



WAKE
CHRISTIAN ACADEMY

Parent & Student Policy Handbook 2013-2014

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WCA General Information

School Verse

Colossians 1:18

School Vision Statement

Emphasizing the Preeminence of Christ in Life and Learning

School Colors

Navy Blue and Silver

Team Name

Bulldogs

Administrative Staff

Administrator

Mr. Mike Woods

Principals

Mr. Wayne Helder--High School
Ms. Pam Griffin--Assistant High School
Mr. Larry Hoxie--Middle School
Ms. Sandra Sauls--Elementary School

Grade Chairs

Ms. Amy Bowers--Kindergarten
Ms. Julie Gore--1st Grade
Ms. Connie Beck--2nd Grade
Ms. Chelle Fisher--3rd Grade
Ms. April Blalock--4th Grade
Ms. Paula Porter--5th Grade

Directors

Mr. Randy Johnson--Athletics
Mr. Ricky Hering--Budget & Finance
Mr. Ronnie Jeffreys—Facilities
Ms. Becky Matthews—Human Resources
Mr. Ricky Martin—Safety and Security
Ms. Dawn Russell—School Advancement
Ms. Tina Scribner--Technology

Department Chairs

Mr. Wayne Helder--Bible
Ms. Cindy Davis--Computer
Ms. Susan Burke—Fine Arts
Ms. Lauren Hutson--Foreign Language
Ms. Sonya Massengill--Language Arts
Mr. Justin Leonesio--Math
Dr. Lucy Brock--Science
Ms. Becki Buffaloe--Social Studies

Coordinators

Ms. Dawn Currin—Admissions
Mr. Phil Crane-- Alumni

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Staff directory can be found on the parent page of the website.

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I. INTRODUCTION

ALTHOUGH THIS HANDBOOK REPRESENTS THE POLICIES OF WAKE CHRISTIAN ACADEMY, SCRIPTURE SUPERSEDES ANYTHING WRITTEN HERE. IF AT ANY TIME WCA POLICIES ARE FOUND TO BE IN CONFLICT WITH GOD'S WORD, THE BIBLE WILL BE THE FINAL AUTHORITY.

Wake Christian Academy was established in 1966 and operates as a Biblically-based, Christ-centered Christian day school. It is a private, unaffiliated, board-governed, nonprofit institution which seeks to maintain high academic and spiritual standards.

Wake Christian Academy admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs, and activities accorded to students at the school.

The school, consisting of kindergarten, elementary, middle school, and senior high school levels, is concerned with the spiritual, physical, intellectual, and emotional growth of its students.

A. CONFESSION OF FAITH

Wake Christian Academy unqualifiedly affirms and teaches the following:

1. The Bible, both the Old and New Testaments, is the only authoritative, inspired, infallible Word of God and is the final authority in faith and practice.
All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works. (II Timothy 3:16-17)
2. There is one God, eternally existent in the persons of the Father, Son, and Holy Spirit.
I and my Father are one. (John 10:30); Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: (Matthew 28:19)
3. The creation of the universe, world, and man in six literal days was a direct act of God.
All things were made by him; and without him was not any thing made that was made. (John 1:3); For in six days the LORD made heaven and earth, the sea, and all that in them is, and rested the seventh day: wherefore the LORD blessed the sabbath day, and hallowed it. (Exodus 20:11)
4. The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension to the right hand of the Father, His personal return for the rapture of the Church, and the power and great glory at His revelation are essential doctrines to an understanding of the person and work of Jesus Christ.
But we see Jesus, who was made a little lower than the angels for the suffering of death, crowned with glory and honour; that he by the grace of God should taste death for every man. (Hebrews 2:9); For I delivered unto you first of all that which I also received, how that Christ died for our sins according to the scriptures; And that he was buried, and that he rose again the third day according to the scriptures: (I Corinthians 15:3-4)
5. For the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
Not by works of righteousness which we have done, but according to his mercy he saved us, by the washing of regeneration, and renewing of the Holy Ghost; Which he shed on us abundantly through Jesus Christ our Saviour; That being justified by his grace, we should be made heirs according to the hope of eternal life. (Titus 3:5-7)

6. Personal salvation is by faith in the blood of Jesus Christ which He shed on the cross of Calvary for the remission of sins for all who believe. Salvation is the gift of eternal life by the grace of God apart from works.
Not by works of righteousness which we have done, but according to his mercy he saved us, by the washing of regeneration, and renewing of the Holy Ghost; Which he shed on us abundantly through Jesus Christ our Saviour; That being justified by his grace, we should be made heirs according to the hope of eternal life. (Titus 3:5-7); For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. (Ephesians 2:8-9)
7. The believer is eternally secure in his salvation through Jesus Christ.
And I give unto them eternal life; and they shall never perish, neither shall any man pluck them out of my hand. My Father, which gave them me, is greater than all; and no man is able to pluck them out of my Father's hand. (John 10:28-29)
8. There will be a resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
For the Lord himself shall descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first: (1 Thessalonians 4:16); And I saw the dead, small and great, stand before God; and the books were opened: and another book was opened, which is [the book] of life: and the dead were judged out of those things which were written in the books, according to their works. (Revelation 20:12)
9. Believers in our Lord Jesus Christ are joined in a spiritual unity.
Behold, how good and how pleasant it is for brethren to dwell together in unity! (Psalms 133:1) Fulfill ye my joy, that ye be likeminded, having the same love, being of one accord, of one mind. (Philippians 2:2)
10. The Holy Spirit is a Person, and He is God, possessing all the divine attributes. He indwells, baptizes, and seals all believers at the moment of their salvation and fills them in response to their confession of sin and yieldedness.
Even the Spirit of truth; whom the world cannot receive, because it seeth him not, neither knoweth him: but ye know him; for he dwelleth with you, and shall be in you. (John 14:17); Nevertheless I tell you the truth; It is expedient for you that I go away: for if I go not away, the Comforter will not come unto you; but if I depart, I will send him unto you. And when he is come, he will reprove the world of sin, and of righteousness, and of judgment: (John 16:7-8)
11. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.
(Genesis 2:24; Leviticus 18:1-30; Romans 1: 26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)
12. The family is the basic unit of society established by God, Who intends for it to consist of a man and a woman legally married to each other in a permanent relationship, which may or may not produce children. If the man and woman have children, they are responsible to train and teach those children in biblical principles. *(Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)*

B. PHILOSOPHY OF CHRISTIAN EDUCATION

1. Wake Christian Academy believes that Christian education is not merely the "plugging in" of Christian truths to an otherwise secular curriculum. Furthermore, we do not believe that there is a dichotomy of sacred and secular academics, extracurricular activities, and future careers. Rather,

we acknowledge God as the divine creator and nothing exists that He has not made (Col. 1:16). Everything has been created for and through Jesus Christ and must be for His glory alone. One can only understand creation and our role in it through the revelation of God. Thus, it has rightly been said, "There can be no education apart from a Christian Education."

2. God has chosen to reveal His character, attributes, and will to mankind by the means of Special and General Revelation. General Revelation is seen in the way in which "his invisible attributes, namely, his eternal power and divine nature, have been clearly perceived, ever since the creation of the world, in the things that have been made" (Romans 1:20). God has also chosen to reveal Himself through the Bible. The Bible is not just a collection of books; rather it is the very Words of God and is, therefore, a book of absolute truths. It is His means of special revelation to mankind.
3. In spite of the fact that God has clearly revealed Himself to mankind, all have continually rejected Him and His truths since the fall of man through the sin of Adam and Eve in the Garden of Eden (John 1:10, Romans 3:23). As a result, "sin came into the world through one man, and death through sin, and so death spread to all men because all sinned" (Romans 5:12). Therefore, we are all sinners both by our nature and by our choice.
4. Throughout time, God has continually revealed Himself to be a loving, holy, just and sovereign God. As a result of His holy and just nature, He must punish the sinfulness of mankind. However, as a loving and sovereign God, He had a plan from the very foundations of the earth for the reconciliation of His creation. That plan was fulfilled in Christ Jesus, His one and only begotten son (John 3:16, 1 Peter 1:20-21). "*For Christ also suffered once for sins, the righteous for the unrighteous, that he might bring us to God*" (1 Peter 3:18). Just as sin reigned through Adam, grace reigns through Jesus for all those who trust in Him (1 Peter 2:6, Romans 10:11, Romans 5:5,21, Zephaniah 3:11, Joel 2:26-27, Isaiah 50:7, 49:23, 45:17).
5. The purpose of Christian Education is to assist the family and church in the ministry of reconciliation through instruction centered upon Jesus Christ and founded upon the absolute truths of His Word (II Corinthians 5:18).
6. The teacher plays an integral role in Christ-centered instruction. In his epistle, James teaches that the tongue is a powerful tool. He compares it to the bit in the mouth of the horse and the rudder on the ship. He demonstrates the power of tongue to guide the body either toward heaven or hell. It is important to note that this popular chapter on the tongue is opened with the challenge, "Let not many of you become teachers, my brethren, knowing that as such we will incur a stricter judgment" (James 3:1). Throughout the Scriptures God uses teachers to instruct His people in following after His ways. Teachers are given the responsibility to search the Scriptures to discover the truths that God desires to be taught to His children. They are challenged to learn and apply the truths themselves and then instruct others through both words and actions.
7. The primary goal of the teacher is to lead the body in following Christ. This can only be done if the teacher is himself following Christ and learning from Him. Effective teachers and staff members will be born again Christians who demonstrate a strong Christian testimony. They are active members of a Bible-believing church and are trained in the area that God has called them to teach. Like Paul, they will live in such a way that they too can challenge their students to "be imitators of me, just as I also am of Christ" (1 Corinthians 11:1).

The goal of Christian education is to provide a learning environment that consists of Christ-centered instruction and activities that will provide conditions whereby young people can receive the Truth. In John 8:32 Jesus stated, "And ye shall know the Truth and the Truth shall make you free." The Scriptures also state that Jesus is "the way the truth and the life" (John 14:6) and "He is before all things, and in Him all things hold together" (Col 1:17). Christ-centered education acknowledges that

Jesus is the center of all that is. He is the Truth and only in Him can truth be found. Therefore, curriculum must be developed with Jesus Christ as its center. He must hold the curriculum together, and all truth must come from Him and lead to Him.

8. Throughout the Scriptures, parents are commanded to raise their children in the “discipline and instruction that comes from the Lord” (Eph. 6:4). A Christ-centered school strives to assist the family and church in fulfilling this charge. The school cannot take the place of the parents or church in this calling and, therefore, cannot relieve them from their responsibilities. Rather, it serves as an extension of both in rearing future generations to be followers of Jesus, well prepared for the fulfillment of God’s desire for their lives.

C. VISION STATEMENT – To Emphasize the Preeminence of Christ in Life and Learning. Col. 1:18

D. MISSION AND OBJECTIVES

The purpose of Wake Christian Academy has three aspects:

1. **PARTNER--To be an extension of the Christian home and Bible-believing church, and thus to provide a continuity of training for Christian young people for the purpose of equipping them for the service of God,**
 - a. To instill an unshakable belief that Jesus Christ is the Son of God, and, in fact, is God
 - b. To instill the importance of maintaining biblical standards in all areas of conduct
 - c. To uphold the Bible as specific in stating the principles which underlie Christian education
 - d. To guide students in achieving self-discipline by applying biblical principles
2. **PROVIDE--To furnish a Christ-centered, quality education,**
 - a. To provide a sound academic education taught with a Christian view of God, man, and the world
 - b. To impart fundamental skills for a life of Christian service
 - c. To build character, responsibility, godliness, and thrift
 - d. To teach enduring patriotism and to develop good citizenship
 - e. To lay the foundation for a vocation
3. **PROCLAIM--To function as a missionary outreach to students and others who may be unsaved in order to bring them to a saving knowledge of our Lord and Savior, Jesus Christ.**
 - a. To present the Gospel clearly to each student, realizing we must give an account for their souls
 - b. To instill within students the passion for evangelism
 - c. To teach the personal and biblical skills for proclaiming the Gospel
 - d. To provide opportunities for student and faculty outreach

E. CORE VALUES

1. **Godliness** (fruit of the Spirit, compassion, love, humility)
But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. Galatians 5:22-23 (NASB)
2. **Excellence** (high standards in ministry, academics, and other activities)
Whatever you do, do your work heartily, as for the Lord rather than for men. Colossians 3:23 (NASB)
3. **Integrity** (honest, dependable, trustworthy)
Pray for us, for we are sure that we have a good conscience, desiring to conduct ourselves honorably in all things. Hebrews 13:18 (NASB)
4. **Patriotism/Citizenship**
Every person is to be in subjection to the governing authorities for there is no authority except from God, and those which exist are established by God. Therefore whoever resists authority has opposed the ordinance of God; and they who have opposed will receive condemnation upon

themselves. For rulers are not a cause of fear for good behavior, but for evil. Do you want to have no fear of authority? Do what is good and you will have praise from the same; Romans 13:1-3 (NASB)

5. **Servant-hood**

Then He poured water into the basin, and began to wash the disciples' feet and to wipe them with the towel with which He was girded. John 13:5 (NASB)

F. AFFILIATION

Wake Christian Academy is a member of the North Carolina Christian School Association, the American Association of Christian Schools, the National Council for Private School Accreditation, and Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools. Wake Christian Academy strives to maintain a high standard of excellence as set forth by these organizations and is fully accredited by each one. WCA teachers are certified by the NCCSA, and many faculty members maintain licensure by the State of North Carolina.

II. GENERAL INFORMATION

A. ADMISSIONS

1. Students are admitted to Wake Christian Academy on the basis of previous school performance, personal references, personal interviews, and results of given achievement or placement tests when deemed necessary. WCA reserves the right to refuse admission to anyone who would not fit into the spirit of the institution nor benefit from the education offered. Although no local transfer students are usually accepted after the end of the first nine-week period, the administration reserves the right to consider applications after that time with the advice of the admissions committee. The administration also reserves the right to refuse to define the criteria or reasons when applications are not accepted. All new students will be on academic and behavioral probation for the first academic quarter. Teacher and administrative evaluation will determine final acceptance. (The status of all students is reviewed annually.) A student must be enrolled at WCA at least one semester before being eligible for any offices or honors.
2. **Kindergarten admissions:** Students eligible for the upcoming school year must be five by September 30. Younger brothers and sisters of current WCA students have first priority for enrollment as long as there is space available. Parents must complete a new student application for the child. Applications may be submitted as early as December. Kindergarten screenings for WCA siblings are scheduled beginning in January.
3. **If at any time a student or his parents do not demonstrate support for the school, its policies, or its biblical stand, the parents may be asked to take the child out of the school even though the child has not been an open discipline problem. It is a privilege to attend Wake Christian Academy, not a right.**
4. This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who are experiencing difficulty with their child. Any student accepted who has disciplinary action at his previous school will be under the same action at Wake Christian Academy. If a student has been dismissed or expelled from another school, the student will be required to prove himself for one year before being considered for admission at WCA.
5. Married students may not be enrolled at WCA.

B. AFTER SCHOOL CARE

1. **Purpose**

To provide affordable, professional care for enrolled school-age students of WCA

- a. **For school sponsored activities** - play practice, athletic practice/game, and fine art rehearsals...
 - 1) There will be no charge for siblings of the *participating* student.
 - 2) No charge for *participating* student
 - 3) Non-participating student(s) carpooling with the *participating* student **must report to after school care and will be charged.**
 - 4) When the extracurricular activity is finished or if it is cancelled and the *participating* student cannot be picked up immediately, he/she and those riding with him **must report to after school care.** The student *participating* in the extracurricular activity and sibling(s) are not charged, but **those riding will be charged.**
 - b. **For non-school sponsored activities** - private lessons, private tutoring, attending athletic events...
 - 1) If the activity is not scheduled to begin by 3:30 pm or the activity ends and the student is not immediately picked up by parent/guardian, that student **must report to aftercare** and normal rates will be charged.
 - 2) All riders and siblings **must report to after school care** and will be charged at the normal rate.
 - c. **For student tutors**
 - 1) Student tutors must be under a teacher's supervision
 - 2) If the tutoring ends before the parent can pick the student up, the teacher must escort the student to aftercare.
 - 3) If the student's tutor is not leaving immediately following a tutoring session or remaining with a faculty/staff member, the student tutor must also report to aftercare.
 - 4) The student tutor will be charged for aftercare services.
2. **After School Care Staff**
Adults, college student assistants, and high school student assistants
3. **After School Care Hours**
a. After school care begins at 3:30 p.m. and ends at 6:00 p.m.
4. **Sign-In / Departure**
a. Elementary students are to go directly from their classroom to after school care.
b. MS Students report to designated area.
c. Students are signed into after school care by the after school care staff.
d. ONLY a parent/guardian or designated caregiver may sign an after school care student out.
5. **After School Care Financial Policy**
a. **Registration and Charges:**
 - 1) **Yearly:** \$1,200.00 paid in full by the end of August.
 - 2) **Monthly:** \$150.00 (August – May)
 - 3) **Daily:** \$14.00 per day- b. **Late Fees: A fee of \$1.00 per minute will be charged for each student remaining after 6:00 p.m.**
Three excessive late pickups will result in the loss of after school care privileges.

6. **After School Care Discipline Policy**
a. **The policies, codes of conduct, and penalties that apply during the regular school day apply to the after school care program.**
b. **Discipline Procedure:**
 - 1) The first level of response to misbehavior will be to discuss privately with the student his/her unacceptable actions and the possible consequences. He will be counseled as to proper conduct.

- 2) If the unacceptable behavior continues, the student will be removed from the activity and the student will meet with the ASC supervisor.
- 3) An incident form will be filled out requiring parent and principal signatures.
- 4) Habitual incidents will result in a parent conference.
- 5) If inappropriate behavior continues after the conference, the parent will be notified and the student will not be allowed to participate in the aftercare program for a period of time as determined by the principal.

7. School Closing – Inclement Weather

The after school care program will not be available if school closes early because of inclement weather.

8. Illness, Injury, and Accident Procedures

An accident/injury/illness report form will be completed for each incident. One copy will be filed in the office, and a copy will be given to both the parent and the principal. If immediate medical attention beyond basic first-aid is needed, the parent/guardian or designated emergency contact will be notified.

C. AUTOMOBILES

1. Anyone who drives on campus must do so carefully and at the proper speed, following all traffic guidelines.
2. Reckless driving cannot be allowed at any time.
3. Cars must be parked in the properly designated area on the school grounds. (See also Traffic Regulations and School Transportation sections).

D. BEFORE SCHOOL CARE/SCHOOL HOURS

1. No student arrival prior to 7:00 a.m.
2. Elementary students arriving before 7:30 a.m. should go to the designated early arrival classroom. After 7:30 a.m. all elementary students will go to their regular classrooms.
3. Middle and high school students will go to the high school auditorium upon arrival until the 7:55 a.m. bell, at which time they will go to class.
4. Seniors may go to their homeroom upon arrival.
5. School hours
 - a. Kindergarten 8:00 am - 3:00 pm (Early release options at 1:45/2:30 pm)
 - b. Grades 1-2 8:00 am - 3:00 pm (Early release option at 2:30 pm)
 - c. Grades 3-12 8:00 am - 3:00 pm
 - d. After school care/late stay 3:30 pm - 6:00 pm

E. CHECKING IN AND OUT

1. Parent or guardian may check in/out their student at the elementary office (K-5th) or middle/high school office (6th-12th) at any time during the school day.
2. If a parent or guardian is not physically present the following policies apply:
 - a. The student should bring a note from his/her parent or guardian to the office.
 - b. A parent or guardian is contacted by phone before a student leaves campus.
 - c. After a student has checked out he must leave campus
3. If a student becomes ill during the school day, the classroom teacher will send the student to the office with a pass. The office will contact the parent and if practical the student will return to class or remain in the school infirmary until the parent arrives.

F. COMPUTER/INTERNET USE

It is expected that each user will follow the guidelines of the school as to rights, responsibilities and consequences of inappropriate use of computers and the Internet.

1. *The computer system is made available to students to further their education. Internet access is filtered and strictly monitored.*

- a. Information acquired over the Internet is at the user's risk and must be verified for accuracy. Wake Christian Academy does not control, and thereby cannot guarantee, the quality of the information provided.
 - b. WCA reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited. Failure to adhere to WCA policies on computer use will result in disciplinary action and /or loss of privileges.
 - c. Internet will be used ONLY with permission from the staff/teacher member-in-charge.
 - d. Students may not access personal e-mail accounts from school computers.
 - e. Students will avoid tampering with hardware or software and introducing or using computer viruses.
 - f. Students will not issue any addresses or telephone numbers over the Internet.
 - g. Posting anonymous messages and visiting chat rooms is prohibited.
 - h. Downloading of any data or programs from the Internet is not permitted without teacher approval.
 - i. Although WCA Internet access is filtered, potentially offensive material could pass through. Students must report these to a teacher. This includes, but is not limited to, sites with any sexually explicit implications, material and/or photographs, racial slurs or questionable material contrary to Christian standards.
 - j. Personal use of computers including, but not limited to, the following is not allowed: commercial activity (defined as buying, selling, bartering or advertising), political purposes, trading, or betting.
 - k. Students are subject to all local, state, and federal laws and agree to abide by all such laws. School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through internet access.
2. Students may not do any of the following when using WCA computers:
- a. Delete, alter, or move any files on the computer other than directed by the instructor.
 - b. Alter any system settings, icons or configuration.
 - c. Attempt to alter and/or bypass any and all security.
 - d. Any activity that threatens the integrity of the school's internal systems or attacks or corrupts other systems.
 - e. Re-boot any system without specific instruction from the teacher.
 - f. Attempt to run any unapproved software.
 - g. Cause any physical damage to any equipment.
 - h. Use any system without supervision and specific authorization.
 - i. Type any inappropriate messages, notes, etc.
 - j. Share their password or attempt to logon with any ID other than their own.

3. **Wake Christian Academy Student Personal Technology Usage Policy**

Since Wake Christian Academy is equipped with wireless internet access, students have the opportunity to bring personal technology devices to use as a resource in their classroom learning. In addition to complying with the Computer/Internet Acceptable Use Policy (AUP) of Wake Christian Academy, students and parents must agree to adhere to the following guidelines **prior** to bringing their technology to school and utilizing the wireless access.

Technology Use Guidelines:

- a. Student takes **full responsibility** for his or her technology device and keeps it with himself or herself at all times.
- b. WCA is not responsible for the security of the technology device and/or any damage.
- c. WCA cannot guarantee that all personal devices will be able to connect to the wireless system.
- d. WCA's Computer Services will not trouble shoot or work on any personal devices
- e. Student accesses only files on the device or internet sites which are relevant to the classroom curriculum.
- f. Students are not permitted to play games.
- g. Student complies with teachers' request to shut down the technology device or close the screen.
- h. Student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- i. Student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of AUP policy and will result in disciplinary actions.

- j. Student realizes that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
 - k. WCA has the right to collect and examine any device at any time that is in violation of any WCA policies.
 - l. Technology device must be muted while used at school.
 - m. Students are not to use headphones, earbuds, etc. unless directed by a teacher.
 - n. Student understands that personal devices will not have access to the WCA intranet.
 - o. Student realizes that printing from personal devices will not be possible/allowed at school.
 - p. Devices must be charged prior to bringing it to school and runs off its own battery while at school.
 - q. Any violation of this policy may result in the loss of network and/or device privileges as well as other disciplinary action.
4. Students will face disciplinary action by participating in any of the following internet activities ON OR OFF CAMPUS:
- a. Posting messages containing blasphemy: Messages that show irreverence for God, Jesus Christ, and those things held to be holy by the Word of God; messages that directly contradict the WCA Confession of Faith and/or Mission Statement
 - b. Posting pornographic material: Sexually explicit pictures, writing, or other material whose primary purpose is sexual in nature
 - c. Using inappropriate language: Restrictions against inappropriate language and/or messages apply to public messages, private messages, and material posted on web pages. Inappropriate language includes obscenities, profanity, and vulgarity.
 - d. Making harassing or defamatory statements: Messages that contain personal attacks or discriminatory language; messages that are knowingly false or defamatory; messages containing inflammatory, threatening, or disrespectful language
5. Web 2.0 tools are an important part of your student’s education in the 21st Century and reside on the Internet. In 1998, prior to Web 2.0 software invention, the Federal Trade Commission created the Children’s Online Privacy Protection Act (COPPA). COPPA requires any website collecting information needed to create a unique account such as name and email address must have parental consent for children under 13. WCA utilizes Web 2.0 tools such as AR, IXL, QUIA, EDmodo, Google Docs, VOKI, and Classroom commons.
- At WCA:
- a. Students are always supervised when using technology services at school
 - b. Students are always directed to age and subject appropriate sites without deceptive or excessive advertisements

G. CONDUCT

1. To be consistent with our purposes of behavior, dress, etc., as an institution, we provide some guidelines in the area of student conduct. We recognize that keeping these standards does not necessarily indicate one’s spiritual condition; however, how one reacts to these standards may say much about one’s spiritual maturity.
2. The administration of Wake Christian Academy retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, as they see fit, with or without prior notice.
3. **As a private institution, Wake Christian Academy reserves the privilege of setting and maintaining its own standards of student appearance, conduct, and scholarship. The school maintains the right to suspend or expel any student who violates, on or off campus, the standards set down in the Parent & Student Policy Handbook as defined by the administration.**

H. CONFERENCES

Teachers may wish to schedule conferences with parents, and parents may need to talk with teachers. These meetings are important means of communication between the home and the school for the welfare of the student. Although unscheduled conferences may sometimes be necessary, parents should contact teachers for an appointment whenever possible.

I. DISCIPLINE

1. Discipline is an essential part of the Christian life. Without proper discipline, a Christian will never achieve God's will in his life.
2. The purpose of Christian discipline is to produce Christ likeness. Hebrews 12:10 says our earthly fathers *chastened (disciplined) us after their own pleasure (as it seemed good to them); but He (God) for our profit, that we might be partakers of His holiness.*
3. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline). Discipline in the Christian school is often misunderstood. Christian schools are often accused of being "too strict," of not showing love, and of not being compassionate. Consider what the Scripture says: *"For whom the Lord loveth he chasteneth, and scourgeth every son whom he receiveth."* (Hebrews 12:6)
4. Discipline of students is a joint responsibility of the parents, teachers, administrators, and the students themselves. Parents who cannot support the discipline standards of Wake Christian Academy should withdraw their children from the school. This will prevent the child from being placed in a position of conflict between the parent and the school.
5. The student must at all times conduct himself in a manner becoming a Christian. This includes times when he may disagree with a decision or action taken by a teacher or administrator. A griping, complaining and/or disrespectful attitude is inappropriate. Teachers and administrators are open to listen to the student's side if it is presented at the proper time (between classes or after school) and with the proper attitude.

J. DISTRIBUTION OF NON-SCHOOL RELATED MATERIALS

1. WCA does not promote or advertise events with which the school is not directly partnered.
2. Agencies or groups wishing to distribute information through WCA must meet the following criteria:
 - a. Be consistent with and not in conflict with the WCA Mission and Vision Statements
 - b. Serve WCA school-aged students
 - c. Be considered appropriate by the WCA Administrator or his designee
3. Material requirements
 - a. Has been approved by the Administrator or his designee
 - b. Must be marked with the following disclaimer:

"This is not a school-sponsored activity and Wake Christian Academy does not approve or disapprove this program/activity."
 - c. Distribution will not interfere with classroom instruction
 - d. No WCA personnel will be involved in sorting or copying material
 - e. Produced at the expense of the agency or group
 - f. ONLY WCA personnel will distribute material to students
 - g. A contact telephone number must be included in all material so parents can acquire additional information without calling the school.
 - h. An address must be provided so that any returned forms may go directly to the agency.

K. EMERGENCY EVENTS

Emergency Evacuation: Students will be transported to Mid-Way Baptist Church in Raleigh if an emergency requiring an evacuation occurs. Parents will be notified through the school emergency notification system.

Mid-Way Baptist Church
6910 Fayetteville Rd.
Raleigh, NC 27603
(919) 772-5864

1. *Fire Drills* will be conducted on a monthly basis during the school year with the date, time of day, and the time it took to evacuate the building recorded. The evacuation routes are posted on the inside wall near the door of each classroom. Students should be reminded not to talk during the drill. Once given administrative permission, they are to enter the building and resume normal classroom activities.
2. *Tornado Drills* will be conducted two-four times during the school year with the date, time of day, and the time it took to complete the drill. Each classroom is assigned an area to gather their students. Students will remain in the "tornado position" and should be reminded not to talk during the drill. Once given administrative permission, they are to return to the classroom and resume normal classroom activities.
3. *Lockdown Drills* will be conducted two-four times during the school year with the date, time of day, and the time it took to evacuate the building recorded. Red and green cards are located on the back of each classroom door and should be used to communicate with emergency responders. Students should be reminded to remain as quiet as possible during the drill. Once given administrative permission, they are to return to normal classroom activities.
4. WCA has the right to change the date or number of occurrences for any/all of the above listed drills without notice or explanation.

L. FIELD TRIPS/CLASS TRIPS

1. Field trips are enjoyed throughout the year to provide extracurricular learning opportunities for the students. Please keep in mind these trips are planned for the individual classes. Therefore, we request that school age siblings not participate in other grades' trips.
2. Written permission forms must be signed by parent or guardian and returned to the teacher before a student goes on a trip. Verbal consent will not be accepted. Chaperones must observe the school dress code, standards of conduct, and be an approved volunteer. See Section NN on volunteers.
3. Electronic entertainment devices may not be taken on field trips, class trips, or athletic trips (**unless approved by the principal for extended trips**).
4. Wake Christian Academy recognizes the tremendous responsibility of its faculty and students to be examples of Christ through their testimony on and off campus; therefore, students who have failed to meet the behavioral standards established on campus may forfeit the right to participate in class field trips. Middle and high school students who have multiple active detentions or a suspension may be unable to participate. (Disciplinary actions are considered active 16 weeks from the date of issuance.)
5. Any volunteer interested in driving a "mini-bus", 14 passengers plus the driver, must complete a WCA Volunteer Application and indicate they wish to be a driver. Requirements to drive the mini bus are a Class C NC driver's license with an approved driving record and an approved volunteer application. Once all background checks are done and approved you will then be placed on the approved bus driver list. Anyone interested in driving the large school/activity bus needs to refer to section NN on volunteers.

M. FINANCIAL INFORMATION

1. When a student is enrolled at WCA, parents or guardians are responsible for the financial obligation of the student(s) including tuition, registration, and any other required fees.
2. The re-enrollment fee is non-refundable.
3. The application fee is non-refundable unless application is denied.
4. Tuition may be paid by the year or in ten or twelve monthly payments **beginning in May**. All parents

choosing to pay monthly MUST sign up for the automatic draft program (**FACTS**).

5. For all payment plans, 10% of the total tuition is due in May and is non-refundable.
6. If a student withdraws or is expelled during the first semester, 50% of the total annual tuition and 100% of fees incurred are due to Wake Christian Academy; 100% of the total annual tuition and all fees incurred are due Wake Christian Academy if a student withdraws or is expelled during the second semester.
7. Parents will be billed for non-tuition charges. There will be a \$25 fee on returned checks. After the second occurrence, all payments must be in cash or money order.
8. No report cards will be issued nor transcripts released for those whose accounts (tuition, fees, etc.) are delinquent. Students in grades 9 through 12 will be allowed to take mid-term exams or final exams if accounts are in arrears, but grades will not be issued until the account is paid. Re-enrollment forms will not be accepted for those whose accounts are delinquent.
10. Should an account become 30 days delinquent, a late fee will be assessed and the parents may be asked to withdraw the student from the classroom until the account is current.

The preceding financial policy will be adhered to strictly so that Wake Christian Academy can maintain a sound financial and business position; however, we are aware that problems arise from time to time. We are willing to work with parents if they have a problem, but they must contact the Director of Budget and Finance, 772-6264, ext. 248.

N. GRADUATES

Graduates are encouraged to attend school functions; however, they are asked not to be at the school during the regular school day unless they have legitimate business at the school. They must check in at the office before going any other place on campus, including the gym.

O. GYM USAGE

Students using the gym must have proper supervision of an adult approved by the athletic director. No person may use the weight room without the presence of a supervising adult approved by the athletic director.

P. HARASSMENT

It is the policy of Wake Christian Academy to prohibit any harassment of, or reluctance to train, employees or teach a student because of their age, race, color, gender, veteran, or military status, citizenship, disability, national or ethnic origin.

1. Wake Christian Academy has a zero tolerance policy in regard to any form of harassment.
2. Harassment means any offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent, or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity, or to alter the conditions of an employee's employment and create a hostile environment.
3. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's life, unreasonably interferes with an individual's performance, or creates an intimidating, hostile, or offensive environment. It can occur between employees, between students, or between an employee and a student.
4. Students guilty of such conduct may be placed on long term suspension or expelled. WCA employees may be subject to dismissal.
5. Failure by an employee or student to report suspected or observed harassment may result in disciplinary action.
6. This policy pertains to volunteers, chaperones, and substitute teachers as well as to WCA employees.

Any student who feels that he or she is experiencing harassment at school or on a school sponsored activity, or who feels that he or she is experiencing sex discrimination in receiving training, should be aware that the following procedures are available and should be utilized.

1. Any student should immediately report all matters directly to their principal, human resources director and/or school administrator by completing the "*Complaint's Report*".
2. The principal, human resources director and/or school administrator will take immediate action to investigate any and all complaints registered.
3. Following the investigation of the complaint, the principal, human resources director and/or school administrator will review the facts and results of the investigation with the human resource director or administrator and decide upon the validity of the complaint and determine how the complaint should be resolved.
4. If it is determined that an employee and/or student has engaged in harassment or reluctance to train, the human resources director and/or administrator will take immediate and appropriate action, the nature of which will depend upon the severity of the determined offense.
5. After an investigation and determination of the merits of any properly registered complaint, the human resources director and/or school administrator will meet with the complaining student/employee to discuss the results of the investigation. If the student/ employee is dissatisfied with the processing of the complaint, the decision reached or the remedial action taken, if any, the student/employee will be afforded the opportunity to submit a written statement of his or her position for inclusion in his or her personnel file or student file.
6. Any employee or student found to have engaged in retaliation against a student or employee who has registered a complaint under this procedure or retaliation against any student or employee for assisting in the investigation of any registered complaint will be subject to immediate disciplinary action up to and including discharge, long-term suspension, or expulsion.

Q. HEALTH INFORMATION

1. Forms

All students (kindergarten through twelfth grade) are required to have a standard health form and immunization record completed by their physician. Any physical restrictions should be noted on these forms. Immunization records must be on file by the first day of school.

2. Communicable Disease

A. The decision concerning admission or continued enrollment of students diagnosed with infectious diseases including, but not limited to, Hepatitis B, Tuberculosis, Meningitis, HTLV-III/LAV, or testing positive for presence of antibodies to the AIDS virus, will be based upon evaluation of contagion, the behavior, neurologic development, and physical condition of the student. The infected student shall not be admitted or permitted continued enrollment to Wake Christian Academy without unanimous approval from the Wake Christian Academy School Board. The decision will be made after consultation with appropriate medical experts and the child's parents.

B. Lice

Head lice are tiny, wingless, grayish-tan insects that live and breed in human hair. The eggs, called nits, are easier to see than the lice themselves and are usually found attached to hair shafts close to the scalp behind the ears and on the back of the head. Nits cannot be washed away like dirt or dandruff; they must be removed with a special comb designed for that purpose. Head lice can only survive for about half a day without a human host and cannot live on family pets.

1. Students found to be infested will be immediately sent home for treatment. The parent or guardian should be contacted to come and pick up the student if possible.
2. Students in close proximity with the infested student shall be screened.
3. The parent or guardian shall be informed that treatments are available through physicians, the Public Health Department, or drug stores.
4. The parent or guardian shall be directed to contact the Public Health Department for appropriate infestation control measures.
5. Students may return to school when they are nit free and have been given clearance by a

physician, the Public Health Department, or the school nurse.

6. An informational letter will be sent to the class of the infected student from the school nurse.

Controlling a classroom outbreak

1. Encourage children not to share clothing and hair accessories.
2. Give each student his or her own plastic bin for school supplies. If possible, provide individual lockers or separate hooks for clothing.
3. Discourage older children from trying on hats, scarves, and hair accessories in department stores and boutiques.
4. Encourage children with long hair to keep it tied or braided. This is especially helpful during the months of August to November, when infestation is most likely.
5. Reinforce these messages before vacations and holidays.
6. Watch for telltale scratching that might indicate head lice. If you suspect that a child has head lice, contact the school nurse and parent for immediate treatment.

Advice for parents

Remember that the presence of head lice does not indicate uncleanness. Lice prefer a clean, healthy host to a dirty, unhealthy one.

1. Check every family member. Lice are hard to spot, so look for tiny white eggs (nits) on the hair shafts, near the scalp, especially at the nape of the neck and behind the ears.
2. Use an effective head lice treatment. Several are available without a prescription.
3. Remove all nits. Gently comb the child's hair with the special nit comb. The combs are provided with most lice treatment products. The child must be nit free before returning to school.
4. Wash clothes, bed linens, and towels. Use hot water, then dry on the hot cycle for at least twenty minutes. Items such as stuffed animals, headphones, and hats that are not machine washable must be dry cleaned or stored at room temperature in a tightly sealed plastic bag for at least two weeks.
5. Soak combs, brushes, etc. in hot water. The hotter the better, but the temperature should be at least 130 degrees F. Items should soak for at least ten minutes.
6. To make sure the rest of your home is louse-free, vacuum carpets, pillows, mattresses, upholstered furniture, even the car seats.

R. HOMEWORK

The purpose of homework is to strengthen classroom instruction by practice and drill. Research for various projects is done as a homework assignment. Parents are asked to see that students do homework assignments. Students are expected to turn in assignments promptly, and parents will be notified if a student is delinquent in this matter. Failure to do homework will affect the grade of the student.

S. ILLNESS

When a child becomes ill during school, parents will be contacted. A student with a fever will be sent home. If the illness is infectious, please keep the student at home until completely well. For conditions such as strep throat and pink eye, the student must have been on medication at least 24 hours before readmission. A child should be without a fever for 24 hours before returning to school. Absence forms are available on the WCA website.

T. INFODIRECT

Wake Christian makes grades and report cards available online to parents and students through InfoDirect. Families will be emailed the appropriate passwords at the beginning of the school year.

U. INSTANT INFORMATION AND NOTIFICATION

Wake Christian Academy is committed to providing immediate necessary information directly to parents at any e-mail address they choose. There is no cost for this service, and all family information is kept confidential. It is important to notify the office with all email address changes.

V. INSURANCE

Wake Christian Academy provides accident insurance for its students. Claim forms may be obtained on the WCA website or from the Human Resource department. All questions should be directed to the Human Resource department.

W. LOST AND FOUND

All articles found at the school are sent directly to the lost and found centers where they may be reclaimed. Parents and students are encouraged to mark all personal items brought to school. Items not claimed will be donated to charity. WCA is not responsible for any lost or stolen items on/off campus.

X. LUNCH PROGRAM

1. Hot sandwiches, various drinks, ice cream, and other snack items are available to all students on a daily basis from an outside vendor. Students are allowed to bring bag lunches.
2. Elementary and middle school students are not to bring carbonated drinks or purchase them at school before 3:00 pm.
3. Elementary lunch orders are generally prepaid on Friday for the upcoming week. Menus and order forms are located on the school's website.

Y. MEDIA CENTER

The Elementary and Middle/High School Media Centers, although located in separate buildings, operate as a unit. Teaching, programs offered, check out, and fines are set to accommodate the different age groups. Students may use the media centers only when the media center specialist or teacher is present. Computers may be used only for educational purposes. Other use will result in loss of computer privileges.

1. Elementary
 - a. Check out – 1 or 2 weeks
 - b. Overdue Fines - 5¢ per day excluding holidays, weekends, and sick days
 - c. Replacement Costs – from \$5.00 to \$30.00

2. Middle/High School
 - a. Check out – 3 weeks
 - b. Maximum # of books – 4
 - c. Overdue Fines - 10¢ per day excluding holidays, weekends, and sick days
 - d. Overdue Notice send approximately 1 week after due date
 - e. Demerits issued weekly thereafter
 - f. Replacement Costs - \$5.00 to \$60.00

Z. MEDICATIONS

Students who take medications regularly (including pain relievers) must provide the office with a release form signed by a doctor or pharmacist and a parent. They must give the office the medicine in its original bottle and a schedule when it is to be taken. Students who require inhalers or epipens may carry them **IF** a doctor's note is on file in the school office. Other than the exceptions listed above, all medications must be kept in the school office. Release forms are for the current school year only; they must be re-submitted each year.

AA. MISSIONS EMPHASIS

1. The key verse of the Missions Program is Colossians 3:12: "So, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience."
2. The goals of the Missions Program include:
 - a. Follow the key verse-Colossians 3:12
 - b. Reach our community and surrounding areas for Christ
 - c. Offer various opportunities for our school and students to participate in ministry outreach
 - d. Become centered on Christ by sharing His love for others
 - e. Become "other-centered" by creating opportunities for service
3. With these goals in mind, each student will participate in at least one off-campus ministry outreach during the school year. These opportunities are chosen to help fulfill the vision and mission of Wake Christian Academy and the Missions Program. Specific instructions regarding dates, time and dress will be given to the students as events are planned.

BB. MUSIC PHILOSOPHY (Revised 2008)

Wake Christian Academy seeks to provide musical experiences that will teach our students to "worship God in spirit and truth" (*John 4:21-24*) while equipping them to become discerning music consumers. The Apostle Paul states, "Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord" (*Col. 3:16*). In obedience to the Word of God, the following guidelines are established:

1. **Music must be Christ-centered.**
 - a. Lyrics – According to *Ephesians 5:19*, all singing, even when singing to each other, is "to the Lord."
 - b. Instrumentation - Similarly, in *1 Chron. 23:5* David commanded the people to offer praises to the Lord with the instruments that He had made. In this text and many other passages, it is apparent that God has chosen to use instruments to bring glory and honor to Him through praise and worship.
2. **Musical selections should be appropriate for each occasion** (*1 Corinthians 9*).
 - a. The worship in chapels and other similar services will consist of "psalms, hymns, and spiritual songs" (*Col. 3:16*).
 - 1) According to early church practice, spiritual songs were often new-- and sometimes spontaneous songs, sung for the purpose of worshipping and praising God. It is important to note that the call of God for His people to sing "new songs" to Him is seen at least nine different times in Scriptures (*Psalms 33:3, 40:3, 96:1, 98:1, 144:9, 149:1, Isa. 42:10, Rev. 5:9, Rev. 14:3*). Throughout the Scriptures, it is made very clear that the Lord inhabits the praise of His people (*Psalms 22:3*), and He is pleased when He is exalted through the singing of "new songs."
 - 2) According to the Scriptures, hymns are songs of praise for who God is and the mighty things that He has done. They are most commonly sung about Him and testify to others of His majesty and love. According to the Scriptures, a hymn may also consist of other songs, written in the past or present, for the purpose of praising God--regardless of style or instrumental accompaniment.
 - 3) The singing of the Psalms has been an historical part of the worship of God. Throughout time, God's people have sung the words from the book of Psalms in praise and adoration for Him.
 - b. Music for events such as concerts, talent shows, and extra-curricular activities may be broader in nature. However, selections must be chosen carefully for content and worldview. Music that is contrary to Scripture must be avoided (*Phil. 4:8, 1 Corinthians 10:31, 1 Thes. 5:21-22*).
3. **The following standards are to be used for music selection and performance:**
 - a. All music must be approved seven days in advance by the event supervisor (i.e. Principal, Fine Arts Director, Athletic Director, or Chapel Coordinator).

- b. If the music selection contains lyrics, those lyrics must be doctrinally sound.
- c. When accompanied by instruments, the message of the selection must be predominant.
- d. All music must be consistent with the mission and vision of Wake Christian Academy.

CC.OFFICE

1. The school office is open for business each school day between 7:30 a.m. and 4:00 p.m. Messages, lunches, homework, books, and other items may be left with the receptionist who will make every reasonable effort to have them delivered. The school is not responsible for relaying messages to students after class dismissal time.
2. Gifts, flowers, etc. delivered or brought in by parents/others will be placed in the office. Students will be notified and may view the gift and pick it up at the end of the day. Classrooms are not to be interrupted or disturbed for any deliveries.
3. Parents must go to the office to sign in to receive a nametag. If elementary parents are on campus for lunch, they may sign in with the staff in the primary lunchroom.
4. K-5th grade students must sign in/out at the Elementary office. 6th-12th grade students must sign in/out at the MS/HS office.
5. The school offices and the reception areas are places of business. Parents and students should remember to conduct themselves in an appropriate manner.

DD.PARENTAL SUPPORT

1. Parents, if your child complains about a policy or decision, please follow this procedure:
 - a. Realize that your child's reporting, although truthful, could be emotionally biased and may not include all the information.
 - b. Realize that the school has reasons for all rules and that every effort is made to enforce them without partiality.
 - c. Give the staff your support and the benefit of the doubt.
 - d. Call or write to get all the facts.
2. The first step in biblical problem solving is to begin with the person with whom the problem exists. *Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother (Matthew 18:15).*

If resolution is not achieved, escalation, in the school setting, must be according the following pattern:

Teacher → Principal → Administrator → Board

EE.PARTIES

1. Classroom parties or official Wake Christian Academy events must have a Christ-centered emphasis.
2. Class, team, or grade level pool parties, due to liability, are not sponsored by WCA.
3. WCA is not responsible for any party not officially sponsored by the school.
4. Students and/or parents planning non-sponsored after-school parties should not make announcements in class or collect money for these activities during school hours.
5. WCA staff may not serve as sponsors at off-campus parties in a staff capacity.
6. WCA does not endorse or host school dances due to the issues of testimony, personal convictions, exclusion of students, styles of dance, concerns of modesty, lyrics of songs, and types of music.

FF. PETS ON CAMPUS

No Pets

- Trained guide dogs or service animals in use by a person with a disability are allowed.

GG.PRIOR ADMINISTRATIVE/PRINCIPAL APPROVAL IS REQUIRED BEFORE THE FOLLOWING:

1. Having classroom visitors or speakers not employed by Wake Christian Academy
2. Teachers or class/grade parents requesting money from WCA families for field trips, class parties, etc.
3. Using the Wake Christian Academy name in any form of media. Distributing literature or soliciting on campus. The Administrator or his designee will be the only official spokesperson for WCA.

HH.REPORT CARDS GRADES K THROUGH GRADE TWELVE

Report cards are sent home electronically through InfoDirect at the end of each quarter. In addition to quarterly report cards, conferences are scheduled with parents as needed. Report cards will not be issued unless all accounts are clear.

II.SAFETY AND SECURITY

The safety of our students is of utmost importance. If a security concern ever arises due to change in family relationships, the office must be notified immediately by the parent. Legal documentation must be provided to the principal and the director of safety and security.

JJ.SCHOOL PROPERTY

The appearance and care of our school are a part of our testimony and the testimony of our students who are expected to help us take good care of our facilities and property. Willful damages to, or destruction of, school property is not tolerated. Students will be expected to pay for any damages for which they are responsible. Student lockers are school property and must be kept neat and clean. The administration reserves the right to inspect lockers at any time.

KK.SCHOOL-RELATED COMPETITIONS (fine arts, athletics, and any other department)

1. **WCA GROUPS** may participate in school-related competitions or events that meet the following guidelines:
 - a. Students will not miss more than one day of school **OR**
 - b. The event is within the state of North Carolina
2. **INDIVIDUAL WCA STUDENTS** may participate under the following conditions:
 - a. The individual is transported and chaperoned by his parent or guardian.
 - b. All expenses are the responsibility of the parents.
 - c. Wake Christian Academy will provide any required documentation.
3. **This policy does not apply to class trips or mission outreaches.**

LL. SCHOOL TRANSPORTATION

1. This policy applies to all off campus school activities, field trips, classes, or other functions when the school provides transportation. It does not apply to activities for which the school does not provide transportation.
2. For activities for which one vehicle will accommodate all students, they will be transported in either a school-owned or school-rented vehicle or in a privately owned vehicle. If more than one vehicle is necessary to accommodate the students, they will be transported only on school-owned or school-rented vehicles. Any vehicle transporting students, with the exception of public transportation, must have enough seat belts to accommodate all riders. The vehicle must be driven by a school staff person or by an approved adult at least 22 years old. For an adult other than a professional bus driver to be approved as a driver, he must provide the school with a copy of his motor vehicle record from the North Carolina Division of Motor Vehicles, complete a volunteer form and be approved through the WCA driver pre-screening process. **Drivers of vehicles with a capacity greater than 15 must have a CDL with an S endorsement.**
3. A student who will be transported to or away from any function in a privately owned vehicle driven by anyone other than the parent or guardian must provide the school with the WCA form (Parental Consent for Non-WCA Transportation found on the WCA website) signed by the parent or legal guardian authorizing the student to ride with that driver.

4. At the discretion of the administration, a student living in the vicinity of an off-campus function may be allowed to drive to the function if the school is provided with written approval from the student's parent or legal guardian. No student other than a member of the student's immediate family will be allowed to ride with the student.
5. At the discretion of the administration, a student may be allowed to ride to or from an activity with the student's parents, legal guardian, or with an approved driver. In all instances, caravanning will be avoided!
6. No student will be permitted to drive off campus except when school is officially dismissed for the student, or for some other purpose specified in this handbook, unless the school has been provided with written approval signed by the student's parent or legal guardian and the parent has been notified by phone.

MM. SOCIAL SECURITY INFORMATION

WCA prohibits the disclosure of social security numbers to unauthorized persons or entities.

NN.SPIRITUAL EMPHASIS

1. Chapel

Chapel is a vital part of student life at Wake Christian Academy. Individuals who are exemplary in their Christian faith are invited to speak. Students should participate by being attentive and practicing good conduct. Staff and students should take Bibles to chapel in order to profit more fully from the chapel time.

For after that, in the wisdom of God, the world by wisdom knew not God, it pleased God by the foolishness of preaching to save them that believe. (1 Corinthians 1:21)

2. Bible Instruction

In addition to Bible classes, the Bible is integrated into all courses throughout the curriculum. Students are expected to memorize Scripture according to the instruction of Psalm 119:11: "*Thy Word have I hid in mine heart, that I might not sin against thee.*" It is the desire of Wake Christian Academy that students not only learn the Bible, but be able to apply its truths in everyday life situations. Throughout history the Bible has made the greatest impact in reaching mankind when it was freely available to the masses. In fact, our forefathers in the faith have continually given their lives for the translation of the Word of God into the language of the people to whom they have been called to minister. Therefore, Wake Christian Academy strongly encourages the study of the versions of the Word of God that are word for word translations from the original manuscripts. Likewise, we discourage the study of versions that are paraphrases (the translators interpret the text phrase by phrase for the readers). For the sake of consistency, the New American Standard and King James versions of the Bible will be the only accepted translations for Scripture memorization. Other dependable word for word translations may be used in class for clarification.

These were more noble than those in Thessalonica, in that they received the word with all readiness of mind, and searched the scriptures daily, whether those things were so. (Acts 17:11)

All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work. (2 Timothy 3:16-17)

3. Lifestyle

Students are encouraged to incorporate spiritual principles in their lives at every level.

Whether, therefore, ye eat or drink, or whatsoever ye do, do all to the glory of God. (1 Corinthians 10:31)

OO. TESTING

Wake Christian Academy maintains a thorough testing program to measure the student's abilities and progress. Results of tests are used to help the administration and faculty in working more effectively with each student and continually improving the curriculum.

Grade	Tests Administered
K through 10	Stanford Achievement Tests
4	Otis-Lennon (OLSAT) in addition to Stanford
10	PLAN
11	PSAT & ACT (required), SAT (optional)
12	SAT (optional)

PP. TRAFFIC REGULATIONS - *The following regulations are applicable at all times.*

1. Student Arrivals/Departures
 - a. Every child's safety is of utmost importance to us. Arrival and departure time can be a high-risk time for student safety unless we all do our part. Cooperation, patience, and forbearance can help us avoid the possibility of an accident or injury. During inclement weather, special care must be taken.
 - b. Wake Academy Drive is a state road. Passing in a double yellow line zone is not only dangerous but illegal. Drivers should never enter through the exit gate or exit through the entrance gate. Each car should wait in line following the designated lanes and pull forward to the car in front of it. Loading and unloading may be done in designated areas only. Exit lanes are for exiting only and not for passing.
2. Arrival Procedures for Front Campus
 - a. Parents with elementary students in grades 3-5 and any combination of elementary with other students should use the front campus for drop-off and pick-up. Loading and unloading students may not be done at the HS auditorium door.
 - b. Upon entering the school campus, follow the flow of traffic into lanes 1, 2, or 3 located in front of Building C. The child is to walk toward the crosswalk and then proceed to the building. If it is necessary to walk your child to his classroom, please park in a parking space. Student drivers should park in their designated parking lots to unload middle and high school riders rather than using loading and unloading areas.
3. Departure procedures for Front Campus

In the afternoon, cars should follow the flow of traffic into lanes 1, 2, or 3. The child will walk to his vehicle using the crosswalk not across traffic. As vehicles leave, each driver should continue to move forward with the flow as this helps to facilitate the traffic coming into the WCA campus. If there is a possibility the driver will not be in his vehicle when school dismisses, he should park in a parking space and not in the pickup lanes.
4. Arrival and Departure Procedures for Back Campus
 - a. All students in K-2 should use the drop-off/pick-up point located behind the primary building. If the driver also has children in grades 3-5, they may also load here. Staff members will be assisting the students. The students' names should be in the car window for faster and safer pick-up. (Cards will be issued.)
 - b. As vehicles arrive, they should follow the flow of traffic around the loop. As vehicles leave, they should continue to move forward. This is a drop-off and pick-up car line; therefore, if it is necessary to walk to the classroom, the vehicle should be parked in designated areas not at the drop-off/pick-up points.
5. General Regulations
 - a. Each car should pull forward to the car in front of it before beginning to unload or load children. All students must use crosswalks when walking to and from the parking lot. No U-turns may be

made at the gate or through the flag display. Only staff or faculty vehicles may drive around the elementary building.

- b. Students may not arrive prior to 7 a.m.
- c. Students may not be dropped off or picked up in any unsupervised area.
- d. Campus speed limits and driving regulations help to ensure the safety of our guests, parents, and students. Students will receive appropriate discipline for reckless driving on campus. Parents should be a good example by using crosswalks, following traffic patterns, and observing the speed limits.

QQ. VISITORS

1. **Parents** of WCA students are welcome to visit the campus at any time; however, they must report to the elementary or middle/high school office to sign in and receive a visitor's pass.
2. All **visitors** must report to the elementary or middle/high school office to sign in and receive a visitor's pass.
3. **Lunch Visitation** – The lunchroom is only for students, staff, and approved visitors. Students may have pastors, youth pastors, siblings, former WCA students in good standing, or WCA alumni visit during the student's lunch period if the following criteria are met:
 - a. Administrative approval
 - b. Agreement to adhere to the WCA standards for modesty and conduct
4. **Elementary Lunch Visitation**- Family and friends may visit our elementary cafeteria during lunch hours. It is necessary for all guests to sign-in and receive a visitor's pass, either in the elementary cafeteria or from the elementary office. Parents must CALL the elementary office when someone who is NOT an immediate family member is coming to have lunch with your child. Immediate family members include parents, grandparents, siblings, aunts and uncles. The elementary office number is 919-772-6264, extension 232.
5. **All Day Visitation or Classroom Visitation** - Prospective students may visit for the day if the following criteria are met:
 - a. Prior administrative approval
 - b. Current application for admission to WCA on file
 - c. Agreement to abide by the dress code and standards set forth in the WCA student handbook
 - d. Written parental permission

Exceptions to this policy may be made only with prior administrative approval. Any person who fails to respect the standards and rule of WCA will be asked to conform or leave campus. Visitors who are asked to leave may forfeit the privilege of future visitation.

RR.VOLUNTEERS

WCA encourages strong participation in our volunteer program. There are varied opportunities for parents and family members to be active partners in supporting our students and WCA throughout the year. At Wake Christian Academy criminal background checks are required for all employees, coaches, bus drivers, school volunteers, and anyone wishing to attend a school sponsored activity or field trip with a class. Also, some independent contractors who work in close contact (without supervision) with students will also be required to agree to a background check. WCA performs driving record checks for anyone driving a school vehicle.

Individuals interested in serving as a coach or driver, will be required to complete an application and sign a release for a background check (which is located in the application packet found on the WCA website on the Employment page). The type of information that can be collected and verified through the background check and/or motor vehicle check includes, but is not limited to: name, date of birth, social security number, current and former addresses and driver's license number. Wake Christian Academy will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Consumer Reporting Act. Wake Christian Academy has developed guidelines regarding what is acceptable.

Anyone interested in driving the large school/activity bus is required to have a CDL (Commercial Driver's License) with an "S" endorsement and complete the WCA Bus Driver Application and the pre-screening driving. They will also need to submit to pre-approval and random Alcohol and Drug testing as required by the Federal Motor Carrier Safety Regulations and administered by Nationwide Testing Association, Inc.

Volunteers

The steps to take before someone can volunteer or attend a field trip are as follows:

- a. When visiting, volunteering, or attending a field trip at WCA
 - Provide your Driver's License or a picture ID to the receptionist
 - Your ID will be scanned and a background check will be done
 - Once approved your Visitor Badge will print and be given to you to wear
 - You **MUST** wear your Visitor Badge at all times while on campus.
- b. Each volunteer or attendee shall wear a school developed volunteer badge while participating in school field trips or activities. When leaving the field trip or activities, volunteers must sign out with the school official responsible and return the volunteer badge.

SS. WEATHER (Cancellation of School)

Snow, icy roads, or other weather-related events may necessitate cancellation of school. Our closings and will be announced on WRAL TV Channel 5 under the name of "Wake Christian Academy". The information will also be sent to parents' or guardians' phone by our instant notification system.

TT. WITHDRAWALS

1. Parents who wish to withdraw their student must notify the principal in writing.
2. The school reserves the right to withhold report cards, transcripts, and student records until tuition and other fees have been paid in full and school-owned textbooks and materials have been returned.
3. Any withdrawn student must have administrative permission to be on school campus except for public functions (ball games, graduation, etc.). Students must check in at the reception area and wear a visitor's pass.

III. KINDERGARTEN AND ELEMENTARY POLICIES

The primary years (K-2) establish skills that are the building blocks for the future years in school. This foundation continues to be strengthened throughout our elementary (3-5) program. It is the desire of the elementary administration, faculty, and staff to minister to each child's spiritual, physical, intellectual, and emotional needs.

A. ACADEMIC PROBATION

1. Students who consistently fail to exhibit the effort necessary to achieve academic success may be placed on Academic Probation.
2. This probation will require the student to meet with his teachers during weekly help classes. If necessary, the parents may be asked to provide additional tutoring.
3. Parents and students who fail to abide by the guidelines established by the principal may not be readmitted.

B. ATTENDANCE

"The Compulsory Attendance Law (NC GS 115C-378) states that every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the public school to which the child is (would be) assigned is in session The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy" (www.dpi.state.nc.us).

This minimum standard required under state law includes both excused and unexcused absences.

***The law also applies to children under 7 if they are enrolled in a school.**

1. It is important that a student be regular in attendance to gain the most from school.
2. A student must attend school 3 ½ hours to be counted present for the day.
3. An absence from school may be excused for the following reasons:
 - a. Illness or injury prevents the student from being physically able to attend school
 - b. The student has a communicable disease
 - c. The student is absent due to the death of an immediate family member
 - d. The student has a medical or dental appointment
 - e. The student must appear in court
 - f. The student obtains prior approval to take advantage of a valid educational opportunity, such as travel (GS 115C-379)
 - g. The student may receive prior approval for some church or family-related activities.
4. In certain cases absences with prior approval (minimum three school days) from the administration may be approved. Parents will need to submit a written explanation concerning the future absence. An Absence Planned In Advance form will be issued to the student for the classroom teacher to assign work that will be missed. The academic and absentee record of the requesting student will be reviewed before approval.
5. Students must bring a note to their teacher when returning after any absence from school.
6. The student must make up missed assignments. Graded assignments will have ten points deducted for unexcused absences.
7. If an elementary student is absent more than twenty days during the year, his promotion to the next grade is jeopardized. (Thirty days will be permitted for primary students.)
8. Excessive tardies will place the student's promotion in jeopardy.
9. Three tardies to class equals an unexcused absence.
10. For early dismissals or late arrivals, the student must obtain a release slip or admittance form from the elementary office.

C. DISCIPLINE

1. Philosophy

- a. Discipline is an essential part of the Christian life. Without proper discipline, a Christian will never achieve God's will in his life.
- b. The purpose of Christian discipline is to produce Christ likeness. Hebrews 12:10 says that our earthly fathers *chastened* (disciplined) *us after their own pleasure* (as it seemed good to them); *but He (God) for our profit, that we might be partakers of His holiness.*
- c. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline). Discipline in the Christian school is often misunderstood. Christian schools are often accused of being "too strict," of not showing love, and of not being compassionate. Consider what the Scripture says: "*For whom the Lord loveth he chasteneth, and scourgeth every son whom he receiveth.*" (Hebrews 12:6)
- d. Discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support the discipline standards of Wake Christian Academy should withdraw their children from the school. This will prevent the child from being placed in a position of conflict between the parent and the school.
- e. The student must at all times conduct himself in a manner becoming a Christian. This includes times when he may disagree with a decision or action taken by a teacher or administrator. A griping, complaining and/or disrespectful attitude is inappropriate. Teachers and administrators are open to listen to the student's side if it is presented at the proper time (between classes or after school) and with the proper attitude.

2. WAKE CHRISTIAN ACADEMY STUDENTS MUST:

- a. Show reverence for God and His Word
- b. Show proper respect for the administration, faculty, and staff
- c. Show respect for all persons and their property
- d. Show respect for themselves

3. The following types of conduct, *and others, at the discretion of the principal, will be handled by the classroom teacher:*

- a. Chewing gum without permission
- b. Drinking carbonated drinks on school property between 7:00 am and 3:00 pm without permission (K through 8th grade)
- c. Violating school dress code
- d. Violating WCA computer/Internet policy/Student Personal Technology policy
- e. Unprepared for class
- f. Disrupting the class
- g. Eating or drinking in the classrooms or halls without permission
- h. Unsafe activities on school property
- i. Violating car-line procedures
- j. Horseplay or roughhousing

4. The principal will handle the following types of conduct (and others as the need arises):

- a. Bringing electronic devices unrelated to academic work or bringing non-educational related materials.
- b. Using headphones, earbuds, etc. is not permitted unless directed by a teacher.
- c. Listening to, possession of, or promotion of ungodly, unwholesome music on school grounds. (Philippians 4:8)
- d. Mutilation, destruction of property, or activity that may result in mutilation or destruction of property. In addition to any disciplinary action taken, the student must also pay for any damage done.
- e. Physical contact with members of the opposite sex.
- f. Using cellular phones or other electronic devices during the school day without permission or taking such items on field trips without permission

- g. Using inappropriate language, such as obscenities, vulgarity, or profanity
 - h. Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
 - i. Violating dress code repeatedly
 - j. Violating WCA computer/Internet policy/Student Personal Technology policy repeatedly
 - k. Using the Internet for blasphemy, pornography, inappropriate language, or harassment
 - l. Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit) or other forms of intentional deception
 - m. Stealing
 - n. Bullying with words or actions
 - o. Direct disobedience
 - p. Disrespect to those in authority
 - q. Leaving the school premises without permission from the office
 - r. Possession or use of pepper spray or mace
 - s. Possession of knives or pocketknives
 - t. Possession of weapons, chemicals, or explosives. (Any object used with the intent to injure or harm may be considered a weapon)
5. **Possible consequences** (Biblical counseling by the teacher, principal, or other approved individual is always part of the discipline process)
- a. A verbal warning
 - b. A loss of privilege
 - c. Performing acts of service at school
 - d. Restitution
 - e. Suspension
 - f. Corporal punishment performed by the parent
 - g. Others determined at the discretion of the principal
6. **Offenses Enforceable By WCA On Or Off School Grounds: (Suspension or Expulsion)**
- a. Any illegal or criminal behavior
 - b. Dispensing or offering prescription drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
 - c. Misuse of over-the counter drugs or misuse of legitimate prescription drugs may be included.
 - d. Possessing or using tobacco products
 - e. Possessing or viewing pornographic material
7. **Offenses Enforceable By WCA On Or Off School Grounds: (Automatic Expulsion)**
- a. Use or possession of illegal drugs
 - b. Use or possession of alcoholic beverages
 - c. Participation in sexual immorality
8. **Possession of a firearm on school property is a felony and will result in dismissal.**
9. **Disciplinary Probation:**
- a. A student who receives N's in conduct for two or more nine weeks in a school year will be on disciplinary probation for the following year. Students whose behavior warrants an in-school suspension may be placed on probation for the following school year. Dismissal may result if the child does not demonstrate a changed heart.
 - b. A student may be placed on disciplinary probation during a school year as deemed necessary by the administration.
 - c. A student on disciplinary probation may not hold an office or receive honors.

D. DRESS CODE

One's outward appearance is often a reflection of the condition of the heart and mind. It must promote a proper Christian testimony and not be a distraction to the learning environment. It is not possible to spell out all clothing variations. Therefore, the administration may rule as necessary to maintain school standards. The dress code is based on the principles of modesty, neatness, and appropriateness.

The principal and the classroom teacher reserve the right to determine what is appropriate for the school day.

1. Consequences applying specifically to dress code violations:

- a. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected.
- b. Absences due to dress code violations will be recorded as unexcused absences.
- c. Although a student in violation may have inadvertently been allowed to attend one or more classes, he/she can still be referred for a dress code violation later in the day.
- d. If the violation cannot be corrected, WCA will contact a parent to bring a change of clothes or the student may be sent home.

2. All Students:

- a. The only acceptable writing and printing on clothing are appropriate name brand logos, college, professional sports, witness wear, or WCA wear. Shirts with slogans and sayings are not permitted. Graphics will be acceptable as long as they do not conflict with Biblical principles.
- b. The school provides PE uniforms. Consequences for not dressing out will be addressed by the PE instructor.
- c. For field trips, outings, and athletic events, neatness and modesty are to be maintained, since WCA represents God to the world. The teacher in charge will announce appropriate apparel.
- d. Leather, leather-like, or canvas shoes must be worn at all times. Flip-flops are not appropriate for regular school activity.
- e. Tattoos are not acceptable—permanent or temporary. Body piercing is not permitted.
- f. Students must meet the appropriate dress code at all times on campus and for attendance at any school function on or off campus.
- g. Only conventional hair colors and styles are permitted.

3. Girls in Kindergarten through Grade Five:

- a. Dresses, skirts, split skirts/culottes, Capri pants, and slacks are permitted for the regular school day. The hemline, top of the slit, or bottom button of the dress or skirt may be no higher than the top of the knee. Young ladies may wear full-length, loose-fitting dress pants and mid-calf length, loose-fitting Capri pants and split skirts/culottes. The split skirt/culottes should have a full-flared leg. The pants may not be stretch (lycra or spandex) or denim of any color. Jeans are not permitted. The khaki Chino-style pant is preferred. The top of the pants must be at or near the normal waistline. Leggings or shorts may only be worn under dresses. (Shorts should not be visible below the hemline.)
- b. Sleeveless dresses and tops may be worn if they have a shoulder width of three inches.
- c. Between the neckline and the hemline, no skin may show at any time **even when the young lady holds her hands directly over her head.** (This test will be applied.)
- d. Shorts/jeans may be worn to athletic events, whether at home or away, as long as the shorts/jeans meet the school standard. Shorts are to be to the top of the knee. Jeans must be long, traditional cut pants that are clean, fit properly, and are in good condition. Jeans may not have any holes or frays. Girls participating in the after school care program may change into knee-length shorts.
- e. Fitness Day attire may be loose-fitting athletic wear (warm-up suits, sweats, knee-length shorts (PE shorts), or jeans with a top that meets school policy.
- f. Girls may have pierced ears.

4. All Boys:

- a. Hair must be combed neatly and cut regularly. The hair should not touch the eyebrows, tops of the ears, or shirt collar in the back. Boys may not wear earrings or similar adornment.
- b. Young men must wear shoes and socks. They may not wear sandals.
- c. Jeans, pants, and knee-length shorts must be traditional cut, fit properly, and be in good condition. They must be worn at or near the waistline.
- d. Hats may be worn outside but are not permissible inside the school buildings.
- e. Shirrtails must be tucked into the pants (playground time and fitness days are exceptions).
- f. Sleeveless shirts are not permitted.

5. K – 2nd Grade Boys:

- a. Collarless shirts are permissible.
- b. Sweat pants and wind pants are permitted.

6. 3rd – 5th Grade Boys:

- a. A collared shirt is required for the regular school day. T-shirts may be worn for fitness days and field days.
- b. Wind pants, warm-up pants, and athletic shorts are permitted on fitness days only.

E. GRADING SCALE

1. Grades K through 1

Outstanding, Satisfactory, and Needs Improvement are the criteria used in the primary grades. Reading and Math levels are noted as on grade level, above or below grade level.

2. Grades 2 through 5 (the same as for the middle and high school)

A	100-93
B	92-85
C	84-77
D	76-70
F	69 and below

F. HOMEWORK

- 1. Homework is assigned on Monday, Tuesday, and Thursday nights.
- 2. Elementary students in K – 2nd grades should average approximately 15 to 30 minutes of homework and grades 3 – 5 should have approximately 40 to 50 minutes of work.
- 3. Homework should be done neatly and legibly.
- 4. Homework should meet the guidelines and expectations of the classroom teacher.

G. HONOR ROLL

Each nine weeks, an All A Honor Roll and an A-B Honor Roll will be compiled from the report card grades of students in grades 3-5 (penmanship and enrichment classes will not be included.) Students maintaining all A's or all A's and B's for the year receive special recognition at the end of the year.

H. PARENTAL SUPPORT

- 1. Parents, if your child complains about a policy or decision, please follow this procedure:
 - a. Realize that your child's reporting, although truthful, could be emotionally biased and may not include all the information.
 - b. Realize that the school has reasons for all rules and that every effort is made to enforce them without partiality.
 - c. Give the staff your support and the benefit of the doubt.
 - d. Call or write to get all the facts.

2. The first step in biblical problem solving is to begin with the person with whom the problem exists. *Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother (Matthew 18:15).*

If resolution is not achieved, escalation, in the school setting, must be according the following pattern:

Teacher → Principal → Administrator → Board

I. PLAYGROUND USE AND SUPERVISION

Each grade level has a designated time to utilize the play area and equipment located on our playground. There are areas each grade level may or may not access. The kindergarten may play on the lower level and the small-enclosed area. Students in grades one through five are permitted to play on the lower field (with respect to the kindergarten when times overlap) and the upper play area.

The students are under supervision at all times by the teachers / teacher aides. General playground rules are given to the teachers, after care workers, and to substitute teachers. These rules are communicated to the students prior to use of the play equipment and area. The same rules apply in the after school program.

Playground Rules

1. Rocks, sticks, pinecones, etc. are not to be thrown or used for play.
2. Students should not dig up the playground.
3. Toys from home are not permitted.
4. Students should use the ladder for the slide – come down feet first on their bottom.
5. Play-fighting is not permitted.
6. Playing on fence near primary building is not permitted.
7. Playing in fire escape alley is not permitted.
8. Use the steps for access to upper level playground.
9. Double swinging, belly swinging, standing up in the swing, jumping out of the swing or flipping the swings is not permitted.
10. Playing on the grassy hill behind the elementary building is not permitted.
11. Only K – 2 may play on basketball goal located behind the primary building with supervision.
12. Be considerate of the kindergarten children on the playground. Keep older children on upper level or designated area when kindergarteners are outside.
13. Balls should not be bounced against buildings during the school day.

J. PROMOTION

A child must show consistent achievement and performance in his main academic courses (Math, Language, Reading, etc.) to be promoted to the next grade. Students performing below average or failing their main academic courses should have summer tutoring to determine placement for the fall.

K. RE-ENROLLMENT

1. Every Wake Christian Academy student will be evaluated at the end of the year for both academic progress and behavior to determine his enrollment for the following year.
2. Continued attendance at WCA is a privilege that must be earned.

L. STUDENT RECOGNITION

Periodically, students will receive recognition for demonstrating spiritual growth as evidenced in personal behavior and attitude. These students are recognized in chapel and rewarded by the principal.

IV. MIDDLE SCHOOL POLICIES

The middle school years form an important transitional period in the lives of our students. For that reason, we have established the middle school to create an environment that will ease the tensions that are faced when an elementary child is asked to behave on a high school level.

To help our students with this time of growing maturity, we have prayerfully developed policies that encourage a natural progression from elementary to high school. During the course of the year, class and school activities will be held to promote social growth and school spirit among our students.

A. ACADEMICS

1. COURSE WORK

- a. Homework
 - 1) Middle school students should average about 30 minutes of homework per day per academic subject.
 - 2) Homework is to be turned in on the due date. Late assignments may receive no credit.
 - 3) No homework will be assigned for Wednesday night except in Math classes and weeks with less than five school days.
 - 4) The homework must be done neatly and legibly.
 - 5) Homework must be the student's own work, not copied.
 - 6) Students who leave school early must give their work to their teachers before they leave.
- b. Major projects and term papers must be typed according to the accepted MLA format in a 12-font Times New Roman or Arial font.
- c. Handwritten work must be written in blue or black ink unless designated otherwise by the teacher.
- d. Using another person's thoughts, ideas, or words without giving the author proper credit is plagiarism. A student engaged in plagiarism will be given no credit for the work. In addition, parent notification and disciplinary action will follow.

2. ENGLISH PLACEMENT

- a. Honors English is available to students beginning in 7th grade. Criteria for admission to Honors English 7 include the following:
 - 1) A final grade of A in English 6
 - 2) Teacher recommendation*
 - 3) Standardized test scores
- b. Criteria for admission to Honors English 8
 - 1) A final grade of A in English 7 or B or better in Honors English 7
 - 2) Teacher recommendation*
 - 3) Standardized test scores

* A writing sample and an interview will substitute for the teacher recommendation in the case of newly admitted students

3. GRADING SCALE

- | | |
|---|--------------|
| A | 100-93 |
| B | 92-85 |
| C | 84-77 |
| D | 76-70 |
| F | 69 and below |

4. HONOR ROLL

Each nine weeks, an All A Honor Roll and an A-B Honor Roll will be compiled from the report card grades of students in grades 6-8.

5. MATH PLACEMENT

- a. Honors math is available to students beginning in 6th grade. Criteria for admission to Honors math 6 include the following:
 - 1) A final grade of A in Math 5
 - 2) Teacher recommendation
 - 3) Standardized test score
 - 4) Math Placement Test result
- b. The criteria for advancement in honors math in grades 7 and 8:
 - 1) A final grade of B or better in previous honors math
 - 2) Teacher recommendation
- c. For greatest success in future studies, a student may not omit a math level.

Grade	College Prep Math Classes	Honors Math Classes
6	Math 6	Math 7
7	Math 7	Pre-Algebra
8	Pre-Algebra	Algebra I

6. PROMOTION

- a. All middle school students must receive a minimum year-end grade of 70 in the core courses (English, Bible, Science, Social Studies, and Math) in order to be promoted to the next grade. Seventh and eighth graders must also pass Introduction to Computers IA and IB or make the class up in the summer or the next school year.
- b. In Math and English a student must have at least a C to go on to the next level without summer tutoring. Otherwise, summer work may be recommended or required.
- c. Failure of one semester in a core course may be made up by approved summer work which meets the following guidelines:
 - 1) The tutor must be approved by the WCA principal.
 - 2) The session must include at least 30 contact hours.
 - 3) All monetary and scheduling agreements are between the tutor and the parents.The tutor provides a letter to the school stating the completion of the necessary material with grades earned.
- d. Failure of two semesters in a core course may be made up by 60 hours of summer tutoring or by repeating the course when possible.

7. STUDY HALLS

- a. **STUDY HALL IS NOT FREE TIME!** Study hall is for studying.
- b. Students must be in their assigned seats when the bell **begins** to ring.
- c. They may not talk without permission and may not study in groups.
- d. They will not be allowed to leave the study room to see another teacher unless they come to study hall with a note from that teacher.
- e. Students must come to study hall with enough material to keep them busy for the entire study period. If they have no homework, they should bring a school-approved book to read. Study hall is a good time for students to do their AR reading, Bible reading and Bible study.
- f. If they have absolutely nothing to do, the study hall teacher will have "enrichment material" for them to work on, such as copying selected portions from a textbook, encyclopedia, dictionary, or the student handbook.
- g. Magazines or newspapers are not allowed in study hall.
- h. Students may not eat, drink, or sleep in study hall.

- i. Students may leave study hall to use the library ONLY if they need to use library materials. They must have a pass from study hall; they must sign in at the library; and they must return to study hall BEFORE the end of the period.
- j. On Wednesdays, Study Skills will be taught by the Study Hall teacher.

THESE RULES ARE DESIGNED TO PROVIDE AN ATMOSPHERE FOR STUDY. STUDENTS WHO VIOLATE THESE GUIDELINES ARE ROBBING THEMSELVES AND OTHERS OF AN OPPORTUNITY TO USE THE TIME TO THE BEST ADVANTAGE. THEY ARE WASTING THE TIME GOD HAS ALLOTTED TO THEM.

B. ATHLETIC ELIGIBILITY

1. Athletic eligibility requirements: In order to try-out or play, each athlete or manager must have at least a 2.0 GPA and no more than one "F" during a semester to be eligible to play in the following semester. If the athlete does not meet the athletic eligibility requirements, they will not be allowed to play for the next semester. However, if the athlete passes the athletic eligibility requirements, they are cleared to play for that semester.
2. Athletic eligibility for each sport will be determined by the grades from the previous semester. Interim progress reports and report cards will not be used to determine athletic eligibility, but will be used to monitor student's progress. (EXAMPLE: In order to play volleyball, football, soccer, cross-country or fall cheerleading, an athlete must pass the athletic eligibility requirements with the spring semester's grades from the previous year. Spring sports will use the fall semester's grades. Since winter sports overlap the two semesters, spring semester grades will be checked to determine if students are eligible to participate. If a student is not eligible to play, he may try-out for the team and be placed on probation until the fall semester ends. While on probation, he will not be allowed to play in games and will not be allowed to travel with the team. When the fall semester ends, the athlete's grades will be checked to see if the grades meet the eligibility requirements. If so, the student will be allowed to participate in games. If the grades do not meet the requirements, the student will be removed from the team).
3. If a student withdraws from a class with a failing grade after the first nine weeks of a semester, a grade of WF (withdraw failing) will be treated as an F for athletic eligibility purposes.
4. Summer school classes cannot be used to replace any failing grades for the purpose of gaining athletic eligibility for the next school year.

C. ATTENDANCE AND TARDIES POLICIES

"The Compulsory Attendance Law (NC GS 115C-378) states that every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the public school to which the child is assigned is in session.... The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy" (www.dpi.state.nc.us).

This minimum standard required under state law includes both excused and unexcused absences.

1. It is important that a student be regular in attendance to gain the most from school. **Any student missing more than ten periods per semester in any class for any reason may not receive credit for that class even if all his grades are passing.** He may be required, **at the additional cost of \$10 per hour**, to attend and complete a summer remediation program or an extended day program to make up time and content missed (hour for hour). In cases of unusual circumstances, such as extended illness, appeal may be made to the attendance review committee.

2. An absence from school may be excused for the following reasons:
 - a. Illness or injury prevents the student from being physically able to attend school
 - b. The student has a communicable disease
 - c. The student is absent due to the death of an immediate family member
 - d. The student has a medical or dental appointment
 - e. The student must appear in court
 - f. The student obtains prior approval to take advantage of a valid educational opportunity, such as travel (GS 115C-379)
 - g. The student may receive prior approval for some church or family-related activities.

A student is considered absent from a class if he misses more than ten minutes of the class.

3. In certain cases absences with prior approval (min. three school days) from the administration may be approved. Parents will need to submit a written explanation concerning the future absence. An Absence Planned In Advance form will be issued to the student to have each of his teachers initial and assign work that will be missed. The academic and attendance record of the requesting child will be reviewed before approval.
4. **Parents are to call the office by 10:00 a.m. whenever a child is absent. Middle School homework information can be found on the Faculty Web Pages. This information is accessed through the WCA website, under Parents, then Middle School. Contact the principal if the Faculty Web Pages do not have current information. On the rare occasion when additional information is needed for class work/homework, the request must be made by 10:00 a.m.**
5. A student must attend at least four full classes in order to be counted present for the day. To be eligible to participate in athletics, a student must be in school by 11:00 AM.
6. **Even if the parent has called, a student who is absent for any reason must upon his return bring to the office a note giving the reason for the absence. Please use the form found on the WCA website. Any absence not explained within five school days will be counted as unexcused. For an unexcused absence, full credit may not be given for tests, quizzes, or other work due.**
7. If a student needs to be dismissed early, he must bring a note stating the reason and the time he needs to leave, to be shown to the teacher of the class he is leaving. He should then take the note to the office to check out. If a student gets sick during school hours, he is to come to the office to have the staff call home or to get permission to use his cell phone.
8. *Tardies Policy*
Students are expected to be in class, seated, and ready to work when the bell rings. If a student is not seated before the bell rings, he will be considered tardy. Student tardiness is disruptive to the class and the teacher. Three unexcused tardies to class will result in one detention. **First period tardies will receive ½ demerit counted toward a tardy detention.**

D. DISCIPLINE

1. **Philosophy**
 - a. Discipline is an essential part of the Christian life. Without proper discipline, a Christian will never achieve God's will in his life.
 - b. The purpose of Christian discipline is to produce Christ likeness. Hebrews 12:10 says that our earthly fathers *chastened* (disciplined) *us after their own pleasure* (as it seemed good to them); *but He (God) for our profit, that we might be partakers of His holiness.*

- c. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline). Discipline in the Christian school is often misunderstood. Christian schools are often accused of being "too strict," of not showing love, and of not being compassionate. Consider what the Scripture says: *"For whom the Lord loveth he chasteneth, and scourgeth every son whom he receiveth."* (Hebrews 12:6)
- d. Discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support the discipline standards of Wake Christian Academy should withdraw their children from the school. This will prevent the child from being placed in a position of conflict between the parent and the school.
- e. The student must at all times conduct himself in a manner becoming a Christian. This includes times when he may disagree with a decision or action taken by a teacher or administrator. A griping, complaining and/or disrespectful attitude is inappropriate. Teachers and administrators are open to listen to the student's side if it is presented at the proper time (between classes or after school) and with the proper attitude.

2. **WAKE CHRISTIAN ACADEMY STUDENTS MUST:**

- a. Show reverence for God and His Word
- b. Show proper respect for the administration, faculty, and staff
- c. Show respect for all persons and their property
- d. Show respect for themselves

3. Detention/Suspension System

- a. The Bible clearly teaches the concept of submission to authority. In Hebrews 13:17 the writer (by inspiration of the Holy Spirit) reminds us, *"Obey them which have the rule over you, and submit yourselves; for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you."* Obedience is doing what God says immediately with the right heart attitude. The behavior of a student affects his relationship with the school either positively or negatively, but the more important issue is his relationship with God. This verse also explicitly defines the school's responsibility to God in teaching and maintaining discipline. We must "give account."
- b. The ideal situation would be for students to be self-disciplined; but for times when this is not the case, external discipline may be necessary. The discipline system in the middle school is designed to simply change behavior that is not appropriate. The school recognizes that some behaviors that result in discipline at school are perfectly acceptable in other settings. (Chewing gum may be the most common example). It is our hope that the desired change will take place at the lowest possible level in the progression. The normal progression would include written notification of prohibited behavior (student handbook, classroom rules), verbal warning (optional), demerit, detention, in-school suspension, and finally dismissal. At each level above the demerit stage parental notification and/or conference would occur.
- c. Demerits are issued by the teacher for infractions such as talking, disrupting class, showing disrespect to a fellow student, or being unprepared for class. Demerits are essentially written warnings signed by the student and teacher. Three demerits in a 9 week period will result in a detention. For other offenses, the student may be referred to the administration for detention or suspension.
- d. *Discipline Progression*
The middle school utilizes a progressive discipline system. The severity of the discipline administered changes based on the discipline record of the student. This allows students to make some mistakes and learn from them at the earliest levels. However, if a student does not exhibit self-discipline at the lower levels the discipline is increased. A record of detentions will be maintained throughout the year. Sixteen weeks from the time a detention is assigned, it will be dropped from the suspension count.

- 1) **Detentions one through three** within sixteen weeks will be served after school from 3:10 to 4:00 p.m.
 - 2) A Saturday detention will be assigned for more serious infractions or for a **fourth detention** within sixteen weeks. Saturday detentions will be served from 8:00 to 10:00 am. A \$20.00 fee will be assessed. Students should come dressed in work clothes.
 - 3) **A fifth detention** within a sixteen-week period will result in a one-day in-school suspension.
 - 4) An additional detention will result in a two-day in-school suspension with a principal/parent conference required.
 - 5) Further detentions may result in expulsion.
- e. Skipping a scheduled detention may result in an additional detention being assigned for the first offense. Subsequent offenses of skipping may result in a suspension.
- f. Suspensions will be served in school from 8:00 am – 3:00pm. The suspension will be served as soon as possible at the discretion of the administration. In-school suspension students must go to the high/middle school office immediately upon arrival at school. The student will be required to pay a \$75 ISS fee to defray the cost of hiring a suspension supervisor.
- g. When a student receives a suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned in to the suspension supervisor. Homework assignments for the next day may be requested from the student's teachers by the suspension supervisor. All students who have received a suspension will be barred from their next extra-curricular event during the quarter within which the suspension is administered. Further action will be at the discretion of the principal.
- h. A student who receives four or more detentions in a given school year will be ineligible for a position in student government the following school year.
- i. A student expelled from Wake Christian Academy will not be considered for readmission until after one-half calendar year, but not after the beginning of the semester.
4. **Listed below are the usual penalties for various offenses. The actual penalty is at the discretion of the principal.**
- a. **Cell Phone Policy:**
Students may have cell phones during the school day, but the phones should not be used without permission from the school office. Use of phones without permission from the school office will result in the following penalties:
 - 1) 1st offense: Student will receive two demerits, and the phone will be sent to the principal to be returned at the end of the school day.
 - 2) 2nd offense: Student will receive a detention, and the phone will be sent to the principal and returned a week later.
 - 3) 3rd offense: Student will receive a Saturday detention, and the phone will be kept in the office until claimed by the student's parents.
 - 4) 4th offense: Student will receive a Saturday detention and forfeit the privilege to have a phone on campus the remainder of the school year.
 - b. **Demerit Offenses:**
 - 1) Chewing gum in academic buildings
 - 2) Drinking carbonated drinks on school property between 7:00 am and 3:00 pm (K – 8)
 - 3) Eating or drinking in the classrooms or halls
 - 4) Violating the dress code

- c. **Detention Offenses:**
 - 1) Bringing electronic devices unrelated to academic work or bringing non-educational related materials
 - 2) Using headphones, earbuds, etc. is not permitted unless directed by a teacher
 - 3) Listening to, possession of or promotion of ungodly, unwholesome music on school grounds or school related trips
 - 4) Loitering on any school property
 - 5) Being involved in unsafe activities on school property
 - 6) Using inappropriate language
 - 7) Violating dress code repeatedly
 - 8) Copying homework
- d. **Saturday Detention Offenses**
 - 1) Mutilation, destruction of property, or activity that may result in mutilation or destruction of property (The student may also be required to pay for damages.)
 - 2) Physical contact with members of the opposite sex
 - 3) Use of inappropriate language, such as obscenities, vulgarity, or profanity
 - 4) Horseplay, bullying, rough housing, or other forms of rowdy behavior
 - 5) Violation of computer/Internet policies/ Student Personal Technology policy
 - 6) Direct disobedience
 - 7) Disrespect to those in authority
 - 8) Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
 - 9) Intentionally being in an unsupervised area; avoiding faculty/staff supervision, i. e. aftercare, class, before school care
 - 10) Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception
 - 11) Cheating on a quiz (Saturday detention and a zero on the quiz)
 - 12) Unauthorized absence from class while on school premises
- e. **Suspension Offenses:**
 - 1) Fighting (provoking a fight or failure to avoid a fight)
 - 2) Leaving the school premises without permission from the office
 - 3) Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception
 - 4) Possession or use of pepper spray or mace
 - 5) Possession of knives or pocketknives
 - 6) Possession of weapons, chemicals, or explosives (possible expulsion)
(Any object used with the intent to injure or harm may be considered a weapon.)
 - 7) Use of inappropriate language, vulgarity, profanity, or sexually oriented communication
 - 8) Willful misuse of or damage to computer hardware/software
 - 9) Bullying
 - 10) Cheating on a test (Suspension and zero on the test)
 - 11) Cheating on an exam (multi-day suspension and zero on the exam)
- f. **Offenses Enforceable By WCA On Or Off School Grounds: (Suspension or Expulsion)**
 - 1) Any illegal or criminal behavior
 - 2) Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
 - 3) Possession or use of tobacco products
 - 4) Possession or viewing of pornographic material
 - 5) Stealing
 - 6) Publicly and knowingly disparaging the testimony of Wake Christian Academy either by word or deed
 - 7) Repeated or severe bullying
 - 8) Using the Internet for blasphemy, pornography, inappropriate language, or harassment

- 9) Fighting, provoking a fight, failing to avoid a fight, or communicating threats
- g. **Offenses Enforceable By WCA On Or Off School Grounds: (Automatic Expulsion)**
 - 1) Use, distribution, or possession of alcoholic beverages
 - 2) Use, distribution, or possession of illegal drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
 - 3) Participation in sexual immorality
- h. **Possession of a firearm on school property is a felony and will result in dismissal.**
- i. **DRUGS AND ALCOHOL:**

Wake Christian Academy believes the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at WCA. The administration reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend Wake Christian Academy will be revoked.
- j. **NOTES:**
 - 1) A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense himself.
 - 2) A student who has been expelled must have prior administrative approval to be on campus.
 - 3) For the safety and welfare of others, reasonable suspicion of any of the above activities gives the school the right to examine lockers and any other school-owned property.

5. SPIRITUAL RESTORATION PROGRAM

- a. **Purpose**
 - 1) Some infractions of the WCA guidelines may require expulsion. Readmission is not usually possible, but may be considered in certain circumstances. A major part of any readmission would be the successful fulfillment of a restoration program.
 - 2) The purpose of the restoration program is to restore to fellowship a repentant Christian whose changed heart is obvious, not to provide a list of steps for avoiding punishment. The requirements will be natural to someone with the right heart attitude, but impossible for a student who is not seeking true restoration.
- b. **Guidelines for Spiritual Restoration Program:**
 - 1) **The student is repentant** and has voluntarily made every effort possible to make amends:
 - a) With God
 - b) With his parents
 - c) With the school
 - d) With his church
 - e) With any others affected by the offense
 - 2) The student initiates the process by presenting to the principal a written request to be admitted to the restoration program.
 - 3) The student must complete the new student admissions application.
 - 4) The student agrees to the following:
 - a) Active involvement in a local, Bible-believing church
 - b) Active participation in the youth program of this church
 - c) School-directed counseling at additional cost
 - 5) A member of the administration will monitor the program on a regular basis.
 - 6) A mentor/student relationship is to be established between a specified faculty member and the student.

- 7) The period of time before readmission is considered will normally be one semester or 18 consecutive weeks. The time period may be more or less depending on the circumstances and the offense. The time period will never be less than nine weeks.
- 8) After readmission, the student will be on probation for a year (as any new student).

6. ACADEMIC AND DISCIPLINARY PROBATION

- a. Students who consistently fail to exhibit the effort necessary to achieve academic success may be placed on Academic Probation. This probation will require the student to meet with his teachers during weekly help classes. If necessary, the parents may be asked to provide additional tutoring. Parents and students who fail to abide by the guidelines established by the principal may not be readmitted.
- b. Students who earn more than three disciplinary detentions per semester or a total of five for the school year may be placed on Disciplinary Probation for the following year. Students on probation who earn more than five detentions during the school year may be dismissed. Students whose behavior warrants an in-school suspension may be placed on probation for the following school year. A student on disciplinary probation may not hold an office or receive honors.
- c. A student may be placed on academic or disciplinary probation during a school year as deemed necessary by the administration.
- d. Wake Christian Academy will evaluate each student at the end of the year for both academic progress and behavior to determine his enrollment for the following year. Continued attendance at WCA is a privilege that must be earned.

D. DRESS CODE

One's outward appearance is often a reflection of the condition of the heart and mind. It must promote a proper Christian testimony and not be a distraction to the learning environment. It is not possible to spell out all clothing variations. Therefore, the administration may rule as necessary to maintain school standards. The dress code is based on the principles of modesty, neatness, and appropriateness.

The principal and the dress code advisor reserve the right to determine what is appropriate for the school day.

1. Consequences applying specifically to dress code violations:

- a. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected.
- b. Absences due to dress code violations will be recorded as unexcused absences.
- c. Although a student in violation may have inadvertently been allowed to attend one or more classes, he/she can still be referred for a dress code violation later in the day.
- d. If the violation cannot be corrected, WCA will contact a parent to bring a change of clothes or the student may be sent home.

2. All Students

- a. For athletic events, field trips, outings, and other such school events, neatness and modesty are to be maintained, since WCA represents God to the world.
- b. Shorts/jeans may be worn to athletic events, whether at home or away, as long as the shorts/jeans meet the school standard. Shorts are to be to the top of the knee. Jeans must be long, traditional cut pants that are clean, fit properly, and are in good condition. Jeans may not have any holes or frays.
- c. Tattoos are not acceptable, whether permanent or temporary.
- d. Body piercing is not permitted (except for girls' ears).
- e. Students must arrive and leave in school approved attire. A student must meet the appropriate school dress code at all times on campus and for attendance at any school function on or off campus.
- f. Hats and other headwear may not be worn on campus during school hours.

- g. Only natural hair colors and conventional styles are permitted.

3. Female Students

- a. Young ladies may wear dresses, skirts, or slacks during the school day. The hemline, slit, or bottom button of the dress or skirt may be no higher than the top of the knee. **Slits must be sewn (not pinned).** The fit of the skirt must allow the student to sit modestly. Skirts should come to the top of the knees when sitting. Young ladies may wear crop pants or full-length, **loose-fitting, not tight or clingy** dress pants. **The pants may not be stretch (lycra or spandex) or denim of any color.** Jeans, “skinny” pants, or capris are not permitted. The khaki chino-style pant is preferred. The top of the pants must be at or near the normal waistline. No velour lounge pants, sweat pants, pajama-type pants are permitted.
- b. The only acceptable writing and printing on clothing are appropriate name brand logos, college, professional sports, witness wear, or WCA wear. No graphics will be allowed.
- c. Blouses and skirts must be loose fitting, not clingy.
- d. Between the neckline and the hemline, no skin may show at any time **even when the young lady holds her hands directly over her head.** (This test will be applied.)
- e. All blouses and dresses must be at least 3” wide on the shoulders.
- f. Necklines may be no more than 3” below the collarbone.
- g. Clothing that resembles undergarments (including lingerie tops) may not be worn as outerwear.
- h. Proper undergarments must be worn at all times. **No underwear lines may show.**
- i. Girls are to wear safe and appropriate footwear.

4. Male Students

- a. Collared shirts must be worn at all times during the school day; this includes when wearing sweaters, sweatshirts, and hoodies. Shirts must be properly buttoned and tucked into pants.
- b. Young men in grades 6-8 may wear jeans. Pants must be long, traditional cut pants that fit properly, are clean, and are in good condition. Jeans may not have any holes or frays. Skinny pants are not permitted. No wind pants or sweats are allowed. Pants must be worn at or near the waistline.
- c. Hair must be combed neatly and cut regularly. The hair should not touch the eyebrows, tops of the ears, or shirt collar in the back.
- d. Male students must be clean-shaven. Sideburns may not be below the bottom of the ear.
- e. Male students may not wear earrings or similar adornment on campus at any time or at school-related events on or off campus.
- f. Young men must wear shoes, socks, and belts. They may not wear sandals.

5. Formal Wear Guidelines:

The WCA formal wear guidelines apply to young ladies’ attire at all banquets, homecoming, fall festival, winter court, or any other school activity for which formal or semi-formal dress is appropriate—whether the function is held on or off campus. **The decision of the dress code advisor is final. These guidelines apply to students and their guests.**

- a. Modesty is the governing rule.
- b. Slits may not be above the top of the knee.
- c. No cleavage may show at any time. The top of the dress must fit snugly and be no lower than 3” below the collarbone. The dress code advisor must make the final judgment.
- d. The back of the dress must be at least to the midpoint of the back, and no skin may show from that point to the top of the knee.
- e. Young men are reminded that for a formal or semi-formal occasion the appropriate attire must include dress slacks (no jeans), dress shirt, tie, jacket, and dress shoes with socks.
- f. The dress code advisor must approve all formal dresses for WCA events.

E. PARENTAL SUPPORT

Parents, if your child complains about a policy or decision, please follow this procedure:

1. Realize that your child's reporting, although truthful, could be emotionally biased and may not include all the information.
2. Realize that the school has reasons for all rules and that every effort is made to enforce them without partiality.
3. Give the staff your support and the benefit of the doubt.
4. Call or write to get all the facts.
5. The first step in biblical problem solving is to begin with the person with whom the problem exists. *Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother (Matthew 18:15).*

If resolution is not achieved, escalation, in the school setting, must be according the following pattern:

Teacher → Principal → Administrator → Board

V. HIGH SCHOOL POLICIES

The high school years are important, for these are the preparatory years for total independence. WCA strives to prepare the high school student not only for college and vocation, but for the opportunities and obstacles that life may present.

A. ACADEMICS

1. **CLASSIFICATION OF STUDENTS:** In grades 9-12, rather than passing entire grade levels, students are passed or failed in each course taken. Any required course that is failed must be repeated, but this does not involve repeating the entire grade level. NOTE: If English or Bible is failed, it must be made up in summer school in order for the student to be promoted to the next grade level no matter how many other credits are earned.

The following credits are required for homeroom placement of students:

10th grade 5 units including one Bible course & 9th grade English

11th grade 11 units including two Bible courses & 9th and 10th grade English

12th grade 17 units including three Bible courses & 9th, 10th, and 11th grade English

(NOTE: The minimum Bible requirement may be adjusted for transfer students.)

2. COURSE PLANNING GUIDE

At Wake Christian Academy we strive to prepare a student for a successful Christian life. Besides offering general courses required by the state of North Carolina for graduation, we encourage our students to take college prep courses or to develop one of their areas of interest.

a. GRADUATION REQUIREMENTS:

- 1) **A total of 20 units plus one unit of Bible for each year at a Christian school**

(EXAMPLE: A student who transfers from public school after grade ten may graduate with 22 credits, but a student who has been at WCA or another Christian school four years must have 24 credits.)

Bible	4 units	Computer or **Fine Arts	1 unit
		**effective class of 2017	
English	4 units	Math Electives	3 units
World History	1 unit	Algebra I	1 unit
Civics/Economics	1 unit	Physical Science	1 unit
U. S. History	1 unit	Biology	1 unit
Social Studies Elective	1 unit	Science Elective	1 units
Health & PE	1 unit	Electives	3 units

- 2) **A minimum score of 12 on the American College Test (ACT). Effective with the class of 2012, all students must take the ACT by the end of their junior year to meet state testing guidelines.**

- b. **CREDITS:** To get one credit, a student must receive at least a 70 for his yearly average in a subject which meets for 36 weeks (one school year) five days per week. (For example, if a student receives a 68 first semester, he may pass for the year if he receives at least a 72 for the second semester.) If, however, a student fails only one semester and does not pass for the year, he must make up only the semester failed.

NOTE: A student may lose credit for a semester if he/she misses more than 10 days during the semester. Also, in order for a senior to march with his graduating class, he must have earned

23 units. The remaining unit must be completed during the summer following graduation. The student would not receive his diploma until 24 units have been earned.

- c. **COLLEGE REQUIREMENTS:** For admission to colleges within the NC university system, students must have at least one math course higher than Algebra II. It may be Pre-Calculus, Advanced Functions & Modeling, or Calculus AP. Two units of the same foreign language are required. Another recommendation is that the last year of foreign language be taken in the senior year.
- d. **NCAA ELIGIBILITY:** A student who intends to play a college sport must have at least 16 core courses. Click on the following link and then VIEW HERE to find the WCA courses that meet this requirement. Enter the school code: 343237.
https://web1.ncaa.org/eligibilitycenter/hs/index_hs.html.
- e. **SUGGESTED SCHEDULE FOR STUDENTS:**

<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>
Bible I	Bible II	Bible III	Bible IV
English I	English II	English III	English IV
World History	Civics/Economics	U. S. History	Social Studies Elective
Physical Science	Biology	Science Elective	Elective
Algebra I	Geometry	Algebra II	Foreign Language II
PE/Health	Computer or **Fine Arts <i>**effective class of 2017</i>	Foreign Language I	Math Elective
Elective	Elective	Elective	Elective

NOTE: A student may earn only one credit per year for teacher's aide and may not work for a relative.

- f. **PREREQUISITES** Listed below are courses that can be taken only if certain prerequisites have been met. The minimum requirement is listed to the right of each course. The final decision about placement is based upon the recommendation of the teacher and the administration.

Pre-Calculus	B in Algebra II
Advanced Functions/Modeling	C in Algebra II
AP Calculus AB	B in Pre-Calculus
AP Calculus BC	B in Pre-Calculus
Anatomy	C in Biology (or with special permission from the instructor)
Biotech Research	C in Algebra II and a B in Biology: Priority to Seniors
Chemistry	C in Biology and Algebra I (or with special permission)
AP Chemistry	B in Chemistry
AP Physics	B in Physical Science and Algebra II
Honors Biology	B in Physical Science (or with special permission)
AP Biology	B in 10 th grade Biology
Web Design	B in Intro to Computers II
Foreign Language I	C in English
Foreign Language II, III, IV	C in previous language class
Current Events	Highest average in Honors US History
AP US History	B in US History
Honors AFM	B in Algebra II
Honors English	B or better in previous year's Honors English A in regular English to move to honors from CP

g. **MATH PLACEMENT**

1) **For the greatest success in his future studies, no student may omit a math level.**

However, the following conditions and options apply:

a) **Conditions:**

- 1) The student is not in the honors math track.
- 2) The student has the aptitude to reach Calculus as a senior.
- 3) His career goals require that level of math.

b) **Options:**

- 1) Completion of at least 60 contact hours with a school-approved tutor in the math course to be omitted. **This does not qualify as a credit; it simply allows the student to move to the next course.**
- 2) Completion of two semesters of online math courses of independent study through the Keystone School. Their website is <http://keystoneschoolonline.com>
- 3) Completion of two semesters of the desired math course at Wake Tech, NC State, or similar institution. The student must be 16 years of age. **This would qualify as an academic credit.**
- 4) Completion of Algebra I or Algebra II and Geometry during the same school year.

3. **COURSE WORK**

a. Homework

- 1) High school students should average about 30 minutes of homework per day per academic subject.
- 2) Homework is due on the day for which it is assigned. Late assignments may receive no credit.
- 3) No homework will be assigned for Wednesday night except on weeks with less than five school days.
- 4) The homework must be done neatly and legibly.
- 5) Homework must be the student's own work, not copied.
- 6) Students who leave school early must give their work to their teachers before they leave.

b. Major projects and term papers must be typed according to the accepted MLA format in a 12 point Times New Roman or Arial font.

c. Handwritten papers must be written in blue or black ink except when the teacher designates otherwise.

d. Using another person's thoughts, ideas, or words without giving the author proper credit is plagiarism. A student engaged in plagiarism will be given no credit for the work. In addition, parent notification and disciplinary action will follow.

4. **EARLY GRADUATION**

Students who wish to graduate at the end of their junior year must submit a written request when they register for their junior year classes in the spring of their sophomore year. This request must contain a proposal as to how they will fulfill the requirements for graduation. The opportunity is open **only** to students who need only one additional credit and Bible Doctrines. The needed credit(s) must be taken from a recognized distance learning institution. If they choose to march with their own class, they will not participate in any other senior events. If they choose to march with the graduating class, they must meet the handbook requirement of having completed at least 23 credits with approved plans to complete the 24th credit within three months.

5. GRADING SCALE

- A 100-93
- B 92-85
- C 84-77
- D 76-70
- F 69 and below

6. HONOR ROLL

Each nine weeks, an All A Honor Roll and an A-B Honor Roll will be compiled from the report card grades of students in grades 9-12.

7. HONORS

- a. **High school Beta Club** membership is open to students in grades 10-12 who have a cumulative average of at least 4.0. They must maintain a 3.75 GPA a good discipline record and fulfill service requirements to remain an active member.
- b. **Junior class marshals** will consist of the top 8 juniors as measured by their cumulative GPA at the end of the first semester of their junior year.
- c. **The valedictorian and salutatorian** are chosen on the basis of their weighted grade point average. To be eligible to become valedictorian or salutatorian, the student must have completed at least the last three years of high school education at Wake Christian Academy and have an acceptable disciplinary record. (To make an informal grade point calculation, assign four points to each year-end grade of A from grades 9 through 12, three points for each B, two points for each C, etc. Add one additional point for each honors class and two points for each AP class. Divide that total by the number of courses attempted.)
- d. A student must have at least a 2.0 GPA and no more than one "F" during first semester to be eligible for a position in student government the following school year.

8. INDEPENDENT STUDY:

- a. Classes are to be taken online through the Keystone School: <http://keystoneschoolonline.com>
- b. All work and fees are the responsibility of the parent and student.
- c. Credit courses not taken at WCA will be included in the GPA.
- d. A student may not earn more than 8 credits/year.
- e. The administration must approve all independent study.
- f. Reminder: WCA students may attend NC State or Wake Technical Community College under a dual enrollment plan if their schedules permit.

9. PROMOTION

- a. Requirements - All high school students must pass English and Bible in order to be promoted to the next grade. Failure of two semesters in a required course must be repeated during the next academic year. Failure of one semester in a course may be made up only by repeating the entire course or by approved summer work which meets the following guidelines:
 - 1) The tutor must be approved by the WCA principal.
 - 2) The session must include at least 30 contact hours.
 - 3) For off-campus tutoring, all monetary and scheduling arrangements are between the tutor and the parents.
 - 4) For on-campus tutoring, payment will be made to WCA (the amount to be determined yearly).
 - 5) The tutor provides a letter to the school stating the completion of the necessary material with grades earned.
 - 6) Completion of an online independent study course according to the guidelines listed above in "8. Independent Study."
- b. Attendance Policy - Any student absent more than 10 class periods per semester of a one-credit course or five class periods of a 1/2-credit course may not receive a passing grade for that class

even if all his grades are passing. Extended illness will be handled on an individual basis by the principal.

- c. The highest grade possible for summer remediation is an 80.
- d. **For any class that builds on another (e.g. English, Math, and foreign language), it is recommended a student earn at least a C to successfully advance to the next level. Summer tutoring may be recommended for students who do not earn at least a C in one of these courses.**

10. STUDY HALLS

- a. **STUDY HALL IS NOT FREE TIME!** Study hall is for studying.
- b. Students must be in their assigned seats when the bell **begins** to ring.
- c. They may not talk without permission and may not study in groups.
- d. They will not be allowed to leave the study room to see another teacher unless they come to study hall with a note from that teacher.
- e. Students must come to study hall with enough material to keep them busy for the entire study period. If they have no homework, they should bring a school-approved book to read. Study hall is a good time for students to do their Bible reading and Bible study.
- f. If they have absolutely nothing to do, the study hall teacher will have "enrichment material" for them to work on, such as copying selected portions from a textbook, encyclopedia, dictionary, or the student handbook.
- g. Magazines or newspapers are not allowed in study hall.
- h. Students may not eat, drink, or sleep in study hall.
- i. Students may leave study hall to use the library **ONLY** if they need to use library materials. They must have a pass from study hall; they must sign in at the library; and they must return to study hall **BEFORE** the end of the period.

These rules are designed to provide an atmosphere for study. Students who violate these guidelines are robbing themselves and others of an opportunity to use the time to the best advantage. They are wasting the time God has allotted to them.

11. TRAVEL CREDIT

Academic credit may be given for short-term travel upon administrative approval.

12. WEIGHTED CLASSES:

a. HONORS CLASSES:

- 1) Honors courses are designed to challenge advanced students.
- 2) The following classes are honors courses and receive **one additional grade point**.

Honors Biology (10 th grade)	Biotech Research
Honors English (9 th –12 th grade)	Geometry for 9 th graders
Current Events	Spanish III & IV
Algebra II (10 th grade)	Honors US History
Honors Psychology/Sociology	Honors Civics/Econ (10 th grade)
Criminal Justice	Pre-Calculus
Anatomy	Honors AFM

- 3) **Honors credit for chorale, band, orchestra, concert bells, chorus, art, and yearbook:**

- a) Ninth grade students **may not** receive honors credit in fine arts classes.
- b) Any student in the fine arts classes listed above may receive honors credit his second year and each subsequent year.
- c) A student who has been in chorus one year may receive honors credit for his first year in chorale or each subsequent year in chorale or chorus.

- 4) Ninth grade students **may not** receive honors credit for yearbook.

Any student in yearbook may receive honors credit his second year and each subsequent year of participation.

b. **ADVANCED PLACEMENT CLASSES:**

1) The following are AP classes and receive **2 additional grade points:**

Calculus AB	AP Biology	AP English IV
AP Chemistry	Calculus BC	AP Music Theory
AP English III	AP Physics	AP Spanish
AP US History		

- 2) In order to remain in an AP class, a student must maintain a quarterly average of at least a C.
- 3) A student must score 3, 4, or 5 on the AP exam to receive college credit.
- 4) If a student does not take the AP exam, he will receive only honors credit.
- 5) The AP exam is a 3-hour national test for which there is a charge.
- 6) Students may take AP exams for courses not offered at Wake Christian Academy after independent study or tutoring, but without high school transcript credit.
- 7) Students who choose AP classes should be aware of the work and time commitment required. Students should expect one hour of homework per night per AP class.

B. ATTENDANCE AND TARDIES POLICIES

“The Compulsory Attendance Law (NC GS 115C-378) states that every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the public school to which the child is assigned is (would be) in session. ...The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy” (www.dpi.state.nc.us).

This minimum standard required under state law includes both excused and unexcused absences.

1. It is important that a student be regular in attendance to gain the most from school. **Any student missing more than ten periods per semester in any class for any reason may not receive credit for that class even if all his grades are passing.** He may be required, **at additional cost**, to attend and complete a summer remediation program or an extended day program to make up time and content missed (hour for hour). In cases of unusual circumstances, such as extended illness, appeal may be made to the attendance review committee.
2. An absence from school may be excused for the following reasons:
 - a. Illness or injury prevents the student from being physically able to attend school
 - b. The student has a communicable disease
 - c. The student is absent due to the death of an immediate family member
 - d. The student has a medical or dental appointment
 - e. The student must appear in court
 - f. The student obtains prior approval to take advantage of a valid educational opportunity, such as travel (GS 115C-379)
 - g. The student may receive prior approval for some church or family-related activities.

A student is considered absent from a class if he misses more than ten minutes of the class.

3. In certain cases absences with prior approval (minimum of three school days) from the administration may be approved. Parents will need to submit a written explanation concerning the future absence. An Absence Planned In Advance form will be issued to the student to have each of

his teachers initial and assign work that will be missed. The academic and attendance record of the requesting child will be reviewed before approval.

4. **Parents are to call the office by 10:00 a.m. whenever a child is absent. High School homework information can be found on the Faculty Web Pages. This information is accessed through the WCA website, under Parents, then High School. Contact the principal if the Faculty Web Pages do not have current information. On the rare occasion when additional information is needed for class work/homework, the request must be made by 10:00 a.m.**
5. A student must attend at least four full classes in order to be counted present for the day. To be eligible to participate in athletics, a student must be in school by 11:00 AM.
6. **Even if the parent has called, a student who is absent for any reason must upon his return bring to the office a note giving the reason for the absence. Please use the form found on the WCA website. Any absence not explained within five school days will be counted as unexcused. For an unexcused absence, full credit may not be given for tests, quizzes, or other work due.**
7. If a student needs to be dismissed early, he must bring a note stating the reason and the time he needs to leave, to be shown to the teacher of the class he is leaving. He should then take the note to the office to check out.
8. **IF A STUDENT IS TO BE DISMISSED EARLY AND IS DRIVING HIMSELF, THE PARENTS MUST SEND WRITTEN CONSENT AND CALL THE OFFICE TO GIVE PERMISSION FOR HIM TO LEAVE.** He will still need the note to get out of class. If a student gets sick during school hours, he is to come to the office to have the staff call home or get permission to use his cell phone.
9. Tardies Policy
Students are expected to be in class, seated, and ready to work when the bell rings. If a student is not seated before the bell rings, he will be considered tardy. Student tardiness is disruptive to the class and the teacher. Three unexcused tardies to class will result in one detention. **First period tardies will receive 1/2 demerit counted toward a tardy detention.**

C. ATHLETIC ELIGIBILITY

1. Athletic eligibility requirements: In order to try-out or play, each athlete or manager must have at least a 2.0 GPA and no more than one "F" during a semester to be eligible to play in the following semester. If the athlete does not meet the athletic eligibility requirements, they will not be allowed to play for the next semester. However, if the athlete passes the athletic eligibility requirements, they are cleared to play for that semester.
2. Athletic eligibility for each sport will be determined by the grades from the previous semester. Interim progress reports and report cards will not be used to determine athletic eligibility, but will be used to monitor student's progress. (EXAMPLE: In order to play volleyball, football, soccer, cross-country or fall cheerleading, an athlete must pass the athletic eligibility requirements with the spring semester's grades from the previous year. Spring sports will use the fall semester's grades. Since winter sports overlap the two semesters, spring semester grades will be checked to determine if students are eligible to participate. If a student is not eligible to play, he may try-out for the team and be placed on probation until the fall semester ends. While on probation, he will not be allowed to play in games and will not be allowed to travel with the team. When the fall semester ends, the athlete's grades will be checked to see if the grades meet the eligibility requirements. If so, the student will be allowed to participate in games. If the grades do not meet the requirements, the student will be removed from the team).

3. If a student withdraws from a class with a failing grade after the first nine weeks of a semester, a grade of WF (withdraw failing) will be treated as an F for athletic eligibility purposes.
4. Summer school classes cannot be used to replace any failing grades for the purpose of gaining athletic eligibility for the next school year.

D. AUTOMOBILES - Violation of these guidelines may result in fines and/or loss of driving privileges.

1. Driving to school is a privilege and not a right.
2. Students who drive to school must have a completed driving form on file and clearly display a current decal. They must obtain a form and decal from the main office for a \$35.00 fee.
3. Anyone who drives on campus must do so carefully and at the proper speed, following all traffic guidelines. Reckless driving cannot be allowed at any time.
4. Cars must be parked in an orderly fashion in the properly designated area on the school grounds. There is to be no student parking on Wake Academy Drive during school hours.
5. Under no circumstances will students be allowed to sit in cars before or after school, during lunch, during the school day, or at any school function.
6. A student is not to return to his car during the school day without permission.
7. No music may be heard outside the vehicle.

E. DISCIPLINE

1. Philosophy

- a. Discipline is an essential part of the Christian life. Without proper discipline, a Christian will never achieve God's will in his life.
- b. The purpose of Christian discipline is to produce Christ likeness. Hebrews 12:10 says that our earthly fathers *chastened* (disciplined) *us after their own pleasure* (as it seemed good to them); *but He (God) for our profit, that we might be partakers of His holiness.*
- c. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline). Discipline in the Christian school is often misunderstood. Christian schools are often accused of being "too strict," of not showing love, and of not being compassionate. Consider what the Scripture says: "*For whom the Lord loveth he chasteneth, and scourgeth every son whom he receiveth.*" (Hebrews 12:6)
- d. Discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support the discipline standards of Wake Christian Academy should withdraw their children from the school. This will prevent the child from being placed in a position of conflict between the parent and the school.
- e. The student must at all times conduct himself in a manner becoming a Christian. This includes times when he may disagree with a decision or action taken by a teacher or administrator. A griping, complaining and/or disrespectful attitude is inappropriate. Teachers and administrators are open to listen to the student's side if it is presented at the proper time (between classes or after school) and with the proper attitude.

2. WAKE CHRISTIAN ACADEMY STUDENTS MUST:

- a. Show reverence for God and His Word
- b. Show proper respect for the administration, faculty, and staff
- c. Show respect for all persons and their property
- d. Show respect for themselves

3. DETENTION/SUSPENSION SYSTEM

- a. The Bible clearly teaches the concept of submission to authority. In Hebrews 13:17 the writer (by inspiration of the Holy Spirit) reminds us, "*Obey them which have the rule over you, and submit yourselves; for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you.*" Obedience is doing what God

says immediately with the right heart attitude. The behavior of a student affects his relationship with the school either positively or negatively, but the more important issue is his relationship with God. This verse also explicitly defines the school's responsibility to God in teaching and maintaining discipline. We must "give account."

- b. The ideal situation would be for students to be self-disciplined; but for times when this is not the case, external discipline may be necessary. The discipline system in the high school is designed to simply change behavior that is not appropriate. The school recognizes that some behaviors that result in discipline at school are perfectly acceptable in other settings. (Chewing gum may be the most common example). It is our hope that the desired change will take place at the lowest possible level in the progression. The normal progression would include written notification of prohibited behavior (student handbook, classroom rules), verbal warning (optional), demerit, detention, in-school suspension, and finally dismissal. At each level above the demerit stage parental notification and/or conference would occur.
- c. Demerits are issued by the teacher for infractions such as talking, disrupting class, showing disrespect to a fellow student or being unprepared for class. Demerits are essentially written warnings signed by the student and teacher. Three demerits will result in a detention. For other offenses, the student may be referred to the administration for detention or suspension.
- d. *Discipline Progression*
The high school utilizes a progressive discipline system. The severity of the discipline administered changes based on the discipline record of the student. This allows students to make some mistakes and learn from them at the earliest levels. However, if a student does not exhibit self-discipline at the lower levels the discipline is increased. A record of detentions will be maintained throughout the year. Sixteen weeks from the time a detention is assigned, it will be dropped from the suspension count.
 - 1) **Detentions one through three** within 16 weeks will be served after school from 3:10 to 4:10 p.m.
 - 2) A Saturday detention will be assigned for more serious infractions or for a **fourth detention** within 16 weeks. Saturday detentions will be served from 8:00 to 10:00 am. A \$20.00 fee will be assessed. Students should come dressed in work clothes.
 - 3) **A fifth detention** will result in a one-day in-school suspension. An additional detention will result in a two-day in-school suspension with a principal/parent conference required.
 - 4) Further detentions may result in expulsion.
- e. Skipping a scheduled detention may result in an additional detention being assigned for the first offense. Subsequent offenses of skipping may result in a suspension.
- f. Suspensions will be served in school from 8:00 am - 3:00pm. The suspension will be served as soon as possible at the discretion of the administration. In-school suspension students must go to the high/middle school office immediately upon arrival at school. The student will be required to pay an \$75.00 ISS fee to defray the cost of hiring a suspension supervisor. All students who have received a suspension will be barred from their next extra-curricular event during the quarter within which the suspension is administered. Further action will be at the discretion of the principal.
- g. When a student receives a suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned in to the suspension supervisor. Homework assignments for the next day may be requested from the student's teachers by the suspension supervisor.
- h. A student who receives four or more detentions in a given school year, or receives a Saturday detention, or receives an in-school suspension will be ineligible for a position in student government the following school year.
- i. A student expelled from Wake Christian Academy will not be considered for readmission until after one-half calendar year, but not after the beginning of the semester.

4. LISTED BELOW ARE THE USUAL PENALTIES FOR VARIOUS OFFENSES. THE ACTUAL PENALTY IS AT THE DISCRETION OF THE PRINCIPAL.

a. **Cell Phone Policy**

High school students may have cell phones during the school day, but the phones should not be used without permission from the school office. Use of phones without permission from the school office will result in the following penalties:

- 1) 1st offense: Student will receive two demerits, and the phone will be sent to the principal to be returned at the end of the school day.
- 2) 2nd offense: Student will receive a detention, and the phone will be sent to the principal and returned a week later.
- 3) 3rd offense: Student will receive a Saturday detention, and the phone will be kept in the office until claimed by the student's parents.
- 4) 4th offense: Student will receive a Saturday detention and forfeit the privilege to have a phone on campus the remainder of the school year.

b. **Demerit Offenses**

- 1) Chewing gum in a distracting manner or disposing of it improperly
- 2) Eating or drinking in the classrooms or halls
- 3) Violating the dress code

c. **Detention Offenses**

- 1) Bringing to electronic devices unrelated to academic work or bringing non-educational related materials
- 2) Using headphones, earbuds, etc. is not permitted unless directed by a teacher
- 3) Listening to, possession of or promotion of ungodly, unwholesome music on school grounds or school related trips
- 4) Loitering on any school property
- 5) Being involved in unsafe activities on school property
- 6) Using cellular phones during the school day without permission
- 7) Using inappropriate language
- 8) Violating dress code repeatedly
- 9) Copying homework
- 10) Unauthorized absence from class while on school premises

d. **Saturday Detention Offenses**

- 1) Mutilation, destruction of property, or activity that may result in mutilation or destruction of property (The student may also be required to pay for damages.)
- 2) Physical contact with members of the opposite sex
- 3) Use of inappropriate language, such as obscenities, vulgarity, or profanity
- 4) Horseplay, bullying, rough housing, or other forms of rowdy behavior
- 5) Violation of computer/Internet policies/ Student Personal Technology policy
- 6) Direct disobedience
- 7) Disrespect to those in authority
- 8) Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
- 9) Intentionally being in an unsupervised area; avoiding faculty/staff supervision, i. e. aftercare, class, before school care
- 10) Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception
- 11) Cheating on a quiz (Saturday detention and a zero on the quiz)
- 12) Unauthorized absence from class while on school premises

e. **Suspension Offenses**

- 1) Fighting (provoking a fight or failure to avoid a fight)
- 2) Leaving the school premises without permission from the office
- 3) Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception
- 4) Possession or use of pepper spray or mace
- 5) Possession of knives or pocketknives
- 6) Possession of weapons, chemicals, or explosives (possible expulsion) **Any object used with the intent to injure or harm may be considered a weapon.**
- 7) Use of inappropriate language, vulgarity, profanity, or sexually oriented communication
- 8) Willful misuse of or damage to computer hardware/software
- 9) Bullying
- 10) Cheating on a test (Suspension and zero on the test)
- 11) Cheating on an exam (multi-day suspension and zero on the exam)

f. **Offenses Enforceable By WCA On Or Off School Grounds: (Suspension or Expulsion)**

- 1) Any illegal or criminal behavior
- 2) Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
- 3) Possession or use of tobacco products
- 4) Possession or viewing of pornographic material
- 5) Stealing
- 6) Publicly and knowingly disparaging the testimony of Wake Christian Academy either by word or deed
- 7) Repeated or severe bullying
- 8) Using the Internet for blasphemy, pornography, inappropriate language, or harassment
- 9) Fighting, provoking a fight, failing to avoid a fight, or communicating threats

g. **Offenses Enforceable By WCA On Or Off School Grounds: (Automatic Expulsion)**

- 1) Use, distribution, or possession of alcoholic beverages
- 2) Use, distribution, or possession of illegal drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
- 3) Participation in sexual immorality

h. **Possession of a firearm on school property is a felony and will result in dismissal.**

i. **DRUGS AND ALCOHOL:**

Wake Christian Academy believes the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at WCA. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend Wake Christian Academy will be revoked.

j. **NOTES:**

- 1) A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense himself.
- 2) A student who has been expelled must have prior administrative approval to be on campus.
- 3) For the safety and welfare of others, reasonable suspicion of any of the above activities gives the school the right to examine lockers and any other school-owned property.

5. SPIRITUAL RESTORATION PROGRAM

a. Purpose

- 1) Some infractions of the WCA guidelines may require expulsion. Readmission is not usually possible, but may be considered in certain circumstances. A major part of any readmission would be the successful fulfillment of a restoration program.
- 2) The purpose of the restoration program is to restore to fellowship a repentant Christian whose changed heart is obvious, not to provide a list of steps for avoiding punishment. The requirements will be natural to someone with the right heart attitude, but impossible for a student who is not seeking true restoration.

b. Guidelines for Spiritual Restoration Program:

- 1) The student is repentant and has voluntarily made every effort possible to make amends:
 - a) With God
 - b) With his parents
 - c) With the school
 - d) With his church
 - e) With any others affected by the offense
- 2) The student submits a written request to the principal to be admitted to the restoration program.
- 3) The student must complete the new student admissions application.
- 4) The student agrees to the following:
 - a) Active involvement in a local, Bible-believing church
 - b) Active participation in the youth program of this church
 - c) School-directed counseling at additional cost
- 5) A member of the administration will monitor each part of the program.
- 6) A mentor/student relationship is to be established between a specified faculty member and the student.
- 7) The period of time before readmission is considered will normally be one semester or 18 consecutive weeks. The time period may be more or less depending on the circumstances and the offense. The time period will never be less than nine weeks.
- 8) After readmission, the student will be on probation for a year (as any new student).

6. ACADEMIC AND DISCIPLINARY PROBATION

- a. Students who consistently fail to exhibit the effort necessary to achieve academic success may be placed on Academic Probation. This probation will require the student to meet with his teachers during weekly help classes. If necessary, the parents may be asked to provide additional tutoring. Parents and students who fail to abide by the guidelines established by the principal may not be readmitted.
- b. Students who earn more than three disciplinary detentions per semester or a total of five for the school year may be placed on Disciplinary Probation for the following year. Students on probation who earn more than five detentions during the school year may be dismissed. Students whose behavior warrants an in-school suspension may be placed on probation for the following school year.
- c. A student may be placed on academic or disciplinary probation during a school year as deemed necessary by the administration.
- d. Wake Christian Academy will evaluate each student at the end of the year for both academic progress and behavior to determine his enrollment for the following year. Continued attendance at WCA is a privilege that must be earned.

F. DRESS CODE

One's outward appearance is often a reflection of the condition of the heart and mind. It must promote a proper Christian testimony and not be a distraction to the learning environment. It is not possible to spell out all clothing variations. Therefore, the administration may rule as necessary to maintain school standards. The dress code is based on the principles of modesty, neatness, and appropriateness.

The principal and the dress code advisor reserve the right to determine what is appropriate for the school day.

1. Consequences applying specifically to dress code violations:

- a. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected.
- b. Absences due to dress code violations will be recorded as unexcused absences.
- c. Although a student in violation may have inadvertently been allowed to attend one or more classes, he/she can still be referred for a dress code violation later in the day.
- d. If the violation cannot be corrected, WCA will contact a parent to bring a change of clothes or the student may be sent home.

2. All Students:

- a. For athletic events, field trips, outings, and other such school events, neatness and modesty are to be maintained, since WCA represents God to the world.
- b. Shorts/jeans may be worn to athletic events, whether at home or away, as long as the shorts/jeans meet the school standard. Shorts are to be to the top of the knee. Jeans must be long, traditional cut pants that are clean, fit properly, and are in good condition. Jeans may not have any holes or frays.
- c. Tattoos are not acceptable, whether permanent or temporary.
- d. Body piercing is not permitted (except for girls' ears).
- e. Students must arrive, remain, and leave school in approved attire. A student must meet the appropriate school dress code at all times on campus and for attendance at any school function on or off campus.
- f. Hats and other headwear may not be worn on campus during school hours.
- g. Only natural hair colors and conventional styles are permitted.

3. Female Students

- a. Young ladies may wear dresses, skirts, or slacks during the school day. The hemline, slit, or bottom button of the dress or skirt may be no higher than the top of the knee. **Slits must be sewn (not pinned).** The fit of the skirt must allow the student to sit modestly. Skirts should come to the top of the knees when sitting. Young ladies may wear crop pants or full-length, **loose-fitting, not tight or clingy** dress pants. **The pants may not be stretch** (lycra or spandex) or denim of any color. Jeans, "skinny" pants, or capris are not permitted. The khaki chino-style pant is preferred. The top of the pants must be at or near the normal waistline. Velour lounge pants, sweat pants, and pajama-type pants are not permitted.
- b. The only acceptable writing and printing on clothing are appropriate name brand logos, college, professional sports, witness wear, or WCA wear. No graphics will be allowed.
- c. Blouses and skirts must be loose fitting, not clingy.
- d. Between the neckline and the hemline, no skin may show at any time **even when the young lady holds her hands directly over her head.** (This test will be applied.)
- e. All blouses and dresses must be at least 3" wide on the shoulders.
- f. Necklines may be no more than 3" below the collarbone.
- g. Clothing that resembles undergarments (including lingerie tops) may not be visible or worn as outerwear.
- h. Proper undergarments must be worn at all times. **No underwear lines or bra straps may show.**

- i. Girls are to wear safe and appropriate footwear.

4. Male Students

- a. Collared shirts must be worn at all times during the school day; this includes when wearing sweaters, sweatshirts, and hoodies. Shirts must be properly buttoned and tucked into pants.
- b. Young men in grades 9-12 must wear khakis or Docker-like slacks during school hours. Pants may not be denim or denim in appearance. Jeans of any color are not permitted. "Skinny" pants are not permitted.
- c. Pants must be long, traditional cut pants that fit properly, are clean, and are in good condition. Pants may not have any holes or frays. No wind pants or sweats are allowed. Pants must be worn at or near the waistline.
- d. Hair must be combed neatly and cut regularly. The hair should not touch the eyebrows, tops of the ears, or shirt collar in the back.
- e. Male students must be clean-shaven. Sideburns may not be below the bottom of the ear.
- f. Male students may not wear earrings or similar adornment on campus at any time or at school-related events on or off campus.
- g. Young men must wear shoes, socks, and belts. They may not wear sandals.

5. Formal Wear Guidelines:

The WCA formal wear guidelines apply to young ladies' attire at all banquets, homecoming, fall festival, winter court, or any other school activity for which formal or semi-formal dress is appropriate—whether the function is held on or off campus. **The decision of the dress code advisor is final. These guidelines apply to students and their guests.**

- a. Modesty is the governing rule.
- b. Slits may not be above the top of the knee.
- c. No cleavage may show at any time. The top of the dress must fit snugly and be no lower than 3" below the collarbone. The dress code advisor must make the final judgment.
- d. The back of the dress must be at least to the midpoint of the back and no skin may show from that point to the top of the knee.
- e. Young men are reminded that for a formal or semi-formal occasion the appropriate attire must include dress slacks (no jeans), dress shirt, tie, jacket, and dress shoes with socks.
- f. The dress code advisor must approve all formal dresses for WCA events.

G. PARENTAL SUPPORT

Parents, if your child complains about a policy or decision, please follow this procedure:

- 1. Realize that your child's reporting, although truthful, could be emotionally biased and may not include all the information.
- 2. Realize that the school has reasons for all rules and that every effort is made to enforce them without partiality.
- 3. Give the staff your support and the benefit of the doubt.
- 4. Call or write to get all the facts.
- 5. The first step in biblical problem solving is to begin with the person with whom the problem exists. *Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother (Matthew 18:15).*

If resolution is not achieved, escalation, in the school setting, must be according the following pattern:

Teacher → Principal → Administrator → Board