

Weddington Christian Academy Lower School Family Handbook

2026-2027



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Dear WCA Families,

Welcome to Weddington Christian Academy! We are honored that you have chosen to partner with us in your child's educational journey.

At WCA, we believe that every child is uniquely created in the image of God and has been gifted with a purpose. It is our privilege to provide a safe, nurturing, and Christ-centered environment where students are challenged academically, encouraged spiritually, and supported as they grow socially and emotionally.

Our mission is to provide an education of the highest academic excellence while equipping students to become devoted followers of Jesus Christ. Through strong academics, meaningful relationships, and a biblical worldview, we seek to cultivate both a love of learning and a love for the Lord.

As we begin this school year together, we look forward to partnering with your family to help your child discover their God-given gifts, develop strong character, and grow in wisdom and faith. It is our prayer that each student leaves WCA well-prepared for future success and committed to living a life that honors Christ.

Thank you for entrusting us with the privilege of educating your child. We are excited about all that God has in store for the year ahead.

In Christ,

Alexus Leebrick

Head of School

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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 STATEMENT

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 Cognia. 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 Methodist Church (WMC). 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:

Cindy Hicks	Chairperson
Steve Graybill	WMC Finance Chair
Steve Brown	WCA SPRC Representative
Caran Shaw	Member at Large
Jim Lonon	Member at Large
Logan Wyant	Member at Large
Alexus Leebrick	WCA Head of School
TiLisa Durham	WCA Financial Administrator
Art Kite	WMC Business Administrator
Kendra Wallace	WMC Executive Director of Operation

STAFF DIRECTORY

Administrative/Support Staff

Mrs. Alexis Leebrick	Head of School
Mr. Brad Deiter	Vice-Principal
Mrs. Kristi Wiliford	Vice-Principal
Mrs. Heather Garofalo	Guidance Counselor
Mrs. Sarah Murchinson	School Admissions
Mrs. Karie DuVernay	Academic Resource
Mr. Jared Sanders	Athletic Director
Mrs. Julie Lesslie	Office Administrator
Mrs. TiLisa Durham	Financial Administrator
Mr. Jon Barker	Technology Support
Mrs. Sandra Santiago	Afterschool Director

Lower School

Mrs. Miranda Duany	Teacher- Junior Kindergarten
Mrs. Sandra D'Orazio	Teacher- Junior Kindergarten
Mrs. Kelley Zinder	Assistant- Jr. Kindergarten
Mrs. Caroline Lattanzi	Teacher- Kindergarten
Mrs. Lindsey Lee	Teacher- Kindergarten
Mrs. Lindsay Taylor	Assistant- Kindergarten
Ms. Nicole Lykins	Teacher- First Grade
Mrs. Abigail Eceiza	Teacher- First Grade
Mrs. Kate Highley	Assistant- First Grade
Mrs. Patty Dellinger	Assistant - First Grade
Mrs. Elena Dunn	Teacher- Second Grade
Mrs. Teresa Bliven	Teacher - Second Grade
Mrs. Teresa Alder	Co-Teacher- Second Grade
Mrs. Brenda Owens	Assistant- Second Grade
Mrs. Shannon Chapa Galan	Teacher- Third Grade
Mrs. Debbie Dixon	Teacher- Third Grade
Ms. Donna Brook	Teacher- Fourth Grade
Mrs. Kaydree Appleberg	Teacher- Fifth Grade
Mrs. Chrissy Barkman	Assistant- Lowschool
Mrs. Liz Vickery	Assistant- Lowschool

Enrichments

Ms. Jordan Bezek	Music/Spanish
	PE
Mrs. Betsy Golik	STEAM
Ms. Lauren Schaaf	Art
Ms. Susie Worcester	Media Specialist

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 Enrollment 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.

NCSEAA OPPORTUNITY SCHOLARSHIP AND ESA+ GRANT

Congratulations on receiving the scholarship and/or ESA+ grant.

Things recipients should know:

1. Make sure WCA is chosen as your school of choice.
2. All fees must be paid to WCA when they are due.
 - a. New student application fee is due when applying.
 - b. Enrollment fees are due when your enrollment has been accepted.
 - c. A non- refundable, non-transferrable deposit of \$1,000 is due by June 1.

- d. The activity fee is due by August 1.
 - e. The Security Resource Officer fee is due by the 15th of each month beginning in August.
 - f. Tuition is due as set forth in the payment plan scheduled by the recipient.
- 3. The payment schedule will be adjusted to reflect the anticipated funds from the State as a balloon payment at the end of the year.
 - 4. The recipient is responsible for all payments above the anticipated State amount.
 - 5. Funds from the State are disbursed twice a year – Fall and Spring.
 - 6. If the funds from the State exceed the total tuition and fees paid by the recipient, WCA will issue a check for the difference, by mail, to the account owner.
 - 7. If funds from the State are less than anticipated, the recipient is responsible for paying the difference in the semester of the shortage.

Please contact WCA's Financial Administrator, TiLisa Durham, with any questions you may have regarding the Opportunity Scholarship and/or ESA+ Grant.

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 parents 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 cell phone communication to staff members during the instructional day unless you have been requested by a teacher or administrator to do so.*

GUIDANCE AND STUDENT SUPPORT SERVICES

In partnering with WCA's mission for students to think and live in a manner that brings glory to God, Guidance and Student Support Services will provide social and emotional support to students from a biblical perspective, ultimately aiming to enrich their overall development in their time here at Weddington Christian Academy.

Guidance and Support Services will provide individual support, conduct classroom guidance lessons, assist in crises, meet with staff and parents as needed, and serve as a resource for social, emotional, and spiritual wellness. In some circumstances, an outside referral will be recommended upon individual student needs.

Confidentiality Statement

Matters discussed in the Guidance and Student Services Department will remain confidential from those not involved in the student's care. Those involved in the student's care include parents, relevant faculty, staff, and administration on a "need-to-know" basis for the student's overall benefit. Establishing a trusting relationship is important for Guidance and Support Services and the student. As a result, age-appropriate students will be informed of these confidentiality terms when possible.

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

A student who is **HONORABLE** will:

- Believe in Jesus Christ and his teachings
- Seek to know and exhibit Christ's commandment to *Love One Another*
- Demonstrate compassion to other students and staff
- Acknowledge and affirm students and staff
- Show consideration for others who may be different
- Exhibit kindness toward others with intentional acts

A student who is **ACCOUNTABLE** will:

- Value honesty and demonstrate truthfulness
- Model good behavior
- Respect others and self
- Take responsibility for all choices
- Graciously accept consequences of all choices

A student who **WORKS** hard will:

- Demonstrate a positive attitude toward teachers
- Demonstrate effort in classwork and homework
- Respectfully utilize teacher feedback to improve
- Utilize suggested components of curriculum to support learning at school and home
- Use technology responsibly to enhance learning
- Show effort when given mission outreach opportunity

A student who values **KNOWLEDGE** will:

- Humbly accept their unique, intellectual gifts from God
- Develop a purpose-driven work ethic
- Participate in class as a team player
- Work independently without distracting others
- Turn in assignments on time
- Study for routine tests
- Show academic progress in all subjects

A student who is **SUCCESSFUL** will strive to be a respectful, Christlike member of the WCA family:

- Honorable
- Accountable
- Hard worker
- Knowledgeable

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 whether in person or through electronic means (i.e. social media.)
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.

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, trading cards)
- 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.

LOWER SCHOOL DISCIPLINE POLICY

At Weddington Christian Academy, discipline is viewed as an opportunity for growth, discipleship, and restoration rather than punishment. Our goal is to help students develop Christ-like character, self-control, responsibility, and respect for others. Every behavioral correction should point students toward God's grace, truth, and loving instruction.

Conversation and Relationship

When a behavior concern arises, teachers will take time to speak privately with the student in an age-appropriate manner. The purpose is to help the child understand the impact of his or her choices, take responsibility, and learn how to make wiser decisions moving forward. Whenever possible, discussions will connect behavior expectations to biblical principles and a growing relationship with Christ.

Forgiveness and Restoration

After a consequence has been completed, students should experience full restoration within the classroom community. We desire for children to learn from mistakes without being defined by them. Through prayer, encouragement, and accountability, students are reminded that God's grace allows us to learn, grow, and begin again.

Parents as Partners

Parents are vital partners in the discipleship and development of each child. Teachers will communicate behavioral concerns promptly through phone call, email, communication folders, or other established methods. Early communication helps ensure that home and school work together to support the student's growth.

Based on these principles, WCA's Lower School behavior framework is outlined below.

Tier 1 Infractions (1 Demerit)

These behaviors are minor disruptions that interfere with learning or classroom procedures.

Examples include:

- Talking out of turn
- Off-task behavior
- Excessive talking
- Failure to follow classroom procedures
- Running in hallways
- Disrupting transitions
- Misuse of classroom supplies
- Failure to complete classroom responsibilities

Tier 2 Infractions (2 Demerits)

These behaviors demonstrate repeated poor choices or disrespect toward others.

Examples include:

- Disrespectful attitude or speech
- Unkind words toward peers
- Refusal to follow teacher directions
- Dishonesty regarding minor incidents
- Misuse of school property
- Inappropriate playground behavior
- Disruptive behavior during chapel, assemblies, or specials

Tier 3 Infractions (3–5 Demerits)

These behaviors require administrative review due to their seriousness.

3 Demerits

- Repeated defiance
- Academic dishonesty
- Intentional exclusion of peers
- Inappropriate use of technology
- Repeated disrespect toward adults

5 Demerits

- Bullying (As outlined in the WCA handbook)
- Physical aggression
- Threatening behavior
- Intentional property damage
- Significant dishonesty
- Leaving a supervised area without permission

Tier 4 Major Infractions

The following behaviors result in immediate administrative referral and may bypass the standard demerit process:

- Fighting resulting in injury
- Possession of dangerous or prohibited items
- Severe bullying or harassment
- Serious threats toward students or staff
- Significant vandalism
- Conduct that jeopardizes the safety of others

Administrative consequences may include parent conferences, behavioral contracts, suspension, expulsion or additional disciplinary action as deemed appropriate.

The administration reserves the right to address individual situations based on the age of the student, the severity of the behavior, and the circumstances surrounding the incident. Our desire in every disciplinary situation is to partner with families to help students grow academically, socially, emotionally, and spiritually into the young men and women God has called them to be.

The Cumulative Escalation System

Demerits accumulate throughout the school year and reset at the beginning of the next school year to provide a fresh start.

Demerit Milestone	Consequence	Restoration Focus
3 Demerits	Parent Notification	Throughout these first few steps, everyone involved (students, teachers, and parents, administrators) will prayerfully work together to identify, and rectify, the behavior pattern.
5 Demerits	Student Reflection Activity	
10 Demerits	Mandatory Behavior Improvement Plan (BIP) & Parent Conference	
15 Demerits	1-Day In-School Suspension & Parent Conference	Once a student's behavior has reached this level, everyone involved will be prayerfully evaluating three things: 1. Is there any indication that the student's behavior trend can/will change? 2. Can a safe learning environment be maintained at WCA with this student enrolled? 3. Should the family pursue other educational resources that are better suited to the needs of the student?
20 Demerits	Out-of-School Suspension & Behavioral Probation	
25+ Demerits	Discipline Committee Review for Expulsion	

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, depending on the offense, the following steps may be taken:

1. A note or email will be sent home and must be signed or acknowledged by a parent and returned to school.
2. If the offense warrants a phone call, parents will be phoned.
3. Parents will meet with the teacher for a conference.
4. A day of after school detention will be assigned.
5. The principal will meet with the parents.
6. 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.

FAMILY PARTNERSHIP COMMITMENT

At Weddington Christian Academy, we believe that the greatest opportunity for student growth occurs when the school and home work together in unity. Parents and guardians are essential partners in fulfilling our mission to educate students academically, spiritually, socially, and emotionally through a biblical worldview.

By enrolling a child at WCA, families agree to support the mission, philosophy, policies, and procedures of the school and to conduct themselves in a manner that reflects the values of the WCA community.

Just as we expect students to demonstrate Christ-like character, we ask parents and guardians to model these same principles in their interactions with students, faculty, staff, administration, volunteers, and other families.

WE ARE THE HAWKS: FAMILIES

HONORABLE FAMILIES

A WCA family will:

- Demonstrate Christ-like love, grace, and kindness in all interactions.
- Speak respectfully about students, families, faculty, staff, administration, church leadership, and the school.
- Seek understanding before making assumptions.
- Support the biblical mission and values of WCA.
- Encourage unity within the school community.

ACCOUNTABLE FAMILIES

A WCA family will:

- Communicate honestly and respectfully.
- Follow established school policies and procedures.
- Accept responsibility for their actions and communications.
- Address concerns through appropriate channels.
- Partner with school leadership to resolve conflicts in a constructive manner.

HARD-WORKING FAMILIES

A WCA family will:

- Support student learning by encouraging responsibility and effort.
- Ensure students arrive prepared and ready to learn.
- Read and respond to school communications in a timely manner.
- Participate in opportunities to strengthen the school community.
- Encourage students to respect school expectations both on and off campus.

KNOWLEDGEABLE FAMILIES

A WCA family will:

- Stay informed regarding school policies, procedures, and events.
- Review student progress and communicate concerns promptly.
- Seek clarification when questions arise.
- Support the educational and spiritual goals of the school.
- Partner with teachers and administrators in promoting student success.

SUCCESSFUL FAMILIES

Successful WCA families strive to be:

- Honorable
- Accountable
- Supportive
- Knowledgeable
- Christ-centered partners in the educational process

COMMUNICATION EXPECTATIONS

WCA values open and respectful communication. Parents and guardians are expected to:

- Communicate with faculty, staff, and administration in a courteous and professional manner.
- Address concerns directly with the individual involved before escalating concerns to administration.
- Refrain from gossip, slander, or divisive conversations that undermine the unity of the school community.
- Allow school personnel adequate time to investigate and respond to concerns.
- Respect confidentiality regarding students, families, and personnel matters.

SOCIAL MEDIA AND PUBLIC COMMUNICATION

Families are expected to represent WCA in a manner consistent with biblical principles and Christian conduct.

Parents and guardians should:

- Refrain from posting defamatory, threatening, harassing, or misleading comments regarding the school, students, families, faculty, staff, administration, or church leadership.
- Address concerns through established school communication channels rather than public forums.
- Use social media in a manner that promotes unity, respect, and Christ-like conduct.

RESPECT FOR SCHOOL PERSONNEL

WCA is committed to providing a safe and respectful environment for students and employees.

The following behaviors are not acceptable:

- Harassment, intimidation, or threats toward any member of the WCA community.
- Abusive, profane, or disrespectful language.
- Disruptive conduct during meetings, events, or school functions.
- Actions that interfere with the educational environment or school operations.

RESOLUTION OF CONCERNS

When concerns arise, families are encouraged to follow the biblical principles found in Matthew 18:15 and the school's established chain of communication.

Whenever possible:

1. Communicate directly with the teacher or staff member involved.
2. If resolution is not achieved, contact the appropriate administrator.
3. If necessary, concerns may be elevated to the Head of School according to school procedures.

PARTNERSHIP AND ENROLLMENT

Enrollment at Weddington Christian Academy is a privilege that requires a cooperative partnership between the school and family.

If a parent, guardian, or family member demonstrates behavior that is consistently disruptive, divisive, threatening, hostile, or contrary to the mission, values, or policies of WCA, the administration reserves the right to determine whether the partnership remains in the best interest of the student and the school community. This may include restrictions on campus access, participation in school events, or discontinuation of enrollment.

Our desire is always restoration, reconciliation, and a healthy partnership that supports the spiritual and academic growth of every student.

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-5th) will be required to sign a technology use agreement. This agreement will be reviewed with all students on the first day of Technology Class and sent home 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 or 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.

CELL PHONES/SMART WATCHES

Students are not allowed to use cell phones or smart watches during the school day from 8:15-2:45. If students are in the afterschool program, the same policies will apply until they are picked up. 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 or smart watches to school for an after-school activity, we ask that it be turned completely off and stored in his or her backpack. Any student caught using a cell phone or smart watch will receive *one warning and then have the phone or watch 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, TikTok, Instagram, etc.). At WCA, students are held accountable for how they represent themselves, their families, and WCA in the world through technology.

ACADEMIC POLICIES

STUDENT'S PERMANENT RECORD

G.S. 115C-554 and 562 exempt non-public schools from all public school laws relating to student record keeping. However, WCA patterns the requirement for records in accordance with G.S. 115C-402. This law states that a permanent record is to be maintained indefinitely or until such time as the local administration determines as sufficient after graduation. The record shall contain the following information:

- Birth date information
- Attendance data
- Grading and promotion data
- Achievement test scores (summative)
- Outside testing as provided
- Previous schools' records provided
- Immunization records

STUDENT SUPPORT PLANS (SSP)

If your child has an existing IEP or 504 Plan, we will address the recommended accommodations by designing a WCA Student Support Plan (SSP). Throughout the year, as needs arise, we are intent on adjusting our teaching to suit every learner. If your child is struggling, your child's teacher will request a conference to discuss steps to provide learning support. At that time, a SSP may be recommended to accentuate strengths and work with any weaknesses. A fee will be associated with an initial SSP or a renewal SSP. Parents will be notified individually of this cost.

GRADING SCALE

Letter grades used for 1st through 5th grade:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Letter Grades used by EC, 1st through 5th grade:

E	Excellent
S	Satisfactory
P	Progressing
N	Needs Improvement

Grades used by Junior Kindergarten & Kindergarten

3	Exceeding
2	Proficient
1	Emerging

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.

STUDENT AGENDAS

If your student's class uses 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, solidify 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 Iowa Assessments standardized achievement test is administered in the spring to students in grades K - 5. 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 carpool 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

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

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

WCA requests that each student has one healthy snack option every morning. Students should bring a water bottle to school every day. Snack/restroom time is limited to ten minutes. For younger children, please pack a 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 lunch, he/she will be given a hot lunch and their FACTS account will be charged. The student lunch account is a *PREPAY account and should be funded prior to purchasing lunch* by logging into your FACTS Family Portal Financial page.

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

HOT LUNCH OPTION

WCA has a "hot lunch" program available to all students. A monthly menu will be available on the school's website. Each family has a PREPAY lunch account available through FACTS Family Portal.

Lunch Program Process

- Put money in your child's lunch account. Lunch each day is \$7.00.
- When lunch is purchased, the cost is deducted from the account.
- Students who are not purchasing a hot lunch, may purchase milk or water for \$1.00
- A low balance summary will be sent as a reminder that funds need added to the prepay account.
- An outstanding lunch balance of more than \$30 at the end of a semester, may lead to the withholding of academic records. (i.e. transcripts, report card, IOWA test scores)

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 their assigned table. Parents must refrain from using their cellphone during this special time with their child.

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 School* 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 2:00 for an early dismissal. If you are unable to get to WCA before 2:00, please follow normal dismissal procedures. Please do not come to the office after 2:10 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 or email to your child's teacher and Mrs. Lesslie on the day of the early dismissal. A parent must come to the office to sign their student out for the day. A student may NOT sign himself/herself out of school.

EXCUSED VS. UNEXCUSED ABSENCES

All absences will be classified as "excused" or "unexcused." Excused absences include days of school missed from sickness or injury, doctor/dental appointments, funerals, graduations, weddings of family members, or school-approved educational events. 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 above are considered unexcused. Examples of unexcused absences include family vacations, personal trips, or church trips. A student will be given the opportunity to make up missed work when he/she returns to school.

All absences are considered unexcused unless the office receives a note, phone call or email within three days of an absence. A phone or email does not guarantee that the absence will be excused. If your child is sick, please send an email to the homeroom teacher and to Mrs. Lesslie (wca@wcahawks.org) by 8:15 on the day of the illness/absence.

Absences immediately preceding or following an official school vacation/holiday will automatically be considered unexcused, unless a doctor's note is presented to the school.

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.

PICK UP AND DROP OFF POLICIES

GENERAL CARPOOL 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 **until your student is inside the vehicle**. A student cannot be released without the school issued sign or without prior authorization from the parent.

Students in Junior Kindergarten and Kindergarten with older siblings may wait until their older sibling's pick-up time to leave school.

JK-5th grade students with siblings in the Upper School (6th-10th) will be dismissed in the LOWER carpool line in front of the Family Life Center.

If the weather does not permit for normal carpool procedures, an alert will be sent out via the REMIND app. You will need to park, walk in, and pick up your child from the teacher inside the FLC Gym. *The Upper School students will dismiss 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 8:15 a.m. please walk your child to the front door to be admitted to school. 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 logging into your FACTS Family Portal.

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. Proceed to the parking lot across from the FLC field forming up to five lines. 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.

FIRST-FIFTH GRADE (2:45)

Enter WCA from Lenny Stadler Way ONLY. Proceed to the parking lot across from the FLC field forming up to five lines. 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.

Any student who is not picked up by 3:00 p.m. will go to After School Care and parents will be billed for the service through Family Portal. 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 and pay the subsequent fees.

EXTENDED DAY PROGRAM

Students must be registered to attend. Registration forms and the fee schedule can be found on the WCA website under *Programs > Extended Day Program*.

BEFORE SCHOOL

Before School is an additional service available to WCA families and students Monday-Friday between 7:00 a.m. and 8:00 a.m.

AFTER SCHOOL

After School is an additional service available to WCA families and students Monday-Friday from dismissal time until 6:00 p.m.

IMPORTANT: The After School Program is intended for families who truly need these services due to work or other essential commitments. We kindly ask that you only register your student if there is a genuine need.

UNIFORM POLICIES

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

LOWER SCHOOL UNIFORM POLICY

Uniform options may be mixed and matched in many different combinations. **All polo shirts, turtlenecks, 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 Parents 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.) Boys and girls may wear long or short sleeve shirts depending on the season and weather.

Students are to wear regulation uniform options unless it is Spirit Day 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.

NUTS Day (No Uniforms To School) is on the last Monday of every month. Students may wear "everyday" clothing options provided their clothing is void of scary or inappropriate logos. NUTS Day does not allow the wearing of pajama style sweatpants, spaghetti strap tops or crop tops where midriff is exposed. Students who participate in NUTS Day should bring a \$1.00 donation to school. All proceeds benefit the Home of the Good Shepherd Orphanage in Kenya.

Note: All hoodies/sweatshirts worn to school must have the WCA logo on them and be appropriately sized or be plain in color (navy, black, white, or gray) and have no works or designs on them. Hoodies/sweatshirts must also be appropriately sized. Oversized hoodies will not be permitted. . Oversized hoodies will not be permitted. On NUTS Day, hoodies with other logos and designs may be worn.

The dress code is designed to provide an environment that is safe, conducive to learning, and free from unnecessary distractions. Students are required to follow this dress code. Become familiar with our dress code requirements.

REGULATION UNIFORM OPTION

Shirts

- WCA Polo Shirt: white, navy, light blue, or hunter green
- WCA Turtle Neck: white, navy
- WCA oxford shirt: white

Pants:

- modest and loose-fitting in khaki or navy
- free of any holes, patches, and fraying
- should cover undergarments at all times
- should be worn at normal waistline
- oversized pants are not acceptable for boys
- tights, knee socks, and leggings worn must be solid navy, gray, white or black
- leggings should only be worn underneath uniform bottoms.
- patterned tights are not appropriate to wear with regulation uniforms.

Shorts:

- should come to the knee
- modest and loose-fitting in khaki or navy
- free of any holes, patches, or fraying n
- should be worn at normal waistline
- oversized shorts are not acceptable for boys
- athletic shorts are not allowed (unless worn as PE attire)

Dresses and Skirts

- Should come to top of knee
- modest and loose-fitting
- navy, light blue, or hunter green
- free of any holes, patches, and fraying
- dresses must have sleeves
- Jumper: Khaki, navy or approved plaid

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 or WCA Spirit Wear (Note: Shirt length should not exceed the length of the shorts.)
- Shorts or pants—athletic material, navy, with or without white trim.
- Jacket—Athletic, navy with or without white trim
- WCA logo or plain sweatshirt—navy or gray
- WCA half-zip jacket—navy

HAIR

Hair should be clean, neatly groomed, and should not draw undue attention to oneself. Boys' hair should be cut so that it is off of the collar.

ACCESSORIES

Hair accessories and jewelry should be tasteful and age appropriate. Please use discretion when choosing items. Socks and tights should be a solid color void of patterns.

NUTS Day is a good day to express your unique style with accessories and clothing.

FOOTWEAR

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

HEALTH POLICIES

ALLERGIES

If your student is severely allergic to any contagion, this should be indicated on the enrollment forms. 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 in the online enrollment packet*

If your child's allergies are life threatening and require the use of medicine (benadryl, Epi-Pens etc.) this medicine must always be kept locked in the classroom for the student's safety in the event of an emergency. This medicine will accompany the student to special classes and the playground. Please note that if epinephrine is used, your child will be transported to the hospital via ambulance to follow the protocol designated to the use of this medication.

ILLNESS

At WCA, we are committed to promoting a safe, healthy learning environment rooted in compassion and responsibility. *In the spirit of Philippians 2:4 "Let each of you look not only to his own interests, but also to the interests of others"* this policy provides clear guidelines to prevent the spread of illness and care for our students, staff, and families.

If a child displays any of the following symptoms, he/she should be kept at home or will be sent home:

- Fever
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever (Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.)
- Sore throat with fever or white spots on throat or in mouth
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucus
- Vomiting or nausea
- Eye drainage of any type (should be checked by a doctor to rule out infection)
- Unusual rashes (should be checked by a doctor to rule out bacterial infection)
- Child not feeling well, such as lethargic behavior and/or crying
- Evidence of lice

Your child may return to WCA when:

- Fever has been broken for 24 hours without medication
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- Child is able to return to daily activities
- In the case of lice, there must be no nits seen in the hair.

Communication of Absence:

Parents or guardians are expected to notify both the school office and the student's teacher as soon as possible when a child will be absent due to illness. Communication may be made via phone call or email.

Please include:

- The reason for the absence (e.g., symptoms or diagnosis, if known)
- The expected duration of the absence, if possible.

Timely communication helps the teacher plan accordingly and supports the student's reintegration into classroom activities upon their return.

EMERGENCY CARDS

An Emergency Contact Card for every student at WCA will be kept on file in the WCA office. This card includes Emergency contact information and phone numbers. It also allows WCA to obtain medical treatment for a student if permission has been given.

IN THE EVENT OF ANY CHANGE OF ADDRESS, TELEPHONE NUMBER, EMAIL ADDRESS, EMERGENCY CONTACTS OR PICK UP PERSONS FOR YOUR FAMILY PLEASE UPDATE FACTS FAMILY PORTAL AND NOTIFY THE FRONT OFFICE AS SOON AS POSSIBLE.

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. **It is the responsibility of the parent to provide current immunization records to the school.**

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. **In the event of an outbreak, the unvaccinated child will not be allowed to attend school pursuant to North Carolina state law.***

STUDENT MEDICATION

Students are not allowed to have any medication (cough drops, eye drops, tylenol, motrin etc.) in their possession. Medicine must be kept in the Front Office with a Medication Authorization Form on file completed and signed by a parent or doctor that gives the office permission to administer medicine to your child. The form can be obtained by contacting the front office. **North Carolina state law mandates that the medicine be in the original container, labeled with your child's name and 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 'ChapStick' for personal use. It should not be shared with other students. If this happens, the student will be asked to leave the 'ChapStick' at home.

LICE POLICY

WCA is committed to supporting students and families in the event of confirmed or unconfirmed lice. Although an annoying problem, head lice infestation should not trigger undue alarm - just prompt action. Early detection, diligence, and compassion are all that are needed to successfully manage this issue.

Parents are required to inform the school immediately of a student being exposed to lice.

In the event of lice exposure, students are NOT permitted to return to school for 24 hours after treatment and confirmed lice free. WCA will need a signed letter/email from the parent stating their child has received the necessary treatment at home or if treated professionally, a note from their healthcare professional.

If lice is suspected at school, parents will be notified by WCA Administration and students will be sent home to get the correct treatment.

EMERGENCY AND SAFETY PROCEDURES

The safety of each WCA student is important to our faculty, staff and administration. All doors into the Family Life Center (FLC), Youth Center and Annex are locked at 8:15 am and remain locked throughout the day. Children are not allowed to walk between buildings or in the parking lot alone.

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. Depending on the severity of the violation, police may be called. Weapons may include but are not limited to guns, knives or martial arts weapons.

PANIC BUTTONS

Panic buttons will be located at the front desk (with Mrs. Lesslie), Youth Center, and Annex (with an assigned educator).

VISITORS AND VOLUNTEERS

All visitors must sign-in at the front desk 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 as an emergency contact / pick up person. Any person not recognized by WCA staff will be asked to show identification (driver's license.) **Please notify both your child's teacher and the office via email/phone in advance of any changes to normal pick-up procedures for your child.**

FIRE, TORNADO AND LOCK DOWN PROCEDURES

Fire Drill- we will have a fire drill every month. Each classroom has a fire evacuation route posted near the door. Students will practice this route with their class to learn the proper way to evacuate the building should a fire occur.

Tornado Drill- we will have at least one drill during the school year. Students will practice proper safety procedures should inclement weather occur.

Lockdown Procedures - we will practice these steps once a year. If a dangerous situation should occur on or near campus, WCA will initiate lockdown procedures. No one will be allowed to enter or leave the campus until the situation is deemed over by law enforcement. Communication will be sent via the Remind app to WCA families.

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

SECURITY MEASURES

Originally recommended by a security team in 2011 after Sandy Hook, these are updated periodically. The Security team is made up of CMPD Officers, Union County Sheriff's Department officers, SBI (State Bureau of Investigation), Local law enforcement officers, and members of the Secret Service.

- All doors are locked all the time
- The only way to enter is with a fob (issued only to WCA, WMC Staff and Sheriff's Department) or being buzzed in at the front desk.
- The doorbell has a monitor and intercom which Mrs. Lesslie, Mrs. Durham or Mrs. Keen activate if we do not know the person ringing the doorbell. We reserve the right to ask for photo identification.
- There are 3 cameras on our campus and the 6 vantage points are always on a monitor at Mrs. Lesslie's desk.
- Local law enforcement visit WCA campus and building with regularity creating a visual that is an automatic deterrent to intruders
- All vendors are vetted, buzzed in, name tagged, and followed throughout the building
- Lockdown drills are prepared and practiced with Union County Officer oversight.
- Teachers and staff have programmed radios at recess and other outings.
- As of March 2023, a panic button at the front desk will go straight to law enforcement. (They anticipate response time being 5 minutes or less.)

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 social media. 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 FROM THE PRINCIPAL. DONATIONS MADE TO THE SCHOOL FOR SUCH EVENTS ARE TAX DEDUCTIBLE.

HAWK FUND

The Hawk Fund is our Annual Fund Campaign. The Hawk Fund helps support the school's operating expenses each year and plays a vital role in ensuring the school's stability and sustainability. We need your help to continue meeting any challenges that come our way, while providing our students with the best learning environment possible.

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.

PARENT TEACHER FELLOWSHIP (PTF)

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 spiritual 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 PARENT

Every classroom will have a room parent. The room parents 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.

VOLUNTEER PARTNERSHIP AGREEMENT

Part of building a strong community of faith at WCA involves all stakeholders participating in the life of the school. Each parent and student is an integral member of the WCA Family.

By participating in the appropriate WCA Parent Teacher Fellowship (PTF) activities, annual events, and programs each family will contribute positively to the mission and ministry of our school.

WCA parents are asked to make a commitment of 15 hours of service throughout the year or make a donation to the Hawk Fund valued at least \$10 per hour.

Hours will be logged from July 1 through May 28, with each family logging their service hours on their family page through FACTS (Family Portal > Family > Parent Name). Any hours not completed by the end of the school year will be assessed at a rate of \$10 per hour and billed to the family's account.

Upcoming volunteer opportunities will always be listed in WCA's regular newsletters. Even after reaching 15 hours, we encourage you to stay active in the life of WCA.

HOLIDAYS & 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 the special dietary needs of classmates. *Please be advised, we do not encourage overly sugary treats.*

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. Parents will sit with their child at their assigned 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 Room Parent 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 & FOUND

WCA is not responsible for the loss of personal property. All clothing, especially sweaters, jackets, sweatshirts, coats, lunch boxes, water bottles, and backpacks should be clearly labeled with your child's name using a permanent marker. If your child loses something, these items are placed in the lost and found bin. 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 electronically for each event. Forms should be submitted by the date listed on the form.

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.

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 you may have

WEDDINGTON METHODIST CHURCH

ANTI-BULLYING POLICY

PURPOSE

Students who participate in the ministries of Weddington Methodist Church, including Children's Ministry, Student Ministry, Weddington Christian Preschool, and Weddington Christian Academy, have the right to learn, worship, and participate in activities free from bullying, harassment, intimidation, and fear.

Bullying is inconsistent with our Christian values and mission. It diminishes the dignity of others, damages relationships, and interferes with a student's ability to learn, grow, and thrive. Bullying affects not only those directly involved but also the broader community. Therefore, bullying in any form will not be tolerated.

All members of the Weddington Methodist Church community—including students, parents, caregivers, volunteers, faculty, staff, ministry leaders, and church members—share the responsibility of creating a safe, respectful, and Christ-centered environment.

DEFINITION OF BULLYING

Bullying is intentional, repeated behavior by an individual or group that causes physical, emotional, social, or psychological harm to another person.

Bullying involves an imbalance of power and may take many forms, including harassment, humiliation, intimidation, exclusion, manipulation, or threats.

Bullying behavior may be physical, verbal, social, psychological, or electronic (cyberbullying).

EXAMPLES OF BULLYING

Physical Bullying

- Hitting, kicking, punching, scratching, or pinching
- Pushing, shoving, or spitting
- Taking, damaging, or destroying another person's belongings
- Forcing someone to surrender money, food, or personal property
- Unwanted physical contact or sexual misconduct

- Pressuring or forcing someone to do something against their will

Verbal Bullying

- Name-calling
- Teasing, insults, put-downs, or verbal abuse
- Threats or intimidation
- Mocking someone's appearance, abilities, background, or differences
- Offensive jokes or comments
- Sexual remarks, innuendos, or inappropriate comments

Social and Psychological Bullying

- Excluding others from activities or groups
- Ignoring, isolating, or ostracizing others
- Spreading rumors, gossip, or false information
- Public humiliation or embarrassment
- Manipulating friendships or relationships
- Making inappropriate gestures or nonverbal threats

Cyberbullying

- Sending hurtful, threatening, or inappropriate messages through text, email, social media, or other digital platforms
- Posting or sharing embarrassing, harmful, or false information about another person
- Creating fake accounts or impersonating others
- Using technology to harass, intimidate, threaten, or exclude others

STATEMENT OF COMMITMENT

Weddington Methodist Church is committed to providing a safe, caring, and Christ-centered environment where students can learn, grow, worship, and participate without fear of bullying.

Students can expect:

- To be treated with dignity and respect
- To have concerns taken seriously and addressed appropriately
- To receive support when bullying concerns arise
- To participate in educational experiences that promote healthy relationships, kindness, empathy, and conflict resolution

Any behavior that disrupts the safety, well-being, or educational environment of a ministry or school program is unacceptable.

RESPONSIBILITIES OF CHURCH COMMUNITY

Students

Students are expected to:

- Treat others with kindness, respect, and dignity
- Refrain from all forms of bullying behavior
- Support and encourage peers who may be experiencing bullying
- Report bullying incidents to a trusted adult or ministry leader
- Cooperate fully in investigations of bullying concerns
- Follow the expectations outlined in this policy

Parents and Caregivers

Parents and caregivers are expected to:

- Review and support this policy with their children
- Model Christ-like behavior and respectful communication
- Reinforce that bullying is unacceptable
- Encourage children to report bullying concerns
- Watch for signs that their child may be experiencing or engaging in bullying behavior
- Communicate concerns promptly with the appropriate ministry leader, teacher, or administrator
- Partner with church and school leadership to support positive outcomes

Faculty, Staff, and Ministry Leaders

Faculty, staff, and ministry leaders are expected to:

- Model respectful and Christ-like behavior
- Take all reports of bullying seriously
- Respond promptly and appropriately to bullying concerns
- Provide supervision and maintain safe environments
- Support students involved in bullying situations
- Document and report incidents according to established procedures
- Reinforce the message that bullying is not tolerated

Weddington Methodist Church

Weddington Methodist Church is committed to:

- Providing a safe and supportive environment for all students

- Investigating reports of bullying in a timely and fair manner
- Communicating behavioral expectations and consequences clearly
- Providing age-appropriate instruction regarding healthy relationships, conflict resolution, and bullying prevention
- Partnering with families to address concerns and promote student growth

RESPONDING TO BULLYING

All reports of bullying will be investigated promptly and handled with care, discretion, and fairness.

Students who engage in bullying behavior may be subject to one or more of the following interventions or consequences:

- Verbal correction and restorative conversation
- Mediation or conflict-resolution process
- Parent notification and conference
- Referral to counseling or support services
- Loss of privileges or participation opportunities
- Behavioral contract or action plan
- Detention, suspension, or removal from ministry activities
- Expulsion or dismissal from a program when warranted
- Referral to law enforcement when behavior violates local, state, or federal laws

Consequences will be determined based on the severity, frequency, and circumstances of the behavior.

PREVENTION AND EDUCATION

Weddington Methodist Church seeks to proactively prevent bullying through programs and practices that promote Christ-like character, healthy relationships, and personal responsibility.

Prevention efforts may include:

- Social-emotional learning opportunities
- Character and leadership development programs
- Biblical instruction emphasizing respect, kindness, and compassion
- Anti-bullying education and awareness initiatives
- Counseling and support services
- Staff training and professional development

COMMUNICATION OF POLICY

This policy will be communicated regularly to students, families, faculty, staff, volunteers, and ministry leaders through:

- Student and family handbooks
- Enrollment and orientation materials
- Staff training and meetings
- Ministry communications
- Parent meetings and newsletters
- The Weddington Methodist Church and WCA websites

By working together, we can cultivate a Christ-centered community where every student feels safe, valued, respected, and loved.