiated desegregation.

### **GENERAL ENROLLMENT**

**Enrollment begins in January of each school year for returning students. Enrollment for new students begins in February.** Placement priority is given to families with siblings already attending WCA. Enrollment as a student of Wilmington Christian Academy is a privilege, not a right. Your student's enrollment may be denied at any time by the School Admissions Team dependent upon school records, initial assessment results, and/or family interview.

- A. Kindergarten:** Full Day Kindergarten: Students must be age five (5) by August 1st and pass the Kindergarten screening. **Please note that screenings are not intended to diagnose educational disabilities, but will be used for student placement.**
  - The parent/guardian must provide evidence of a school physical by medical professionals in addition to the enrollment steps listed below.
- B. New Students:** Before applying, carefully read "Parent/Student Handbook." Complete the student enrollment packet signature form and return it to the office with the enrollment fee. For students transferring to WCA, a *Records Release Form* must also be signed.

2. After reviewing the student enrollment packet and records, a MAPS/Kindergarten screening will be conducted for new students applying for enrollment upon paying of enrollment fee and completion of registration forms.

3. After reviewing assessment results, a School Admissions Team member will contact the parent/guardian to continue with the application process.

4. A family interview is required for any student that passes the student screening process prior to final enrollment.

5. Official enrollment is dependent upon successful completion of the steps above.

**Returning Students:** Enrollment fee is due with enrollment paperwork. It is the parents/guardian's responsibility to update immunization records, immunization exemption forms, etc., each fall.

**For ALL students receiving the EdChoice Scholarship: The WCA enrollment fee must be paid before WCA will process EdChoice Scholarship paperwork.)**

**C. Enrollment Limitations:**

Wilmington Christian Academy understands the need for every child to have the opportunity for Christian education, but at our present stage of development, we may not be able to meet the needs of students with significant disabilities due to our limitations of programming and staff.

**D. Admission requirements for Home-Schoolers:**

If a student is homeschooled, transcripts and a portfolio of work and/or standardized test scores must be submitted at the time of enrollment.

**E. Screenings** - WCA does not provide any hearing or vision screenings therefore all required screenings are the responsibility of the student's parent/guardian.

**F. 90 Day Probationary Period** - All new students and returning students will be placed on a "90 day probationary period". Please read the following addendum to see a more in-depth explanation of this policy.

**TUITION AND ENROLLMENT FEES**

See "Tuition Schedule" in the enrollment packet for application fee and tuition information. Enrollment fee is non-refundable unless the School Admissions Team determines the student is ineligible for enrollment. Should the parent/guardian choose to not enroll their child after the entire enrollment process has been completed, the enrollment fee will be forfeited.

**FINANCIAL AID SCHOLARSHIPS**

If you feel that you cannot afford tuition for WCA, please:

1. Apply for the Ohio EdChoice Traditional or Expansion Scholarship. This can be done through the WCA office. If your family does not qualify for either of these scholarships, go to step #2.
2. Apply for a scholarship through the WCA Tuition Assistance Program. Applications will be available upon request in the school office. Once you have filled out the application and returned it to the WCA office, a member of the board or administration will reach out to you regarding eligibility and amount of scholarship.

\* The Board of Wilmington Christian Academy adopted a Qualified Scholarship Program in May, 2020 which shall be referred to as "WCA Tuition Assistance Policy". They may require further information before deciding on possible "scholarship" monies to help. (if applicable and if available) \*

**FINANCIAL POLICIES**

**FACTS:** All parents making monthly tuition payments to Wilmington Christian Academy use a system known as FACTS. Once parents/administration/Board have agreed upon a tuition amount, the PARENT is responsible for setting up an online account at factsmgt.com IMMEDIATELY so that payments can be processed in a timely manner. Failure to do so may result in the following: (See "Delinquent Account Policy" below.) If parents/guardians are separated or legally divorced, all parties are jointly and severally responsible for all fees incurred and tuition payments. Both parties MUST also set a FACTS account to ensure that payments are made on time.

**CREDIT CARD:** Tuition may also be paid via personal credit card. WCA will charge a 2.85% handling fee to the card in addition to the tuition amount in order to cover the costs incurred by WCA from the credit card company.

**DELINQUENT ACCOUNT POLICY**

While it is the goal of WCA to handle overdue accounts with compassion, it is necessary that we collect all outstanding tuition in order to pay our staff and bills. The following steps will be used when an account is overdue. If a student's tuition becomes

past due, and satisfactory arrangements have not been made with our financial office, the student(s) will not be admitted to class until both the past due and currently due payments are made.

- 1 missed payment (30 days overdue) = a phone call and letter from the WCA office staff as a reminder to set up a FACTS payment account or pay the delinquent amount.
- 45 days overdue = a phone call and certified letter from the WCA office staff. Overdue payments are due IMMEDIATELY. Please contact the school office to make arrangements to pay the delinquent amount in full within 5 business days.
- 50 days overdue = a phone call and certified letter from the WCA board to the parents/guardians stating that the student/student(s) will not be allowed to attend school until the missed payments have been paid in full OR until payment arrangements have been made in writing and agreed upon by both parties (WCA and parent).

**Payment Plans:** If the terms of the payment plan are not met, then your student(s) will no longer be able to attend WCA. Account holders are still liable to pay any outstanding balances after their student(s) have been withdrawn. It is the right of WCA to hold student records (including grade cards / transcripts) until all outstanding balances are paid. Any family who has an outstanding balance at the end of the school year will not be able to re-enroll their children until all past due accounts are made current..

**Grade Cards and Student Records:** Grade cards and school records will be held from students who at the end of the grading period have a balance greater than \$5.00 (this includes, but is not limited to, tuition, field trip balances, enrollment fees, etc). All school records will be held from all students with any remaining balance at the end of the school year. For withdrawing students, see “Student Withdraw Policy” below.

**Damaged Property:** Assessments will be made to cover damage to school property that was in the student’s care. This includes, but is not limited to books, desks, electronics, etc.

## **STUDENT WITHDRAWAL POLICY**

**Process:** A “Student Withdrawal” form must be completed by parents for each student who withdraws. To confirm that a student transferred out, WCA must have official written documentation that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma. Examples of official written documentation include: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or home school program acknowledging the student’s enrollment. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer. Records/transcripts will not be released to the new institution/parent/guardian until the student’s fiscal account is finalized. An invoice of the open fiscal account will be given to the parent/guardian. If parent/guardian withdraws student in the middle of a calendar month, parent will be responsible for the tuition/fees for the remainder of the month, in addition to the following month tuition/fees, not to exceed \$500.

## **ACADEMICS**

### **ACADEMIC POLICY**

Pursuant to our educational mission, Wilmington Christian Academy establishes policy to promote good study habits, clear communication of student progress with parents and recognition for outstanding achievement.

### **GRADING**

Parents/guardians receive mid-quarter interim reports and quarterly report cards regarding their child’s academic standing. Teachers in Grades 1 - 12 assign letter grades according to the following scale:

|                 |    |              |    |
|-----------------|----|--------------|----|
| 100% .....      | A+ | 93-99%.....  | A  |
| 90-92% .....    | A- | 88-89% ..... | B+ |
| 83-87% .....    | B  | 80-82%.....  | B  |
| 78-79% .....    | C+ | 73-77%.....  | C  |
| 70-72% .....    | C- | 68-69%.....  | D+ |
| 63-67% .....    | D  | 60-62% ..... | D  |
| Below 60% ..... | F  |              |    |

An “A” is defined as excellent; “B” as above average; “C” as average; “D” and “F” as failing.

In Kindergarten, the following scale is used:

4.....Exceeds expectation of the standard

- 3..... Meets standard  
 2.....Progressing toward the standard  
 1.....Not yet met standard

**Achievement is based upon understanding of the subject as judged by tests and teacher observation. Effort is judged by teacher observation.**

### **ACADEMIC RECOVERY PLAN (ARP)**

**An Academic Recovery Plan is needed if:**

- your child receives two "C's" on their quarterly report card
- your child receives one or more failing grades (D or F) on their quarterly report card

Your child's teacher will contact you in the event your child meets the criteria above to begin the formal process for an **ARP**.

### **ONLINE GRADE REPORTING SYSTEM**

WCA will use ProgressBook to communicate with parents and students concerning grades, assignments, and many other areas. **It is the parent's responsibility** to check the website for grades, messages, etc. The specific web address is: [paccess.mveca.org](http://paccess.mveca.org)

### **HONOR ROLL**

After report cards are issued, the administrator releases the list of students who have qualified for honor roll. Honor roll requirements are an accumulative "B" (80%) or higher. Students with an accumulative "A-" (90%) or higher will be placed on the "Administrator's Honor Roll."

### **CONFERENCES**

Parent/teacher conferences are held during the first and third grading periods. These conferences are designated for discussing the student's academic achievement and behavior. Both parents are expected to attend, if possible. Parents and teachers are welcome to request conferences throughout the year.

### **ATTENDANCE**

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. An administrative conference will be scheduled with the parents if a student is absent 10 days or more a year. Parents are to report all unplanned absences to the front office by telephone. Students are not to report their own absences. Students who are dismissed from school early for any reason must sign out from the front office. Assignments for absent students may be obtained from the front office between 3:20 - 4:00 PM. Please see "Attendance Policies" for tardy and absence definitions. (Students on the school choice scholarships must meet the program's yearly attendance requirements.) Please give teachers at least 24 hours notice to gather the day's work for your child.

### **PRE-ARRANGED ABSENCES**

Parents of students who know in advance that their child(ren) will miss school are required to fill out a "Prearranged Absence" form so that teachers can have homework ready in advance, if possible.

### **MISSED TESTS AND/OR HOMEWORK**

#### **Planned absence:**

All assignments must be turned in the day the student returns, unless otherwise specified by the teacher. Tests must be taken before the pre-arranged absence or on a date as determined by the teacher once the student returns to school.



### **Illness or unexpected absence:**

The student will have a two day grace period to catch up on assignments after an absence. If the student is out multiple days then they will receive an additional day for each day out. (Ex. A 3-day absence = 4 days to complete missed work) If a student misses a test, the test must be taken the day the student returns unless another date is determined by the teacher. Extenuating circumstances concerning make-up work and or tests can be decided at the discretion of the WCA staff.

### **STUDENTS WEEKLY ASSIGNMENTS/AGENDAS**

**K-5th:** Parents of students in grades K-5 will receive a Monday letter outlining that week's learning objectives.

**K-2nd:** Parents will receive "Reading Logs" that encourage children to read for minimally 20 minutes every evening.

**1st-12th grades:** Students in grades 1 and above will be provided an assignment book/agenda. At the beginning of the year, teachers will instruct students in the use of the assignment book/agenda. Students are responsible to write their assignments, test dates, etc. in their book. Parents are responsible to monitor the assignments and test dates. If a child prefers a different assessment book, parents are responsible for providing this.

**We view parents as partners in their children's educational progress, and we stress the critical need for parents to enforce homework time and provide a suitable study environment. We encourage parents to stay aware of their children's work and this can best be accomplished by checking your child's assignment book nightly.**

### **HOMEWORK**

At Wilmington Christian Academy, homework assignments are left at the discretion of the teacher. We do feel "meaningful homework" assignments are an important part of the Academy's curriculum. Examples of these types of homework consist of, but are not limited to: nightly reading with your child, studying for tests, completing classwork that was not finished at school, homework packets that include reinforcement of concepts covered in class, etc. Some teachers may also assign longer-term assignments to help our students develop more sophisticated study skills, learn to plan ahead and become accustomed to budgeting their time.

1. Homework may be assigned on weeknights and weekends.
2. Teachers assign quality homework for most school nights, within the following guidelines:
  - Kindergarten -3rd grade Nightly reading with your child and other subjects at the discretion of your teacher, not to exceed 30 minutes overall
  - Grades 4 - 5 20 to 45 minutes overall
  - Grades 6, 7, 8 20 to 60 minutes overall
  - Grades 9 -12 20 to 120 minutes overall

**CCP (College Credit Plus) homework hours are not factored in.**
3. From Friday to Monday is considered one school night for homework purposes.
4. Homework will not be assigned over **holiday weeks/holiday weekends**. However, a student may need to use this time to complete any missing assignments and if applicable, complete work from their Academic Recovery Plan.
5. **Important:** If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The administrator should next be consulted if these steps do not remedy the situation.
6. Beginning in the 2021/2022 school year, teachers will begin posting homework assignments on ProgressBook.

All homework assignments are to be completed before the beginning of the class in which the work was assigned. Students in all grades are encouraged to meet deadlines. Teachers work closely with parents to ensure that they do (especially in the elementary grades).

Beginning in Grade 6, failure to complete homework on time results in the loss of 10 points for every class day that the assignment is late. Assignments that are 4 class days late will not be graded and the student will receive a zero on the

assignment.

## ACADEMIC HONESTY

Wilmington Christian Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing—will be treated with utmost gravity. WCA staff monitors academic honesty. Teachers in the school understand that students need coaching and careful guidance in such matters.

Students will:

1. 1st offense: The assignment will be returned. The grading teacher will meet with the student to explain the reason for the return and work with the student to make sure the student understands the WCA policy regarding academic honesty.
2. 2nd offense: The student will receive a “zero” for the assignment and the parents/guardian will be called. A meeting will be held between the parent, teacher, administrator if requested. Please refer to DISCIPLINARY ACTION SECTION (Minor infraction)
3. 3rd offense: Please see DISCIPLINARY ACTION SECTION (Major infraction)

## BEHAVIOR POLICIES AND EXPECTATIONS

### CODE OF BEHAVIOR/CONDUCT

In order to ensure spiritual and educational benefits for all students, each student will be required to conform to and obey WCA rules and regulations. Our primary objective is to develop a respect for authority and **self-discipline** on the part of the student. All students are subject to the authority of ANY staff member at ANY time on the school grounds during the school day or school functions. Students are expected to be courteous and respectful to all staff members, fellow students, volunteers, and visitors at all times. If students do not adhere to the WCA rules, please review the following disciplinary actions. (see *Conduct and Discipline* section)

The role of discipline is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property, so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at the Academy ought always to uphold the essential virtues established in the school's Mission Statement and professed in its curriculum.

The Academy recognizes that the good conduct of students in school promotes their education on campus. This requirement will also promote good behavior off campus and prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

### ANTI BULLYING POLICY

**What Is Bullying?** (<https://www.stopbullying.gov/bullying/what-is-bullying>)

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have **serious, lasting problems**.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.
- **When and Where:** Bullying can happen anywhere at anytime (including social media)
- **Types of Bullying** There are three types of bullying:
- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate/harassing sexual comments/gestures
  - Taunting
  - Threatening to cause harm
  - Spreading rumors
  - Attacking someone verbally

- **Social bullying**, sometimes referred to as relational bullying involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out of a group on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean, rude, or inappropriate hand gestures or language

### **DISCIPLINARY ACTION**

When problems arise, disciplinary action usually proceeds as follows:

1st offense: Warning: (Policy Reminder)

2nd offense: Discipline referral form

3rd offense: Detention (after school) 45 min

4th offense: Suspension

5th offense: Expulsion

To ensure uninterrupted learning, Wilmington Christian Academy maintains a policy of demerits and detentions with parental notification (via e-mail, phone call, OR certified letter). The Academy's goal is to work closely with parents to uphold standards of courtesy, respect and helpful behavior.

**MINOR INFRACTIONS INCLUDE:** Disruptions, disrespect toward teacher or peers, dress code violations, tardy to class without a pass, use of electronic device, unkempt locker or trunk, unprepared for class, and inappropriate language. Minor infractions will be dealt with within the classroom. Each teacher has established a classroom discipline plan, and will also utilize the "discipline referral plan" for handling minor infractions after a policy warning. All staff will use the school-wide Positive Behavior Plan to encourage positive student behaviors.

**MAJOR INFRACTIONS INCLUDE:** Lying, cheating, stealing, fighting, bullying, racial slurs, defiant behavior, making threats to other students, staff, or oneself, and vandalism, using sexual/inappropriate language. The administrator reserves the right to IMMEDIATELY implement the 4th or 5th step above in the event of a MAJOR INFRACTION (if he/she determines this is the best course of action.) This can be implemented in ALL grades.

**SUSPENSION:** If a suspension occurs, students may not attend class or school events, and students receive "0's" for all work missed.

**EXPULSION:** Immediate expulsion will occur if students: possess, supply, or sells illegal drugs or paraphernalia, physically assault staff or peers, possess a weapon on or off school property or at a school event, willfully destruct school or personal property, other sexual immorality, and/or repeated offenses of suspendable infractions.

### **DISCIPLINE REFERRAL FORMS EXPLAINED**

When discipline issues arise, WCA staff will use a "Discipline Referral Form" (see back of handbook for an example of form) The form will include the date and time the student is to serve their detention as well as the reasons for the detention. Detentions will be served after school for a period of 45 minutes. Any student who is subject to two (2) detentions during a nine week grading period will serve instead, a one (1) day of off compass school suspension. Discipline forms calibrate to zero at the beginning of a new quarter unless it has resulted in a suspension.

### **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**

Inappropriate "public display of affection" (PDA) between students, as determined by staff and administration, will not be tolerated. The staff that reported the PDA will meet with the student(s) and administration to resolve the issue. If the issue cannot be resolved at that time, a meeting will be set up with the parents, administration, staff, and student(s) to address the concern.

## **COMPUTER/TECHNOLOGY USE AND SOCIAL MEDIA POLICY**

All students must have a signed parental permission “Technology Use Agreement” form on the enrollment paperwork. WCA staff reserve the right to monitor the use of WCA student technology and computer use. At WCA, all computers have Internet access. Computers may be used only during teacher assigned time for researching and typing teacher-assigned projects only and distance learning. These are the only three acceptable uses of Wilmington Christian Academy computers. No use of computer games, online chat rooms, etc. is permitted. **Parents and students must sign and adhere to a technology agreement. Students must also sign and adhere to the “Student Social Media Policy” as outline below. If a computer is damaged, parents will be responsible for repair or replacement.**

### **→ Student Social Media Policy**

In our culture, social media is a significantly used form of communication. Please be aware that the way you represent yourself on social media can, will, and does affect your testimony of our ministry. It is expected, as a representative of our school, that you will do your best to adhere to the following:

God commands us, “Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” (Ephesians 4:29) Should we give less thought to what we say with our fingers than what we say with our lips? However you speak – in person, through email, online, via text or social media – THINK before you speak.

- T – Is It True?
- H – Is it Helpful?
- I – Is it Inspiring?
- N – Is it Necessary?
- K – Is it Kind?

How would your electronic communication change if you paused to think on this scripture or others before you clicked “send”? Remember to THINK and PRAY before you click “Send” or “Publish” or “Tweet” or “Share”

## **CUBBIES/DESKS/LOCKERS**

WCA provides age appropriate student storage space for students. Cubbies, desks, and lockers are inspected by WCA staff periodically for cleanliness. Cubbies, desks, lockers and surrounding areas are to be kept clean and neat. Students are not permitted to open another student’s cubby, desk, or locker. Students are responsible for intentional damages done to their own cubby, desk, or locker. The administration, or staff, reserves the right to check cubbies, desks, or lockers at any time. Students should not leave graded work in lockers, as this hinders communication with parents.

## **CONFLICT RESOLUTION**

WCA upholds the Biblical pattern of conflict resolution according to Matthew 18: 15-17 and Galatians 6:1 purposing to always give a good report.

If in the event that a conflict/question/concern arises, we ask that you follow the procedure below:

1. Please contact your child’s teacher via email. At this time, you may set up a conference or continue to talk via email until both parties are satisfied with the solution. Most issues can be resolved this way. If you do not feel like your question was answered or issue resolved, then
2. Please contact the school administrator. You may contact the administrator by calling the WCA office to speak with him/her on the phone to set up a meeting OR you can email the administrator. Again, if you feel you still need further assistance after completing this step,
3. Please contact the Board at the following email address: [board@wilmingtonchristiank12.com](mailto:board@wilmingtonchristiank12.com). A Board representative will contact you with further information.

Board meetings are held once a month on the 3rd Monday of each month at 6:00PM. (weather permitting) Holidays may change this schedule. Board meetings may be attended by parents/stakeholders at any time. (The Board does reserve the right to go into “Executive Session.” When doing so, parents/stakeholders will be asked to be excused during this portion of the meeting.) However, if you have a concern that you would like to speak with the Board about, please follow the proper procedure so it can be added to the agenda to discuss:

1. Contact the Board (at the email listed above) and submit a “statement of intent” which allows the Board members to know the reason for attending the meeting. A Board representative will contact you to let you know the date and time of the board meeting that you may attend to address this matter.

**\*Due to COVID- 19 restrictions, Board meetings might be conducted via Zoom.\***

## **APPEALS PROCESS**

When suspension/expulsion is deemed necessary, these procedures will be followed:

- 1) Intent to suspend/expel notice will be given to the student stating the reason(s).
- 2) An informal discussion with the student will be held by the administrator.
- 3) Parents will be notified immediately by phone when possible.
- 4) Parents will be notified in writing within 24 hours.
- 5) The student has the right to appeal to the School Board President and be represented.
- 6) The decision of the Board is the final decision and may not be appealed.

## **DAILY OPERATIONS INFORMATION**

### **ARRIVAL/DEPARTURE TIMES AND DAILY SCHEDULE/PROCEDURES**

Full-day Kindergarten through 12<sup>th</sup> grades: WCA's doors open at 7:50 AM for student arrival and a student is considered tardy at 8:10 AM. Students who have not been picked up by 3:30 p.m. will be taken to the school office.

When a child is to ride home with someone other than the customary driver, including students who ride the bus, the parent must give advanced signed written permission (or permission via email) to the WCA office. This must specify the student's name and the driver's name. Driver's name **MUST** be on "Student Pick-Up List". Please also include the student's "pick-up" number.

Arrival: Cars enter through the north gate. If you wish to accompany your child into the building, known as "Park and Walk", you **MUST** park your car in the parking lot **ONLY**. Please do not block the pull-through lane. If you do "Kiss & Drop" with your student, encourage your student to exit from the passenger side at the curb to avoid cars driving past. Then pull forward to leave. **\*Arrival Policy subject to change due to COVID-19.\***

Departure: Each family will be assigned a number. Parents will display their numbers. At dismissal time students' numbers will be called. Parents that wish to pick up their student by car should pull up to the Main Building in numbered spots. A staff member will walk your student to the car. If you need to talk with staff or other parents, please park your car in the parking lot. Cars leave by the south gate. Students are not permitted to cross the parking lot without a parent or staff member. Parents should not exit their vehicle for any reason while in the pickup line. If you choose to "walk-up" and pick up your child in person, please wait by the Event Center doors. Your child's number will be called to meet you. Please stand to the right side of the Event Center doors. Once your number has been called, move to the left to wait on your child. This lets the staff member at those doors know that your number has been called. **\*Departure Policy subject to change due to COVID-19.\***

Bus: Wilmington City Schools transports within the district limits. Please call the Transportation Supervisor at the Wilmington City Schools Transportation Department at 937-382-1641 ext.7481 for more information.

### **PARENT & STAFF COMMUNICATION**

WCA staff will use WCA Gmail/phones/learning platforms like "Seesaw and Google classrooms" to communicate with parents. If you have any further questions about this, please reach out to your child's teacher.

### **OFFICE HOURS**

During the fiscal school year (the first day of school to the last day of school), the WCA office hours are as follows: Monday thru Friday from 7:45 AM - 4:15 PM (Holidays, calamity days, and teacher in-service days may affect these hours.)

If in the event you email or contact the school via phone after 4:15 PM, your email/ phone message will be responded to the next business day, **NOT** that evening. If you email/leave a phone message on a Friday after 4:15, you can expect a reply on the following Monday. This is to ensure that our staff get quality family time in the evenings with their families.

During the month of June, there are no set business hours. Our staff will try to reply to your emails and messages in a timely manner. In July and the beginning part of August, our secretary and administrative assistant will be in the office Mondays,

Wednesdays, and Fridays from 9:00 AM - 2:00 PM. Again, all emails and phone calls will be returned within a timely manner.

## **RECESS**

Children need and want time during the day to engage in self-directed activity. Recess is provided for exercise, games and conversation. When playing games, children are encouraged to include everyone who wants to participate. Children are not permitted to leave the designated area during recess.

An adult always oversees recess. Accordingly, children are not permitted in the playground area while waiting for school to begin or while waiting for rides following dismissal.

Students will be taken outside for recess when the temperature is above 32 degrees (with the chill factor). Under certain weather conditions, all children will be kept inside. A note from your doctor is required if there is a medical reason for your student to stay in from recess.

## **FOOD**

### **WCA is unable to provide a food allergy free zone.**

Students bring their lunch from home daily. No refrigeration is provided at the school so please include a cool pack for your student. Microwaves are available in the "common lunch area". Each student is allowed 1 minute to warm up whatever food they would like. A 1 minute rule is implemented to allow every student who wishes to warm up food, time to do so. Staff operate the microwaves in grades K-3. Students in 4th through 12th are permitted to use the microwaves as needed during lunch.

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times. Elementary students have a short food break once a day in the morning. Students in Grades 6<sup>th</sup> and above, with teacher approval, may have a short food break occasionally. When permission has been granted in a prior announcement, students may bring food for consumption during school events and activities that occur after school.

Students at WCA are encouraged to eat healthy foods. Foods sold at lunches and fundraisers will provide healthy choices including salads, fruits, and vegetables. Families are encouraged to include healthy choices in packed lunches including fruits and vegetables. Fountain drinking water is available free to the students at any time, including snack and lunch time.

## **HOLIDAYS**

WCA celebrates holidays (Thanksgiving, Christmas, Easter) with a distinctively Christian format.

## **PARTIES**

Birthdays need to be limited to a 15-minute time period and limited to snacks. Invitations to birthday off-campus parties may be passed out at school if **all students** in the class are invited. If all students are not invited, the invitations need to be passed out somewhere besides the school grounds. WCA is not permitted to give out personal information. Please provide your child's teacher with at least a 48 hour notice if you intend to bring in treats for the class.

## **LOST AND FOUND**

All articles left in classrooms, hallways, and grounds will be placed in the lost-and-found. Please check in the school office for those items. Items will be disposed of or donated at the end of each school year.

## **PROHIBITED ITEMS**

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate expulsion. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

### **PHONES/CELL PHONES/ELECTRONIC EQUIPMENT**

Students must obtain permission to use the Wilmington Christian Academy's office telephone.

Students DO NOT have permission to have or use cellular telephones during the school day, including field trips. Cell phones must be **turned off** and kept in their locker/trunk each day. Student's can use their cell phone at the end of school. All electronic watches should be switched to "airplane mode" upon arrival to school.

### **MESSAGES TO STUDENTS FROM PARENTS**

Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends.

### **FIELD TRIPS: OFF-CAMPUS EDUCATIONAL AND CULTURAL PROGRAMS**

The Wilmington Christian Academy considers off-campus education an important aspect in the total development of each student. Off-campus educational and cultural programs provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge and skills. Academy faculty and/or administrators are always included as chaperones on these trips. Whenever students are off campus on school sponsored trips, they are subject to the Academy's rules and are expected to observe the Academy's standards of politeness and civility. Parents or family members of both students and teachers may be invited to accompany any class or group of students on an off-campus program. However, adults should recognize that participation in these events will always include duties as chaperones assisting the teacher in maintaining general order among all participants. Families should not participate in these outings in any other way than as members of the Academy class or group involved in the program. Families **should not expect** teachers or Academy administration to provide the scheduling of transportation, etc. for the family but only for WCA student participation. Finally, teachers have final authority regarding the number of participants and chaperones. WCA siblings must first get permission from their teacher before attending another classroom's field trip. Though we encourage family involvement, group dynamics require respecting the other classroom's schedule and the other students who do not get to attend. A "Permission Form" must be signed for each field trip to include a signed waiver allowing the student to ride in the car of another parent/chaperone. Parents must have a current background check to transport students other than their own children. In some cases, parents may have a specific request for who they prefer their child to ride with. This must be included on the field trip form and approved by the office personnel. Dress code for field trips is discussed below.

### **VISITORS**

All visitors, including parents, must report to and sign in at the front office prior to entering classrooms.

### **SCHOOL COLORS/MASCOT**

WCA colors are burgundy and gold. School mascot is a lion.

### **SCHOOL DRESS CODE**

The Wilmington Christian Academy dress code seeks to achieve a relaxed but neat appearance for our students to free them from fashion trends and peer pressure. Dress code infractions will result in a policy reminder for K-12 students for first offense. If infractions continue, the teacher will make a phone call home to discuss with the parent. After a parent/teacher phone call, if the infractions continue, the student will not be permitted to return to school until proper uniform attire is worn. Office staff MAY call home if the attire needs changed immediately. A parent may be asked to bring approved clothing to the Academy's office. Proper attire is required before a student may rejoin his/her class. Teachers are responsible to enforce the WCA dress code through the school's disciplinary procedures.

### **CLOTHING GUIDELINES**

WCA holds a standard dress code for all students. Parents and students are responsible for knowing this dress code and following it accordingly. Any student not following the dress code will be warned first. After a second offense, students will be

given a demerit and sent to the office to call home and get a change of clothes (if no extra clothes are available at the school.)

## GIRLS

- **Foundational Garments:** Solid navy, black, gray, or khaki slacks without cargo pockets or embroidery. No skin tight pants. Undergarments should not be visible. Belts are to be worn when needed. Walking shorts may be worn year round at the discretion of parents- same colors and styles as above, no shorter than 2” above the knee. No rips or tears permitted. Girls may wear solid colored black, navy, gray, or khaki dresses, jumpers, skirts, skorts no shorter than 2” above the knee. Leggings/Jeggings are not pants/slacks.
- **Knee Socks/Tights/Leggings:** Solid or appropriate patterned tights/leggings may be worn under skirts or dresses. Knee socks may also be worn. (No fishnet or inappropriate designs like skull and crossbones or crude words on knee socks/tights/leggings.)
- **Shirts: K-12<sup>th</sup> grades:** Any SOLID color polo with a collar, oxford, or turtleneck shirt. No logos (other than WCA logos) are permitted on shirts. Shirts must have an even hem and meet specified length criteria: no longer than hip but yet long enough that stomach area is not exposed when arms are raised.
- **Field Trip attire:** The teacher will identify field trip attire on the “Field trip permission slip form” which may include a WCA logo t-shirt or everyday outfit such as casual or dress clothes. If a student does not have a WCA logo shirt, the student must wear a school uniform.
- **Sweaters/Sweatshirts:** Any Solid color sweaters, sweatshirts, and zipped sweatshirts (hoods must be worn off head), can be worn over the above mentioned shirts (solid polo or oxford) but must not have a logo unless it is a WCA logo. Students are permitted to wear sweatshirts bought through WCA Fundraisers at any time.
- **Jackets:/Coats:** Seasonal jackets/coats may be worn at appropriate times only – not during classroom instruction. If a student is cold in class, they may wear a solid color sweater/cardigan/sweatshirt/zipper sweatshirt or any of those items with a WCA logo.
- **Hats:** Hats or caps are to be worn outside the building only.
- **Shoes:** Shoes must cover the foot. Athletic shoes, dress shoes or boots are acceptable. Sandals are permitted as long as they wrap around the heel. Shower shoes and flip-flops are NOT permitted.
- **Jewelry:** Jewelry is to be modest in nature, nothing that would be a distraction to other students. Ear piercing allowed for the ladies only - no other body piercing is allowed.
- **Hair:** Neatness, grooming and proper hair care receive the same attention as student dress at Wilmington Christian Academy. Hair shall be neat, clean, and well groomed. Extreme styles are not permitted such as unnatural coloring/extensions (blue, green, etc.. )

## BOYS

- **Foundational Garments:** Solid navy, black, gray, or khaki slacks without cargo pockets or embroidery. No skin tight pants. Undergarments should not be visible. Belts are to be worn when needed. Walking shorts may be worn year round at the discretion of parents- same colors and styles as above, no shorter than 2” above the knee. No rips or tears permitted.
- **Shirts:** Any SOLID color polo with a collar, oxford, or turtleneck shirt. No logos (other than WCA logos) are permitted on shirts. Shirts must have an even hem and meet specified length criteria: no longer than hip but yet long enough that stomach area is not exposed when arms are raised.
- **Field Trip attire:** The teacher will identify field trip attire on the “Field trip permission slip form” which may include a WCA logo t-shirt or everyday outfit such as casual or dress clothes. If a student does not have a WCA logo shirt, the student must wear a school uniform.
- **Sweaters/Sweatshirts:** Any Solid color sweaters, sweatshirts, and zipped sweatshirts (hoods must be worn



off head), can be worn over the above mentioned shirts (solid polo or oxford) but must not have a logo unless it is a WCA logo. Students are permitted to wear sweatshirts bought through WCA Fundraisers at any time.

- **Hair:** Appropriately groomed and clean. No designs shaved into the hair. Extreme styles (mohawks, spiked, etc.) and coloring/extensions (blue, green, orange, etc.) are not permitted.
- **Jackets/Coats:** Seasonal jackets/coats may be worn at appropriate times only – not during classroom instruction. If a student is cold in class, they may wear a solid color sweater/cardigan/sweatshirt/zipper sweatshirt or any of those items with a WCA logo.
- **Hats:** Hats or caps are to be worn outside the building only.
- **Piercings:** Not permitted for male students.

### **CASUAL DAYS/JEAN DAYS/HOLIDAY OR THEMED DAYS**

Occasionally, casual days/jean days/holiday or themed days will be given as per WCA administration and/or teachers. Even though these days/weeks are more relaxed, clothes must be modest, clean, and conforming to the usual WCA skirt/dress/shorts length standards, no rips or tears, and appropriateness standards (with no vulgar words or obscene pictures). Hats may be worn on "hat days" (with no vulgar words or obscene pictures). **The "holiday or themed days" are meant to be fun for our staff and students. Please use your best parental discretion when choosing outfits, hair accessories/color, hats for these days so that WCA can continue to allow fun activities like this in the future.**

Students 6-12 grades attend FUEL services on Wednesdays. On these days, 6-12 grade students are allowed to wear their FUEL shirt or WCA t-shirt, and jeans (following the standards above) or school uniform pants. No sweatpants or athletic pants permitted.

### **PLEDGES**

- **“Pledge of Allegiance:”** At WCA we salute the American Flag because we love the free country God has given us. The flag is a symbol to remind us of our great nation and of our job to be good citizens. The Bible teaches that we should respect our country and its leaders. .

#### Pledge to the United States 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 Pledge”:** This pledge is a symbol of the sacrifice Christ made for us and of our dedication to acknowledge and preserve our Christian heritage.

#### Pledge to the 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 to all who believe.”

- **“Bible Pledge”:** We salute the Bible because it is God’s inspired Word written to us outlining His plan for our lives. The pledge is a statement of dedication to read, remember, and respond to God’s Word.

#### Pledge to the 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.”

### **DRILLS**

#### **FIRE**

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom must turn out the lights and close the door. Students should then proceed to the back of the parking lot nearest their exit. They should stand silently while the teacher takes attendance. When the “all clear” is given, everyone returns to class quietly. In case of an actual fire, students will remain in a designated area on the Academy campus. If necessary the students will be transported to the evaluation site for family reunification. Parents will be notified through One Call Now, Gmail and social media.

## **TORNADO DRILLS**

When an announcement is made, all students should go quickly and quietly by class to the approved school location displayed in the classroom. Students will be told when to return quietly to their classrooms. In case of an actual tornado, students will remain in their approved locations until they receive further directions. Parents will be notified of school status through One Call Now, Gmail, and social media. A copy of the tornado emergency procedure with evacuation plan is posted in each classroom.

## **DISASTER/CRISIS DRILL**

Because correct responses differ with each situation, our goal at all times is to protect the safety of our students and staff, to keep parents informed, and to prevent any unnecessary anxiety. Students are drilled to be quiet and alert to their teacher's/coordinator's instructions.

## **INCLEMENT WEATHER ANNOUNCEMENTS**

If for any reason it becomes necessary to close, delay, or dismiss school early due to weather or any other emergency situation, we have several avenues of communication. The school utilizes One Call Now, email, social media, and school website to send out weather delays and alerts. Because of busing, we **generally** follow the Wilmington City Schools weather calamity decisions. You can register for an automatic email or text alert at [www.wilmingtoncityschools.com](http://www.wilmingtoncityschools.com). Under the middle "Communication" column, you will see "Text and Email Alerts". \*COVID-19 and distance learning may affect this.\*

**Wilmington Christian Academy reserves the right to make independent decisions regarding calamity days.**

If you see that we are operating on a "delay", PLEASE continue to watch for any updates that could occur. Many times a delay will be called so we can wait until the roads have been plowed and salted before asking you to drive to the school. It is also easier to drive in bad weather conditions in the daylight as opposed to the darkness of the earlier hours. School officials will continue to monitor the road conditions and if we feel they have not improved, school will be closed. **We advise that you check the status again directly before leaving for school.**

## **MEDICAL GUIDELINES**

All students must receive the compulsory immunizations as specified by the Ohio Revised Code and have a physician's statement of good health on file with the office. Parents who are conscientious objectors to immunizations, must sign an "Immunization Exemption" form to be kept in the student's file. Parents can assist in the health program by meeting the immunization requirements on time, carefully observing children for signs of disease or sickness, and promptly forwarding statements concerning a child's sickness.

## **MEDICAL DISCLOSURE**

It is the parent's responsibility to disclose any physical condition or medical condition needing a prescription or a certificate for drug use that may impair the student's judgment in an emergency situation or jeopardize a staff or another student's well-being. If a medical condition exists that could jeopardize the student, staff, or another student's well-being, a medical physician's waiver that validates a student's ability to perform academic tasks and emergency operations must be in a student's file upon enrollment.

## **ILLNESS**

If a student needs medical attention, the school office will call the parent and follow the emergency medical form information. Parents/Guardians are responsible to report all phone numbers or address change(s) during the school year. Children who become ill in class will be sent to the school office for parental notification. Students must be "fever-free" for 24 hours before returning to school.

Children who are deemed by a teacher or administrator to have, or to have potentially, a contagious illness will be isolated from other children and will be taken home by a parent. Please see the communicable disease chart below concerning when a student can return to school. The Wilmington Christian Academy is able to provide only routine first aid for children who become ill or injured at school.

## **MEDICATION**

Non-prescription medication: Any non-prescription medication (allergy medication, Tylenol, cough drops, etc.) may be sent to school and kept in office--ONLY with a parent letter. Medication MUST be labeled with a child's name and frequency. Letters must include student name, name of medication, time or frequency to administer. A phone call to the parent will take place before administering any type of medication. Office staff and/or administration are ONLY permitted to give medication.

Prescription medication: A written statement by your physician is required for prescription medication (asthma inhalers, etc) that need to be with the student or administered at school. This letter must be in the student's file at the time of enrollment. The school assumes no responsibility for liability in association with administration of medications at school.

*As per WCA's drug free policy, medical causes (as per a doctor's prescription) does not give credence to staff, volunteers, or students to disregard federal law, or to ingest or infuse/vaporize alcohol, tobacco laced with drug substances, illicit drugs, or cannabis during WCA school hours or events. Bloodstream levels must be without these substances during WCA school hours or WCA events. WCA Board Adopted July 31, 2016.*

### **MANAGEMENT OF COMMUNICABLE DISEASES POLICY**

Students **MUST** be symptom free for 24 hours before returning to school. We recognize the following as symptoms of a communicable disease:

- Fever of 100 degrees or over (auxiliary method) - If your child has a fever, **please** do not give them medication to cover the symptoms and then send them to school. They are still contagious.
- Diarrhea and/or vomiting two or more times in one day
- Persistent cough
- Care should also be exercised in cases of sore or swollen joints, nausea, chills, inflamed eyes, flushed face, earache, sore throat, or enlarged glands.

If a parent recognizes **ANY** of these symptoms at home, other arrangements need to be made for their child's care. We recommend that students be checked by a physician. Students are **NOT** to be brought to school. In the event that any of these symptoms are evident when the child arrives at school, he/she will not be admitted to the classroom.

If any of the above symptoms develop during the day, the parent or designated person shall be called and informed to make arrangements for pick-up of the child as quickly as possible.

When a child is dismissed due to a communicable disease, they will be readmitted according to the following guidelines:

#### **COMMUNICABLE DISEASE CHART**

**The Ohio Department of Health requires that students with the following conditions be excluded from school:**

**Chicken Pox** -excluded from school until all lesions are crusted over

**Pink Eye** -excluded from school, may return 24 hours after medication has begun

**Bronchitis** -24 hours after medication has begun and no presence of fever

**Ear Infection** -24 hours after medication has begun and no presence fever.

**Fifth Disease** -student may return as physician directs or after fever has subsided for 24 hours.

**Head Lice** -excluded from school until treated and head inspection by staff reveals no live nits. Parents are to notify the administrator if their child has lice.

**Hepatitis A** -excluded from school until a physician's note states a return to school date.

**Hepatitis B** -excluded from school until the physician's note states a return to school date.

**Influenza** -excluded from school until symptoms are gone.

**Impetigo** -may return to school 24 hours after treatment is begun and no drainage present.

**Measles** -excluded from school until a physician's note states a return to school date.

**Mononucleosis** -excluded from school as physician directs.

**MRSA** -excluded from school until documentation of physician's release to return to school.

**Mumps** -excluded from school until a physician's note states a return to school date.

**Pin Worms** -excluded from school, may return 24 hours after medication has begun.

**Rashes** -note from parent concerning cause. Student may be sent home if there is concern it is contagious or harmful to student. Physician's note may be needed to return to school.

**Ringworm** -excluded from school until treatment has begun and note from physician or parent stating treatment. **Scabies** -excluded from school until student and household contacts have been treated. Physician's note required stating return to school date. **Strep Throat** -excluded until 24 hours after medication has begun if no fever is present. Fever reducers must not be used to cover sickness. **COVID-19** - excluded from school from onset of symptoms and/or positive test per Clinton County Health Department Guidelines.

## **EXTRA SCHOOL ACTIVITIES AND PROGRAMS**

### **PARENT TEACHER FELLOWSHIP ASSOCIATION**

All parents of Wilmington Christian Academy students are members of the Parent Teacher Organization. At this time, there are no monthly time commitments. The PTO president will send out occasional emails in hopes to gain cooperation with the

following objectives to aid in the development of your student and the Academy academically, socially, and financially. The mission of the Wilmington Christian Academy Parent Teacher Fellowship Association includes:

1. To promote friendly relationships among parents.
2. To acquaint parents with the school personnel of Wilmington Christian Academy.
3. To help schedule, promote, and host student and parent activities (in the form of both fundraising and non-fundraising events.)
4. To help Wilmington Christian Academy communicate with parents.
5. To encourage pride and develop a sense of “community” in the students, staff, and parents in the Academy.
6. To assist the Academy in promoting its reputation in the Wilmington community.

If you have any ideas/suggestions for activities OR if you would like to organize an event, please contact our PTF President at [PTF@wilmingtonchristiank12.com](mailto:PTF@wilmingtonchristiank12.com).

### **FUND RAISING**

WCA has various fundraising programs throughout the year. Please contact the school’s PTF President. [PTF@wilmingtonchristiank12.com](mailto:PTF@wilmingtonchristiank12.com)

### **STUDENT CLUBS AND ORGANIZATIONS**

All student clubs may be formed with the permission of the WCA administration. All clubs/organizations must have an adult advisor approved by the administrator. Advisor’s must have current background check and volunteer paperwork. All funds must be handled through the WCA school office. No money is to be spent without prior WCA office approval. Any parents or persons that would like to start an “after-school club”, please see the administration for authorization.

### **STUDENT DRIVERS**

Students driving to WCA must register their car with the WCA office. Students riding and leaving from WCA with another student must have parental written permission from both families in their file. If the student driver is the main transportation for another student, the driver must be listed on the rider’s “Care Form.” Students should park in designated areas.

### **CLASSES FOR HOMESCHOOLERS**

WCA’s Homeschool Program allows homeschooled students to enroll in WCA courses as classroom size allows and Ohio law dictates (51% of instruction must be done at home). As per the “Tuition Schedule”, students are charged the registration fee and a fee for each course and book. Students will receive a standard WCA report card, but a permanent record of course work will not be maintained by WCA. Menu students are not officially WCA students. Menu students are responsible for all WCA behavioral and academic guidelines, as outlined in the student handbook, while attending classes.

### **VOLUNTEERS**

Volunteers play an important and appreciated role at WCA. To volunteer for an ongoing position in classrooms, office, or another school activity, Volunteer paperwork must be submitted. ODE rules for background checks apply. FBI and BCI background checks must be completed and sent directly to WCA. In order to transport students for an off campus event a background check must be completed.

### **COVID-19 AND DISTANCE LEARNING**

Any of the policies and procedures in this handbook are subject to change due to the ever-evolving circumstances surrounding COVID-19. Such changes will be communicated via the administrator as soon as they are made. We will do our best to give families ample notice with regards to these changes.

### **DISTANCE LEARNING**

Although we know “in-person” instruction provides the highest quality education for our students, there may be circumstances beyond our control that may result in WCA implementing a “distance learning” plan. Our distance learning guidelines are included in this “Student/Parent” handbook. Please refer to the attached “Distance Learning” guidelines for student and parent expectations.

**HIGH SCHOOL**

If you have a High School student, please request the “High School Addendum” packet from the office for more information. Paper copies and electronic copies available. This packet includes information on CFP, graduation requirements, credit, etc.

**TECHNOLOGY USE AGREEMENT**

Every student who will use technology at school is required to have a signed parental consent form on their application. Student technology learning and use increases with each grade level.

Some common tools that your children may encounter and use are, but not limited to:

- Blogs: A blog is a website where student work can be published online.
- Google Apps: An online suite of productivity and digital tools.
- Podcasts: A podcast is a digital audio file that is distributed over the Internet for playback.
- Videos: A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voice overs and music.
- Gmail: Students will have a WCA assigned email address. This email address is to be used for communication with WCA staff, including the submission of assignments. Students email accounts are subject to search at any time, for any reason, by WCA staff.
- Social bookmarking: Social bookmarking is a way for Internet users to save, classify, and share websites. As these sites are instrumental in the development of the curriculum, we are asking that you and your child please review the permission form below and complete it. Should your expectations change, we must be notified in writing. If you do not give your child permission to use these web tool applications, an alternative assignment will be provided.

The Wilmington Christian Academy encourages students to learn to use its computer and technology resources, including the Internet, in a creative and productive way. However, there are limitations on how these resources may be used. With this in mind, Wilmington Christian Academy wishes to make sure that all users understand the following:

Ownership Information: WCA laptops are property of WCA. Laptops are subject to search at any time, without advance notice, to ensure that they are being used for educational purposes. Laptops will be monitored.

Prohibited Use: Some examples of prohibited use are (this is not an exhaustive list):

- Attempting to download or play games.
- Non classroom related searches.
- Editing the background of your assigned laptop.
- Using the computer during instruction time for reasons not approved by the teacher.

Storage of WCA Laptops: Laptops and chargers must be stored in approved places. Laptops should not be left in a teacher’s room without the teacher’s permission. If the laptops are left in an unapproved area, the student may be issued a demerit. Repeated offenses could result in loss of laptop privileges. Students are permitted to store their laptops in the top bin of their assigned trunk. They may not store their laptop in the bottom section of the trunk.

Transportation of Laptops off School Grounds:

\*K-5 students will not be taking student Ipads/chromebooks home.

\*6th-8th grade students can check chromebooks out for homework from their teachers.

\*9-12 students are assigned laptops and may be taken home for school work.

The technology agreement remains in full effect while the laptop is being used at home.

Damage of the Laptop: Students are responsible for any damage that they cause to the laptop, whether it be intentional or by accident.

**USES MUST BE LAWFUL AND INOFFENSIVE**

1. Users of WCA systems must not be false, unlawful, offensive, or disruptive.
2. No use shall make rude or hostile reference to race, age, gender, sexual orientation, political beliefs, national origin, health, or disability.
3. Copyrighted or licensed information shall be used only with full legal right to do so.
4. All uses of WCA systems, including the Internet and E-mail, must reflect the WCA image. Uses of WCA systems do not all have to be formal, but they must be professional in appearance and tone.
5. Viewing, creating, sending, or receiving any pornographic (or other objectionable material) will result in severe disciplinary action as per administration.

Printing: Students will not be allowed to use WCA printers or copiers to print their assignments.

**STUDENT INFORMATION**

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Cyber bullying will not be tolerated.
- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether or not they can use it, they should request permission from the copyright owner.
- All use of these tools must be used in accordance with acceptable use even if the student does the work outside of school on your own device.

**PARENT INFORMATION**

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA): The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked.

<http://fcc.gov/cgb/consumerfacts/cipa.html>SMS

Children's Online Privacy Protection Act (COPPA): COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes.

<http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the right to review student records. WCA does not disclose student information. • The school will not publish confidential education records (grades, student ID #, etc) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

- WCA does not disclose general directory information about students. Parents have the right at any time to investigate the contents of their child's email or web tools. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- POLICY VIOLATIONS WCA will review alleged violations of policy and procedures on a case-by-case basis. Violations of the policy will result in referral for disciplinary action as appropriate.

### **“90 DAY PROBATIONARY PERIOD” Overview**

All students (both returning students and new admission students) entering WCA will now be placed on a “90-Day Probationary Period” at the beginning of school. This means that each student will be observed by the classroom teacher to make sure that he/she is making adequate academic growth and abiding by the WCA behavioral standards the first 90 days of school. WCA has high academic standards. Students coming from other educational facilities or from homeschooling environments can often be behind or have academic deficits in certain areas or subjects. Our goal at the WCA is to provide your child with the best learning practices possible. WCA’s rigorous academic schedule may not be the best fit for all students. We realize this and want to make sure that your child can be successful. If in the event a teacher finds that your student is significantly struggling in the first 90 days of school to keep up with the daily academic demands and challenges, that teacher will:

- Reach out to you via e-mail and/or phone call to set up a meeting for an ARP (Academic Recovery Plan). In this meeting, the parent(s)/guardian(s) and teacher will put together an academic plan to help meet the needs of your child and catch them up to where they should be. Parents must take responsibility in working with the staff of WCA to help their child resolve those deficits. The teacher and parent will set a re-evaluation date based on student needs. In the meantime, all parties will work together and be in contact about the “Academic Recovery Plan”. What is working? What is not? Have we seen any progress?
- If at the end of the first ARP timeline, your child is caught up or making great progress, the teacher and parent can decide the next steps to take for continued success (if any).
- If there are still deficits after the first ARP has been completed, then the teacher/parent/guardians will meet again. This time, an administrative staff (and Board member, if requested) can sit in the meeting to offer additional support to the families and teachers. A second plan will be drafted to help the student. It will be carried out just like the first plan. The staff members and family members attending the meeting will keep in contact (via e-mail) throughout the process to monitor student progress.
- If at the end of the second ARP, (or at the end of 90 days, whichever comes first) the student has made little progress or is still greatly behind in their academic studies, the school reserves the right to dismiss any student if the academic criteria has not been met. If this takes place, the administrator will contact the parents/guardians by phone and by certified mail to let the parent know that the student is being dismissed due to the inability to meet your child’s academic needs.

Part of this “90 day Probationary Period” is also to monitor student behavior. At this current time, we are not adequately staffed to appropriately handle students with extreme behavior issues. If the teacher sees that a student is having difficulty in class controlling his/her behavior, listening to the teacher, staying focused and on task, causing harm to oneself or others, etc., the teacher will reach out to the administration to report this behavior. The parent/guardian will be contacted via e-mail and/or phone to set up a meeting to discuss the behavior. The same action plan will take place. Like mentioned above, it will be known as a “Positive Behavior Plan”. If at the end of the “90-day Probationary Period” behavioral issues have not improved, the WCA reserves the right to dismiss the student due to not being able to meet your child’s needs.

WCA also reserves the right to dismiss a student before the end of the “90-Day Probationary Period” if the student’s behavior/academic challenges is deemed **extreme** by the school administrator. The administrator reserves the right to make that judgement call. We want to do what is in the best interest of the child. We do realize that due to our space and staffing availability, we may not have the additional support the child needs to help them be most successful. We want to be fair and resolve issues in a timely manner so that the child benefits by what is best for them. By signing below, this demonstrates that you have read the “90 Day Probationary Period” statements above and are in agreement with them. **Failure to sign may result in your student’s admission being revoked or not accepted.**

\*An ARP can be implemented at any time during a school year. Our goal by providing this initial “90-Day Probationary Period” is to help students be successful from the beginning of the school year. Some behavior and academic challenges will be evident early on. We hope to remediate these challenges early to ensure a successful school year. Some challenges may not appear until later in the year. In both instances, WCA stands by our commitment to work faithfully with families and students to achieve success whenever possible.



### **DISTANCE LEARNING GUIDELINES**

#### **Grades K-3 -**

- Teachers will be providing weekly packets that must be completed and returned per teacher discretion.
- Student engagement and participation are key components in order for teachers to gauge student

learning.

- There will be daily Google Meet with students for either the whole class, small group, or individuals depending on the need.
- Parents will need to pick up packets each week in a timely manner during pickup hours that will be provided.
- Parents will need to monitor daily completion of paper/pencil assignments, and send completed work to the classroom teacher through the ***Learning Management Software***, unless otherwise outlined by your child's teacher.
- Parents will need to check ***LMS*** daily for assignments, Google Meet links, and teacher instructional videos.
- If there is a problem submitting work samples to teachers, please reach out and let them know. These work samples are critical in helping teachers assess student learning. **ALL assignments must be completed, NOT just a sample from each subject as it was in the spring.**

#### **Grades 4-5 -**

- Students will be expected to know their Google login and how to access the Classroom on their own.
- 4th and 5th grade students can work independently, but they will need parental support to understand content and instructions.
- Students will need accountability with:
  - Time management - paying attention to daily assignments, weekly assignments, long term projects
  - Completing and turning in assignments
  - Attending class meetings via Google Meets
- Parents will have access to their child's Google Classroom account and/or be included as a guardian through Google Classroom.
- Parents are responsible for regularly monitoring:
  - grades on ProgressBook
  - assignments in Google Classroom
  - weekly email newsletters from teachers
- Students will be expected to email their teacher if they have any questions or concerns. In some cases, parents themselves may want to contact the teacher for help in instructing if needed.

#### **Grades 6-8 -**

- Middle schoolers can, for the most part, work independently. They may occasionally need help with content or understanding of instructions but should not need much direct instruction from parents.
  - Students are familiar with Google Classroom but will require accountability from parents in time management, completion of assignments, and attending required virtual class meetings.
  - Students must log in to each teacher's Google Classroom class at least daily to be aware of assignments and scheduled class virtual meetings.
  - Students must check WCA email at least daily and respond to teacher emails within 24 hours.
- 
- Parents can access their child's Google Classroom account and/or be included as a guardian through Google Classroom. Students and parents are responsible for knowing their login information.
  - Parents should regularly monitor (daily or weekly per needs of child):
    - completion of assigned work in Google Classroom for each class (including scheduled Google

Meet sessions)

- grades in ProgressBook
- email correspondence from teachers
- Parents should encourage their students to reach out to teachers with questions. In some cases, parents themselves may want to contact the teacher for help in instructing if needed.
- Teachers are available during regular school hours (8:10 a.m. - 3:20 p.m.) to answer questions from students and parents. Individual meetings can be scheduled when needed.

### **Grades 9-12 -**

- High school students can work independently.
- Students are familiar with Google Classroom and should need little parent involvement other than accountability in completing assignments and attending required virtual meetings.
- Students must log in to each teacher's Google Classroom class at least daily to be aware of assignments and scheduled class virtual meetings.
- Students must check WCA email at least daily and respond to teacher emails within 24 hours.
- Parents can access their child's Google Classroom account and/or be included as a guardian through Google Classroom. Students and parents are responsible for knowing their login information.
- Parents should regularly monitor (at least weekly):
  - completion of assigned work in Google Classroom for each class (including scheduled Google Meet sessions)
  - grades in ProgressBook
  - email correspondence from teachers
- Parents should encourage their students to reach out to teachers with questions.
- Teachers are available during regular school hours (8:10 a.m. - 3:20 p.m.) to answer questions from students and parents. Individual meetings can be scheduled when needed.

**Physics:** During the online portion of the school year, the expected graded assignments will be taken directly out of the textbook, consisting of 2-3 homework assignments and one test per chapter. I am planning on being in the classroom during the scheduled class time (Periods 1 & 2 on Tuesday and Thursday).

You can interact with me in one of three ways:

1. Enter google classroom online to receive the scheduled reading/homework/tests assignments. The required responses can be answered on separate google docs for each scheduled assignment by the due date. I will also be monitoring my school email and google classroom real time to address questions and problems the student may be having.
2. I will have a printed copy of the chapter assignments/tests in a folder in the school office and will also have a turn-in work box for student completed hard copies of homework/test assignments that you would like to turn in on a weekly basis.
3. I will accept up to 2-3 students at a time in the classroom while I am at the school (8:00-12:00 on Tuesday & Thursday(note I will be having a google meet class during period 3 on Tuesday so no Physics at that time)). This is so I can help those who are stuck with problems and difficulties in understanding the subject matter that we are working on. We must maintain all the COV 19 protocols as published by WCA. Also the students must be seated separately in the spaced out desks, I will come to the desk to work with the students. They can also turn in whatever assignments they have completed during that time.

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### **Middle School and High School Coursework (Student and Teacher Expectations):**

The following is a basic framework. Teachers may personalize our classes within these general boundaries. As we grow in this process and try new things to best meet students' needs, expectations and instructions will be communicated clearly. Frequent monitoring of communication through Google Classroom, ProgressBook, and email is a must.

- Google Classroom will be used to assign and turn in work for grades 6-12\*.
- Google Meet will be used for face-to-face classes.
- ProgressBook will be used to enter and track grades.
- Students will be trained to use Google Classroom and Google Meet starting with the first remote learning week of school so that they are comfortable using it at home during remote learning.
- All books and other required materials must go home with students at the beginning of As much as possible, work will be paperless, allowing for ease in turning in. When this is not possible, students will be instructed in how to create and submit the work (perhaps by attaching a photo or video within the assignment in Google Classroom).
- \*Assignments may be assigned using a pick-up / drop-off schedule at the discretion of a teacher.
- Google Classroom assignments are assigned with clear due dates set by the teacher. In general, weekly assignments will be posted no later than 8:00 a.m. Monday and will be due no later than 3:00 p.m. Friday. Daily assignments may be assigned and will be due by 3:00 p.m. on the due date. (Exceptions are possible and will be clearly communicated by the teacher.) Lateness policy follows the guidelines in the WCA Student Handbook.
- Each teacher will schedule regular Google Meets with each class according to the established class schedule. Student attendance is required. Scheduled Google Meets will be posted in each teacher's Google Classroom. Teachers should refer to the upper level video schedule to check available times.
- Participation is a portion of each class's grade and will be recorded in ProgressBook. Participation for each class during remote learning will be based on attending and fully engaging in Google Meet sessions and completing required coursework.



### **Discipline Referral Form**

**Student Name: Grade:**

**Referring Staff Member: Date: Time:**

**Location:**

Classroom  Hallway  Event Center  Recess

**Infraction:**

Minor: Major:

Disruption  Lying

Disrespect toward teacher or peers  Cheating

Dress code violation  Stealing

Tardy to class without a pass  Fighting

Use of electronic device  Bullying

Unkempt locker/trunk  Defiant behavior

Unprepared for class  Making threats to peers, staff, or oneself  Inappropriate

language  Vandalism  Sexual language/gestures

Other: \_\_\_\_\_  Other: \_\_\_\_\_

**Description:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Others Involved:** \_\_\_\_\_

**Administrative Action:**

Conference with student  Parent Contact  Loss of privilege  Detention

In-school suspension  Out-of-school suspension

Suspension facing expulsion  Other:

\_\_\_\_\_ **Administrative Comments and/or**

**Follow Up:**

**Send all discipline referrals to the office daily. For Upper Grades, two discipline referrals equal an automatic, after-school detention.**