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## MISSION STATEMENT

*Wilmington Christian Academy, as a ministry of Grace Baptist Church, exists to assist parents in teaching students to glorify Jesus Christ in the pursuit of spiritual, academic, physical, and social excellence.*

### **Purpose**

It is the firm conviction of Wilmington Christian Academy that in order to develop solid Christian character, education must be Christian in context. Wilmington Christian Academy desires to send young people into the world who will be confident, devout, Christian leaders with firm moral and spiritual values by training children not only how to make a living, but more importantly – how to live it!

Since the Christian school is considered an extension of the Christian home, it is imperative that parents create an atmosphere at home that is supportive of the Academy and its goals. Children are taught to honor the rights of others and to respect manners, rules, and laws at the Academy. Students learn the importance of self-discipline and that people who cannot control their own actions and emotions, face negative consequences.

Love of God and country were primary concerns of our fore fathers. Students at Wilmington Christian Academy will be taught respect for our nation's heritage, constitution, flag, and leaders, as well as, being encouraged to participate in our system of government.

Please Read, Sign and Return

## **Wilmington Christian Academy Photo Release (under 18)**

Dear Parent or Guardian:

Wilmington Christian Academy promotes itself and communicates with its members and the public through various print media, on video tape and/or film, on television, and on its Internet site, [www.wilmingtonchristian.com](http://www.wilmingtonchristian.com). WCA would appreciate your permission to use your child's photographed, video-taped, and/or filmed image ("Image") in one or more of the following ways:

- in stories and other informational materials, promotions, and advertisements published in newspapers, brochures, and other print media
- in news spots and otherwise on television;
- in video taped or otherwise recorded informational and/or promotional materials; and, on the school's Internet site, [www.wilmingtonchristian.com](http://www.wilmingtonchristian.com).

There is no monetary compensation for the use of your child's Image, but it will help WCA to generate and maintain interest in its programs and activities. Please sign the following release if you are willing to grant Wilmington Christian Academy permission to use your child's Image as set forth above.

### **Parent/Guardian Release**

I hereby authorize Wilmington Christian Academy ("WCA") as follows:

(1) to photograph and record my child, \_\_\_\_\_ (name of child) on film, video tape, or otherwise ("Image"); (2) to edit any Image; and, (3) to use any Image, alone or with the images of others, in any reasonable manner (including, but not limited to, the uses described above). I acknowledge and understand the following: (1) that using my child's Image as set forth herein involves releasing it into the public domain, (2) that WCA owns all rights in and to all Images, and (3) that no monetary compensation will be given to me or to my child for the use of any Image.

\_\_\_\_\_  
Sign this line

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name on this line

**I have read and understand the information in the 2008-2009 WCA Parent/Student Handbook.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student(s) Signature(s)

## **DOCTRINAL STATEMENT**

1. We believe the Bible to be the inspired, infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in the persons of the Father, Son and Holy Spirit.
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.
4. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men.
5. We believe in the resurrection of both the saved and lost; those that are saved will dwell in heaven for eternity, and those that are lost will suffer in hell for eternity.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

### **NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

Wilmington Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Wilmington Christian Academy is fully sanctioned by the North Carolina Division of Non-Public Instruction and fully accredited by the North Carolina Christian School Association.

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C. The Patricia Harker Scholarship

- This endowed scholarship will be awarded to one student in the senior class who enrolls in a Christian college that is in agreement with the Academy on issues of doctrine and separation, both personal and religious and intends to pursue a career in full-time Christian service.
- The nominee must have an acceptable academic record, good behavior and respectable character.
- Having enrolled in a full-time Christian service course of study and upon submission of valid receipts from a qualified institution, the recipient will be reimbursed up to \$250.00.
- The WCA faculty will nominate prospective recipients and the administration will determine the eligibility of nominees, respective colleges, majors and careers. The recipient will be selected by the WCA faculty and administration.

**TELEPHONES**

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are not permitted to be used in any school building. This includes the use of calculator, camera, calendar and other functions. Demerits will be issued when a phone is confiscated.

# General Information



## **ADMISSIONS POLICY**

Wilmington Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards of student dress, conduct, cleanliness and scholarship. The school maintains the right to refuse admittance to anyone it chooses and to suspend or expel any student who violates, on or off campus, the standards set down in the Dress and Hair Code, Parent-Student Handbook, or other rules of conduct as defined by the administration.

The administration also reserves the right to refuse to define the criteria or reason when applications are not accepted.

It is understood that attendance at Wilmington Christian Academy is a privilege and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the Institution. The Academy may request the withdrawal of any student at any time, who, in the opinion of the Academy, does not fit into the spirit of the Institution, regardless of whether or not he conforms to the specific rules and regulations of the Academy.

## **BAD WEATHER CONDITIONS**

If Wilmington Christian Academy closes due to emergency, hurricane or storm conditions, announcements will be made through the School Cast system and WWAY-TV3. You may also call the main school number or check the website for periodic updates.

## **BIBLE CURRICULUM**

Bible study is recognized in Wilmington Christian Academy as a fundamental requirement for all students. Without Bible study a student can hardly be educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." The Bible offers the best guide for this life and the only hope for the life to come. No other book can enrich and influence the minds and hearts of children like the Bible. Christian character development is the most important aim of our school. Because of this standard, all students are taught a planned program of Bible study.

## **BICYCLES**

- A. All bicycles must be parked in the bicycle racks provided.
- B. Riding on sidewalks is not allowed.

## **SCHEDULE FOR TEST AND EXAMS**

- A. In an effort to help the students, the following test days have been recommended for weekly tests:
  - \* Monday English, Elective
  - \* Tuesday Math, Foreign Language
  - \* Wednesday Science
  - \* Thursday Bible, Health
  - \* Friday Social Studies, Vocabulary
- B. High School will have comprehensive exams at the end of each semester.
- C. Semester exam schedules will be given to students in advance.

## **SCHOLARSHIPS (College)**

WCA graduates are eligible for thousands of scholarships. Guidance services, and materials are available for parents and students who desire to apply for assistance. Two scholarships are available directly from WCA.

- A. The J.D. Herchenhahn Ministerial Scholarship
  - This \$1000.00 scholarship will be awarded to a young man in the senior class who desires and pursues the gospel ministry.
  - The recipient must enroll in a course of study designed to prepare him for one of the following areas of ministry: pastor, associate pastor, evangelist, youth pastor.
  - Providing the student remains in a qualified course of study at an approved institution, \$250.00 per year will be applied to the recipient's college account until the scholarship is paid in full.
  - The recipient must enroll in a college that is in agreement with the Academy on issues of doctrine, and separation, both personal and religious.
  - The WCA School Board will select the recipient from students who meet the qualifications indicated above.
- B. The Rowles Scholarship
  - This one-time \$250.00 scholarship will be awarded to any student in the senior class who enrolls in a Christian college that is in agreement with the Academy on issues of doctrine, and separation, both personal and religious.
  - The WCA School Board and Administration will determine the eligible colleges based on the qualifications indicated above.
  - Upon submission of valid receipts from a qualified institution, recipients will be reimbursed up to \$250.00.
  - This scholarship was established in 2007 by Cliff and Edie Rowles, faithful servants, committed believers, lifelong educators and avid supporters of Christian education.

- If an athlete becomes ineligible twice in the same season, that student will not be allowed to participate with the team for the remainder of the season. This includes post season tournaments.
5. Evaluation  
Grades will be evaluated in the Athletic office after teacher grades are due. Once reports are issued eligibility is final, unless an incomplete is listed for a subject.
- B. Music Program
    1. Band and choir are available to those who qualify.
    2. Lessons are offered in piano and a variety of band instruments. These lessons may be scheduled before or after school hours.

Any student placed on disciplinary probation will not be allowed to participate in extracurricular activities.

## **HONOR ROLL**

- A. A Honor Roll – Students who have earned all A's during a grading period.
- B. A/B Honor Roll – Students who have earned all A's and B's during a grading period. Any grades below a B disqualify a student from this honor roll.

## **ILLNESS/ACCIDENTS/MEDICATIONS**

- A. First aid will be administered by the teacher, or a staff member. We cannot administer internal medicine (including aspirin or Tylenol). Prescription medication must be accompanied by a note from a parent. Students should leave the medication with the main school secretary.
- B. A student who is ill must check by the main school office before his parents are contacted. The office will contact parents if it is necessary for the student to go home.

## **PRAYERFUL CONSIDERATION**

Each year students are enrolled in WCA whose attitude is not consistent with the spirit of the Academy yet they may not receive an abundance of demerits. These students are a negative spiritual influence on the student body. In an effort to assist these students, the faculty will be asked to prayerfully evaluate each student. At each semester, the administration will meet with those students whom the faculty believes need to show spiritual improvement. If this improvement is not realized, the student may be asked to withdraw from Wilmington Christian Academy.

- C. Riding double is prohibited.
- D. Hitching on to an automobile is not allowed.

## **CARE OF PROPERTY**

WCA belongs to God. The manner in which our property is maintained is very important because it affects the Christian testimony of the school and the students. Willful damage or destruction of school property will not be tolerated. The student will be expected to pay for any damage, either willful or accidental. Littering, writing on walls, defacing of buildings, or any act of negligence will be dealt with immediately.

## **CHURCH ATTENDANCE**

Church is a necessary part of everyone's life. As a Christian school, we encourage our students to attend the services of a doctrinally sound, Bible-teaching church. Our goal is to complement the spiritual training of the student's home and church.

## **CLASSWORK**

1. All class work must be done on standard size, wide ruled, loose-leaf notebook paper. Certain subjects may require special types of paper.
2. All work is to include the student's name, date, and subject.
3. All work must be neat and legible. A teacher may refuse to accept any work which does not meet these two standards.
4. Students should use a number 2 lead pencil. Teachers may require the use of ink in some classes; however, colored ink or felt pens are not acceptable.
5. Each student should bring a red pencil or pen to each class to use for grading quizzes or correcting papers.
6. Written work in every class may be subject to being checked for spelling and grammar.
7. When taking a quiz or test, each student is responsible for making sure that his paper cannot be seen and copied by someone else.
8. As a general rule, make-up work must be completed upon returning within the number of days missed plus two.

## **CONFERENCES (Parent-Teacher)**

In order for parents to know firsthand their child's progress, parents are encouraged to request conferences at any time they think necessary. Wilmington Christian Academy teachers and administrators welcome

these opportunities and are eager to help with the student's problems. Please call the office to have the teacher contact you for a conference time. Mid-year parent conferences are mandatory for low achieving students in K through 12.

All parents are welcome in school. However, when a visit to the classroom is necessary, please come by the office first. Do not go directly to the classroom. Do not meet the teacher before school or detain the teacher from his or her responsibilities. Teachers are very happy to arrange for conferences with parents at a scheduled time. Please be considerate of your child's teacher.

### **EXTRA HELP CLASSES**

Teachers are available for extra-help classes if students experience difficulty in understanding a given subject. If the difficulties continue, we recommend that parents secure the services of a tutor. The administrator can recommend tutors who can help your child.

### **EXTENDED CARE (Grades K4-10<sup>th</sup>)**

Parents who pick up their children at dismissal time are asked to do so promptly. Students not picked up at normal dismissal time will be taken to the Extended Care Program. A charge of \$2.75 per hour per child for this service is assessed to the parents. A minimum charge of \$2.75 will be charged if a child goes to extended care. Children picked up after 6 p.m. will be charged \$1 for each minute after 6 p.m. per child. Students who are not involved in an official school activity are expected to leave campus or report to the Extended Care Program.

### **FINANCES**

#### A. Tuition

The tuition is charged in 10 equal payments with the first payment due in August or at the time of enrollment and the remaining payments due each month from September through May. WCA uses FACTS Tuition Management Company to collect tuition only.

FACTS will process your tuition payments through your selection of automatic bank draft or credit card charges. FACTS offers multiple payment schedules such as bi-weekly, monthly and quarterly. There is a yearly fee for using the FACTS service. To avoid the fee, you may choose to pay the full tuition charges in one or two payments. Those payments must be sent directly to the school

- Athletic shoes or flip flops

Boys:

- Docker-style or cargo pants, or jeans
- Button or pullover shirt with collar or sweater
- Non-athletic shorts that meet the dress code may be worn to spring and fall sporting events.
- Athletic shoes or flip flops

#### M. Special Events-concerts, recitals, banquets, and graduations:

- Boys are to wear dress shirts, ties, dress slacks, socks, and dress shoes.
- Girls are to wear nice dresses and dress shoes.
- For Awards Banquet, Celebration and Homecoming Court, Ladies must have their dresses checked at least 2 days before the event
- Due to the formal nature of the Awards Banquet, Celebration and the Homecoming Court, gentlemen are expected to wear a suit.

The administration reserves the right to ask a student to change clothes or accessories if the item presents an unprofessional appearance or takes away from the unity of the school attire. If a student is not in dress code, the parent will be contacted to bring the proper clothing to school.

### **EXTRACURRICULAR ACTIVITIES**

#### A. Sports Program

##### 1. Interscholastic Program

- Boys: Soccer, Basketball, Baseball, and Golf
- Girls: Volleyball, Basketball, Softball, Cheerleading, and Tennis

##### 2. Students participating in the sports program must have a physical exam annually.

##### 3. Students participating in the sports program must read and sign the sports handbook.

##### 4. Eligibility

- To be eligible to participate in a game, an athlete must attend school at least half day on the day of a game.
- Unless on disciplinary probation, each athlete starts the new season with full privileges.
- If an athlete makes an "F" in any subject on a report card or progress report, he/she will be declared ineligible until the next report card or progress report.
- Athletes must maintain a "C" average in core subjects on each report card or progress report or he/she will be declared ineligible until the next report card or progress report.
- An athlete who is ineligible is to attend all practice sessions and attend home games and sit with the team in game day dress.

- D. Boys:
- Solid red, navy, white, hunter green or burgundy long sleeve or short sleeve knit shirt (if worn, an undershirt must be on of these colors.)
  - Red, white or hunter green turtleneck
  - Long sleeve or short sleeve white or blue oxford shirt
  - Long sleeve denim shirt
  - Navy or khaki Docker-style trousers.
  - Belts are to be worn.
- E. Socks:
- Solid navy, red, white, hunter green, black or burgundy socks
- F. Shoes:
- Solid brown, black, navy, or cordovan leather shoes (no work boots, military boots, hiking boots, or flip-flops or between the toe sandals)
- G. Sweaters (must have the WCA logo)
- Red or navy crew neck cardigan
  - V-neck cardigan
  - Crew neck pullover
- H. Sweatshirts
- Official WCA sweatshirts
- J. Jewelry
- Should not be excessive
  - Boys may not have earrings.
- K. Casual Day Guidelines
- Girls:
- Dresses and skirts are to be no shorter than the middle of the knee. Denim skirts are acceptable.
  - Blouses and dresses are to have modest non-revealing necklines in the front and back (no sundresses, spaghetti straps or tank tops). Tops and blouses should be long enough so that the midriff is not seen when sitting, bending or raising the arms.
  - Tight form-fitting, clinging attire is not acceptable. Sleeveless dress must be properly fitted around the arms to prevent immodesty.
- Boys:
- Slacks are to be neat and properly fitted. Jeans and cargo pants are acceptable, but should not be baggy or sagging. Belts are to be worn.
  - Plain t-shirts or sports team shirts may be worn. No other writing on shirts is allowed.
- L. Ballgame Attire
- Girls:
- Docker-style or cargo-style pants, skirts to the knee, or Capri's
  - Button or pullover shirts, sweaters, or tops (must cover the mid-section)
  - Non-athletic shorts that meet the dress code may be worn to spring and fall sporting events.

office. The Academy will continue to collect all fees and incidental charges for day care, lunchroom, fundraisers, library, etc.

Unless you are choosing the one or two payment plan, you are required to use the FACTS program. (If you are using the one or two payment plan, you still need to submit a FACTS agreement to let us know of your intentions.) Your child's enrollment will not be finalized until you complete the FACTS agreement and return it to the school office.

- B. Refunds
- The application fee is not refundable under any circumstances. Paid registration fees will only be returned for the following reasons:
- Job relocation outside of our 3 county areas (New Hanover, Brunswick, and Pender) prior to the first day of school.
  - Emergency situations agreed upon by the administration of WCA.
- C. Withdrawals
- If your balance is not up-to-date at the time of withdrawal, all grades and records will be held until the balance is paid. Tuition will be prorated to the date of withdrawal, not the day the student stops attending the school. Parents must notify the school bookkeeper to officially withdraw.
- D. Late Charges
- All payments due for bus fees, special education, music lessons, or any other charges paid through the Academy will be due the first of each month. Accounts not paid in full by the 15<sup>th</sup> of the month will be assessed a late fee. A returned check charge will be assessed for each time a check is returned due to insufficient funds, closed account or stopped payment.
- E. Delinquent Accounts
- Report cards will not be released for students whose accounts are not paid by the day prior to sending home report cards. Any account is delinquent after 30 days, and if all delinquent payments have not been paid and brought up-to-date after a total of 60 days have elapsed, the student may be suspended until payment has been made. No refunds will be made for fees such as books, registration, etc. School records will not be released until the outstanding account is paid in full.

## **GRADING SCALE**

The following grade scale will be used by WCA:

A+ = 99-100	B+ = 91-92	C+ = 83-84	D+ = 75-76	F = 0-69
A = 95-98	B = 87-90	C = 79-82	D = 72-74	
A- = 93-94	B- = 85-86	C- = 77-78	D- = 70-71	

The elementary also has an S, N, U grading scale for non-academic classes.

S+ = 93-100    N = 70-76  
S = 85-92     U = 0-69  
S- = 77-84

## **HAIR AND DRESS CODE**

The Bible commands the Christian to do “all to the glory of God” (1 Corinthians 10:31). In today’s society this command has special reference to the fact that God may be honored or dishonored by personal dress and grooming.

This school believes that these commands apply to the dress and grooming of students. We glorify God when we dress and conduct ourselves with good taste and modesty. God is glorified when our dress is appropriate for the occasion and free from distracting offensive peculiarities or extremes. In this regard, parents have the primary responsibility to send their children to school with correct dress and grooming.

### A. Hair

Young men’s hair is to be tapered in back with a traditional taper or block-cut with a short taper. It should be off the collar, off the ears and not excessively full. Bangs are to be out of the eyes and at least one finger width above the eyebrows. Boys and Girls hair should not be bleached, dyed, or tipped other than the student’s natural color. Conspicuous, faddish hair styles, such as level cuts, spiked cuts, bowl cuts, etc., are not acceptable. Young men are to be clean shaven with no facial hair and sideburns should be no lower than the bottom of the earlobes.

### B. Dress

#### 1. General Guidelines

- All uniform clothing must have the WCA logo.
- Non-uniform outerwear may be worn outside the building; however it must be stored in the student’s locker/cubby upon entering the building.
- P.E. uniforms are required for physical education classes. (4th-12<sup>th</sup> grades)
- Hats are not to be worn in the building

#### 2. Elementary Division Grades 1-5

Girls: (Grades 1-3)

- Red, navy or white long sleeve or short sleeve knit shirt
- Red or white turtleneck
- Long sleeve or short sleeve white blouse with red piping
- Plaid or navy jumper

- Saturday School: Students report on Saturday morning (8:30-11:30) for an extended detention hall. The student’s account will be billed \$30 for this activity.

#### 2. Suspensions

- Out-of-school: Zeros for all missed work.

#### 3. Student Evaluation

#### 4. Parental Conferences

#### 5. Probation – Students will be placed under Disciplinary Probation due to one of the following conditions; having earned 45 or more demerits in a semester or having displayed an improper attitude that is detrimental to student morale. Once a student has been placed on Disciplinary Probation, he will be ineligible to represent Wilmington Christian Academy in Student Council, class leadership, after-school clubs, non-class related fine arts competitions, and field trips for a period of 90 days

Students who are placed on Disciplinary Probation during two consecutive semesters may be asked not to reenroll the following semester. Disciplinary Probation may be adjusted based on relevant circumstances.

#### 6. Other disciplinary methods may be used at the discretion of the administration.

#### 7. Expulsion from WCA will be an administrative decision based on relevant circumstances.

## **DRESS CODE**

### A. General Guidelines

- All uniform clothing must have the WCA logo.
- On campus, the students must wear uniforms only. All non-uniform outerwear must remain in the student’s locker during the entire day.
- P.E. uniforms are required for physical education classes.
- Socks are to be worn.

### C. Girls:

- Solid red, navy, white, hunter green or burgundy long sleeve or short sleeve knit shirt (if worn, an undershirt must be on of these colors.)
- Red, white or hunter green turtleneck
- Long sleeve or short sleeve white or blue oxford shirt
- Long sleeve denim shirt
- Navy or khaki pleated or flat front long straight skirt
- Hemlines are to be no shorter than the middle of the kneecap at all times.
- Solid black navy, hunter green, white, burgundy, or red hose or tights are acceptable (no leggings).

- C. No couple should ever be alone in an unobservable or secluded location. Couples are not to sit in parked cars on school grounds.
- D. Repeated offenses may result in temporary or permanent social separation, suspension, probation or expulsion.
- E. These rules apply to non-WCA students attending any school activity.

## **DISCIPLINE**

It is vitally important that children learn self discipline and respect for the rights of other people. When problems arise, a variety of disciplinary measures will be used. As a general rule, the following will be used though not necessarily in the order listed:

- A. Verbal reprimand
- B. Alternate discipline methods such as: (writing essays, missing break time, picking up paper, etc.)
- C. Demerits
  - 1. When a teacher writes demerits, he will send the demerit slip to the high school office. The number of demerits will be assigned.
  - 2. Parents will receive an email and a copy of the demerit will be returned to the student.
  - 3. A list of demerit values will be available to parents and students.
  - 4. Demerit accumulation penalties (per semester)
    - 10, 15, 20 demerits                      Detention Hall
    - 25 demerits                                In-School Detention (\$20 charge)
    - 35 demerits                                Saturday School (\$30 charge)
    - 45 demerits                                Out-of-School Suspension,  
Disciplinary Probation
    - 55 demerits                                Administrative Discretion
- D. Detentions
  - 1. Detentions will be assigned for 10, 15 and 20 demerits and as deemed necessary.
  - 2. These are served after school from 3:25-4:15. Students who are late to or leave early will forfeit that detention and must reserve it.
  - 3. Students failing to serve the first detention will serve the detention and receive 10 demerits.
  - 4. Failure to serve the additional detention will result in suspension and a parent conference.
  - 5. Detentions are rescheduled only under special circumstances approved by the high school principal.
- E. Parent Conferences
- F. Discipline Referral to the High School Principal
  - 1. Detentions
    - After-school
    - In-school: Student reports to school and can make up all missed work. The student's account will be billed \$20 for this activity.
    - Work: Special projects assigned to the student.

- Navy or khaki long skort
- Hemlines are to be no shorter than two inches above the middle of the knee at all times
- Solid black, navy, white, or red hose or tights are acceptable (no leggings).

Girls: (Grades 4-5)

- All items listed above for girls
- Long sleeve or short sleeve white oxford blouse
- Plaid, navy, or khaki skirt with sewn-down pleats
- Hemlines are to be no shorter than two inches above the middle of the knee at all times

Boys: (Grades 1-5)

- Red, navy or white long sleeve or short sleeve knit shirt
- Red or white turtleneck
- Long sleeve or short sleeve white oxford shirt
- Navy or khaki pants or shorts (Belts are to be worn if pants have belt loops.)
- Solid red, navy, black, brown, khaki, or white socks are to be worn.

Shoes:

- Shoes that are conservative in color and match the uniforms are acceptable with the exception of military boots, work boots, beach shoes, and flip-flops (No wild colors, such as fluorescent orange or lime green, etc.)

### **3. Middle School Division Grades 6-8**

Girls:

- All items listed above for elementary girls
- No skorts
- Navy or khaki pleated or flat front long straight skirt
- Hemlines are to be no shorter than the middle of the knee at all times
- Solid black, navy, white, or red hose or tights are acceptable (no leggings)

Boys:

- All items listed above for elementary boys
- No shorts

Shoes:

- Any type of shoes that are conservative in color and match the uniforms are acceptable with the exception of military boots, work boots, beach shoes, and flip-flops (No wild colors such as fluorescent orange, lime green, etc.)

### **4. High School Division Grades 9-12**

Girls:

- Solid red, navy, white, hunter green or burgundy long sleeve or short sleeve knit shirt (If worn, an undershirt must be one of these colors.)
- Red, white or hunter green turtleneck

- Long sleeve or short sleeve white or blue oxford shirt
- Long sleeve denim shirt
- Navy or khaki pleated or flat front long straight skirt
- Hemlines must be no shorter than the middle of the kneecap at all times
- Solid black, navy, hunter green, white, burgundy or red hose or tights are acceptable (no leggings)

Boys:

- Solid red, navy, white, hunter green or burgundy long sleeve or short sleeve knit shirt (If worn, an undershirt must also be one of these colors.)
- Red white, or hunter green turtleneck
- Long sleeve or short sleeve white or blue oxford shirt
- Long sleeve denim shirt
- Navy or khaki Docker-style trousers
- Belts are to be worn.
- Socks are to be worn.
- Solid red, navy, black, brown, khaki, or white socks are to be worn.

Shoes

- Solid brown, black, navy or cordovan leather shoes (no work boots, military boots, hiking boots, flip-flops or between the toe sandals)

Sweaters (must have the WCA logo)

- Red or navy crew neck cardigan
- V-neck cardigan
- Crew neck pullover

Sweatshirts

- Official WCA sweatshirts

Jackets / Coats (must be official WCA)

- Navy full-zip hooded sweatshirt
- Light weight fleece jacket
- Sports team jacket

Jewelry

- Should not be excessive
- Boys may not wear earrings

5. Ballgame Attire Grades 1-12

Girls:

- Docker-style or cargo-style pants, skirts to the knee, or Capri's
- Button or pullover shirts, sweaters, or tops (must cover the mid-section)
- Non-athletic shorts that meet the dress code may be worn to spring and fall sporting events.
- Athletic shoes or flip flops

etc. AP course are also classified as "weighted" in calculating GPA's. AP courses receive 6 quality points for an "A", 5 for a "B", etc.

- C. In order to receive this diploma at graduation students enrolled in the Honors program must receive a final GPA of an A- (or higher) based on applicable honors classes. Students who complete the Honors course of study, but do not attain an overall A- GPA, will qualify for a College Prep Diploma.

## CREDITS FOR HIGH SCHOOL GRADUATION

- A. A minimum total of 22 credits is required for graduation. Subjects taken and passed in other schools will be counted toward graduation at WCA.
- B. The following number of credits must be completed at each level in order to be promoted:
- \* Ninth Grade 5.5 units
  - \* Tenth grade 11.0 units
  - \* Eleventh Grade 16.5 units
  - \* Twelfth Grade 22.0 units
- C. Each student must obtain a minimum score of 13 on the ACT to be graduated.
- D. Grading Scale/GPA Equivalents

	Grade	Standard	Honors	AP
A+	99-100	4.00	5.00	6.00
A	95-98	4.00	5.00	6.00
A-	93-97	3.67	4.67	5.67
B+	91-92	3.33	4.33	5.33
B	87-90	3.00	4.00	5.00
B-	85-86	2.67	3.67	4.67
C+	83-84	2.33	3.33	4.33
C	79-82	2.00	3.00	4.00
D+	75-76	1.33	2.33	3.33
D	72-74	1.00	2.00	3.00
D-	70-71	.67	1.67	2.67
F	0-69	0.00	0.00	0.00

## DATING

- A. A student may not date another student who is more than two (2) grades above or below him without written permission from the parents of both students. This does not apply to students who have repeated a grade and are older than their classmates.
- B. Students (friends and couples) should demonstrate proper behavior in their relationships with each other. Holding hands, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted.

## COURSE REQUIREMENTS

### GENERAL DIPLOMA

English 9,10,11,12  
Bible (4)  
Physical Science  
Biology  
Science Elective  
Algebra I  
Math Elective  
Math Elective

### COLLEGE PREPARATORY DIPLOMA:

\*Advanced English I-IV  
(9th.10th.11th.12th)  
Bible (4)  
Physical Science  
\*Advanced Biology  
\*Honors Chemistry  
1 of the following:  
\*Honors Physics  
\*Advanced Anatomy  
Algebra I  
\*Advanced Geometry  
\*Advanced Algebra II

### HONORS DIPLOMA:

4 of the following:  
\*Advanced English I-IV  
(9th.10th.11th.12th)  
\*AP Composition  
\*AP Literature  
Bible (4)  
Physical Science  
\*Advanced Biology  
\*Honors Chemistry  
1 of the following:  
\*Honors Physics  
\*Advanced Anatomy  
\*Advanced Government  
Geography

- A. Honors and College Prep programs require four high school math courses.
- B. Advanced and honors courses are classified as “weighted” in calculating GPA’s. These courses receive 5 quality points for an “A”, 4 for a “B”,

Health  
Physical Education  
American Government  
Geography  
Adv. World History  
U.S. History  
Contemporary World Views  
Economics

1 of the following:  
\*Honors Pre-Calculus  
\*Discrete Math  
\*AP Calculus  
\*Advanced Government  
Geography  
\*Advanced World History  
\*Advanced U.S. History  
World Views  
\*Advanced Economics  
Foreign Language I & II  
Physical Education  
Health

\*Advanced World History  
\*Advanced U.S. History  
World Views  
\*Advanced Economics  
Algebra I  
\*Advanced Geometry  
\*Advanced Algebra II  
2 of the following:  
\*Honors Pre-Calculus  
\*Discrete Math  
\*AP Calculus  
Foreign Language I - III  
Health  
Physical Education

Boys:

- Docker-style or cargo pants, or jeans
- Button or pullover shirt with collar or sweater
- Non-athletic shorts that meet the dress code may be worn to spring and fall sporting events.
- Athletic shoes or flip flops

Players:

Student athletes should wear regular student ball game attire or team warm up outfits before and after the game.

### 6. Special Events

Concerts, recitals, and graduations, etc...

- Boys are to wear dress shirts, ties, nice slacks (no jeans), socks and dress shoes.
  - Girls are to wear nice dresses and dress shoes.
- Year-end banquets, Celebration and Homecoming Court:
- Ladies must have their dresses checked at least 2 days before the event.
  - Due to the formal nature of the event gentlemen are expected to wear a suit.
- Designated casual days and dress up days
- Note fliers and announcements to determine dress code.

The administration reserves the right to ask a student to change clothes or accessories if the item presents an unprofessional appearance or takes away from the unity of the school attire. If a student is not in dress code, the parent will be contacted to bring the proper clothing to school.

## GRADE REPORTS

A report card will be issued each 9 weeks. Please sign and return the report card to the homeroom teacher.

A progress report will be sent home in the middle of each 9 week grading period. These reports are to be signed and returned to school.

## HOMEWORK POLICY

- A. Homework may be assigned for various purposes:
1. For practice – Following classroom explanation, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
  2. For Drill – It may be necessary to engage in drill for mastery of facts and certain skills and concepts.

3. For Remedial Activity – At times it may be necessary for students to do individual assignments as a means of overcoming academic weaknesses.
  4. For Enrichment Activity – Many students need to be challenged to move on to higher levels of attainment. Their own creativity will motivate them to independently reach a broader scope of understanding in various subject fields.
  5. For Special Projects – Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class and construction of various types of projects.
- B. Homework assignments made by the classroom teacher should be completed by the student and turned in at the time designated, usually the following day. Guidelines for homework are as follows:
1. 1<sup>st</sup> and 2<sup>nd</sup> grade assignments should take approximately 30 minutes.
  2. 3<sup>rd</sup> grade assignments should take approximately 1 hour.
  3. 4<sup>th</sup> and 5<sup>th</sup> grade assignments could take up to 1 – 1<sup>1/2</sup> hours.
  4. Middle school assignments should take approximately 1 – 1<sup>1/2</sup> hours.
  5. Academic courses in high school will have assignments averaging 20-35 minutes.
  6. From time to time, special projects may take longer.
  7. Incomplete classroom work may also need to be finished in addition to specific homework assignments.
- C. Please provide a definite time and quiet location for your child to do his work undisturbed.
- D. Each student is to do his own work. Parents are asked not to do homework for their children.
- E. Very limited amounts of homework for grades 6-12 may be assigned for Wednesday night. Homework may be assigned or a test announced on Tuesday that will be collected or given on Thursday. No homework on Wednesday night for grades 1-5.
- F. As a general rule, make-up work must be completed upon returning within the number of days missed plus two.
- G. Assignment Pads:
1. Students in grades 1-4 are to have an assignment pad which is to be signed each evening by the parents.
  2. Students in grades 5-12 will be issued a WCA standardized assignment book.
- H. If a student has a reasonable excuse for not having his homework the parent is requested to write a note to the teacher. This should not happen often and only in emergency situations.
- I. If a parent has a question about homework or some other problem, he should call the school office and leave word for the teacher to return the call after school or send a note. Please do not call the teacher at home. Since it is not always possible for
- Relationship to teachers
  - Relationship to students
  - Dependability (how responsible is the student?)
  - Initiative (ability to motivate himself, goes beyond what is required)
  - Leadership
  - Students may receive the award more than one time.
- F. The Christian Leadership trophy is awarded to the student who, in the opinion of the faculty, is most qualified for the award according to the following criteria:
- Christian testimony (reputation among the students)
  - Church attendance
  - Bible knowledge (or interest in learning Biblical truths)
  - Participation in church activities
  - Christian separation (conduct, dress, and convictions)
  - General attitude
  - Relationship to teachers
  - Relationship to students
  - Leadership
  - Students may receive this award more than one time.
- G. The Valedictorian and Salutatorian awards are given to the two graduating seniors with the highest and second highest GPA's accumulated during the four years of high school. These awards are only given to students completing the Honors or College Prep programs. When calculating grade point averages for Valedictorian and Salutatorian, extra quality points from classes taken before enrolling at WCA will only be honored if the same advanced course or its equivalent is taught at the Academy.
- H. Students inducted into the American Christian Honor Society will receive an honor collar to be worn at graduation.
- I. Honor cords will be awarded to students in the College Prep and Honors programs GPA's at or above an overall A-average:
- 3.50-3.74 cum laude
  - 3.75-3.90 Magna cum laude
  - 3.91-4.00 Summa cum laude
- J. Any student proven guilty of cheating during the school year will be disqualified from receiving any major, yearly award.
- K. Administrative evaluations are considered when selecting students for Honor Society, Student Council, Homecoming Court, major awards, etc.

## **COURSE CHANGES**

- A. No course may be dropped or added unless the student meets with the high school principal and secures permission to do so.
- B. No courses may be dropped or added after the second full week of the school year unless unusual circumstances prevail.

3. Exceeding speed limit (15 m.p.h.)
  4. Transporting unauthorized students
  5. Excessive tardies
  6. Leaving campus without permission
- C. Students may not ride in private cars of other high school students going to or from school unless both sets of parents give permission. Students in the same family are exempt from this policy.
- D. Upon arriving at school, all students must report immediately to their designated areas rather than staying in their cars. Disciplinary action will be taken if students of the opposite sex remain alone in the car.
- E. Student drivers are to park in a designated parking area. Vehicles are not to occupy more than one parking space.
- F. Students under age 18 wishing to obtain a North Carolina driver's license or permit must first obtain a Driver's Eligibility Certificate from the academy within 30 days of the date the student applies for his/her license or permit. In order for a student to receive a Driver's Eligibility Certificate, he or she must be making satisfactory progress toward graduation. At the Academy this means the student must have passed at least four of the six major courses (not including nonacademic electives). In addition, students who have already obtained a North Carolina driver's license or permit may have their license or permit suspended upon failure to pass four of the six academic courses during the semester.

## **AWARDS**

- A. Perfect Attendance – given to any student who has been present all 180 days of the school year, and has had five or fewer tardies during the year. Students arriving after 10 A.M. and leaving before 1:30 P.M. will be considered present for half a day
- B. Students participating in extra-curricular athletics will be recognized for outstanding achievement or meeting participation requirements.
- C. Awards are given to the students with the highest average in the various academic and non-academic subjects.
- D. The Highest Academic trophy is given to the student who has the highest overall grade point average in the high school.
- E. A Christian Citizenship trophy is awarded to a student who, in the opinion of the faculty, is most qualified according to the following criteria:
  - Christian testimony (reputation among the students)
  - School spirit (participation in and support of school activities; proud of the school)
  - General attitude

the teacher to answer the note before school is out that day, it would be helpful to list your telephone number and the time of day you can be reached.

- J. Copying another student's homework is not an acceptable practice at WCA and can be classified as a form of cheating.

## **LEARNING CENTER**

The LC is not designated for students who are failing because of poor work habits, attitudes, or lack of application. The LC is for students who have been deprived educationally, and for students who cannot cope with a traditional classroom setting. Students who are educationally deprived may, after a few years in the LC, attain a level of achievement which will allow them to be placed in the traditional classroom. Some students, however, may remain in the LC for their entire career. Students are admitted to the LC on the basis of diagnostic testing, teacher recommendation, and parent interviews.

## **LOCKER USE**

The lockers in Wilmington Christian Academy are a convenience furnished by the school. Any student that defaces or misuses his locker may lose the privilege to use it.

- A. Posters, pictures, slogans or any other material not consistent with the philosophy and principles of the Academy are not to be attached or hung in any locker.
- B. The locker combination should be memorized. The series of numbers should never be shared with anyone for any reason. The locker must be kept locked at all times.
- C. Lockers must be kept clean at all times and are subject to inspection.
- D. Lockers will be inspected at the end of the year for damage or abuse and fines may be assessed.

## **LOST AND FOUND**

- A. The school will not be responsible for the loss of any personal property. Parents should label all articles of clothing and any personal possessions with the student's name.
- B. A lost and found area is maintained in a closet in the foyer of the gymnasium building. Anyone finding misplaced articles is instructed to turn them in to the lost and found area. Students may redeem their items for 25 cents each. This policy is to teach students responsibility for their items.

- C. Unclaimed lost and found articles will be sold at a Lost and Found sale or donated to a local charity.

**LUNCH PROGRAM**

WCA offers a full hot lunch program at reasonable prices for students in grades K4 – 12. Monthly menus are available. Meals may be paid for daily in cash or through an on-line/financial office debit account. Students are allowed to bring food from home. Microwave ovens are available for use by students in grades 6-12. If purchasing a school lunch, students must order in homeroom. Students are not allowed to order food for lunch delivery without special permission.

**MEDIA CENTER**

- A. The media center is not a place for excessive talking or socializing.
- B. Books may be checked out for a one-week period and then renewed for a one-week period.
- C. Any student owing a media center fine will not be able to check out another book until the fine is paid.
- D. A fine of 10 cents per day will be charged for every overdue book.
- E. Reference books and magazines are not to be taken from the media center unless requested by the teacher for class use.
- F. Students using the media center during class hours, including study hall, must have a pass from the teacher in charge of the class.
- G. Students are not to be in the media center before or after school without the librarian or teacher in charge present.

**MORNING CARE & DISMISSAL**

6:45-7:40 a.m.	K3 K4-12 <sup>th</sup>	C-100 Lunchroom
7:40-8:00 a.m.	K3 K4-5 <sup>th</sup> 6 <sup>th</sup> -8 <sup>th</sup> 9 <sup>th</sup> -12 <sup>th</sup>	C-100 Lunchroom Lunchroom Outside by the gym
12:00 p.m.	K4	Church carport
1:30 p.m.	K5	Elementary Bldg.
3:00 p.m.	1 <sup>st</sup> -5 <sup>th</sup>	Church carport/ Elementary Bldg.

female student (unrelated) may not leave school together unless a third party accompanies them.

- J. Any student who arrives after 10:00 A.M. will be considered absent for half a day. If a student signs out in the afternoon before 1:30 P.M. and does not return to school that day, he will be considered half day absent. Students who miss more than 2 periods during the school day will be counted A.M. or P.M. absent.
- K. Only work missed due to excused absences may be made up for credit. It is the student's responsibility to arrange with the teacher to make up work within a reasonable period of time established by the teacher. Make-up work for long periods of absenteeism is given special consideration and is handled on an individual basis. Make-up work receives zero credit when the absence is unexcused. As a general rule make-up work is to be completed upon return within the number of days absent plus two.
- L. Students are required to remain in school during scheduled activities that are not directly associated with class work. These activities include chapel, pep rallies, study hall, field day, assemblies, etc. Only doctor appointments and emergencies will be excused for leaving school.
- M. Parents are asked not to sign their children out to attend away ball games without special permission from the administration.
- N. Students are allowed 5 morning tardies per semester without disciplinary measures. The consequences of lateness are as follows (per semester):
  - \* 6th tardy - Parents will be notified by phone or letter.
  - \* 7th -12th tardy - The student will be given a detention.
  - \* 13th tardy - The parents will be contacted, and the student will be given an in-school work suspension.
  - \* 14th tardy and following - The parents will be contacted, and the student will be assigned Saturday school at the parents' expense.
- O. Seniors not attending the senior trip are required to attend school during the senior trip week.

**AUTOMOBILES (Student)**

- A. All cars, motorcycles and mopeds must be registered in the high school office. Drivers are to use vehicles for driving to and from school only. Students are not permitted to leave the school grounds until school is dismissed for the day except with parent's permission.
- B. Driving privileges may be revoked for the following reasons:
  1. Allowing an unauthorized student to drive your car without parental permission.
  2. Driving recklessly

## **ATTENDANCE REQUIREMENTS**

- A. In order for your child to gain the most in school, he must be regular in attendance. Please do not keep your child at home for reasons other than sickness or emergency. Planned absences such as family vacations must be excused in advance. Failure to get advance permission will result in no credit for work missed. Contact the main office.
- B. When a student is absent, he must bring a written excuse to the main office and secure an admission slip for class. The note should include the following information:
  - \* Date of absence or tardiness
  - \* Reason for absence or tardiness
  - \* Signature of parent or guardian
  - \* Parent or guardian's phone number
- C. Subject attendance will be kept by individual class periods. Yearly attendance will be counted by half and full days. Students must be in class the majority of the class period to be counted present.
- D. Students will be allowed 10 days of absences per year. In order for the student to receive credit for that class he must make up each day over the 10 regardless of the reason for the absence. One-half credit courses are allowed 5 days absences. Any student absent more than 25 class periods may not receive credit for the course.
- E. Only work missed due to excused absences may be made up for credit.
- F. Three unexcused tardies to a class will equal one day's absence from that class.
- G. Excused Absences:
  - \*Sickness or injury
  - \*Death in the immediate family
  - \*Court/administrative proceedings
  - \*Quarantine
  - \*Medical/dental appointments
  - \*Educational opportunity/out-of-town trip (advanced notice required)
- H. Unexcused Absences: (includes but is not limited to the following)
  - \*Missing the bus/carpool
  - \*Inclement weather
  - \*Working
  - \*Oversleeping
  - \*Babysitting
  - \*Out-of-town trip without advance notice
- I. Once a student arrives at school in the morning, he is not to leave the grounds until school dismisses except by special permission by the high school principal. Students must sign out in the high school office before leaving school during the day, and wait in the office for their parents to arrive. A male and

- A. Before 8:00 a.m. every student on campus must be in morning care.
- B. A charge of \$2.75 per child will be assessed to the parents of a child that arrives before 7:40.
- C. Any student remaining after dismissal time will be taken to aftercare.

## **PARENT-SCHOOL RELATIONSHIP**

To increase cooperation and the overall effectiveness of WCA's educational efforts, parents are asked to carefully practice the following:

- A. If any question arises over a decision made or rumor heard, please call the division principal directly. If you are not adequately satisfied, you may contact the school administrator. Complaining to your children, criticizing the school, or calling another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
- B. Keeping in mind our dress code for the students, please dress appropriately when coming to the school.
- C. Please, do not smoke in the buildings or on the property.
- D. Teachers may be visiting the homes of their students to get to know both the students and parents. Please work with the teachers to make this a valuable experience.
- E. Please understand that messages received late in the day may not be deliverable. Please call as early as possible.

## **PARENT-TEACHER MEETING**

Refer to the school calendar for the dates of these meetings. The nature of the meeting will vary from time to time but the general objectives are:

- A. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
- B. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual and disciplinary needs of the child.
- C. To provide an opportunity for parents and teachers to know and fellowship with each other.
- D. To provide parents an opportunity to see the achievements of the students.

## **PARTIES**

- A. All outside activities must be cleared through the administration in advance of the activity.

- B. Any class party or outing must be teacher sponsored.
- C. Classroom parties may not be held at private homes or clubhouses. Parties must be held at school, city parks, or commercial locations.

# High School Division

## PETS

Children may not bring pets to school for extended periods of time. With teacher permission, a parent may bring the pet to the classroom, show it, and after a brief time, take it home.

## P.E. REQUIREMENTS

P.E. classes are taught in grades K5 – 12. All P.E. students in grades 4 – 12 will be responsible to purchase a uniform. Uniforms will be worn each time the student is required to dress out. All students are required to dress out unless they have a written excuse from a doctor. Grades will be lowered accordingly if a student decides not to dress out without a doctor's excuse or allowed cut. Grades can be based on objective skills criteria, as well as written academic work.

## PROMOTION

- A. Grades K – 5  
A student will be promoted if he completes language arts and math satisfactorily and has not failed more than one other subject. Students who miss more than 20 days will not be promoted.
- B. Middle School  
A student must pass four (4) subjects, which include Bible and three (3) other subjects (two of which must be English and Math).
- C. High School  
A student's grade level is determined by the number of credits he has earned. If a student fails a required class, that class must be taken again.
- D. Summer School  
A maximum of three (3) credits per summer will be accepted from remedial or tutorial programs. WCA offers 2 sessions of summer school for those who need to repeat or obtain a credit in a required course.



prayerfully evaluate each student. At each semester, the administration will meet with those students whom the faculty believes need to show spiritual improvement. If this improvement is not realized, the student may be asked to withdraw from Wilmington Christian Academy.

## **SCHEDULE FOR TEST AND EXAMS**

- A. In an effort to help the students, the following test days have been recommended for weekly tests:
- \* Monday                    English, Elective
  - \* Tuesday                    Math
  - \* Wednesday                Science
  - \* Thursday                  Bible, Health
  - \* Friday                        Social Studies, Vocabulary

This schedule is subject to change under special circumstances approved by the Middle School principal.

- B. Middle School students will have comprehensive exams at the end of each 9 weeks. No cumulative exams will be given for the semester.

## **TELEPHONES**

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are not allowed in the middle school. Confiscated cell phones will be returned at the end of the day and demerits assigned.

## **RE-ENROLLMENT**

During re-enrollment for the next school year, present students are accepted on a first-come, first-served basis. Wilmington Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic, and other school administrated programs.

## **RULES OF BEHAVIOR**

- A. General
1. The school expects the cooperation of students in obedience and enforcement of the rules and regulations. Protection of another student in wrong doing is unacceptable.
  2. Involvement in criminal activity, immorality, pornography, homosexuality, illegal drug use, prescription drug abuse, alcohol consumption, or attending night clubs is strictly prohibited. Violation of these rules on or off campus may result in suspension or expulsion.
  3. Students who are expelled may reapply for the semester following a 9 month absence.
  4. Guns, knives, explosives or weapons of any kind are strictly prohibited. Students who bring these items to school will be strictly disciplined, and the items will be confiscated.
  5. Fighting, lying, stealing, cheating, cursing, vulgarity, smoking, etc., are considered serious offenses and will be given the disciplinary action deemed necessary.
  6. Dice, playing cards and electronic devices (i.e. cd players, iPods or video games) are not to be brought to school.
  7. Although popular in our current culture, tattoos and non-traditional body piercings are inappropriate and not permitted.
  8. Most music in today's society (i.e. rock, rap, country, etc.) violates Biblical principles of morality & Christian values. Therefore, these types of music are not allowed on campus. Students are not to display posters, stickers, emblems, pictures, logos, etc., of these musical groups on personal or school items.
  9. Students should take care not to use idly any name or attribute of Christ or God. Taking God's name in vain will result in serious disciplinary action.
  10. Students may not use the name of the school detrimentally on any radio or TV program, or any written or internet

publication without prior authorization from the school administrator.

11. The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.
12. For all school-sponsored functions, rules and regulations apply to both students and their guests.
13. Students should have concern about the maintenance and upkeep of their school. Any student who defaces or destroys property, even through negligence, must replace or repair the property and receive disciplinary measures deemed necessary by the administration.
14. Students are not to chew gum on campus including after school hours.

**B. Attitude**

1. Students at Wilmington Christian Academy are expected to comply with the rules and not gripe or stir up discontent among fellow students.
2. Students are to always show respect to adults. A teacher, administrator, or staff member should never be called by his or her first or last name alone. They should be addressed with Mr., Mrs., or Miss.
3. A student should realize that his attitude can be manifested in any number of ways: by what he says, by his tone of voice, by his facial expression, or by the way he stands, sits, or walks. "Body language" often betrays our verbal language.
4. If a student has a question about a teacher's action, he should personally and politely make an arrangement to talk with the teacher after school or during school hours at a free time.
5. No student will be retained who, after being warned, continues to be disrespectful or to have what is considered by the teachers and administration as a "bad attitude."

**C. Cafeteria**

1. The cafeteria is to be used primarily for eating, not socializing. All conversation is to be done in a soft tone.
2. Good table manners are expected by all students. Throwing food, lunch bags, etc. is totally unacceptable.
3. After eating, each student is expected to clean his area and deposit paper, food and silverware in the proper containers.
4. There is to be absolutely no running, horseplay, scuffling, or breaking in line in the cafeteria.
5. Guests must stop by the school office and secure a visitor's pass to visit the lunch room. Students enrolled in other schools are not permitted to visit during lunch without special permission.
6. Students should never sit on the tables or counters.

- Once reports are issued eligibility is final, unless an incomplete is listed for a subject.

**B. Musical opportunities**

1. Band & handbells and choir are available for those who qualify.
2. Lessons are offered in piano and a variety of band instruments. These lessons may be scheduled during, before or after school hours.

Any student placed on disciplinary probation will not be allowed to participate in extracurricular activities.

## **HONOR ROLL**

- A. A Honor Roll – Students who have earned all A's during a grading period.
- B. A/B Honor Roll – Students who have earned all A's and B's during a grading period. Any grades below a B disqualify a student from this honor roll.

## **ILLNESS/ACCIDENTS/MEDICATION**

- A. First aid will be administered by the teacher, or a staff member. We cannot administer internal medicine (including aspirin or Tylenol). Prescription medication must be accompanied by a note from a parent. Students should leave the medication with the middle school secretary.
- B. A student who is ill must check by the middle school office before his parents are contacted. The office will contact parents if it is necessary for the student to go home.

## **IMMUNIZATIONS**

State law requires a booster dose of Tdap vaccine for all children entering 6<sup>th</sup> grade if five years or more have passed since their last dose of tetanus/diphtheria toxoid. Tdap is a combination of three vaccines that provides protection against tetanus, diphtheria and pertussis (whooping cough).

## **PRAYERFUL CONSIDERATION**

Each year students are enrolled in WCA whose attitude is not consistent with the spirit of the Academy yet they may not receive an abundance of demerits. These students are a negative spiritual influence on the student body. In an effort to assist these students, the faculty will be asked to

#### G. Special Events

Concerts, recitals, and graduations, etc...

- Boys are to wear dress shirts, ties, dress slacks, socks and dress shoes.
- Girls are to wear nice dresses and dress shoes.

The administration reserves the right to ask a student to change clothes or accessories if the item presents an unprofessional appearance or takes away from the unity of the school attire. If a student is not in dress code, the parent will be contacted to bring the proper clothing to school.

### **EXTRACURRICULAR ACTIVITIES**

#### A. Sports Program

1. Inter-scholastic sports offered
  - Boys: Soccer, Basketball, Baseball
  - Girls: Volleyball, Basketball, Softball, Cheerleading, Tennis
  - Boys and Girls: Golf and Cross Country
2. Students participating in the sports program must have a physical exam annually.
3. Students participating in the sports program must read and sign the sports handbook.
4. Eligibility
  - To be eligible to participate in a game, an athlete must attend school at least half of the day on the day of a game.
  - Unless on disciplinary probation, each athlete starts the new season with full privileges.
  - If an athlete makes an "F" in any subject on a report card or progress report, he/she will be declared ineligible until the next report card or progress report.
  - Athletes must maintain a "C" average in core subjects on each report card or progress report or he/she will be declared ineligible until the next report card or progress report.
  - An athlete who is ineligible is to attend all practice sessions and attend home games and sit with the team in game day dress.
  - If an athlete becomes ineligible twice in the same season, that student will not be allowed to participate with the team for the remainder of the season. This includes post season tournaments.
5. Evaluation
  - Grades will be evaluated in the Athletic office after teacher grades are due.

#### D. Chapel

1. All students are required to attend chapels.
2. Students should always bring their Bibles and participate in the service.
3. Reverence should always be displayed during any prayer.
4. The following actions will be considered improper conduct: Talking or whispering, excessive commotion, passing or writing notes, slouching down in the seat, sleeping, studying for another class, and excessive laughing.
5. All students should enter and leave chapel quietly and sit in their assigned seat if applicable.

#### E. Classrooms

1. Students are to be in their seats when the bell rings.
2. Students are not to leave their desks without the teacher's permission unless extremely sick.
3. Students are expected to come to class with the required supplies.
4. Nothing is to be thrown in the classroom.
5. Textbooks must be covered.
6. Students should never sit at or touch anything on the teacher's desk.
7. During the break between classes, talking should be done in an orderly manner.
8. Students should never be in the church auditorium or church offices without special permission, unless for chapel or class.
9. No student may come to the office during changes of classes and be tardy to the next class without a pass and permission from their teacher.

#### F. Gym

1. No student is to be in the gymnasium without permission and adult supervision.
2. Street shoes or shoes which scuff should never be worn on the gym floor.
3. Eating or drinking in the gymnasium playing area is prohibited.
4. Skates or skateboards are not to be used in the gymnasium.

#### G. Halls

1. Students in the hall or outside of class during class time must have a pass.
2. There must be no running or horseplay.
3. Students are to keep their hands and feet off the walls.
4. Students are to talk softly in the hallways.

#### H. Restrooms

1. There is to be no loud talking or horseplay.
2. No one is to go to the restroom during class time without a pass.
3. Loitering in the restroom is not permitted.

- I. Busing  
When school buses are used for out-of-town trips by other activities such as school athletic teams and school field trips, the participating students may be charged for the use of the bus.
1. Students are to speak in a soft voice while on the bus.
  2. Students may be assigned seats on the bus.
  3. No object is to be thrown on the bus or out of the bus.
  4. Students are not to put their hands out or lean out of bus windows.
  5. Students should not leave paper or trash on the bus.
  6. No one is to use or open the rear exit door except in the case of emergency.
  7. No one is to stand or sit in front of the bars; and absolutely no one but the driver is to open the bus door.
  8. Students are to remain in their seats.
- J. Overnight Trips, Retreats
1. Swimming is permitted when Wilmington Christian Academy is in total control of facilities and all personnel participating—such as at retreats, etc.
  2. When Wilmington Christian Academy is in charge of the itinerary of a multi-day trip, provisions will always be made to attend church on Sunday morning, Sunday evening, and Wednesday evening. If a suitable church is not available, arrangements will be made to conduct special services for the group.
  3. Students are not to participate in activities not in keeping with the testimony of Wilmington Christian Academy, such as playing juke boxes, attending movies, dancing, listening to music, etc.
  4. Portable radios, CD/DVD players, iPods, etc. are not to be taken on away from school trips without special permission.
  5. Wilmington Christian Academy students are to use official school transportation on all trips. Exceptions to this rule can only be given by the administration.
  6. When staying overnight in motels, girls and boys are not to be in the room of the opposite sex. Parties or special mixed meetings will be designated by the chaperone.
  7. Students are expected to display proper manners and etiquette when eating in public places. When eating at fast food restaurants, students are expected to clean up the area which they use. Tipping is expected at restaurants with table service.
  8. When traveling, boys and girls are to sit together only in the front of the bus with chaperone approval and adequate supervision.
- K. Technology  
On “Peer-to-Peer” (P2P) web sites anyone can setup a web page listing personal information about themselves. Teens are increasingly finding trouble in an online environment where

chapel. Coats should be removed upon entering those buildings.

- P.E. uniforms are required for physical education classes.
  - Socks are to be worn.
- B. Casual Day Guidelines
- Boys may wear blue jeans and t-shirts.
  - Girls may wear jean skirts and t-shirts. The length of the skirt are to be no shorter than the middle of the knee at all times
  - Girls may not wear pants unless noted in a specific activity or field trip announcement.
  - Parents will be called to bring other clothing if the student’s clothing is immodest or if slogans are deemed inappropriate (i.e. rock or country music groups, etc.).
- C. Girls:
- All items listed for elementary girls
  - No skorts
  - Navy or khaki pleated or flat front long straight skirt
  - Hemlines are to be no shorter than the middle of the kneecap at all times.
  - Solid black navy, white or red hose or tights are acceptable (no leggings).
- D. Boys:
- All items listed for elementary boys
  - No shorts
- E. Shoes:
- Any type of shoes that are conservative in color and match the uniforms are acceptable with the exception of military boots, work boots, beach shoes, and flip-flops (No wild colors, such as fluorescent orange or lime green, etc.).
- F. Ballgame Attire
- Girls:
- Docker-style or cargo-style pants, skirts to the knee, or Capri’s
  - Button or pullover shirts, sweaters, or tops (must cover the mid-section)
  - Non-athletic shorts that meet the dress code may be worn to spring and fall sporting events.
  - Athletic shoes or flip flops
- Boys:
- Docker-style or cargo pants, or jeans
  - Button or pullover shirt with collar or sweater
  - Non-athletic shorts that meet the dress code may be worn to spring and fall sporting events.
  - Athletic shoes or flip flops

2. Demerit slips will be sent home to be signed and returned the next day.
  3. Repeated offenses of the same nature will receive a double demerit penalty.
  4. The progression of consequences would be:
    - 10 demerits – Parent Conference
    - 20 demerits – In-School Detention (Work will be assigned as part of ISD and school work can be made up outside of school.) - \$20 charge
    - 30 demerits – Saturday School - Students report on Saturday morning (8:30-11:30) for an extended detention hall - \$30 charge
    - 40 demerits – Out-of-school suspension with zeros for all work missed. (Disciplinary Probation)
    - 50 demerits – Administrative discretion
    - Other disciplinary methods may be used at the discretion of the administration.
    - Expulsion from WCA will be an administrative decision based on relevant circumstances.
  5. Probation – Students will be placed under Disciplinary Probation due to one of the following conditions; having earned 40 or more demerits in a semester or having displayed an improper attitude that is detrimental to student morale. Once a student has been placed on Disciplinary Probation, he will be ineligible to represent Wilmington Christian Academy in Student Council, class leadership, after-school clubs, non-class related fine arts competitions, and field trips for a period of 90 days. Students who are placed on Disciplinary Probation during two consecutive semesters may be asked not to reenroll the following semester. Disciplinary Probation may be adjusted based on relevant circumstances.
- E. After-school detentions will be served in the same room as high school detentions and will follow the same guidelines.
- F. Incentives
1. Casual dress days will be scheduled every third Friday. Students who have received no demerits during that 3 week period will be eligible for the casual dress day.
  2. An ice cream party will be scheduled at the close of each 9 weeks for students who have received no demerits for the grading period.

## **DRESS CODE**

- A. General Guidelines
- All uniform clothing must have the WCA logo.
  - A heavy winter coat may be worn on cold days when traveling from the middle school area to P.E., lunch, and

millions of people can find out where they go to school, learn their interests, download their pictures and instantly send them messages. In order to help our students and protect the integrity of our student body, any student who decides to operate a personal “Peer-to-Peer” (P2P) online website or contribute to a blog will be held accountable for its content. If inappropriate website/blog content is reported the website/blog must be registered with the school. Any student with website/blog material that is deemed inappropriate to the purpose and mission of the Academy will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy.

Technology plays a vital role in assuring equitable access to a variety of resources. Wilmington Christian Academy provides access to resources that help conduct the instructional, operational and administrative business of the school. These resources include the Internet. As a learning resource, the internet is similar to books, magazines, audio recordings, videos, CD-ROMS, laser discs, and other informational media that can be used to meet educational needs.

The Internet also provides access to material that is of no educational value. However, the value of the information found and interaction available outweighs the possibility of locating inappropriate material.

### 1. Online Responsibilities

- Acceptable Use – The goal of providing network/Internet access for students and staff is to support education and research consistent with the educational objective of Wilmington Christian Academy. Transmission of any material in violation of any federal and state regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material in violation of Wilmington Christian Academy’s policies.
- Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in the suspension of the privilege. All user accounts are property of Wilmington Christian Academy. School staff or system administrators may deny access at any time that it is deemed necessary. Serious and/or repetitive infractions will be reported to teachers and administrators and handled according to student discipline policy.
- Network Etiquette – While each user has the right to free speech, all are expected to abide by the Wilmington Christian Academy handbook. The following are especially not permitted.

- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
  - Harassing, insulting, or attacking others.
  - Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading or disseminating of computer viruses.
  - Violating copyright laws. All communication and information accessible via the network are private property unless otherwise stated.
  - Using another's id and password.
  - Illegally using, destroying or manipulating data in folders or work files.
  - Arranging or agreeing to meet with someone you have met on-line.
  - Gaining unauthorized access to Wilmington Christian Academy's network.
  - Engaging in any illegal activities or accessing material advocating illegal acts of violence. This includes pornography and hate literature.
  - Posting false or defamatory information about a person or organization.
  - Downloading files without prior approval from supervising staff.
  - Accessing chat rooms unless assigned by a teacher/administrator for a valid educational purpose.
2. Internet Security
- a. Wilmington Christian Academy utilizes a technology protection measure that monitors and filters Internet access. The filtering service utilizes a customizable database that denies access to sites that are identified as obscene, pornographic, or harmful to minors.
  - b. Students will not be allowed access to email, chat rooms, and other forms of electronic communication except related to special projects and only under direct supervision by authorized personnel. Activities must be related to the educational program and determined not to be harmful to minors.
  - c. Attempts to breach security firewalls, whether successful or not, will be disciplined.

- Hair code
  - Eating or drinking in class
  - Tardy to class
  - Notices not signed
  - Unprepared for class
  - Talking
  - Passing notes
  - Other
2. After school detentions will be assigned on a weekly basis for violation slips received:
    - 1 violation per week - no penalty
    - 2-5 violations - 25 minutes of detention per violation
    - If a student goes over 5 violations in a week four 25 minute detentions will be served and 5 demerits given for repeated disobedience.
    - Students receiving repeated detentions will be subject to administrative discretion
  3. Violation slips will be sent to the Middle School office. Each Monday morning phone calls will be made to parents informing them of the detentions to be served from the previous week's violations.
  4. Students will start with a clean slate each week.
- D. Demerit System
1. Demerits will be issued for discipline offenses of a more serious nature:
    - Cell phone (3-5)
    - Cheating (10 demerits + 0 points for the assignment)
    - Cutting Class (15)
    - Chewing Gum (2)
    - Destroying property (15-40 plus repairs)
    - Direct disobedience (10)
    - Disrespect (10)
    - Disruptive or dangerous horseplay (5-15)
    - Drugs or alcohol – on or off campus (50)
    - Fighting (20)
    - Forgery (20)
    - Inappropriate physical contact (5-15)
    - Inappropriate, profane, or vulgar language – including internet pages (5-15)
    - Leaving school without permission (30)
    - Lying (10)
    - Pornographic or lewd material – including internet pages (25)
    - Sexual immorality (50)
    - Tobacco – on or off campus (25)
    - Other – (Administrative Discretion)

- G. The Christian Leadership trophy is awarded to the student who, in the opinion of the faculty, is most qualified for the award according to the following criteria:
- Christian testimony (reputation among the students)
  - Church attendance
  - Bible knowledge (or interest in learning Biblical truths)
  - Participation in church activities
  - Christian separation (conduct, dress, and convictions)
  - General attitude
  - Relationship to teachers
  - Relationship to students
  - Leadership
  - Students may receive this award more than one time.
- H. Any student proven guilty of cheating during the school year will be disqualified from receiving any major, yearly award.

## **DATING**

- A. A student may not date another student who is more than two (2) grades above or below him without written permission from the parents of both students. This does not apply to students who have repeated a grade and are older than their classmates.
- B. Students (friends and couples) should demonstrate proper behavior in their relationships with each other. Holding hands, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted.
- C. No couple should ever be alone in an unobservable or secluded location. Couples are not to sit in parked cars on school grounds.
- D. Repeated offenses may result in temporary or permanent social separation, suspension, probation or expulsion.
- E. These rules apply to non-WCA students attending any school activity.

## **DISCIPLINE**

It is vitally important that children learn self discipline and respect for the rights of other people. When problems arise, a variety of disciplinary measures will be used. As a general rule, the following will be used though not necessarily in the order listed:

- A. Verbal reprimand
- B. Alternate discipline methods such as: (writing essays, missing break time, picking up paper, etc.)
- C. Violation System
  1. Violation slips will be issued by teachers for discipline situations that are considered minor in nature:
    - Dress code (belt, shirt tail, shoes, etc)

3. Sanctions
  - a. Violations of any of the above provisions may result in access being suspended and or future access being denied.
  - b. Disciplinary action related to inappropriate use of electronic resources will be determined in accordance with existing handbook policies as stated by Wilmington Christian Academy. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

## **SCHOOL OFFICE**

- A. The school office hours are from 8:00 A.M. to 4:30 P.M., Monday through Friday.
- B. When parents come to the school, please come to the general office, and the receptionist will direct you to the proper office or persons you need to see. Do not go directly to the classrooms. Lunches, homework, etc., may be left in the school office for delivery to the students. Messages or deliveries will not be made after 3:00 P.M. unless an emergency exists.
- C. If you need assistance and are not sure who to contact, please call the school office and they will be glad to help you. If you are calling about a classroom problem or general needs of a student, it is best to contact the teacher of the appropriate grade level or class.

## **SCHOOL SUPPLIES**

Our main office sells a variety of basic school supplies including machine gradable answer sheets.

## **SOLICITATION & DISTRIBUTION**

Students and parents are not to distribute or sell non-WCA items (such as candy, tickets, political materials or petitions) without the permission of the administration.

## **SPECIAL EVENTS**

- A. All students participating in groups or classes which have a part in a concert or production must attend dress rehearsals and performances. A failing grade will be given to students who fail to attend due to work or other unexcused reasons.

- B. Any student taking band, chorus, or participating in any other class or group that is represented at the State Fine Arts Festival, is required to attend the State Fine Arts Festival. Any valid reason for not attending must be approved through the administration.

## **SPECTATOR CONDUCT**

In some respect every student, parent and faculty member is a representative of Wilmington Christian Academy. Our community judges our school by our attitudes and actions both on and off our campus. Therefore, we ask that members of the WCA "Family" attending extra-curricular activities (ball games, concerts, contests, etc.) conduct themselves in a respectable, Christian manner. Harassment or verbal abuse of officials, judges or members of the visiting school are not acceptable and certainly are not evidences of mature, Christian character.

## **STUDY TIPS**

"Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." II Timothy 2:15

- A. Schedule a regular time for study and start promptly without procrastination.
- B. Collect all of the materials you will need and set aside anything which distracts you. Study in a quiet place.
- C. Before beginning your work commit your study time to God in prayer. You are His child studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands with a short prayer.
- D. Concentrate on the work and refuse to entertain irrelevant thoughts. Think Hard!
- E. Budget your time to cover all of your studies.
- F. Skim over the whole assignment to get the main points. Then reread for details.
- G. Outline, write topic sentences, and make notes.
- H. Study the examples, maps, charts, and footnotes.
- I. Use your dictionary.
- J. Review the information you have studied.
- K. Do your own work. Do not ask for help unless you are absolutely certain that you are unable to do the work yourself.
- L. Do your own independent research on topics which are related to your class assignments.
- M. Be dissatisfied with any effort which falls short of your God-given ability. Work up to your potential. Remember, "It is a sin to do less than your best."

- J. Early Dismissals: Students who miss more than 2 periods during the school day will be counted A.M. or P.M. absent.
- K. Students are allowed 5 morning tardies without disciplinary measures. After the first 5 tardies, the student will be assigned one absence from first hour for every 3 tardies. The consequences of lateness are as follows:
  - \* 6th tardy – Parents will be notified by phone or letter.
  - \* 15th tardy – Parents will be notified by phone or letter.
  - \* 24th tardy – Parents will be notified by phone or letter.
- L. Students are required to remain in school during scheduled activities that are not directly associated with class work. These activities include chapel, pep rallies, study hall, field day, assemblies, etc. Only doctor appointments and emergencies will be excused for leaving school.
- M. Parents are asked not to sign their children out to attend away ball games without special permission from the administration.

## **AWARDS**

- A. Perfect Attendance - given to any student who has been present all 180 days of the school year, and has had five or fewer tardies during the year. Students arriving after 10 A.M. or leaving before 1:30 P.M. will be considered absent for half a day.
- B. Students participating in extra-curricular athletics will be recognized for outstanding achievement or meeting participation requirements.
- C. Awards are given to the students with the highest average in the various academic and non-academic subjects.
- D. The Highest Academic trophy is given to the student who has the highest overall grade point average in the entire middle school.
- E. The Jennie B. Blake Citizenship Award is given to one student in grades 6-8 who, in the opinion of the faculty, displays a superior attitude, friendliness, politeness and effort in the school atmosphere.
- F. The Christian Citizenship trophy is awarded to a student who, in the opinion of the faculty, is most qualified according to the following criteria:
  - Christian testimony (reputation among the students)
  - School spirit (participation in and support of school activities; proud of the school)
  - General attitude
  - Relationship to teachers
  - Relationship to students
  - Dependability (how responsible is the student?)
  - Initiative (ability to motivate himself, goes beyond what is required)
  - Leadership
  - Students may receive the award more than one time.

## ATTENDANCE REQUIREMENTS

- A. In order for your child to gain the most in school, he must be regular in attendance. Please do not keep your child at home for reasons other than sickness or emergency. Planned absences such as family vacations must be excused in advance. Failure to get advance permission will result in no credit for work missed. Contact the teacher or middle school office.
- B. When a student is absent, he must bring a written excuse to school the day he returns and give it to his teacher. The note should include the following information:
- \* Date of absence or tardiness
  - \* Reason for absence or tardiness
  - \* Signature of parent or guardian
  - \* Parent or guardian's phone number
- C. Attendance will be kept by individual class periods. Yearly attendance will also be kept by ½ and full days.
- D. If a middle school student is absent from a class more than 20 days, he will not receive credit for that class. There will be no absence make up days in the summer for absences over 20.
- E. Only work missed due to excused absences may be made up for credit. It is the student's responsibility to arrange with the teacher to make up work within a reasonable period of time. A general rule for make up time is the number of days missed plus two. Vacations during the school year cause hardships on the educational process. If advance approval is not obtained, missed work will receive a zero.
- F. Excused Absences:
- |                                   |                  |
|-----------------------------------|------------------|
| *Sickness or injury               | *Educational     |
| *Death in the immediate family    | opportunity/out  |
| *Court/administrative proceedings | of town trip     |
| *Quarantine                       | (advanced notice |
| *Medical/dental appointments      | required)        |
- G. Unexcused Absences: (includes but is not limited to the following)
- |                          |                   |
|--------------------------|-------------------|
| *Missing the bus/carpool | *Babysitting      |
| *Inclement weather       | *Out-of-town trip |
| *Working                 | without advance   |
| *Oversleeping            | notice            |
- H. Once a student arrives at school in the morning, he is not to leave the grounds until school dismisses except by special permission by the administration. Students must sign out with the middle school secretary before leaving school during the day, and wait in the office for their parents to arrive.
- I. Any student who arrives after 10:00 A.M. will be considered absent for ½ day. If a student signs out in the afternoon before 1:30 P.M. and does not return to school that day, he will be considered ½ day absent.

## SUPPORT CLUBS

**Parent-Teacher Fellowship/Patriot Club:** Although often behind the scenes, WCA's PTF/Patriot Club sacrificially and diligently works to provide our school with a variety of items and services that enhance our students' education and support the quality athletic program of our school. From elementary maps and playground equipment to library books and athletic banquets these members show their love and loyalty for Wilmington Christian Academy.

## TESTING PROGRAM (Standardized)

The following standardized tests are given by the academy:

- A. The Stanford Achievement Test – nationally standardized and given to all students annually in grades K-12.
- B. The PLAN – a pre-college assessment, given to all sophomores
- C. The ACT (American College Test) – given to all juniors and used as a competency evaluation and college entrance exam.

## TEXTBOOKS

A program fee is charged annually to cover the cost of textbooks and work books supplied by the school. Textbooks belong to the school and are rented to the students. These books must be replaced by the student if the books are damaged or lost.

## TRANSFER STUDENTS

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, and then he may be placed in the grade best suited for his achievement.

## WEEKLY NEWSLETTER

Weekly, the office will send out to the parents via their children (K-5) a newsletter which informs the parents about upcoming events, prayer needs of the school and any information deemed important for all to know. Students in grades 6-12 may secure a copy in the school office. The newsletter is also posted on our website at [www.wilmingtonchristian.com](http://www.wilmingtonchristian.com) and sent by email. Please give your email address to the school office to receive an email newsletter.

## WITHDRAWAL FROM SCHOOL

Should it be necessary to withdraw a student from school for any reason, parents must notify the office directly as soon as possible. Tuition will be prorated and is due on the day of withdrawal. All fees, tuition, and charges (lunch, library, etc.) must be paid before school records will be released.

# Middle School Division



6. Of all holidays, the commemoration of the death and resurrection of our Lord should be most sacred and revered. For this reason, use of Easter bunnies in decorations and party favors is discouraged.
7. End-of-the-Year Party
  - B. Halloween parties are not allowed.
  - C. Any class party or outing must be teacher sponsored.
  - D. All activities must be cleared through the administration in advance of that activity. Full details as to purpose, date, location, supervision, etc. must be presented at that time. All "surprise" parties must be cleared with the administration before such plans are made.
  - E. Classroom parties may not be held at private homes or clubhouses. Parties must be held at school, city parks, or commercial locations.

# Elementary Division

## TELEPHONES

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are not allowed in the elementary.



## **ATTENDANCE REQUIREMENTS**

- A. In order for your child to gain the most in school, he must be regular in attendance. Please do not keep your child at home for reasons other than sickness or emergency. Planned absences such as family vacations must be excused in advance. Failure to get advance permission will result in no credit for work missed. Contact the teacher or elementary office.
- B. When a student is absent he must bring a written excuse to school the day he returns and give it to his teacher. The note should include the following information:
  - Date of absence or tardiness
  - Reason for absence or tardiness
  - Signature of parent or guardian
  - Parent or guardian's phone number
- C. If an elementary student is absent more than 20 days during the year, he will be retained.
- D. As a general rule, make up work must be completed upon returning within the number of days missed plus two. Make-up work for long periods of absenteeism is given special consideration and is handled on an individual basis.
- E. Any student, who arrives after 10:00 A.M., will be considered absent for half a day. If a student signs out in the afternoon before 1:30 P.M., and does not return to school that day, he will be considered absent for half a day.
- F. The school day begins promptly at 8:10 A.M. All students are expected to be in their homerooms at this time. Late arrivals are to report to the elementary office. Late students will not be admitted to class without an official late slip.
- G. Students are allowed 5 tardies without disciplinary measures to accommodate traffic problems, car problems, or other unforeseen circumstances. After 5 tardies, every 3 tardies will convert to one absence starting with the sixth tardy.
- H. Students are allowed 5 checkouts without disciplinary measures to accommodate doctor appointments, family emergencies, or other unforeseen circumstances. After 5 checkouts, every 3 checkouts will convert to one absence starting with the sixth checkout.
- I. Vacations during the school year cause hardships on the educational process. If advance approval is not obtained, missed work will receive a zero.
- J. If a student needs to leave early, the parent should come to the elementary office and sign the student out. The elementary secretary will then send for the student.

## **ILLNESS/ACCIDENTS/MEDICATIONS**

- A. First aid will be administered by the teacher or a staff member.
- B. The school cannot administer internal medicine (including aspirin or Tylenol). Prescription medication must be accompanied by Permission to Administer Medication Form. The teacher will place the medication in a locked cabinet.

## **IMMUNIZATIONS**

Since our K4 program is considered a kindergarten by the state, any child in our program that is 4 years old, must have their 4 year DPT, Polio, and MMR.

## **MONEY**

When money is sent to school for book orders, field trips, lunches, etc., enclose it in a sealed envelope with the following information on the front:

- \* Teacher's Name and Grade
- \* Student's Name
- \* Amount
- \* Purpose

## **PARENT CHAPERONES**

- A. There are times throughout the school year when parents will be asked to serve as chaperones at school-sponsored activities such as sporting events and field trips. Parents are encouraged to volunteer their services.
- B. Parents should observe the school dress code while serving as chaperones and be willing to abide by school policies.

## **PARTIES**

- A. The elementary has the following parties each year:
  1. Thanksgiving
  2. Christmas
  3. As a Christian school, we feel the emphasis for this holiday should be the birth of Christ; therefore, the use of Santa Claus in decorations and party favors is not allowed.
  4. Valentine's Day
  5. Easter

## **EXTRACURRICULAR ACTIVITIES**

### Weekly Electives:

- Art Instruction
- Classroom Music
- Computer Instruction
- Library Instruction
- Physical Education Instruction
- Spanish Instruction

### Sports Opportunities:

- Fall Soccer Intramural League
- Winter Basketball Intramural League
- Spring Volleyball Clinic
- Spring Cheerleading Clinic

### Music Opportunities:

- Beginner, intermediate and advanced band classes are available
- Elementary Choir
- Lessons are offered in piano and a variety of band instruments. These lessons may be scheduled before, during, and after school hours depending on the student's grade level.

## **FIELD TRIPS**

All students are required to ride the bus to and from field trips. A student may ride home with a parent when the field trip is over. No student may ride in another parent's personal vehicle.

## **HOMEWORK POLICY**

1. No credit will be given for late homework.
2. Late projects will be docked one letter grade for every day it is late.

## **HONOR ROLL**

- A. A Honor Roll – Students who have earned all A's during a grading period.
- B. A/B Honor Roll – Students who have earned all A's and B's during a grading period. Any grades below a B disqualify a student from this honor roll.

## **AWARDS**

- A. A Honor Roll – given each nine weeks in chapel to students who have earned all A's during a grading period.
- B. A/B Honor Roll – given each nine weeks in chapel to students who have earned all A's and B's during a grading period.
- C. Perfect Attendance - given to any student who has been present all 180 days of the school year, and has had five or fewer tardies during the year. Students arriving after 10 A.M. or leaving before 1:30 P.M. will be considered absent for half a day.
- D. Citizenship Medallion – given to one student in each classroom exhibiting great discipline and friendliness towards others
- E. Top Honor Ribbon – given to the top student for each subject in each class.
- F. Top Honor Trophy – given to the student in each class who has the highest overall academic average for the class.
- G. Jennie B. Blake Citizenship Award – given by the family of Jennie B. Blake, an avid supporter of WCA, this award goes to one student in grades 4-5, who in the opinion of the faculty displays a superior attitude, friendliness, politeness, and effort in the school atmosphere.

## **DISCIPLINE – MERIT SYSTEM**

The purpose of discipline at Wilmington Christian Academy is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students find personal security, true happiness, and an absence of excessive temptations to do wrong. When this type of atmosphere exists, students can achieve academic excellence.

- A. Incentives
  - Any child in grades K-5 who does not lose a merit for an entire month will receive the privilege of a casual dress down day.
  - All children in K4 through fifth grade who do not lose more than six merits for the entire quarter will be rewarded with a movie party at the end of the quarter.
- B. Consequences  
Daily
  - Yellow           Excellent
  - Green           5 minutes of recess/ elective time
  - Blue            10 minutes of recess/ elective time
  - Red             Loss of recess/ elective time & an essay
  - Black           Merit Loss  
(If a student loses two merits in a day, they will be removed from the class for the remainder of the day.)

### Weekly

- 3 merit losses Conference with the principal
- 4 merit losses Full day loss of all privileges in class
- 5 merit losses Discipline by principal

### Quarterly

- 3 merit losses Phone call home
- 6 merit losses No merit party
- 10 merit losses Conference with parent, teacher, administrator, and student
- 15 merit losses 1 day in-school suspension and zeros on work
- 20 merit losses 2 day suspension and zeros on missed work
- 25 merit losses Expulsion

### C. Behaviors that warrant moving a student from his/her current color:

- Disrupting others
- Off-task behavior
- Excessive talking
- Unauthorized area (Classroom)
- Not respecting others property
- Unkind behavior or talk
- Running in the halls or cafeteria
- Not following directions

### D. Behaviors that warrant an immediate change of color to black and a visit to the principal:

- Fighting
- Vandalism
- Cheating
- Profanity
- Bullying
- Stealing
- Lying
- Insubordination
- Disrespect to a staff member
- Inappropriate body contact with another student

### E. Student-of-the Week

Each week each teacher selects one student in grades K4-5 who has demonstrated outstanding effort and achievement in all areas that week. This student is awarded a certificate and a special prize in chapel. Teachers will be announcing Student-of-the-Week selections at our weekly chapels.

## DRESS CODE

### A. General Guidelines

- All uniform clothing must have the WCA logo.
- P.E. uniforms are required for physical education classes. (4th-12th grades)
- Solid red, navy, black, or white socks or tights are to be worn. No leggings.
- Only official WCA outerwear may be worn in the classroom.

### B. Casual Day Guidelines

- Boys may wear blue jeans and t-shirts.
- Girls may wear jean skirts and t-shirts. The length of the skirt can be no more than two inches above the knee.
- Girls may not wear pants unless noted in a specific activity or field trip announcement.
- Hollywood or TV characters are not allowed on clothing.

### C. Girls: (Grades 1-3)

- Red, navy or white long sleeve or short sleeve knit shirt
- Red or white turtleneck
- Long sleeve or short sleeve white blouse with red piping
- Plaid or navy jumper
- Navy or khaki long skort
- Hemlines are to be no shorter than two inches above the middle of the knee at all times.

### D. Girls: (Grades 4-5)

- All items listed above for girls
- Long sleeve or short sleeve white oxford blouse
- Plaid, navy, or khaki skirt with sewn-down pleats
- Hemlines are to be no shorter than two inches above the middle of the knee at all times.

### E. Boys: (Grades 1-5)

- Red, navy or white long sleeve or short sleeve knit shirt
- Red or white turtleneck
- Long sleeve or short sleeve white oxford shirt
- Navy or khaki pants or shorts (Belts are to be worn if pants have belt loops.)
- Socks are to be worn.

### F. Shoes:

- Any type of shoes that are conservative in color and match the uniforms are acceptable with the exception of military boots, work boots, beach shoes, and flip-flops (No wild colors such as fluorescent orange, lime green, etc.).

### G. Jewelry

- Should not be excessive.
- Boys may not wear earrings.