



WILMINGTON CHRISTIAN ACADEMY

Educating for Excellence!

Heart. Mind. Soul.

2018-2019 STUDENT/PARENT HANDBOOK

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Wilmington Christian Academy admits students of any race, color, and national or ethnic origin.

MISSION STATEMENT

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

EDUCATIONAL PHILOSOPHY

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

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

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

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

NON-DISCRIMINATION POLICY

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

PARENTS' ASSOCIATION

All parents of Wilmington Christian Academy students are members of the Parents' Association, which exists to promote friendly relationships among parents, to acquaint them with the persona of Wilmington Christian Academy, to obtain their cooperation with its objectives for the development of their children and to initiate the parents' involvement in, and support for, projects and functions that aid the Academy academically, socially and financially. The mission of the Wilmington Christian Academy Parents' Association includes:

1. To help the Academy communicate with parents.
2. To help the parents understand the fundamental premises upon which the Academy functions.
3. To help schedule, promote and host student and parent activities.
4. To welcome new parents into the association and to instill in the new parents the need for their continued involvement in and support of the Academy.
5. To encourage pride in the students and in the Academy.
6. To assist the Academy in promoting its reputation in the Wilmington community.
7. Tuition does not cover actual costs. Because all families benefit from this low tuition, all families are asked to participate in scheduled fundraisers. Families may opt out of fund raisers by paying an additional \$800 toward tuition per enrolled student at enrollment. See "Financial Agreement".

STATEMENT OF RELIGIOUS INSTRUCTION

The Academy offers instruction based upon broadly held Judeo-Christian traditional, nondenominational biblical beliefs, principles and virtues that seek to develop those qualities of life characteristic of man's understanding of his relationship to his Creator and his place in the world. Weekly chapel services address the spiritual needs of the Academy's students through Scripture, teaching, prayer and song. Parents are encouraged to participate in these services.

BIBLE TRANSLATION STATEMENT

Many denominations are represented at WCA. The staff, students and their families experience unity within the agreed upon *Statement of Faith*. While many good Bible translations exist, for ease of instruction, the only 3 versions approved for classroom memorization purposes are the *King James Version (KJV)*, *New King James Version (NKJV)*, *English Standard Version (ESV)*, and the *New Revised Standard Version (NRSV)*. However, if Christian textbook publishers or authors use translations that we feel are true to the original texts, they will not be excluded from our curriculum.

ENROLLMENT

Enrollment begins in January of each school year for both new and returning students. Placement priority is given to families with siblings already attending the Academy. Enrollment as a student of Wilmington Christian Academy is a privilege, not a right. This privilege may be revoked at any time by the Administration of Wilmington Christian Academy.

Kindergarten: Half Day Kindergarten: Students must be age four (4) by September 30th. Full Day Kindergarten: Students must be age five (5) by September 30th. -And pass a kindergarten screening

New Students: Interviews and assessments for all new students are conducted upon paying of enrollment fee and completion of registration forms.

Returning Students: Enrollment fee due at interview with enrollment paperwork. It is the parent's/guardian's responsibility to update immunization records, etc., each fall.

TUITION AND FEES

See "**Tuition Schedule**" for application fee information. Application fee is non-refundable.

AGE-GRADE PLACEMENT GUIDE

Normal placement of incoming students should follow the age schedule shown below. Exceptions to this schedule will only be considered after consultation with the administrator and relevant teachers. A careful review of the child's placement test results, previous education and curriculum, standardized test scores and assessment of personal readiness must be accomplished before any exceptions will be considered.

AGE OF CHILD AS OF SEPTEMBER: 30 th OF CURRENT ACADEMIC YEAR	GRADE OF PLACEMENT
4	Half-Day Kindergarten
5	Kindergarten
6	Grade 1
7	Grade 2
8	Grade 3
9	Grade 4
10	Grade 5
11	Grade 6
12	Grade 7
13	Grade 8
14	Grade 9
15	Grade 10
16	Grade 11
17	Grade 12

ADMISSION POLICIES

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

STATEMENT OF FAITH

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

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

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

4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. (Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5, 6)

5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20)

6. We believe in the resurrection of both the saved and the lost. (John 5:28, 29)

7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28)

8. We believe in the creation of man by the direct act of God. (Gen. 1:26-28)

B. Enrollment Limitations:

Wilmington Christian Academy understands the need for every child to have the opportunity for Christian education, but at our present stage of development, we are unable to meet the needs of students with problems related to items 1-2 listed below. Admission by individuals in these categories may be sought when WCA has qualified staff, equipment, etc. No student will be enrolled in WCA who:

1. Has a learning disability for which our program is not staffed.
2. Has a physical handicap that would impair the learning process, due to the fact that Wilmington Christian Academy is not presently equipped with the necessary accommodations.

C. Pre-admission tests will be given to all new students to determine how the student is performing academically in comparison with the class he/she will be entering.

D. Admission requirements for Home-Schoolers:

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

E. Kindergarten Enrollment: It is the parent's responsibility to have their medical child screened by first day of the school year in which a child is enrolled for the first time. The parent/guardian is responsible for a Kindergarten readiness physical check-up (vision, hearing, speech and communication, medical problems and any developmental disorders). If the screening reveals the possibility of potential learning needs, the district parent/guardian must provide further assessment. Schools must note that screenings are not intended to diagnose educational disability or to be used for placement procedures. A parent may sign a statement that they do not wish to have the child screened. Mandatory Kindergarten (ORC 3321.01)

F. WCA does not provide any physical screenings thus all required screenings are the responsibility of the student's parent/guardian.

G. Final acceptance is contingent upon approval by the administrator and/or the governing board of Wilmington Christian Academy. Parents will be notified as soon as possible.

H. Parents are responsible to pay any per subject intervention fee.

ENROLLMENT/RE-ENROLLMENT PROCEDURES

1. Before applying, carefully read "Parent/Student Handbook." Complete the student application and return it to the WCA office with the non-refundable* enrollment fee. **Exception: The enrollment fee will be refunded if the class the student is applying for is full or closed.*

2. An interview will be scheduled with the school administrator. For students transferring to WCA, a *Records Release Form* must be signed.

3. A financial contract must be agreed upon and signed by the parent/guardian prior to the beginning of school.

4. **EdChoice Scholarship:** The WCA enrollment fee must be paid before WCA will process EdChoice Scholarship paperwork.

FINANCIAL AID SCHOLARSHIPS

Please contact the WCA administrator to see what financial aid scholarships may be available for your family. Scholarships will be considered and awarded only after registration and financial documents have been completed. Financial aid must be requested through the online process on the FACTS website.

FINANCIAL POLICIES

Payments: FACTS management **must be used** for tuition payments unless paying in full. A \$45 per family per year management fee is paid directly to FACTS. Payments are due on or before the first day of each month or the 15th beginning in August.

DELINQUENT ACCOUNT POLICY

While it is the goal of WCA to handle overdue accounts with compassion, it is necessary that we collect all outstanding tuition in order to pay our staff and bills. The following steps will be used when an account is overdue. If a student's tuition becomes past due, and satisfactory arrangements have not been made with the proper school authorities, the student(s) will not be admitted to class until both the past due and currently due payments are made.

- **30 days overdue:** You will have 15 calendar days to pay the entire outstanding balance, or contact the school to work out a payment plan.
- **45 days overdue:** Your student(s) will no longer be able to attend WCA, unless you have contacted the school to work out an acceptable re-payment plan.

Payment Plans: If the terms of the payment plan are not met, then your student(s) will no longer be able to attend WCA.

Account holders are still liable to pay any outstanding balances after their student(s) have been withdrawn. It is the right of WCA to hold student records (including grade cards / transcripts) until all outstanding balances are paid.

Any family who has an outstanding balance at the end of the school year will not be able to re-enroll their children until all past due accounts are made current.

Grade Cards and Student Records: Cards and records will be held from students who at the end of the grading period have a balance greater than \$5.00 (this includes, but is not limited to, tuition, lunches, and library fees). All records will be held from all students with any remaining balance at the end of the school year.

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

STUDENT WITHDRAWAL POLICY

Withdrawals: Enrollment is intended to be for the entire school year, unless documented at the time of enrollment.

- a. Should circumstances change, the parent/guardian must notify the school in writing as soon as possible. A minimum of one month is required. Parents/Guardians will be expected to pay for any time less than a month's notice.
- b. A \$150 withdrawal fee will be assessed per student.
- c. Exception – student leaves at the request of the school administration. Then the parent/guardian is responsible for the current installment only.

Process: A "Student Withdrawal" form must be completed by parents for each student who withdraws. To confirm that a student transferred out, WCA must have official written documentation that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma. Examples of official written documentation include: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or home school program acknowledging the student's enrollment. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer. Because teacher's salaries are based upon projected enrollment, 30 days notice is required. There is an additional \$500 fee per student for early withdrawal. Records/transcripts will not be released until the student's account is finalized. If an account is open, WCA will verbally communicate to the next school the student's academic last semester, but not release credit or grades given. An explanation of an open account will be given.

ACADEMIC POLICY

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

GRADING

Parents receive report cards regarding their children's academic standing and citizenship at the end of each quarter. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning interim report and full report card grades. Parents can access their children's grades on www.Engrade.com at any time.

Teachers in Grades 1 to 12 assign letter grades according to the following scale:

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

Below 60%F

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

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

In Kindergarten, or for new students needing intervention, the following scale is used:

E.....Excellent

G.....Good

S.....Satisfactory

NI.....Needs improvement

MY SCHOOL WORX

WCA uses the on-line website, MY SCHOOL WORX, to communicate with parents and students concerning grades, assignments, and many other areas. All families must have access to a computer with Internet capability. **It is the parent’s responsibility to check the website for grades, messages, etc.**

HONOR ROLL

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

ACADEMIC WARNING AND PROBATION

A student is placed on academic *warning* for receiving a class grade of “F” or two class grades of “D+” or lower at the end of a grading period. A student is placed on academic *probation* for (1) receiving two F’s or three or more grades of D+ or lower at the end of a grading period, or (2) being placed on academic warning for two consecutive marking periods. Students on academic probation may not participate in interscholastic sports. Any student who is placed on academic probation for an entire year must repeat that grade.

CONFERENCES

Parent/teacher conferences are held during the first and third grading periods. These conferences are designated for discussing the student’s academic achievement and citizenship. Both parents are expected to attend, if possible. Parents and teachers are welcome to request conferences throughout the year. Students with a D (69%) or below are required to have a parent conference.

PARENT & STAFF COMMUNICATION

WCA staff uses MY SCHOOL WORX email or WCA email address to communicate with parents, etc. Cell phones are not WCA property and texting cannot be monitored nor accepted.

ARRIVAL/DEPARTURE TIMES AND DAILY SCHEDULE

Full-day Kindergarten thru 12th grades: WCA’s doors open at 7:50 AM for student arrival and a student is considered tardy at 8:10 AM. Students who have not been picked up by 3:30 p.m. will be taken to the school office. WCA has EARLY dismissal **every** Wednesday at 1:40 P.M. Please check the school calendar for other early dismissal dates.

Half-day Kindergarten: WCA doors open at 7:50 AM for student arrival and a student is considered tardy at 8:10 AM. Half day Kindergarten dismisses at 11:40 AM.

When a child is to ride home with someone other than the customary driver, including students who ride the bus, the parent must give advanced signed written permission to the WCA office. This must specify both the driver’s name and a description of the vehicle.

Arrival: Cars enter north gate. Please “Kiss & Drop” or “Park and Walk” your student from the passenger side at the curb and then pull forward to leave. If you accompany your child into the building, you must park your car in the parking lot only.

Departure: Pull up to curb and staff will dismiss students to the cars at curb. Please pull forward as soon as your child is dismissed to your car. If you need to talk with staff or other parents, please park your car in the parking lot. **NO PARKED CARS ALLOWED IN PICK-UP LANE.** Parents **MUST** monitor their children after the student is dismissed. Cars leave by south gate. Students are not permitted to cross the parking lot without a parent or staff member. Parents should not exit their vehicle for any reason while in the pickup line.

ATTENDANCE

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. An administrative conference will be scheduled with the parents if a student is absent 10 days or more a year. Parents are to report all unplanned absences to the front office by telephone. Students are not to report their own absences. Students who are dismissed from school early for any reason must sign out from the front office. Assignments for absent students may be obtained from the front office between 3:20 - 4:00 P.M except for Wednesdays, other arrangements should be made in this case. Please see "Attendance Policies" for tardy and absence definitions.

PREARRANGED ABSENCES

Parents of students who know in advance that their child(ren) will miss school/class are required to fill out a "Prearranged Absence" form so that teachers can have homework ready in advance, if possible. In Grades 4 through 12, it is the student's responsibility to make arrangements with teachers for completing and turning in any missed assignments. Parents are responsible to make homework arrangements in grades K-3. Tests must be taken before the prearranged absence or the first day back at school.

MISSED TESTS AND OR HOMEWORK

Planned absence:

All assignments must be turned in the day the student returns, or the date that it is due (if at later date). If the student missed a test, the test must be taken the day the student returns. If there is a test the day the student returns, they must take the test with the rest of the class. If the student misses the review and/or has not received a study guide, they must do the review on their own. Students/parents should fill out "Advanced Absence" form and get assignments before the absence.

Illness or unexpected absence:

The student will have a two day grace period to catch up on assignments missed. All work that was supposed to be turned in on the day absent is due upon the day of return. If the student missed a test, the test must be taken the day the student returns. Extenuating circumstances concerning make-up work and or tests decided at the discretion of the WCA Administrator.

STUDENTS WEEKLY ASSIGNMENTS

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

4th grade and above: Students in grades 4 and above must purchase and use an assignment book. At the beginning of the year Teachers will instruct student n the use of the assignment notebook. Students are responsible to write their assignments, test dates, etc. in their notebook. Parents are responsible to monitor the assignments and test dates.

HOMEWORK

At Wilmington Christian Academy, we consider homework an essential educational component and teachers assign homework as needed, including weekends. Evening study reinforces the day's learning activities and emphasizes for children that this is the time in their lives when their job is "to learn."

We view parents as partners in their children's educational progress, and we stress the critical need for parents to enforce homework time and provide a suitable study environment. We encourage parents to stay aware of their children's work.

Meaningful homework assignments are an important part of the Academy's curriculum. Parents are responsible to encourage life-building time management skills and integrity in homework assignments. For younger students, reading out loud to parents or siblings is an example of very beneficial homework.

Older students often receive longer-term assignments to help them develop more sophisticated study skills, learn to plan ahead and become accustomed to budgeting their time.

1. Teachers assign quality homework for most school nights, within the following guidelines: CCP homework hours are not factored in

Kindergarten	15 to 25 minutes
Grades 1 and 2	20 to 35 minutes
Grades 3 and 4	30 to 45 minutes
Grades 5 and 6	40 to 60 minutes
Grades 7 and 8	60 to 70 minutes
Grades 9 and 10	60 to 90 minutes
Grades 11 and 12	90 to 120 minutes

2. From Friday to Monday is considered one school night for homework purposes.

3. Homework will not be assigned over holiday weekends.

4. Students in Grades 4 through 12 are required to document assignments in their assignment book each day. This procedure assists parents in their work with their children.

5. Important: If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The administrator should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Students in Kindergarten and in Grades 1 thru 3 are encouraged to learn to meet deadlines, and teachers work closely with parents to ensure that they do.

Beginning in Grade 4, failure to complete homework on time results in the loss of a full letter grade on that assignment provided the homework be made up by the next class meeting. If the homework is not made up by that time, there will be a loss of 10 percent for every class day that the assignment is late. Assignments that are 4 class periods late will not be graded and the student will receive a zero on the assignment.

ACADEMIC HONESTY

Wilmington Christian Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing—will be treated with utmost gravity. WCA staff monitors academic honesty. Teachers in the school understand that students need coaching and careful guidance in such matters. For a first offense, students receive a "zero" for the assignment, the parents/guardian called, and the student will be put on a behavior contract. With administrator discretion, the student will be expelled for a second violation.

COMPUTER/TECHNOLOGY USE

All students must have a signed parental permission technology agreement form on the enrollment paperwork. WCA staff reserve the right to monitor the use of WCA student technology and computer use. At WCA, all computers have Internet access. Computers may be used only during teacher assigned time for researching and typing teacher-assigned projects only. These are the only two acceptable uses of Wilmington Christian Academy computers. No use of computer games, online chat rooms, etc. is permitted. Parents and students must sign and adhere to a technology agreement.

CUBBIES/DESKS/LOCKERS

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

CODE OF BEHAVIOR

In order to insure spiritual and educational benefits for all students, each student will be required to conform to and obey WCA rules and regulations. Our primary objective is to develop **respect** for authority and self-discipline on the part of the student. All students are subject to the authority of ANY staff member at ANY time on the school grounds during the school day or school functions. Students are expected to be courteous and respectful to all staff members, fellow students, volunteers, and visitors at all times.

CONDUCT AND DISCIPLINE

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

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

DISCIPLINARY ACTION

When problems arise, disciplinary action usually proceeds as follows:

1. Warning (Policy Reminder)
2. Demerit
3. Detention (after school) 45 min
4. Suspension
5. Expulsion

To ensure uninterrupted learning, Wilmington Christian Academy maintains a policy of demerits and detentions with parental notification. The Academy's goal is to work closely with parents to uphold standards of courtesy, respect and helpful behavior.

MINOR INFRACTIONS: Disruptions, attitude offenses, not following dress code etc.

Minor infractions will be dealt with within the classroom; each teacher has established a classroom discipline plan for handling minor infractions. All staff will use a demerit system as a way of tracking infractions.

MAJOR INFRACTIONS: Lying, cheating, stealing, swearing, fighting, bullying, defiant behavior etc. Any student displaying this behavior will be reported to the administrator. After meeting with parents, the student, and faculty, the administrator will decide what type of punishment should be administered up to and including expulsion or suspension.

SUSPENSION: Infractions usually resulting in a suspension include but not limited to: lying, cheating, plagiarism, forgery, fighting, gross disrespect, abusive language including bullying and profanity, possession or use of pornography, destroying property, leaving campus without permission, false alarms, misuse of technology. Students may not attend class or school events, and student receives "0's" for all work missed.

EXPULSION: Infractions resulting in expulsion include but are not limited to: Possessing, supplying, or selling illegal drugs or paraphernalia, stealing, assault or battery, weapon possession on or off school property or at a school event, willful destruction of school or personal property, serious violations of any state, federal, or city ordinance, indecent exposure, fornication, other sexual immorality, repeated offense of suspendable infractions.

DEMERITS EXPLAINED

Tardy: **Three (3) unexcused tardies = (1) demerit.** This includes being tardy at the beginning of school and being tardy at the start of a new class.

Four (4) cumulative demerits = (1) after school detention. (There is a \$10 fee for each student serving a detention.)

The Academy notifies parents when a detention is required. The notification will include the date and time the student is to serve their detention. Detentions will be served after school for a period of 45 minutes. Any student who is subject to two (2) detentions during a nine week grading period will serve instead, a one (1) day in of school suspension. Demerits calibrate to zero at the beginning of a new quarter. Students will ALSO be fined for any willful destruction of property. major infractions of policies, to include behavior on or off campus during school events.

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

Inappropriate public display of affection by or between students will not be tolerated as determined by staff and administration.

CONFLICT RESOLUTION

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

APPEALS PROCESS

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

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

DAILY OPERATIONS INFORMATION

RECESS

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

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

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

FOOD

WCA is unable to provide a food allergy free zone.

Students bring their lunch from home but no refrigeration is provided.

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times. Elementary students have a short food break once a day in the morning. Students in Grades 6th and above, with teacher approval, may have a short food break occasionally. When permission has been granted in a prior announcement, students may bring food for consumption during school events and activities that occur after school. Parents should note that student's chewing gum is never permitted on campus.

FOOD POLICY

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

HOLIDAYS

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

PARTIES

Birthdays need to be limited to a 15-minute time period and limited to snacks. Invitations to birthday off-campus parties may be passed out at school if **all students** in the class are invited. If all students are not invited, the invitations need to be passed out somewhere besides the school grounds. WCA is not permitted to give out personal information.

MESSAGES TO STUDENTS FROM PARENTS

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

LOST AND FOUND

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

PROHIBITED ITEMS

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

CELL PHONES

Students must obtain permission for using the Academy's telephone. Students DO NOT have permission to have or use cellular telephones during the school day including field trips. Cell phones must be turned off and kept in the student's backpack or locker until after school and the student is dismissed from school building and or school function.

ELECTRONIC EQUIPMENT

Students are not to bring any electronic equipment to campus, except for class use as authorized by the teacher.

FIELD TRIPS: OFF-CAMPUS EDUCATIONAL AND CULTURAL PROGRAMS

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

VISITORS

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

SCHOOL COLORS

WCA colors are burgundy and gold with white or black as an accent color.

SCHOOL DRESS CODE

The Wilmington Christian Academy dress code seeks to achieve a relaxed but neat appearance for our students to free them from fashion trends and peer pressure. Dress code infractions will result in a policy reminder for K, and a demerit for 1-12. Proper attire is required before a student may rejoin his class and a parent may be asked to bring approved clothing to the Academy office. Teachers are responsible to enforce the WCA dress code through the school's disciplinary procedures.

CLOTHING GUIDELINES

All clothing shall be neat, clean, appropriate, and in good repair. **No holes, rips, tears or frayed fringes.** Clothing must not be too tight or too short as per administrator's discretion. Non-school logos, slogans, letters or designs are not permitted on any item. No visible tattoos or body piercings, except for girl's earrings.

GIRLS

Foundational Garments: Solid navy, black or khaki slacks without cargo pockets or embroidery. No skin tight pants. Undergarments should not be visible. Belts are to be worn when needed. Walking shorts allowed during 1st and 4th quarters only - same colors and styles as above, no shorter than 2" above the knee. Girls may wear solid colored black, blue or khaki dresses, jumpers, skirts, skorts no shorter than 2" above the knee. Leggings/Jeggings are not pants/slacks (may be worn under a skirt/dress)

Socks/Tights: Solid colors plain socks and tights.

Shirts:

K-12th grades: Any SOLID color with a collar including a polo, logo is permitted but not required, oxford or turtleneck shirt. . No other logos are permitted on polos. Shirts must have an even hem and meet specified length criteria: no longer than hip but yet long enough that stomach area is not exposed when arms are raised.

K-12th grades: WCA logo required on one shirt for field trips. Any SOLID navy, maroon color with a collar including a polo, oxford or turtleneck **with WCA logo.**

Sweaters/Sweatshirts:

Any Solid color sweaters and zipped sweatshirts (hoods must be worn off head), can be worn over the above mentioned shirts but must not have a logo unless it is a WCA logo. Students are permitted to wear sweatshirts bought through WCA Fundraisers.

Jackets: May worn at appropriate times only – not during classroom instruction unless otherwise permitted by the teacher.

Hats: Hats or caps are to be worn outside the building only.

Shoes: Shoes must cover the foot. Athletic shoes, dress shoes or boots are acceptable. Sandals are permitted as long as they wrap around the heel. Shower shoes and flip-flops are NOT permitted.

Jewelry: Jewelry is to be modest in nature, nothing that would be a distraction to other students. Ear piercing allowed for the ladies only - no other body piercing allowed.

Hair: Neatness, grooming and proper hair care receive the same attention as student dress at Wilmington Christian Academy. Hair shall be neat, clean, and well groomed. Extreme styles are not permitted such as unnatural coloring (blue, green, etc.).

BOYS

Foundational Garments: Solid navy, black or khaki pants without cargo pockets, embellishment or embroidery. No skinny pants. Undergarments should not be visible. Belts are to be worn when needed. Walking shorts allowed during 1st and 4th quarters only - same colors and styles as above, length to the knee.

Shirts:

K-12th grades: Any SOLID color with a collar including a polo, oxford or turtleneck shirt. WCA logo is permitted but not required.

K-12th grades: WCA logo required on one shirt for field trips. Any SOLID navy, maroon color with a collar including a polo, oxford or turtleneck **with WCA logo**.

Sweaters/Sweatshirts:

K-12th: Solid color, sweaters and zipped sweatshirts (hoods must be worn off head), can be worn over the above mentioned shirts but must not have a logo unless it is a WCA logo. Students are permitted to wear sweatshirts bought through WCA Fundraisers.

Hair: Must be off the collar, above the eyebrow and part of the ear showing. No ponytails or designs shaved onto the head. Extreme styles are not permitted such as unnatural coloring (blue, green, etc.)

Jackets: May be worn at appropriate times only – not during classroom instruction unless otherwise permitted by the teacher.

Hats: Hats or caps are to be worn outside the building only.

Piercings: Not permitted for male students.

CASUAL/JEAN DAYS

Occasionally, casual days will be given as per WCA Administrator. Clothes must be modest, clean, and conforming to usual WCA skirt/dress length standards. Field trips may require outdoor wear. Parents will be notified when these changes are to occur.

PLEDGES

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

Pledge to the United States Flag:

“I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

“Pledge to the Christian Flag:” The Christian flag represents our commitment to Jesus Christ, our Lord and Savior. The Christian Flag is a symbol of the sacrifice Christ made for us and of our dedication to acknowledge and preserve our Christian heritage.

Pledge to the Christian Flag:

“I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe.”

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

Pledge to the Bible:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart, that I might not sin against God.

DRILLS

FIRE

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom must turn out the lights and close the door. Students should then proceed to the back of the parking lot nearest their exit. They should stand silently while the teacher takes attendance. When the return signal sounds, everyone returns to class quietly. In case of an actual fire, students will remain in a designated area on the Academy campus until they receive further directions and parent notification has taken place. A copy of the fire emergency procedure with evacuation plan is posted in each classroom.

TORNADO DRILLS

When an announcement is made, all students should go quickly and quietly by class to the approved school location displayed in the classroom. Students should then position themselves on their hands and knees, facing the exterior walls. Students will be told when to return quietly to their classrooms. In case of an actual tornado, students will remain in their approved locations until they receive further directions and parent notification has taken place. A copy of the tornado emergency procedure with evacuation plan is posted in each classroom.

DISASTER/CRISIS DRILL

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

INCLEMENT WEATHER ANNOUNCEMENTS

If for any reason it becomes necessary to close, delay, or dismiss school early due to weather or any other emergency situation, we have several avenues of communication. The school utilizes One Call Now, to send out weather delays and alerts. Because of busing, we generally follow the Wilmington City Schools weather calamity decisions. You can register for an automatic email or text alert at www.wilmingtoncityschools.com. Under the middle "Communication" column, you will see "Text and Email Alerts".

Information may be obtained from the school website: www.wilmingtonchristiank12.com or WCA email. Wilmington Christian Academy reserves the right to make independent decisions regarding calamity days.

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

MEDICAL GUIDELINES

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

MEDICAL DISCLOSURE

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

ILLNESS

If a student needs medical attention, the administrator will call the parent and follow the emergency medical form information. Parents/Guardians are responsible to report all phone number or address change(s) during the school year.

Children who become ill in class are required to proceed to the front office, with assistance, for parental notification. They will be required to remain on campus until they are picked up by a parent. Students must be “fever free” for 24 hours before returning. Children who are deemed by a teacher or administrator to have, or to have potentially, a contagious illness will be isolated from other children and will be taken home by a parent. Please see communicable disease chart concerning when a student can return to school. Wilmington Christian Academy is able to provide only routine first aid for children who become ill or injured at school.

MEDICATION

Medication is not dispensed by WCA staff. A physician’s written statement is required for non-prescription medication or for medication (asthma inhalers) that need to be with the student.

If a student needs to have an inhaler or medication the appropriate physician’s paperwork and parent’s permission to use this medication at school must be in the student’s file at time of enrollment. The school assumes no responsibility for liability in association with administration of medications at school.

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

MANAGEMENT OF COMMUNICABLE DISEASES POLICY

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

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

If a parent recognizes **ANY** of these symptoms at home, other arrangements need to be made for their child’s care. We recommend that students be checked by a physician. Students are **NOT** to be brought to school.

In the event that any of these symptoms are evident when the child arrives at school, he/she will not be admitted to the classroom. If any of the above symptoms develop during the day, the parent or designated person shall be called and informed to make arrangements for pick-up of the child as quickly as possible.

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

COMMUNICABLE DISEASE CHART

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

Chicken Pox	-excluded from school until all lesions are crusted over
Pink Eye	-excluded from school, may return 24 hours after medication has begun
Bronchitis	-24 hours after medication has begun and no presence of fever
Ear Infection	-24 hours after medication has begun and no presence fever.
Fifth Disease	-student may return as physician directs or after fever has subsided for 24 hours.
Head Lice	-excluded from school until treated and head inspection by staff reveals no live nits. Parents are to notify administrator if their child has lice.
Hepatitis A	-excluded from school until a physician’s note states a return to school date.
Hepatitis B	-excluded from school until physician’s note states a return to school date.
Influenza	-excluded from school until symptoms are gone.
Impetigo	-may return to school 24 hours after treatment is begun and no drainage present.
Measles	-excluded from school until a physician’s note states a return to school date.
Mononucleosis	-excluded from school as physician directs.
MRSA	-excluded from school until documentation of physician’s release to return to school.
Mumps	-excluded from school until a physician’s note states a return to school date.
Pin Worms	-excluded from school, may return 24 hours after medication has begun.
Rashes	-note from parent concerning cause. Student may be sent home if there is concern it is contagious or harmful to student. Physician’s note may be needed to return to school.
Ringworm	-excluded from school until treatment has begun and note from physician or parent stating treatment.
Scabies	-excluded from school until student and household contacts have been treated. Physician’s note required stating return to school date.
Strep Throat	-excluded until 24 hours after medication has begun if no fever is present. Fever reducers must not be used to cover sickness.

STUDENT CLUBS AND ORGANIZATIONS

All student clubs shall be formed with the permission of the WCA administrator. All clubs/organizations must have an adult advisor approved by the administrator. Advisor's must have current background check and volunteer paperwork. All funds must be handled through the WCA school office. No money is to be spent without prior WCA office approval.

STUDENT DRIVERS

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

Students should park in designated area.

CLASSES FOR HOME SCHOOLERS

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

FUND RAISING

To help families afford the private education, WCA's tuition has always been below the actual cost of running the school. Because of the low tuition, families are asked to participate in school fundraisers. WCA will provide ample fundraising opportunities for each student to achieve this expectation. Families may opt-out of fundraisers by paying the additional tuition per enrolled student. Families may select the level of fundraising that they wish to fundraise in the following amounts, \$200, \$400, or \$800.

VOLUNTEERS

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

HIGH SCHOOL

Please see "High School Addendum" for more information.

Wilmington Christian Academy admits students of any race, color, and national or ethnic origin.

TECHNOLOGY USE AGREEMENT

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

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

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

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

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

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

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

Storage of WCA Laptops: Laptops and chargers must be stored in only approved places. Laptops may never be left in a teacher's room without the teacher's permission. If the laptops are left in an unapproved area, the student may be issued a demerit. Repeated offenses could result in loss of laptop privileges. Students are permitted to store their laptops in the top bin of their assigned trunk. They may not store their laptop in the bottom section of the trunk.

Transportation of Laptops off School Grounds: Students must obtain permission from their teacher to take their laptops home in the evenings. The technology agreement remains in full affect while the laptop is being used at home.

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

USES MUST BE LAWFUL AND INOFFENSIVE

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

STUDENT INFORMATION

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

PARENT INFORMATION

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

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

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

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

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

Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the right to review student records. WCA does not disclose student information.

- The school will not publish confidential education records (grades, student ID #, etc) for public viewing on the Internet.

The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

- WCA does not disclose general directory information about students. Parents have the right at any time to investigate

the contents of their child's email or web tools. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

POLICY VIOLATIONS

WCA will review alleged violations of policy and procedures on a case-by-case basis. Violations of the policy will result in referral for disciplinary action as appropriate.

STATEMENT OF FAITH

I understand and I am in agreement with the Statement of Faith as per the Wilmington Christian Academy Student Parent Handbook for the 2018/2019 school year, that serves as the basis for WCA.

Parent Guardian Signature _____ Date _____

STUDENT HANDBOOK ACKNOWLEDGEMENT 2018/2019

I agree to support the dress code, policies and procedures, as stated in the 2018-2019 WCA Student/Parent Handbook.

Parent/Guardian _____ Date _____

6th Grade and above Student Signature: _____ Date _____

SCHOOL PHOTO PERMISSION 2018/2019

I give permission to Wilmington Christian Academy to place school photos of my child/children on advertisement brochure and video clips, newspaper articles, the school's website and/or blog page, etc.

Yes or No Parent/ Guardian Signature _____ Date _____

STUDENT TECHNOLOGY USE AGREEMENT 2018/2019

I have read the WCA Student/Parent 2018/2019 Handbook Computer/ Technology policies and the WCA technology policies and understand the expectations of computer/technology use at WCA. I understand that if a student breaks any of the rules of this agreement, consequences may be given to the student.

I give permission for my child to use technology and web tools to enhance their learning experience.

Parent/Guardian Signature _____ Date _____

6th and above Student Signature _____ Date _____

MEDICAL DISCLOSURE 2018/2019

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

Does the applicant have any personal medical issues that could impair or diminish his/her ability to respond to an emergency situation or would jeopardize another person's well-being or applicant's ability to respond to an emergency?

___ Yes If, yes, please attach a statement or explanation

___ No

Parent/ Guardian Signature _____ Date _____