

Weddington Christian Academy
Family Handbook



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Dear WCA Parents,

Welcome to Weddington Christian Academy. We are happy that your family has joined us for 2018-2019 school year. We believe that every child is precious in the sight of God, and we seek to provide a safe, nurturing environment for him or her in which to grow and develop.

As our mission statement says, we will provide for your child an education of highest academic excellence as well as guiding them in their spiritual development. Our goal and desire is that your child will emerge from WCA with not only a strong academic foundation but also with a desire to live the Christian life fully.

May God richly bless you as we join together in your child's educational experience.

Warmly,

Mrs. Adell Keen

Principal, WCA

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MISSION STATEMENT

WCA provides an education of highest academic excellence and Christian spiritual development in a faith community that challenges the mind, prepares the heart, and nurtures the soul; encouraging students and families to represent Christ in action and service.

VISION

WCA will help students develop a love for God by nurturing their souls through a daily faith walk. WCA will teach students to be lifelong learners by challenging their minds in academic subject areas. WCA will lead students and families to serve others in our local and global community by touching their hearts to develop Christ-like love and compassion.

ACCREDITATIONS

Weddington Christian Academy is accredited through the Association of Christian Schools International (ACSI) and AdvancED. Our dual accreditation means that we are adhering to internationally recognized standards of excellence and quality in education, supporting continuous school improvements, and leading students to become followers of Jesus Christ.

BOARD OF DIRECTORS

The WCA Board of Directors is made up of representatives from each leadership committee of Weddington United Methodist Church (WUMC). The Board meets regularly and is responsible for making and approving policy for WCA. The Board is also responsible for providing encouragement and support to our school.

Board members are:

Beverly Carver	Chairperson
Brian Abernathy	SPRC Representative
Steve Graybill	Member at Large
Martha Burgess	Member at Large
Adell Keen	Principal
Cindy Hicks	WCA Financial Administrator
JoAnn Horstman	WUMC Business Administrator

STAFF DIRECTORY

ADMINISTRATIVE TEAM

Mrs. Adell Keen	Principal
Mr. Bill Maslin	Vice Principal/Middle School Administrator
Shaye Hobart	Communications & Technology
Mrs. Wendy Reeder	Academic Administrator
Mrs. Cindy Hicks	Financial Administrator
Ms. Shanda Bartlett	Office Administrator

LOWER ELEMENTARY TEAM

Mrs. Liz Vickery	Junior Kindergarten Teacher
Mrs. Abigail Dye	Kindergarten Teacher
Ms. Nicole Lykins	First Grade Teacher
Mrs. Elena Dunn	Second Grade Teacher
Ms. Margaret Swicegood	Lower Elementary Assistant
Mrs. Kim Trout	Lower Elementary Assistant
Mrs. Chris Lee	Lower Elementary Assistant

UPPER ELEMENTARY TEAM

Mrs. Emily Johnson	Third Grade Teacher
Mrs. Jane Staude	Fourth Grade Teacher
Mrs. Linda Hastings	Fifth Grade Teacher
Mrs. Donna Brook	Upper Elementary Assistant
Ms. Lauren Schaaf	Upper Elementary Assistant
Mrs. Charlene Plyler	EC Teacher
Mrs. Patty Dellinger	EC Co-Teacher

MIDDLE SCHOOL TEAM

Mr. William Maslin	Middle School Administrator, Math & Science Teacher
Mrs. Angela Williams	Language Arts, Literature, Writing & Social Studies
Ms. Rebecca Jones	Science

SPECIAL CLASSES TEAM

Ms. Lauren Schaaf	Art
Ms. Linda Francis	Music
Mrs. Shaye Hobart	Technology
Mrs. Kristin Hildebrand	Physical Education
Ms. Susie Worcester	Library

GENERAL SCHOOL POLICIES

All Weddington Christian Academy (WCA) policies are created to provide an orderly, healthy and happy school environment that promotes the general welfare, safety and learning environment of each student. Parents and students are expected to support and comply with these policies.

NON-DISCRIMINATION POLICY

WCA admits students of any race, gender, religion, or ethnicity to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, nationality, or national origin.

FINANCIAL POLICY

WCA does not seek any federal or state funding. We are solely dependent on the financial commitment of our families since we operate on a tuition/fee basis. Specific financial information is provided in each Registration packet. Tuition and fees cover the cost associated with the education of our students. However, class events and field trips may arise during the year that are "extra" and not included in Tuition and Fees. The cost of these events will be as economical as possible.

Students will not be allowed to attend class unless tuition payments are current or payment arrangements have been made with the WCA Business Office. Debts may also lead to the withholding of academic records (i.e., transcripts or report cards).

Lunch and Before/After School Care, and various clubs and activities that are offered after school are optional services that are offered to our families. As such, each service has a separate cost and is not included in the tuition payment.

WITHDRAWALS AND DISMISSALS

An atmosphere of unity must be in place to have a successful learning environment. WCA reserves the right to dismiss a student for the following reasons:

- Failure of any family to meet financial obligations. For example, tuition payments which are in arrears or more than 30 days late.
- Failure of WCA to meet a student's academic, emotional, social or spiritual needs.
- Failure of a student to correct inappropriate behavior when discipline is administered.
- Engagement of parent in behavior that dishonors, disrespects, or seeks to discredit any parent, teacher, administrator, member of church staff or WCA.

When a child is accepted as a student at WCA, a one-year financial commitment is made between the school and the student's family. However, if a student withdraws for any reason, the withdrawal must be handled formally

through the WCA Administrative and Financial Office. The request must be in writing and state the reason for the withdrawal.

The following items apply to withdrawal and dismissal.

- Registration, Application and Curriculum Development fees are non-refundable.
- Tuition must be paid for the month of withdrawal and the month following withdrawal.
- The account must be current with a (0) zero balance BEFORE report cards or transcripts will be released to parents or other schools.

COMMUNICATION POLICY

WCA strives to maintain high standards in all areas of communication to the WCA family.

Any communication, written or oral, mailed or hand-delivered, emailed, shared via Facebook, Twitter or on any blog must be submitted to Mrs. Keen for approval. The information will then be sent out via the WCA communication channels. We reserve the right to modify, amend, supplement and delete any part of the information prior to distribution.

WCA employees are not allowed to distribute outside materials such as invitations, flyers, advertisements, etc. without approval of WCA administration.

All incoming communication should be directed through email or by a phone call to the front office. Please allow staff members 24 hours to respond. *Please do not initiate any cellphone communication to staff members during the instructional day unless you have been requested by a teacher or administrator to do so.*

STUDENT CONDUCT

WCA expects students to behave in a way that is consistent with biblical standards and promotes a healthy educational environment. Students are expected to comply with the rules and regulations of WCA with a positive attitude. When corrected by a teacher, a student must comply immediately and without argument.

WE ARE THE HAWKS!

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|-----------------------|---|
| Honor | Every student at WCA will show honor to God, others, and themselves by demonstrating compassion, consideration, and kindness at all times. |
| Accountability | Students are to be truthful in all situations. Students should take responsibility for their choices and accept the consequences—good or bad. |
| Work | Students are expected to work hard at the tasks given to them and put forth their best effort. |
| Knowledge | Hard work and study build knowledge. Students are expected to study for tests, turn in all assignments on time and participate in activities to grow their academic pursuits. |
| Success | When a student chooses to practice honor, show accountability, work hard and pursue knowledge, they are achieving success! |

THE HONOR SYSTEM

Christian education promotes a higher standard of personal behavior. All WCA students are honor bound to refrain from lying, cheating, stealing, bullying, intentionally damaging the property of another student and/or remaining silent when having knowledge of these actions by another student. The following are examples of ways in which the Honor System may be broken. These behaviors will not be tolerated for any reason.

1. Lying is an intentional misrepresentation of the truth. Lying may include giving a false impression or breaking a pledge to another person.
2. Cheating is giving, receiving or attempting to give or receive unauthorized help on a test, assignment, or submitting another's work as one's own.
3. Stealing is taking anything that belongs to someone else without the consent of the owner.
4. Bullying is using words or physical force with malicious intent to intimidate another student.
5. Intentionally damaging the property of WCA, faculty, staff, administration or another student.
6. Withholding information when a student has personal knowledge of an Honor Code violation.

MIDDLE SCHOOL CONDUCT

At WCA we hold Middle School students to the highest standards. Students are expected to be leaders in student conduct for WCA. They will abide by the WCA Student Honor System (HAWKS). Failure to do so will result in disciplinary action.

Behaviors that break the Honor System:

1. Harassment is intentionally inflicting another with behavior that is threatening or disturbing. Acts of harassment, inflicted over time, are called bullying. Harassment can be verbal, physical, sexual or written (includes use of technology).
2. Lying is an intentional misrepresentation of the truth. Lying may include giving a false impression, breaking a pledge to another or withholding information.
3. Cheating is giving, receiving or attempting to give unauthorized assistance on a test or assignment. Plagiarizing work as your own is considered cheating.
4. Stealing is taking anything that belongs to someone else without consent of the owner.
5. Vandalism is intentionally damaging the property of the school, faculty, staff, administration or another student.
6. Behavioral misconduct that violates our biblical standards are acts done by students that show disrespect for self, school, teachers or our beliefs. Including remaining silent when personal knowledge of an Honor Code Violation has occurred.

The above behaviors will not be tolerated for any reason. Exhibiting these behaviors will lead to disciplinary action including suspension or expulsion from WCA.

PROPERTY DAMAGE

If a student damages or loses any property belonging to WCA (i.e. library book, curriculum book, chair or desk, PE equipment, computer, etc.), his/her parents are responsible to pay for and/or replace the damaged or lost item.

INAPPROPRIATE ITEMS FOR SCHOOL

There are many things that may be used at home but are inappropriate for use at school. The following is a partial list of things not permitted at school:

- Personal electronics
- Toys (ie: fidget spinners)
- Wheelies, skateboards
- Gum or candy
- Personal hand sanitizer

These items may be taken by a teacher and returned only to a parent. We are not liable for the loss of any of these items. Toys may be brought to school only when requested by your child's teacher for a special occasion or project.

ELEMENTARY SCHOOL DISCIPLINE POLICY

A well-disciplined life is one that is effective and productive. Discipline is not given to make our lives unpleasant but to help our students develop good character and a Christian witness. Discipline helps students to be obedient, respectful and responsible citizens. In an environment that is based on love, discipline and happiness, all students can achieve excellence. It is our desire to help each WCA student develop his or her God given abilities.

WCA expects students to behave in a way that is consistent with biblical standards and promotes a healthy educational environment. Students are expected to comply with the rules and regulations of WCA with a positive attitude. When corrected by a teacher, a student must comply immediately and without argument.

Teachers will handle all incidents of misbehavior in the classroom. Discipline is determined according to the severity of the incident. For example, discipline by a teacher may include: time out, loss of privileges at school, or making an apology to another person. When a student's behavior and/or attitude are in conflict with our expectations, it may become necessary to take further action. This may involve staff, administration and parents meeting to develop a plan to encourage the student to comply with school policy and procedures. If the behavior continues, school administration will determine if further steps are necessary. A probation period may be initiated for 3 -4 weeks before a student is expelled. After the probation period, the situation will be re-evaluated.

To ensure a fair discipline policy, the following steps will be taken:

First Offense - A note will be sent home and must be signed by a parent and returned to school.

Second Offense - Parents will be phoned.

Third Offense - Parents will meet with the teacher for a conference.

Fourth Offense - One day after school detention and a parent meeting with the principal.

Fifth Offense - Student will serve an out-of-school suspension.

If there is an offense that involves physical or verbal conflict of a severe nature, WCA reserves the right to suspend or expel a student when deemed necessary. If an expulsion occurs for safety reasons such as threats, or serious issues like bullying, all tuition and fees will be forfeited.

MIDDLE SCHOOL DISCIPLINE POLICY

The middle school abides by the WCA Discipline Policy. Teachers handle all incidents of misbehavior in the classroom. Discipline is determined according to the severity of the incident. When a student's behavior and/or attitude are in conflict with our expectations, it may become necessary to take further action. This may involve staff, administration and parents meeting to develop a plan to encourage the student to comply with school policy and procedures. If the behavior continues, school administration will determine if further steps are necessary. A probation period may be initiated for 3 -4 weeks before a student is expelled. After the probation period, the situation will be re-evaluated.

To ensure a fair discipline policy the following steps will be taken in the middle school:

First Offense: Phone call or email to parents.

Second Offense: Conference with teacher and parent with 30 minute detention.

Third Offense: Meeting with principal and serve in or out of school suspension for time deemed necessary.

If there is an offense that involves physical or verbal conflict of a severe nature, WCA reserves the right to suspend or expel a student when deemed necessary. If an expulsion occurs for safety reasons such as threats, or serious issues like bullying, all tuition and fees will be forfeited.

TECHNOLOGY

At WCA, we believe technology and the resources of the Internet play an important role in the education of our children. It is our goal to educate our students in the efficient, ethical, and appropriate use of these resources. We also utilize these resources to enrich our curriculum and enhance student learning. Students and parents (EC & K-8th) will be required to sign a technology use agreement. This agreement will be distributed at orientation for parents and students to sign.

GUIDELINES FOR COMPUTER USE AT SCHOOL

1. Students will only use technology resources with the teacher's permission and for classroom assignments monitored by the teacher.
2. Students will demonstrate digital citizenship by using good manners, appropriate language and showing respect.
3. Students will keep all passwords private.

4. Students will practice Internet safety at all times.
5. Students will tell the teacher immediately if they feel threatened or uncomfortable at any time.
6. Students will be gentle with and take good care of the technology equipment.
7. Students will not look at nor search any website without a teacher's permission.
8. Students will not share any personal information on the Internet. This includes address, phone number, photos, etc.
9. Students will not be allowed to send anything from the computer or Internet (email) while at school without a teacher's permission.
10. Students will use the Internet for appropriate learning activities only.

MIDDLE SCHOOL TECHNOLOGY POLICIES

All middle school students will be issued a school email address as well as Office 356 Student edition at no extra costs to parents.

For the 2018-19 school year, we have implemented a new iPad Use Program for our 6th grade students. These students and their parents will be required to sign an iPad Use agreement before an iPad, keyboard and charger can be issued to them. This form will be available at orientation. As these students move through the WCA middle school program, they will continue to participate in the iPad Use program.

For the 2018-19 school year, middle school students in the 7th & 8th will continue use their personal MacBook laptops. Any incoming 7th or 8th grade student new to the school will be required to purchase a new MacBook laptop. Please contact the school office for information on specifications. Students in the 7th and 8th grades and their parents, will be required to sign a technology use agreement.

CELL PHONES

Students are not allowed to use cell phones during the school day from 8:15-2:45. If you need to communicate with your student, please do so through the school office. If your student needs to bring his or her cell phone to school for an after school activity, we ask that it be turned completely off and stored in his or her locker (middle school) or backpack (elementary.) Any student caught using a cell phone will receive one warning and then have the phone confiscated. Parents will be expected to pick it up at the front desk. Students are not allowed to text or call parents without teacher permission during the instructional day.

SAFEGUARDING STUDENTS WITH TECHNOLOGY

We strongly suggest that parents safeguard their student's use of social media and the Internet by having access to their students' email accounts, text messages, and social networks (i.e. Twitter, Snapchat, FaceBook, Instagram, etc.). At WCA, students are held accountable for how they represent themselves, their families, and WCA in the world through technology.

ACADEMIC POLICIES

ACADEMIC CALENDAR

The WCA year is divided into four nine-week grading periods or quarters and/or two semesters.

Grading Periods

First Quarter Ends	October 4 th
Second Quarter Ends	December 20 th
Third Quarter Ends	March 6 th
Fourth Quarter Ends	May 20 th

GRADING SCALE

Letter grades used for 1st through 8th grade:

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

Letter Grades used by Kindergarten through 8th grade:

E	Excellent
S	Satisfactory
P	Progressing
N	Needs Improvement

Letter Grades used by Junior Kindergarten

M	Mastery
E	Emerging
P	Progressing
G	Goal

If a student is not making satisfactory progress, a conference will be held with his/her parents, the classroom teacher and the Principal. At the recommendation of the teacher and discretion of the Principal, a student who is not progressing may be advised to enroll in a school that better serves his/her needs.

MIDDLE SCHOOL LATE WORK & MAKE UP ASSIGNMENTS

Students are expected to turn in all assignments on time. A late assignment will be given a 10% grading penalty for each day late, up to three days. After three days, the assignment will be counted as a zero. If a student misses class, they are responsible to get assignments from teachers and make-up the missing work. They will have two days to complete the work from the date of their absence. Major projects and papers will not be accepted late.

We do understand extenuating circumstances may occur. Please notify teachers if you believe one of these has occurred.

STUDENT AGENDAS

Each student will be given a school agenda. Students will be expected to keep track daily of their assignments and schedule. They will be coached on how to properly use this tool. Upon loss of the agenda, a replacement will be \$5.00.

HOMEWORK POLICY

Homework is an integral and important component of our academic program. Homework assignments include various types of learning - oral, written and artistic. Students are expected to complete all assignments. Homework is used to expand classroom activities, prepare a student for future assignments, verify learning, reinforce concepts being taught and promote interest in a subject. When a special project is assigned as "homework", the student should complete the project independently with minimal parental assistance.

STANDARDIZED TESTING

The Terra Nova standardized achievement test is administered every year to students in grades K - 8. The test is designed to measure a sampling of skills that students in each grade level are expected to acquire. Test results are used to make inferences about overall achievement and also aid in planning for the following school year.

PARENT TEACHER CONFERENCES

If an issue regarding your student comes up that needs immediate attention, please email your child's teacher to arrange a conference. Please allow 24 hours for your teacher to respond to your request. Time to meet and talk during the day is very limited. Therefore, it is preferable to schedule a meeting time outside regular school hours or during special classes. Morning and afternoon car pool times are a part of the instructional day and should not be used as conference time.

VIDEOS AND DVDS

A video or DVD may be watched at school during recess on a rainy day or as a special class reward. The videos are screened, age appropriate and may have a "G" rating. IF possible, they will relate to themes and/or curriculum being studied in class.

SUMMER READING

ELEMENTARY SCHOOL

Suggested summer reading lists can be found on the school's website or can be found at the front desk. These lists are intended to give parents ideas of suggested reading to keep their students reading over the summer break.

MIDDLE SCHOOL

Middle school students are required to read a novel and complete studies on the novel over the summer. The novel and associated work are on the school's website or can be picked up on the front office.

LUNCH AND SNACK POLICIES

Students are not allowed to share food as some students have severe food allergies. Please discuss the importance of this with your child.

Please send in appropriate food containers and include condiments/utensils as needed. Teachers/staff members may not microwave food for students.

SNACK TIME

WCA requests that each student have one healthy snack option every morning. A small bottle of water may accompany snack. Snack/restroom time is limited to ten minutes. For younger children, please pack snack in a separate bag. The following items are not acceptable for snack/lunch: candy, doughnuts, sweet treats, gum, or sodas.

LUNCH

You may either pack a lunch or buy one for your child. However, if your child does not have a lunch, he/she will be given a hot lunch and their HeadMaster account will be charged.

HOT LUNCH OPTION

WCA has a "hot lunch" program available to all students. A monthly menu will be available on-line via the Headmaster or program and also on the school's website. Each family has a lunch account available through HeadMaster.

Lunch Program Process

- Put money on your child's HeadMaster account. Lunch each day is \$4.50.
- When lunch is purchased, the cost is deducted from the account.
- Students may purchase milk or water for \$0.50 if he/she does not have one.
- A low balance summary will be sent as a reminder.

LUNCH VISITATION

Any parent wishing to eat lunch with their student must arrange the visit in advance with the classroom teacher. Parents will sit with their child at a designated table. Parents must refrain from using their cellphone during this special time with their child.

If a parent wishes to eat lunch from the café, the student's HeadMaster account will be charged for the meal. Please let your child's teacher know in advance if you wish to eat lunch from the café so that staff may prepare accordingly.

ATTENDANCE

School attendance is essential and necessary for academic growth. Successful students attend school regularly and are punctual. Class time is valuable and when absent, students miss instruction/material presentation as well as explanations given by the teacher. Every WCA student is expected to attend school assemblies/programs and other activities unless properly excused. Students must remain on campus until either excused or officially dismissed.

ARRIVALS AND TARDINESS

Drop off starts at 8:00 a.m. The WCA school day begins at 8:15. Students are not allowed to enter the FLC before 8 AM for any reason without prior notice and approval by the Principal or WCA office. Before School Care is offered to all WCA families for \$5 per day. A student must be registered to attend. See Before Care section for more information.

Any student who arrives for school after 8:20 is tardy. If there are no teachers in the drop off zone, a parent or carpool driver must walk the student into the office and sign the student in for the day before they go to class. It is unsafe to drop your child off and have them walk in without supervision. Upon the accumulation of 5 unexcused tardy arrivals, the principal will have a phone conference with the student's parents.

LATE ARRIVAL/EARLY DISMISSAL

A student is counted present for the day if he/she checks in before 11:30 or checks out after 11:30. A student may not participate in any after school activity unless he/she has attended at least a half-day of school.

A child must be picked up by 2:15 for an early dismissal. If you are unable to get to WCA before 2:15, please follow normal dismissal procedures. Please do not come to the office after 2:15 to get your child. It is unsafe for you and your child to cross traffic during carpool pick-up.

If your student must leave school early for an appointment, please send a note to your child's teacher on the day of the early dismissal. A parent must come to the office to sign his/her student out for the day. A student may NOT sign himself/herself out of school.

EXCUSED/UNEXCUSED ABSENCES

Excused absences include days of school missed from sickness or injury, doctor/dental appointments, funerals, graduations, weddings of family members, school approved educational events and prior approved planned absences. Please schedule appointments outside of school hours whenever possible. This allows your student to be present during valuable instructional time.

Absences from school for any reason other than those listed are considered unexcused. A student will be given the opportunity to make up missed work when he/she returns to school. Also, all absences are considered UNEXCUSED unless the office receives a note, phone call or email within three days of an absence. If your child is sick, please email the WCA office by 8:15 on the day of the illness/absence.

Absences immediately preceding or following an official school vacation/holiday must have prior approval from WCA administration unless the absence is due to student illness.

MAKE UP WORK

When a student is absent from school, you may submit a request for missed homework/assignments via email to your child's teacher. Please give the teacher 24 hours to process your request. Work may not be picked up on the first day of the absence before dismissal.

Middle school families: Please refer to the middle school late/make up work policy listed in the Academic Policies section.

PICK UP AND DROP OFF POLICIES

GENERAL CAR POOL PROCEDURES

No cell phones should be used during pick up or drop off times to ensure the safety of all students, staff, and parents.

Children may only be loaded and unloaded from the **right-hand** side of your vehicle for their safety. Please adjust car seats/seating arrangements accordingly.

A carpool sign must be visible in the front window. A student cannot be released without the school issued sign or without prior authorization from the parent.

If your child has an older sibling, they can wait for the older sibling's pick-up time. If their sibling is in middle school, they may walk over to the Youth Center and wait with their sibling there. Please ensure your middle school student understands their responsibility for their sibling during pick up time.

If the weather does not permit for normal carpool procedures, an alert will be sent out via the Remind system. You will need to park, walk in, and pick up your child from the teacher inside the FLC. *Middle school students will be dismissed as usual.*

MORNING DROP OFF PROCEDURES

From 8:00 a.m. to 8:15 a.m., enter the parking lot by turning onto Lenny Stadler Way from Providence Road. Turn right onto Weddington Church Road. Teachers will assist students in their arrival. After 8:20 a.m., you must walk your child in and sign them in. For their safety, they cannot be dropped off and allowed to walk in without supervision.

Students may not be dropped off prior to 8:00 a.m. unless arrangements have been made for Before School Care.

PICK UP AUTHORIZATION

WCA cannot release a student to anyone who is not on the Student's Pickup Authorization Form for safety and security reasons. Please inform your teacher or the office in advance when you are not picking your child up from school. You may make additions or deletions to the form by coming to the WCA office.

Note: An unfamiliar person may be asked to show a valid driver's license to our staff before a child is released to the person.

AFTERNOON PICK UP PROCEDURES

JUNIOR KINDERGARTEN AND KINDERGARTEN (2:30)

Enter WCA from Lenny Stadler Way ONLY. Teachers will assist with loading of students into vehicles.

FIRST-FIFTH GRADE (2:45)

Enter WCA from Lenny Stadler Way ONLY. Proceed to designated lines of five cars and line up accordingly. Cars will proceed to the pick-up zone in the same order as they are lined up. Teachers will call names of students and help load students into vehicles.

MIDDLE SCHOOL (2:45)

Enter WCA from Providence Road and proceed to Youth Center parking lot. Pick up at the designated location. Teachers will be present to assist.

Any student who is not picked up by 3:00 p.m. will go to After School Care and parents will pay for the service upon arrival. Each family is given 1 grace day per semester as we understand emergencies arise. If you are late to pick up your student 4 times, you will be required to register for After School Care and pay the subsequent fees.

BEFORE AND AFTER SCHOOL CARE

BEFORE SCHOOL CARE

Before School Care is an additional service available to WCA families and students. Students may be dropped off between 7:00 a.m. and 8:00 a.m. Students must be registered to attend. Payment for care is due by the 10th day of the month following the care. Registration paperwork can be found on the WCA website or by visiting the front office.

AFTER SCHOOL CARE

After School Care is an additional service provided to WCA families and students Monday-Friday from dismissal time until 5:30 p.m. Students must be registered for After School Care before they can attend. Pricing and paperwork are available on the WCA website or can be obtained from the front office.

UNIFORM POLICIES

The WCA Uniform Policy promotes modesty and neatness in student clothing. Our uniform requirements are as follows:

ELEMENTARY SCHOOL UNIFORM POLICY

Uniform options may be mixed and matched in many different combinations. All polo shirts, turtle necks, oxford shirts, Peter Pan collar shirts (girls), and polo dresses must be monogrammed with the WCA emblem. All WCA monogrammed pieces must be purchased through Lands' End or French Toast. Parents may not share WCA's logo with any other printing company. Links to both websites are located under the Parent Support tab on the WCA website.

All dresses, jumpers, shorts, skorts, skirts, and PE uniform shorts must be 4" or less above the knee. Girls should wear biker shorts/shorts/leggings under dresses and skirts for modesty. Girls should wear socks or leggings at all times in solid colors (white, black, brown, navy.) Patterned tights or leggings are not appropriate to wear with regulation uniforms. Boys and girls may wear long or short sleeve shirts dependent on the season and weather.

Students are to wear regulation uniform options unless a spirit day is announced, or it is PE day. On spirit days, students may wear a WCA t-shirt with either denim or khaki bottoms. Girls may also wear leggings under jumpers or skirts. On PE day, students are to wear approved athletic attire as outlined in the uniform policy.

On the last Monday of every month, students are invited to participate in NUTS Day (No Uniforms to School.) Students may wear "everyday" clothing options provided their clothing is void of scary or inappropriate logos. NUTS Day also does not allow the wearing of pajama style sweatpants. Students who participate in NUTS Day should bring a \$1.00 donation to school. All proceeds benefit the Good Shepherd Orphanage in Kenya.

REGULATION UNIFORM OPTIONS

- WCA Polo Shirt: white, navy, light blue, or hunter green.
- WCA turtleneck: white or navy.
- Pants/shorts: Khaki or navy.
- Jumper: Khaki, navy, or approved plaid.
- Skirt/Kilt/Skort: Khaki, navy, or approved plaid.
- WCA dresses: navy, light blue, or hunter green.
- WCA oxford shirt: white

CHAPEL ATTIRE (WEDNESDAYS)

- Girls must wear the WCA Peter Pan collared, white blouse with a jumper, kilt, skirt or skort in navy, khaki or plaid.
- Boys must wear the WCA white oxford shirt with either khaki or navy pants/shorts.

P.E. UNIFORM

- WCA gray, logo t-shirt from Lands' End
- Shorts or pants—athletic fabric, navy, with or without white trim.

- Jacket—Athletic, navy with white trim.
- WCA logo or plain sweatshirt—navy or gray
- WCA half-zip jacket—navy (purchased from Lands’ End.)

ACCEPTABLE/UNACCEPTABLE FOOTWEAR

Acceptable footwear: Mary Janes, soft soled shoes, tennis/athletic shoes, Keens, Ugg boots (black, brown, navy, tan), and loafers.

Unacceptable footwear: Crocs, rubber boots, cowboy boots, wheelies, light up sneakers, clogs, high heels/wedges, open toed shoes, sandals, flip flops, or boots with animal print, fringe, or glitter.

Students in JK or K should not wear loafers or ballet shoes without straps or buckles as these are unsafe options on the playground.

MIDDLE SCHOOL UNIFORM POLICY

Uniform options may be mixed and matched in many different combinations. All polo shirts, turtle necks, oxford shirts, Peter Pan collar shirts (girls), and polo dresses must be monogrammed with the WCA emblem. All WCA monogrammed pieces must be purchased through Lands’ End or French Toast. Parents may not share WCA’s logo with any other printing company. Links to both websites are located under the Parent Support tab on the WCA website.

Students are to wear regulation uniform options unless a spirit day is announced, or it is PE day. On spirit days, students may wear a WCA t-shirt with either denim or khaki bottoms. Girls may also wear leggings under jumpers or skirts. On PE day, students are to wear approved athletic attire as outlined in the uniform policy.

On the last Monday of every month, students are invited to participate in NUTS Day (No Uniforms to School.) Students may wear “everyday” clothing options provided their clothing is void of scary or inappropriate logos. NUTS Day also does not allow the wearing of pajama style sweatpants. Students who participate in NUTS Day should bring a \$1.00 donation to school. All proceeds benefit the Good Shepherd Orphanage in Kenya.

REGULATION UNIFORM OPTIONS

- WCA polo shirt: white, navy, light blue, hunter green and red.
- WCA oxford shirt: white/button down.
- Girls: white, Peter Pan collar shirt or Oxford button down.
- Pants, shorts, skorts, and skirts: khaki or navy
- Jeans: plain denim; no holes or rips; not tight or ultra-skinny, easily grabbed off of the leg.

CHAPEL ATTIRE

- Girls may wear a dress in navy, light blue, or hunter green. They may also wear pants or a skirt/skort in khaki or navy with a WCA white oxford shirt or a WCA Peter Pan collar shirt.
- Boys may wear pants or shorts in khaki or navy with a WCA white, oxford shirt.

P.E. ATTIRE

- WCA T-Shirt
- Shorts: sport length (4" or less above the knee)
- Sweat or athletic pants: gray or navy
- Athletic/tennis shoes

Students must wear PE clothing to school on PE days. If a student forgets his/her PE clothing, he/she has 1 grace day for the grading period. The 2nd offense will result in a 50% grade reduction for that PE class. A student who is not dressed out may not be allowed to participate in the class dependent on the activity for the day.

UNACCEPTABLE ATTIRE

Dresses and skirts should be loose and not form-fitting. Leggings and yoga pants are not permissible unless worn with a tunic style top. Tops should never be strapless or low cut even with a cover up. Use discretion when choosing footwear regarding color, design, and sparkles.

DRESS CODE VIOLATIONS

Dress code interpretation is at the discretion of WCA Staff. Any student who is not dressed according to the Dress Code is in violation. The student will be given a verbal warning on the first offense. If a second violation should occur, a student will receive a written citation that is sent home. Both the student AND parent must sign the citation and return it to school the next day. If a third violation occurs, a parent will be called and must bring a replacement for the clothing or shoes to school that are in violation of the Dress Code.

HEALTH POLICIES

ALLERGIES

If your student is severely allergic to any contagion, the WCA office should have a record on file. Allergies may include peanut or other food allergies, bee stings or fire ant bites. If necessary, medication may be stored in the office in the event a student accidentally is exposed to the known allergen. If your child has a peanut allergy you must read and sign the peanut policy guidelines. The signed form must be submitted to the office to remain on file.

ILLNESS

If a child is sick, he/she should remain home until **symptom free for 24 hours**. This policy insures the well-being of classmates, other students, teachers and staff. The following are examples of symptoms requiring home stay:

- Fever higher than 99°
- Diarrhea
- Vomiting
- Fever with a body rash
- Strep or sore throat
- Pink eye

If your child is sick in the evening, please do NOT bring him/her to school the following day. Please do not give your child medicine and send him/her to school. He/she is most likely still contagious.

EMERGENCY CARDS

An Emergency Release form for every student at WCA must be complete and on file in the WCA office. This form includes Emergency contact information and phone numbers. It also allows WCA to obtain medical treatment of a student.

PLEASE NOTIFY THE FRONT OFFICE AS SOON AS POSSIBLE IN THE EVENT OF ANY CHANGE OF ADDRESS, TELEPHONE NUMBER OR EMAIL ADDRESS FOR YOUR FAMILY.

IMMUNIZATIONS

The North Carolina Department of Health and Human Services requires that all school age children have immunizations to prevent certain childhood illnesses. Student records must be up-to-date at all times. If your child gets a new vaccine, please bring a copy of the updated record to the office.

A student may be exempt from the required immunizations for either medical or religious reasons. An exemption letter must be on file in the WCA office. A student's pediatrician should provide a letter for medical exemption and a student's parents must write a letter of religious exemption. These forms must be updated yearly.

STUDENT MEDICATIONS

Students are not allowed to have any medication (cough drops, eye drops, aspirin, etc.) in their possession. All medicine must be kept in the Office with a Medication Authorization form on file completed by a parent or doctor that gives the office permission to administer medicine to your child. The form can be found on the WCA website or can be obtained in the front office. North Carolina state law mandates that the medicine be in the original container, labeled with your child's name including the dosage amount.

HAND SANITIZER AND CHAPSTICK

The NC Health Department does not permit students to have personal hand sanitizer. Please do not allow your child to bring these to school. Students may have a Chap Stick for personal use. It may not be shared with other students. If this happens, the student will be asked to leave the Chap Stick at home.

EMERGENCY AND SAFETY PROCEDURES

THE SAFETY OF EACH WCA STUDENT IS IMPORTANT TO OUR FACULTY, STAFF AND ADMINISTRATION. CHILDREN ARE NOT ALLOWED TO WALK BETWEEN BUILDINGS OR IN THE PARKING LOT ALONE. ALL DOORS INTO THE FAMILY LIFE CENTER (FLC) AND YOUTH CENTER ARE LOCKED AT 8:15 AM AND REMAIN LOCKED THROUGHOUT THE DAY. IF YOU VISIT WCA DURING SCHOOL HOURS, YOU MUST ENTER THROUGH THE MAIN ENTRANCE OF THE FLC. PLEASE RING THE DOORBELL ON THE FAR RIGHT. YOU MUST SIGN IN AT THE OFFICE.

WEAPONS

Students are NOT allowed to bring weapons to school or onto school property. Any weapon WILL be confiscated and parents will be called immediately. Students who do not comply with this rule may be suspended or expelled. Dependent on the severity of the violation, police may be called. Weapons may include but are not limited to guns, knives or martial arts weapons.

VISITORS AND VOLUNTEERS

All visitors must check-in at the office in the FLC regardless of the reason for the visit. This policy includes those helping with a classroom party or event. Any visitors, including parents, must sign in with the front office and receive a Visitor badge. Any person in the building without a badge will be asked to go to the front desk and receive a badge.

STUDENT RELEASE

Students cannot be released to anyone other than those listed on the emergency release card. Any person not recognized by WCA staff will be asked to show identification (driver's license.) If you should need to update pick up information, please call or visit the WCA front desk. Please notify your child's teacher or the front desk in advance of any changes to normal pick up procedures for your child.

FIRE, TORNADO AND LOCK DOWN PROCEDURES

Fire and Tornado Drills are held throughout the school year. Each classroom has a fire evacuation route posted near the door. Students will practice this route with their class each month to learn the proper way to evacuate to the building should a fire occur.

If a dangerous situation should occur on or near campus, WCA will initiate lock down procedures. No one will be allowed to enter or leave the campus until the situation is over. Students will practice these procedures at least once a semester.

All emergency procedures are explained to students in an age appropriate way and practiced regularly to ensure the safety of our students.

INCLEMENT WEATHER

WCA is not required to follow the UCPS policy regarding inclement weather.

If school is delayed or closed due to weather, this information will be available on WBTV, WSOC or WCNC. You may check their websites. If you are signed up for REMIND text messages, you will receive one the evening or morning prior to the closing. An email blast will be sent to all families as soon as a decision is made regarding the status of school for the day. We will also post information regarding the opening/closing of school or a delayed schedule to the WCA website and Facebook page. If we should announce a one-hour delay, WCA will open at 9 a.m. If operating on a two-hour delay, WCA would open at 10 a.m. There will be NO before school care on delayed opening days.

Our priority is to ensure the safety of our students, families, faculty and staff. We reserve the right to decide if days missed for inclement weather will be made up at a later time.

FUNDRAISING

WCA IS A NON-PROFIT ENTITY AND DOES NOT RECEIVE FINANCIAL SUPPORT FROM ANY SOURCE. IN ORDER TO KEEP TUITION COSTS LOW, WE RELY ON FUNDRAISING TO PROVIDE OUR SCHOOL WITH EXTRA RESOURCES. OUR POLICY IS TO LIMIT MAJOR FUNDRAISING TO TWO TIMES EACH YEAR. WCA CLUBS AND OTHER SCHOOL ORGANIZATIONS MAY HOLD SMALL EVENTS DURING THE YEAR WITH PRE- APPROVAL OF THE PRINCIPAL. DONATIONS MADE TO THE SCHOOL FOR SUCH EVENTS ARE TAX DEDUCTIBLE.

INVEST IN A CHILD

Invest in a Child is held once a year to raise funds for school programs and items to benefit all students and enhance the learning environment at WCA. Additional information will be sent from PTF throughout the year.

BOX TOPS FOR EDUCATION

Many products that we purchase for use in our homes can help our school. We collect Box Tops, which are found, on General Mills foods, Kleenex and Avery products. A comprehensive list of participating brands can be found on the website www.boxtops4education.com. A monthly collection sheet is sent home in your child's folder. Box Tops are redeemed twice each year. The PTF sponsors school-wide contests between grade levels each semester to increase awareness and interest in this endeavor.

HARRIS TEETER VIC

During the month of August, you may link your VIC card to WCA. Our VIC number is 2903. HT donates a portion of the profits to us when we purchase HT store brand products. This is an easy way to help WCA while buying groceries for your family.

AMAZON SMILE

You can link you Amazon account to benefit WCA through the Amazon Smile program. A proceed of your purchase will come to WCA.

PARENT TEACHER FELLOWSHIP

Every parent, teacher, staff member and administrator is a member of WCA's Parent Teacher Fellowship. We encourage all to be involved. The PTF's role is to support the mission of WCA and to help foster a biblical partnership between parents, faculty and staff in the education and training of our students. The PTF assists school leadership in various fundraising and social activities as needed throughout the year. The PTF is chartered by the Board of Directors of WCA and functions under its supervision.

EXECUTIVE BOARD

An executive board of PTF members exists to provide leadership and direction for the committee. Any parent can join and attend monthly meetings.

ROOM MOMS

Every classroom will have a room mom. The room moms are responsible for working with classroom teachers to plan class events as well as enlist volunteers to help with each school wide event. School wide events are listed on the school calendar.

ALL FAMILIES ARE ENCOURAGED TO BE ACTIVELY INVOLVED IN THE LIFE OF WCA.

HOLIDAYS AND BIRTHDAYS

BIRTHDAY CELEBRATIONS

Each classroom teacher will decide when and how to celebrate student birthdays. As a parent, you may send a treat for the children in your child's class or you may join your child for lunch and bring a treat for the class. Please check with your child's teacher regarding special dietary needs of classmates.

Teachers and staff are not allowed to distribute invitations for any birthday party held outside school. Students may bring birthday party invitations to distribute themselves at WCA, only if every child in the class is invited.

Parents can eat lunch with their child preferably on their birthday. If a parent chooses to eat lunch, it must be arranged with the classroom teacher. Parent will sit with their child at a designated table. Parents must refrain from using their cell phone during this special time with their child.

Teacher birthdays are celebrated in the same manner as student birthdays. The class Room Mom or another parent may make a treat for the class. Students may make a card for the teacher. PTF will purchase a gift for every WCA teacher and staff member. WCA seeks to be consistent with all teacher celebrations.

HOLIDAYS

There are many holidays during the year that are celebrated in a variety of ways. We celebrate the major Christian holidays - Christmas and Easter. We emphasize autumn and harvest time in the fall. We do NOT celebrate Halloween and encourage our students not to discuss it at school.

On certain holidays, students may be allowed to wear special attire to celebrate. Teachers will communicate any such days in advance with parents.

MISCELLANEOUS POLICIES

LOST AND FOUND

WCA is not responsible for the loss of personal property. All clothing especially sweaters, jackets, sweatshirts, coats, lunch boxes, and backpacks should be clearly labeled with your child's name using permanent marker. If your child loses something, these items are placed in the lost and found bucket. At the end of the semester, unclaimed items will be donated to a local charity.

FIELD TRIPS

Field trips will be taken throughout the year for community service projects, education purposes and classroom activities. Permission forms will be sent home for each event. Forms and payment should be submitted to the classroom by the date listed on the form. Payment may also be submitted to the WCA office. Payment for field trips should be submitted by check or by cash in the exact amount of the cost of the trip.

OUTREACH

WCA, as a family, is very blessed with material possessions. We participate in several programs throughout the school year that allow our students to reach out to those who are less fortunate.

Individual classes often choose to do a mission project in conjunction with an area of study and/or their holiday party.

MIDDLE SCHOOL OUTREACH

During the course of the school year, middle school students will take field trips and have special service project days. Families will be notified of these at a minimum of three weeks prior to the event occurring. In order for your child to attend, all proper permission forms must be completed prior to departure from school.

A blanket field trip form will be sent home for any trips taken around the school, church or adjacent property such as Hunter Farms (property adjacent to the church campus) for community service.

GRIEVANCES

When questions, problems, or grievances come up, we recommend speaking directly to the person (teacher, administrator or Principal) concerned. The following guidelines should help clear up any misconceptions or problems.

- If the problem originated in the classroom, go to the student's teacher and seek to resolve the problem.
- If the problem is not resolved to your satisfaction, take the concern to the Principal.
- If grievance is not resolved, you or administration may recommend it be taken to the WCA Board of Directors.

As we seek to resolve a problem or issue, we must remember to be Christ like in word and action. The faculty, staff and administration of WCA are available to assist you with any issues or concerns that you may have.