



## ***2023-2024 STUDENT/PARENT HANDBOOK***

*“For I know the thoughts that I think toward you, saith the LORD, thoughts of peace, and not of evil, to give you an expected end.”*

***Jeremiah 29:11***

**Wade Christian Academy**  
4300 North Wickham Road  
Melbourne, Florida 32935  
(321) 259-6788  
Pastor/Chancellor: Mr. Matthew Walters  
Head of School/Administrator: Stephen Wynn Ph.D.

School website: [www.wadechristian.org](http://www.wadechristian.org)

Church website: [www.fbcsb.org](http://www.fbcsb.org)

***August 5, 2023***

*Dear Parents,*

*Wade Christian Academy is a distinctly Christian institution which stands in opposition to the secular schools that purposely choose to omit God by denying the relevance, or even the existence of Jehovah God. Our goal is to glorify our Lord by partnering with parents in the education of their children; to provide biblical wisdom while providing a high academic standard. We strive to keep our school a safe environment in an unsafe world; not to isolate our students, but to prepare them to make sound and Christ-honoring decisions in the future.*

*WCA exists as a ministry of the First Baptist Church of South Brevard. As such, we recognize God's admonition to parents: to teach their children to love God with all their heart, soul, mind, and strength. Our purpose is to be a help to parents as they carry out this admonition. We, the faculty, staff, and administration, consider it an honor and privilege to serve you, the parents, as well as your children. May God bless you in your efforts to train up your children for His glory.*

*In Christ,*

*Stephen Wynn Ph.D.*

## **Our Identity**

WCA is an independent Christian school – a ministry and integral part of First Baptist Church of South Brevard (FBCSB). Striving for excellence in academics, our goal is to provide a Christ-honoring learning environment in which to train our young people for the glory of God. WCA is currently governed by the WCA school board which is composed of staff, parents, and church members. The WCA School board is then governed by the Deacon Board of First Baptist Church (FBCSB) and the Sr. Pastor of (FBCSB) WCA is currently seeking accreditation from the Florida Council of Independent Schools (FCIS) and the International Association of Christian Colleges and Schools (IACCS).

## **Our Vision**

### **“Preparing our youth for godly success”**

*Joshua 1:8 “This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written therein: for then thou shalt make thy way prosperous, and then thou shalt have good success.”*

## **Our Mission Statement**

The mission of Wade Christian Academy is to provide an environment of excellence in spiritual and academic training necessary to lead students to a saving relationship with Jesus Christ, prepare our students to fulfill God's purpose for their lives, and equip them to positively impact their community through the biblical principles of evangelism, character, leadership and service.

## **Our Core Values**

In pursuing the character of Christ, we will:

- Seek and proclaim the truth of God's word
- Strive for spiritual and academic excellence
- Serve others for the glory of God

## **Our Statement of Faith**

We believe:

—that there is one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit (Genesis 1:1, John 10:30, 1 John 5:7)

—that the Bible (we use the KJV) is the inspired and inerrant word of God (2 Timothy 3:16; 2 Peter 1:20-21)

—that the foundation of all Bible doctrine and especially the Gospel depends on a literal interpretation of Genesis – that in 6 literal 24-hour days God created the universe, a “young” earth, and man as a direct act (Genesis 1:1 –2:25)

—that death followed only after Adam sinned and all mankind is born with a sinful nature and each individual is in need of a new birth (Genesis 2:16,17; 3:1-24; Romans 3:23, 5:12).

—that Jesus Christ is the Son of God, born of a virgin, begotten by the Holy Spirit, and is true God and true man (Matthew 1:18-23, Philippians 2:5-11)

—that the Lord Jesus Christ died for the sins of all mankind as our substitutionary, atoning sacrifice (Isaiah 53:4,5; John 3:16; 1 Peter 2:24; 2 Corinthians 5:21)

—in the resurrection of the crucified body of our Lord and His ascension into Heaven (Luke 24:39; 1 Corinthians 15:3,4; Acts 1:8,9)

—that all those who believe in and receive the Lord Jesus Christ by faith are born again of the Holy Spirit, become children of God, and receive the gift of eternal life (John 1:12, 3:3-7; Romans 6:23b; Ephesians 2:8,9)

—in the security of the believer (John 5:24, 10:27-29; Ephesians 1:13)

—that the Holy Spirit empowers the Christian to live a consecrated life (John 16:13; Acts 1:8; Romans 8:13,14; Galatians 5:16, 17, 25)

—in the personal, premillennial, pretribulational, imminent return of our Lord Jesus Christ (John 14:3; Luke 12:40; Acts 1:10,11; Matthew 24:29-31)

—in the bodily resurrection of the just and the unjust; the everlasting blessedness of the saved and the everlasting punishment of the lost is assured (1 Thessalonians 4:13-17; 2 Corinthians 5:8; Matthew 25:46; Revelation 20:7-15)

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## **ADMISSIONS AND FINANCES**

### **1. General Admission/Registration Information**

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

1.2. Each family with students attending WCA must faithfully attend (at least weekly) a local church of like faith and practice that shares the beliefs and agrees with the articles of faith of the First Baptist Church of South Brevard.

1.3. WCA reserves the right to withdraw or refuse enrollment and/or re-enrollment to any student who is not faithfully attending local church services.

1.4. Each teenage student must have a testimony of salvation and be able to positively articulate their salvation experience prior to being accepted for enrollment.

1.5. Students must be unmarried and must be under age 21 until the last day of school to attend WCA.

1.6. New students and their parents must meet with the School Administrator.

1.7. All new families must fill out an application in its entirety. For students who are not faithful members of FBCSB, a pastoral recommendation form must be filled out and turned in with the application.

1.8. All new families applying to WCA must pay a non-refundable application fee.

1.9. Upon application acceptance, a non-refundable registration fee is due for each student.

1.10. Once the application and all other required records and documentation have been turned in to the school office, the School Head of School/Administrator, in consultation with the School Chancellor (FBCSB Senior Pastor) and the Principal, will jointly make the final determination as to approval or disapproval for acceptance and school enrollment.

1.11. The WCA School Board may, under special circumstances, grant or deny enrollment or re-enrollment to any student, based on a thorough review of their application documents, as requested by the School Chancellor, Head of School, or school principal.

1.12. The enrollment period for current, re-enrolling WCA students begins on February 1; March 1 begins open enrollment for new students. There is discounted early registration available for re-enrolling students who re-enroll by March 1.

1.13. Up-to-date student health records, which includes an official State of Florida Physical, a completed Florida Certification of Immunization, and Department of Health Form 680 (obtained through your physician or the Florida Department of Health).

1.14. The Administration requires a copy of an official Birth Certificate as evidence that the child has attained the age at which he or she should be admitted in accordance with the provision of Florida State Laws 232.02 and 232.04.

1.15. New applicants must provide recent scores from a national achievement test in order to accomplish the following:

- a. \*Ensure placement in the appropriate grade for which the student is qualified.
- b. \*Enable the school to maintain high academic standards.

Additionally, diagnostic tests may be administered by the WCA Administration.

1.16. All new students are accepted on a nine-week trial basis.

1.17. All registration fees, book fees, and first month's tuition are due by parent-student orientation. Subsequent payments are due on the 10<sup>th</sup> of each month.

1.18. **Student Withdrawal.** A student may be withdrawn for any reason upon a reasonable amount of written notice from the parents or guardians (seven days). Likewise, the school has the right, for any reason, to ask the student to withdraw with seven days' notice.

1.19. All new WCA students are admitted on a provisional basis for one complete quarter. Students may be withdrawn at any time during this period as deemed necessary by the WCA administration.

## 2. Tuition and Fees

### 2.1. Tuition

Basic Student tuition is \$6,200/year and is subject to change. Additional fees are listed below:

### 2.2. Fees

In addition to basic tuition, fees are required for the following items, as applicable to each student:

**Application Fee** (each new family will be required to pay an application fee)

**Registration Fee** (each student will be required to pay a registration fee each year)

**Books/Curriculum Rental Fee** (each student will be required to pay a curriculum fee each year)

**Graduation Fee** (students graduating from kindergarten or high school are required to pay a graduation fee)

**Activity Fee** Each student is required to pay an "activity fee" in addition to their normal tuition and fees and is non-refundable. This covers the Stanford Achievement Test, sports, lab use, student liability insurance, fine arts etc., and is based on the student's grade.

2.3. Tuition and fees for the year will be charged at the time of registration.

2.4. Students who enroll during the school year, or are withdrawn early, due to circumstances beyond their control, will be charged on a prorated basis.

2.5. Tuition payments may be paid in 10 monthly payments from August 1 to May 10.

2.6. To ensure proper accounting, please be sure to make all your school payments through the church financial secretary or school office. Payment forms include check, cash, or credit card. Checks should be made out to "Wade Christian Academy".

2.7. There will be a small processing surcharge attached to all electronic payments.

2.8 ANY student that is enrolled by November 1, is required to pay for the entire year unless the student is asked not to return by school administration or military transfer. All other withdrawals will have to pay for the entire year.

## 3. Homeschool Program

The WCA homeschool program is only open to faithful, active members of the FBCSB, member of another like-faith church, or children of parents involved in full-time Christian service outside of FBCSB.

3.1. Families desiring to home school as part of WCA must first have an interview with the WCA School Administrator.

3.2. There is a one-time \$100 application fee (non-refundable), per child.

3.3. Families must provide, prior to enrollment application acceptance, a comprehensive academic plan to include curriculum, classes, credits, and accreditation status.

3.4. Approved homeschool students will pay the same **Activity Fee** as charged to traditional students if they desire to participate in WCA varsity or junior varsity athletics.

3.5. Homeschool students participating in WCA athletics must provide record of a current sports physical which will be maintained in the school office along with the student's other pertinent documents.

- 3.6. Homeschool students must comply with all school standards of personal behavior and appearance. Homeschool students found not in compliance with applicable standards outlined in this handbook may be dismissed, at the sole discretion of the school administration.
- 3.7. Home school students will NOT receive a WCA diploma or report card.
- 3.8. Parents are responsible for maintaining comprehensive, accurate academic records and must provide records to the school on a quarterly basis, as a minimum.
- 3.9. WCA will not maintain the academic records of home-school students.

## **ATTENDANCE POLICIES AND HOURS OF OPERATION**

### **4. School Hours**

- 4.1. School hours are 8:30 a.m. – 3:30 p.m. (M-Th); 8:30 a.m. – 2:15 p.m. (Fri). Students should not arrive at school before 8:00 a.m. High school students will not be allowed into the school buildings until 8:00 a.m., or until the teachers meeting is finished. Elementary students will gather with the teacher/monitor in the elementary building, (100 building), hallway. Elementary students will be picked up by their teachers at 8:00.
- 4.2. Students who are not in the classroom and ready by 8:30 a.m. are considered tardy and must report to the school office for a tardy pass. Late admittance to class will be determined by the teacher.
- 4.3. Students not engaged in after school academic or extracurricular activities (including after school care) must be picked up or leave school property by **3:45 p.m.** (M-Th); **2:30 p.m.** (Fri).
- 4.4. Students shall leave the campus as soon as they have a ride and **must not loiter in the parking lot.**
- 4.5. Parents may escort their students into the school building until 8:25 a.m. At that time we ask for parents to drop them off at the door.
- 4.6. Students are not allowed to leave campus once they arrive without parent permission given to office staff. Also, students of the opposite sex are not allowed to leave campus in the same vehicle during school hours.

### **5. School Attendance Philosophy**

- 5.1. The school calendar is published apart from this handbook. Regular, faithful school attendance is necessary for good education. God expects faithfulness from His servants. It is our responsibility as parents and educators to teach the importance of faithfulness (I Timothy 1:12). *“He that is faithful in that which is least is faithful also in much”* (Luke 16:10).
- 5.2. Perfect attendance is recognized at the end of the school year awards ceremony. It means a student attended school every day from 8:30 a.m. until the end of the school day. Grace is given for one excused tardy and one early dismissal per semester.

### **6. School Attendance Policy**

- 6.1. The parent/guardian of each student who has been absent from school or from class for any reason must provide a verbal or written statement of the cause to the school for each absence. A pre-arranged absence form will need to be filled out and turned into the office to excuse upcoming absences. The form must be turned in and approved for the absence to be marked excused. Depending on the circumstances a parent may call in the same morning to inform the office of an unplanned absence and the administrator has the right to excuse or not excuse the student for the day/days. The School Administrator reserves the right to verify such statements and to investigate the cause of any absence.
- 6.2. Absences due to medical or dental appointments (verified by a doctor’s note) or family emergencies will be considered an excused absence.



6.3. Each quarter, a parent may write up to 3 sick notes that will excuse their child from class for the day. Any additional days past the 3 from the parent must be verified from a medical professional.

6.4. Teachers have the responsibility of maintaining accurate attendance records that remain on file and are subject to being updated by the school office. The school will contact parents/guardians each time their child is absent, in so far as possible. When a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absences shall be investigated by the School Administrator.

6.5. Students absent more than nine (9) days within a semester must complete additional make-up work to receive a passing grade/credit for the semester. A meeting with the WCA Principal is required to determine the work and number of hours to be completed. The hours will be made up after school under a teacher's supervision for a fee dependent on the time the student was absent. Students not completing assigned make-up work will not receive credit for classes missed and will not receive a passing grade/credit.

6.6. Students must be in attendance a minimum of four (4) hours of instructional time to be considered present each day. High school students must receive a minimum of 135 hours of instruction in each class. Excessive absences may impact academic credit.

6.7. Students who accumulate a total of fifteen (15) days of unexcused absences in a period of ninety (90) calendar days will be considered habitually truant, as defined by Florida law. This is an extremely serious situation. A mandatory meeting between the student, parent(s), School Administrator, and Academic Dean is required for students deemed to be truant. Summer school attendance will also be required.

## 7. **Tardy to School (or Class)**

7.1. General Guidelines – It is important for students to report to school and classes on time. Students entering the classroom late disrupt class flow and instruction. Habitual tardiness indicates a general lack of support for school policy. Continually bringing children late to school is not in accordance with our *Parent's Pledge of Acceptance and Cooperation*.

7.2. Students tardy to school will report to the school office before going to their next scheduled class. Late students are responsible for making up any missed work. Credit for missed work due to an unexcused tardy will be reduced one letter grade, unless it is a high school class and the student missed the entire period by being tardy (see 8.4).

7.3. Students tardy to class will not be allowed entry to class by the teacher and will report to the school office for further direction. High school students who are not in class and ready for instruction when the bell rings shall be considered unexcused tardy for that class and will be recorded as such by the teacher.

7.4. Parents will be contacted by WCA Administration once a student is tardy unexcused for the third time in a quarter. At this time, a plan will be put in writing to determine consequences for any additional unexcused tardies during the quarter. Consequences may include, but are not limited to, a 45-minute detention and a \$10 charge for each additional unexcused tardy during the quarter.

7.5. **Four unexcused tardies to school or class will equal an unexcused absence.**

## 8. **Make-Up Work Policy (Specific to Classwork and Homework)**

8.1. It is the student's responsibility to find out what was missed in class during an absence or tardy.

8.2. Previously assigned work due during a student's absence must be turned in the day the student returns to class. Late homework or classwork will not be accepted after the second day past the due date.

8.3. Students with excused absences from school are to make up all missed assignments, without penalty, within the number of days absent, plus one additional day. For instance, a student is absent & excused on a Tuesday and Wednesday of the same week. The student must turn in all missing work no later than the following Monday.

8.4. Students with an unexcused absence from school will not be able to make up their missing work for credit. This also includes high school students who miss an entire class period.

8.5. Except for special circumstances, previously assigned long term assignments/projects are due on the announced due date.

8.6. Any work not turned in will be counted marked as a M (Missing) in the gradebook until the assignment has been submitted and graded. The M will be changed to a zero once the assignment is too late to be graded.

8.7. If a high school student misses an entire class without a valid reason, they will be considered absent & unexcused from the class. Any exceptions to the above rules must be authorized by the WCA School Administrator. In order to be given an exception to the above rules, a student must demonstrate a legitimate hardship as approved by WCA Administration.

## 9. Designation of Absences

9.1. Student absences are either excused or unexcused.

9.2. Excused absences are preplanned absences which have been coordinated and approved by the WCA Administration at least 3 days prior to the absence by the *Student Pre-Arranged Absence Form* (available in the school office). Excused absences will be determined on a case-by-case basis.

9.3. Unexcused absences are absences from school without prior coordination or approval by WCA Administration.

9.4. Students are allowed a maximum of nine (9) absences per semester. Once that threshold has been reached, the parents and students must meet with WCA Administration to determine the additional work must be completed by the student to earn credit for the semester.

## 10. Emergency Closing of School

If Brevard Public Schools close due to the threat of dangerous weather conditions, WCA will also close. Please listen for TV or radio announcements. In the event of weather-related school closure, WCA will determine, separate from Brevard County schools, the reopening date.

## **ACADEMIC STANDARDS AND POLICIES**

### 11. Grading Scale

<b>Letter</b>	<b>Score</b>	<b>Grade Points</b>
<b>A</b>	<b>90-100</b>	<b>4.0</b>
<b>B</b>	<b>80-89</b>	<b>3.0</b>
<b>C</b>	<b>70-79</b>	<b>2.0</b>
<b>D</b>	<b>60-69</b>	<b>1.0</b>
<b>F</b>	<b>59 and below</b>	<b>0.0</b>

## 12. High School Graduation Requirements

12.1. In order to graduate and receive a WCA diploma, students must earn a minimum overall (cumulative) grade point average (GPA) of 2.0 on their high school transcript.

12.2. The graduation fee, which helps cover cap, gown, diploma, and other graduation expenses, must be paid by graduation day.

12.3. All academic coursework must be completed, and all tuition and fees must be paid in full, by graduation day.

12.4. Twenty-four (24) credits are required in grades 9-12 to receive a **General Diploma**.

12.5. Twenty-six (26) credits are required in grades 9-12 to receive a **College Preparatory Diploma**.

12.6. WCA graduates may qualify for the Florida "Bright Futures" Scholarship Program. Students should visit [www.floridastudentfinancialaid.org/ssfad/bf/](http://www.floridastudentfinancialaid.org/ssfad/bf/) for more information.

12.7. A total of twenty-five (25) **community service hours per year** are required in grades 9-12 to receive a WCA diploma. At WCA, our students are expected to be servant leaders. Students may accumulate service hours through various church ministries (choir, orchestra, nursery, nursing home, bus program, Sunday School assistant, puppet ministry, missions trips, etc.), as well as other opportunities in the community.

12.8. *Community Service Forms* must be turned into the school administration quarterly.

12.9 To graduate from WCA with a standard HS diploma, students must complete the following requirements:

24 total high school credits, to include:

- 1 year of Bible credit per year attending WCA. One credit must be Biblical Worldviews.
- 4 credits of High School English
- 4 credits of High School Math including 1 credit of Algebra 1 and Geometry each.
- 3 credits of rigorous High School Science, including 1 credit of Biology.
- 4 credits of Social Studies including 1 credit of US History, 1 credit of World History, 1 credit of Cultural Studies, ½ credit of American Government, and ½ credit of Economics with a personal finance component
- 1 credit of performing arts including ½ credit of Speech
- 1 credit of a foreign language
- 1 credit of PE with a health integration
- ½ credit of Life Management

12.10 To graduate from WCA with a College Preparatory HS diploma, students must complete the following requirements:

26 total High School Credits, to include:

- 1 year of Bible credit per year attending WCA
- 4 credits of High School English
- 4 credits of High School Math including 1 credit of Algebra 1, 1 credit of Geometry, 1 credit of Algebra II, and 1 credit of a rigorous math class with at least the same difficulty as Algebra II (Classes that do not meet WCA College Prep requirements include, but are not limited to Consumer Math, College Readiness Math, Liberal Arts Math, or any other "math" class not otherwise qualified under the Florida Bright Futures Scholarship Program guidelines).
- 3 credits of rigorous High School Science, to include 1 credit each of Biology and Chemistry.
- 4 credits of Social Studies to include 1 credit of US History, 1 credit of World History, 1 credit of Biblical Worldviews, ½ credit of American Government, and ½ credit of Economics with a personal finance component
- 1 credit performing arts, including ½ credit of Speech
- 1 credit of PE with a health integration

- 2 consecutive years of a foreign language
- ½ credit of Life Management

### 13. **Help Classes / Tutoring**

13.1. Parents desiring tutoring help for their children are encouraged to contact the WCA office to set up a time to come in and discuss goals, expectations, and academic shortfalls. If available, tutoring will be provided on a fee basis, as determined by the parent and tutor. The parent must remain actively engaged in the tutoring to help ensure goals are being met.

13.2. Student Support Services is available upon request for struggling, 504, and IEP students.

### 14. **Honor Students**

14.1. WCA recognizes those students who have excelled academically. Students who receive all A's with no incompletes on their nine-week report cards are placed on the "Principal's List". Students with all A's and B's with no incompletes are placed on the "A-B Honor Roll".

14.2. Honor students are publicly recognized and receive a certificate.

14.3. Valedictorian and Salutatorian honors are awarded to the top two students earning a **college preparatory diploma** with a **3.25 GPA** (cumulative) or better, as determined by comparing grades in senior high courses common to those competing.

14.4. To be considered for Valedictorian or Salutatorian honors, students must attend a minimum of three (3) years of high school at WCA. Exemptions would be military families.

### 15. **Test/Quiz Policy**

15.1. Students who are excused absent the day a test or quiz was given must take the test or quiz the day they return (assuming it is the following day).

15.2. Students who are excused absent more than 1 day before the test or quiz was given are required to take the test or quiz in the number of days absent +1 after they return to school.

15.3. No tests will be given on Thursdays or on the day returning from an extended school break.

15.4. Students who are absent "unexcused" on a quiz day will NOT be able to make up the quiz and receive a "zero" for the missed quiz grade.

15.5. Students who are absent "unexcused" on a test day will receive a percentage reduction (beginning at 10%) in their grade once they make up the test.

## **CELL PHONES AND ELECTRONICS**

### 16. **Cell Phones**

16.1 Cell Phone/Device Phone Policy:

This policy includes but is not limited to all cellular devices, APPLE watches, laptops, tablets, iPads, iPods, Bluetooth speakers, handheld gaming devices, etc.

16.2 No cellphones/devices are allowed in the bathrooms on school property at any time during the school hours.

16.3 If students need to use the restroom in-between classes, they must check-in with their next period teacher first and place their cellphones/devices on the teacher's desk or in a designated place in the classroom appointed by the teacher. When they return from the restroom, they may retrieve their device(s) and put them away.

16.4 No cellphones/devices are allowed to be visible during lesson or classwork time.

16.5 After classwork has been handed in and teacher permits, students may then be allowed on their devices for the remainder of the class.

16.6 This is an earned privilege not a right. If at any time the teacher feels the student has not properly followed the class cell phone/device guidelines, they may revoke cell phone/device privileges.

#### 16.7 Cell Phone/Device Phone Guidelines

To earn cell phone/device usage, the student must be on time to class, engaged in the class lesson, participating in class discussion(s) and classwork, and not had any behavioral problems during class. Again, this is an earned privilege or reward for students' good behavior.

If a student is caught on their cell phone/devices during class time:

- o First Offense: The entire class loses cell phone/device privileges for that day. The student who violated the policy must place their cellphone/devices on the teacher's desk or turn them into the main office till the end of the day.

- o Second Offense: Student loses ALL cell phone/device privileges for a week (five school days). Therefore, when entering the class, they must place their cellphone/devices immediately on the teacher's desk or in a designated place appointed by the teacher.

- o Third Offense: Student loses cell phone/device privileges for the remainder of the current quarter.

16.8 While on cell phones/devices students may not post on any type of social media or send texts or messages to other students outside of their class.

16.9 Headphones/Ear-pods are not permitted to be used at any time with cell phones/devices.

16.10 If at any time a teacher feels a student is in violation of the Cell phone/Device Policy or Guidelines, they may revoke the student's cell phone/device privileges.

Teachers or Administration staff reserve the right to check screens, viewing history or material the students are looking at on their cellphones/devices at any time.

### 17. Portable Electronic Devices

17.1. Portable electronic devices can be disruptive and **may not be brought to school.**

17.2. Cameras are authorized only for yearbook activities.

17.3. The use of electronic devices on WCA sports/field trips is at the discretion of the trip leader.

## **FIELD TRIPS**

### 18. Field Trips

18.1. Permission slips & fees are due at least one school day prior to field trip day (fees include admission and transportation).

## **HEALTH CARE AND PHYSICAL EDUCATION**

### **19. Sick Child Policy**

19.1. Students who become sick during the school day will be separated from their classmates. Parents of the sick student will be contacted to pick up the student as soon as possible.

19.2. Parents must ensure they have given at least two phone numbers to the school for emergency contact during the day. Any **special instructions** pertaining to a child's care in case of emergency must be provided in writing by the parents.

19.3. No child is to be brought to school who is experiencing symptoms that might indicate the onset of a communicable disease. In the event a child comes down with such an illness while at school, he will be isolated.

19.4. Students with a temperature of 100.4° or higher should not attend school.

19.5. Students who vomit or have diarrhea should stay home for at least 24 hours after the last episode.

### **20. Head Lice**

20.1. Parents of students found to have head lice will be contacted discretely. Additionally, information booklets on the treatment of head lice will be made available upon request.

### **21. Medications**

21.1. The office cannot provide medications of any kind without specific parental release form. Students should not be sent to the office on a routine basis for Tylenol/Motrin.

21.2. If a student has a headache or stomach ache serious enough, the student will be sent home.

21.3. In special circumstances, parents may send **prescription** medicine (in its original container) to the office with the name of doctor, name of student and specific instructions on how much and when to administer. A medication release form must be signed by the parent/guardian.

### **22. Physicals and Immunizations**

22.1. Before attending any WCA class, students enrolled for the first time must have a current school physical and records of immunizations on file.

22.2. If participating in FICAA athletics, a sports physical is required annually. Students without a current physical on file will not be allowed to participate.

22.3. All students entering 7th grade must have an immunization booster, as well as a scoliosis screening. For information go to the Florida Department of Health Website at

<http://www.doh.state.fl.us/Family/School/health/immunizations.html>.

Also visit the CDC Web site at <http://www.cdc.gov/nip/publications/VIS/#mening> for info on meningococcal disease.

### **23. Participation in Physical Education (PE) Class**

23.1. All students are expected to participate in PE classes. To be excused from PE due to an illness or injury, students should have a doctor's or parent's note.

23.2. Students excused from participating in PE are not required to dress out but will remain with the class to observe activities or as directed by the gym teacher.

23.3. High school students will receive PE credit only for the percentage of classes in which they physically participate.

## 24. LOCKERS

- 24.1. Lockers may be assigned to high school students at the beginning of the school year.
- 24.2. Students should use their lockers for their books instead of carrying everything between classes.
- 24.3. Students must provide locker combinations to the WCA Administration.
- 24.4. Lockers are used to secure valuables and personal items. Therefore, **lockers shall remain locked at all times.**
- 24.5. Students are required to use an approved combination lock and **use only their assigned locker** (no locker sharing).
- 24.6. Lockers are school property. The administration reserves the right to open and search any locker at any time. Periodic inspections will be conducted and fines may be assessed for lockers that are not neat and clean.
- 24.7. No decorations of any kind are permitted on the outside of the lockers. Only a family picture or Bible verse(s) (hung by magnets) are permitted inside lockers.
- 24.8. Students participating in a WCA sport will be assigned an additional locker in the gym during the duration of the sport.

## 25. LUNCH

- 25.1. Students will not be allowed to charge lunch. Parents will be notified to bring a lunch if a child does not have one. If the parent cannot bring a lunch, one will be provided and the cost added to their next school bill.
- 25.2. Teachers are not allowed to charge lunches for a parent or student.
- 25.3. Students may bring a sack lunch to school. However, **there is no refrigerator space available to keep items cold.** Lunch boxes should not have any images that violate Christian principles and standards.
- 25.4. Sandwich-type items, sodas, snacks, and a limited number of warm-up items will be available for purchase on Mondays thru Fridays in the lunchroom.
- 25.5. Fridays are “Fundraiser” lunch days and a special lunch will be made available for students to purchase, if desired. There will be no additional warm-up items sold on Fridays.
- 25.6. **The school will not warm up leftovers.** Items for warm-up must be sealed in the original package and unopened. Microwaves are available for use for 4th through 12th grades.
- 25.7. Student lunch orders must be placed by the **beginning** of each school day.
- 25.9. All food must be eaten in assigned areas only.
- 25.10. All students must be familiar with the lunch room rules and responsibilities.
- 25.11. Respect others while standing in lunch lines.
- 25.12. Clean up the table and the floor immediately after eating.

## **OFFICE PROCEDURES**

### **26. General**

26.1. The school office and records room are off limits to students. It is imperative that these doors always remain closed and locked. Entry to these areas is based on official need and requires permission from WCA Administration prior to entry.

26.2. If parents need to contact their child during the school day, they should always go through the school office. The administration will contact the student. In non-emergency situations, student contact will be on a non-interference basis and only allowed during class breaks to minimize class interruptions.

26.3. Items delivered by parents must be taken to the school office, never taken directly to the classroom. School officials will see that the child receives the item(s).

26.4. Since there are numerous activities which are conducted and coordinated through the school office, we request parents not loiter in the school office area. Non-school related business should be addressed away from the office area so as not to prevent efficient school operation.

26.5. Students with driving privileges are not allowed to leave the WCA campus during the school day without a legitimate reason for leaving campus, parental consent, and School Administrator approval. If approved, students must sign in and out when arriving or leaving campus at other than usual school hours.

26.6 Students requesting printing support will be charged \$1.00 (up to four pages), then .25 per page thereafter.

26.7. Students may use the school office phone only after receiving permission from office personnel. Students may not be excused from class in order to make a phone call, except in an emergency.

### **27. Lost and Found**

27.1. "Lost and Found" will be maintained throughout the school year. All items must be claimed by the end of each month.

27.2. Please mark all of your child's belongings so they can be easily identified. Parents can purchase an "ID Marking Kit" from Sir Walter Uniforms, if desired.

27.3. Items may be retrieved from the Lost and Found before 8:30 a.m. and immediately after school until 3:45 p.m.

### **28. Pick-Up Changes**

28.1. If a child is to be picked up by someone other than his parent or guardian, a signed permission slip authorizing the release of the child to another adult **must** be on file in the school office for an ongoing request, or sent in to the teacher that day for a one-time request.

28.2. If a permission slip is not written and a special need arises, a phone request may be made if the adult making the request and the adult making the pick-up is known to the school office.



## 29. Visiting School

29.1 Parents are encouraged to visit their students during lunch time. Any visits outside of lunch time must be scheduled at least one week in advanced with the classroom teacher and must be for a pertinent educational reason. Parents and other visitors should never go directly to the classroom, lunchroom, or any other school building without first checking in at the school office. Upon arrival at school, all visitors must go to the school office first, sign in, and receive a visitor's badge.

29.2. Parents desiring to visit a classroom should call the school to set up an appropriate time at least one week in advance.

29.3. Parents and others visiting the school are asked to dress modestly and appropriately.

29.4. Prior to departing, all visitors must return their badges and sign out at the school office.

## **PERSONAL APPEARANCE**

### 30. General

30.1. A student's appearance relates directly to his personal testimony for Jesus Christ. Therefore, each student is expected to evidence Christian discrimination in this area (1 Timothy 4:12).

30.2. Extremes in clothing style, apparel, or hair styles will not be accepted.

30.3. WCA students are expected to adhere to school standards of personal appearance during all school-sponsored extracurricular activities to include before/after-school events on school property.

***Parents:** If visiting the school, please be respectful of our school dress code and dress modestly and appropriately.*

### 31. School Uniforms (General)

31.1. **Parents, PLEASE** ensure your child is appropriately dressed in his/her full school uniform (e.g., belts worn, shirt tails tucked, proper footwear) when he/she leaves your car in the morning.

31.2. School uniforms must be purchased from Sir Walter Uniforms, Inc. (Merritt Island). T-shirts for physical education must be purchased from WCA.

### 32. Uniforms (All Students)

32.1. All students must be in proper school uniform to attend WCA classes.

32.2. High school students will be refused admittance to school or class without the proper uniform.

32.3. Students must keep their uniforms neat, clean, and wrinkle-free; with no rips, tears, or holes in clothing.

32.4. Unless otherwise announced, school uniforms must be worn during field trips.

32.5. Girls are not to wear young men's clothing (e.g. ties, jackets) and vice versa.

32.6. Students will not change clothes in building 300. High school students will use the gymnasium locker rooms to change.

# WCA BOYS' UNIFORM LIST

## Grade Level

K5-12<sup>th</sup>

## Uniform

Shirts:

Grey, Light Blue, Black, or Maroon Polo

Bottoms:

Black/Navy/Khaki Shorts, or Pants

Note 1: Polos, pants, and shorts can be purchased directly from **All Uniforms Wear**

Note 2: Students may also purchase a navy-blue cardigan (with WCA logo), navy fleece jacket (with WCA logo), or a navy hoodie (from All uniform to wear with the school uniform).

Note 3: On Fridays, students may wear a WCA Spirit Shirt (purchased from WCA, new for 2023-24) with loose-fitting jeans (without frays, holes, etc.). No Jeggings allowed. Jeans may only be worn in conjunction with the Spirit Shirt, otherwise the student must wear the regular uniform.

3<sup>rd</sup> -12<sup>th</sup>

## Belt

**Black or Brown** (solid in color with simple buckle)

K5-12<sup>th</sup>

## Socks

**Black, Blue, White or Grey** (solid in color)

K5-12<sup>th</sup>

## Shoes

**All shoes must be enclosed all the way around. These shoes can be athletic, dress, converse, high tops, boots (no higher than midcalf, NO COMBAT BOOTS), sperry, and vans. All shoes must be normal colors, no bright colors allowed. Colors that are allowed are red, black, blue, white, gray, green, yellow or brown. Shoes can be solid or a combination of those colors. All shoes need to be non scuff. NO crocs, sandals, slippers, slides and flip flops are allowed even on Spirit Days. All shoes can not have any animals or images on them. Administration reserves the right to reject any shoes which do not meet the requirements set forth.**

**ALL students must stay in school uniform until 4:00 (M-Th) 3:00 (Fridays) if they are still on school campus. They may change after those times however, they need to be compliant with WCA modesty standards. School administration reserves the right to ask any student to change if attire is inappropriate. \_\_\_\_\_ Parent Initials \_\_\_\_\_ Student initial**

## **WCA YOUNG LADIES' UNIFORM LIST**

**Grade Level**

K5-12<sup>th</sup>

**Uniform**

Shirts:

Grey, Light Blue, Black, or Maroon Polo

Bottoms:

Black/Navy/Khaki Skirt, Capris (loose-fitting, hem to the knee), or Pants, (Skorts to the knee are for Elementary students only)

Note 1: Polos, capris, pants and skirts can be purchased directly from **All Uniform Wear**

Note 2: Students may also purchase a navy-blue cardigan (with WCA logo), navy fleece jacket (with WCA logo) or navy hoodie (with WCA logo) from All Uniform Wear to wear with the school uniform.

Note 3: On Fridays, students may wear a WCA Spirit Shirt (purchased from WCA, new for 2021-22) with a loose-fitting jean skirt or with loose-fitting denim jeans (without frays, holes, etc.). No jeggings allowed. Jeans or jean skirt may only be worn in conjunction with the Spirit Shirt, otherwise the student must wear the regular uniform.

**Socks**

K5-12<sup>th</sup>

**Black, Blue, White or Grey** (solid in color) anklets, knee, or footed tights

\*Black, White or Grey leggings may be worn along with socks

**Shoes**

K5-12<sup>th</sup>

**All shoes must be enclosed all the way around. These shoes can be athletic, dress, converse, high tops, boots (no higher than midcalf, NO COMBAT BOOTS), sperry, and vans. All shoes must be normal colors, no bright colors allowed. Colors that are allowed are red, black, blue, white, gray, brown, green and yellow. Shoes can be solid or a combination of those colors. All shoes need to be non scuff. NO crocs, sandals, slippers, slides and flip flops are allowed even on Spirit Days. All shoes can not have any animals or images on them. Administration reserves the right to reject any shoes which do not meet the requirements set forth.**

**ALL students must stay in school uniform until 4:00 (M-Th) 3:00 (Fridays) if they are still on school campus. They may change after those times however they need to be compliant with WCA modesty standards. School administration reserves the right to ask any student to change if attire is inappropriate. \_\_\_\_\_ Parent Initials \_\_\_\_\_ Student initial**

## **FINE ARTS DRESS CODE**

**No school uniforms, polo shirts, or t-shirts are allowed for Fine Art Events, Award Banquets, and Spring Fling.**

### **Girls:**

- **All dresses must be close to the knee, including all slits.**
- **No strapless or spaghetti strap dresses/blouses.**
- **Sleeveless is allowed but must be at least 3 fingers length wide. Shawls or cardigans are recommended in case of wardrobe malfunction. No sheer cover ups with straps less than 3 fingers wide.**
- **All dresses/blouses must be no lower than four fingers horizontally below the clavicle bone.**
- **No flesh colored clothing.**
- **No clothing that shows mid-drift when arms are raised.**
- **Dress pants, slacks and rompers are permitted but must not “cup” the body.**
- **No backless dresses; No lower than the shoulder blade.**
- **No undergarments or straps can be showing.**
- **Piercings can only be in the ear.**

### **Boys:**

- **Button-up collared dress shirt neatly pressed; Tucked in pants with belt.**
- **Turtle necks are permitted.**
- **No skinny jeans or form fitting pants; No denim. Strait, pleated or relaxed fit are allowed.**
- **No earrings or facial piercings; a single necklace is allowed.**
- **All facial hair must be neatly groomed.**

## **PHYSICAL EDUCATION**

**Grey T-shirt** (with WCA logo) purchased from the WCA Spirit Store

**Navy or Black Shorts** (solid in color, loose-fitting, knee-length) purchased from Sir Walter Uniforms or the WCA Spirit Store

**Athletic (Gym) Shoes** purchased from the store of your choice

**White, Black or Grey athletic socks** (solid in color) purchased from the store of your choice

Note: No jewelry of any kind may be worn during PE, games, and/or recess.

### **35. Earrings, Jewelry, Nail Polish, and Tattoos**

35.1. Girls may wear earrings only for pierced ears.

35.2. Only two rings and one bracelet (or watch) may be worn per arm; no ankle bracelets.

35.3. Jewelry and makeup standards apply with athletic uniforms as well.

35.4. No facial or body piercings, or spacers may be worn.

35.5. Boys may wear only one ring per hand and one necklace. Boys may not wear earrings, piercings, nail polish, or makeup at any time while at school or at any school-sponsored function or activity.

35.6. Tattoos must be covered during school hours. No new tattoos are allowed while enrolled at WCA.

35.7. Obscene, vulgar, un-Christian like tattoos must be covered at all school functions and this is determined by administration.

### **36. Hair (Young Men)**

36.1. Young men must wear their hair neatly trimmed. Hair is not to cover the collar and ears, and above the eyebrows. Longer hair must be kept pulled back and tied up. Hair should be combed and washed. No ponytails, pig tails or long braids allowed. All hair must be no more than 5 inches tall.

\_\_\_\_\_ **Parent Initials** \_\_\_\_\_ **Student initial**

36.2. No mohawks (or similar styles), spiked hair, “messy” hair, shaved heads or other extreme styles may be worn.

36.3. Only neatly trimmed facial hair is allowed. This is determined by administration. Young men must be clean shaven. Students may be asked to shave at school or sent home.

\_\_\_\_\_ **Parent Initials** \_\_\_\_\_ **Student initial**

36.4. Hair must present a neat and orderly appearance.

36.5. No designs may be made or cut into the hair or eyebrows.

36.6. No hair accessories.

36.7. Dyeing of the hair is permissible if the color is black, brown, blond, ginger or red. Unnatural hair colors are not permitted.

36.8. Young men who fail to meet the required hair standards will receive written notification to parents and two days to comply. Those who do not comply in that time period will not be admitted to class until they are in compliance. All styles are subject to be approved or disapproved by administration.

### **37. Hair (Young Ladies)**

37.1. Young ladies must keep their hair neat and clean at all times.

37.2. Dyeing of the hair is permissible if the color is black, brown, blond, ginger or red. Unnatural hair colors are not permitted, or cut so short as to resemble a male style. Unnatural hair colors include, but are not limited to, blue, pink, green, fire engine red. etc.

37.3. Young ladies who fail to meet the required hair standards will receive written notification to parents and two days to comply. Those who do not comply in that time period will not be admitted to class until they are in compliance.

### **38. Dress Standards for Athletic Team Members during school on Game Days**

Unless specifically authorized by the School Administrator, student athletes will wear their normal school uniform to school on game days. The School Administrator may authorize varsity athletes to wear their varsity sports jackets or warm up shirt on game days. This decision will be made on a case-by-case basis.

### **39. Dress Standards for WCA-sponsored Trips**

The uniform for WCA-sponsored trips will be normal school dress unless other standards are specifically prescribed by WCA Administration.

### **40. Coat/Jacket/Sweater Policy**

40.1. While on campus, students are not permitted to wear oversized garments, trench coats, or other outer apparel with logos or emblems that would convey a message contrary to Biblical standards or damage the Christian testimony of Wade Christian Academy.

40.2. Students will remove their coats/outer garments immediately upon entering WCA facilities and store them in their appropriate locker during the school day.

40.3. Classrooms are kept at a comfortable temperature and there is normally no need for students to wear jackets or sweaters in class. However, if a student desires to wear a sweater or jacket in school,

acceptable cardigans (center button down) , navy jackets or hoodies may be purchased at All Uniforms Wear.

40.4. Only cardigans, hoodies or jackets purchased from Sir Walter Uniforms with the WCA logo are authorized to be worn during the school day.

#### **41. Cold and Winter Weather Clothing Policy**

41.1. Winter weather days are defined as any day where the temperature is below 40 degrees when school starts (8:30 a.m.) or the forecasted high is not expected to exceed 50 degrees during school hours.

41.2. Coats and jackets may be worn in class on these days. The coats and jackets should not have any message or imagery that is anti-Christian.

41.3. Items such as gloves, hats, scarves, etc. are not to be worn in the school building but are acceptable for outside activities.

41.4. Hoods on jackets may not be worn in class.

#### **42. Disciplinary Action for Dress Code Violations (DCV)**

The following consequences are assessed when students are out of dress code:

- 1st, 2nd and 3rd DCV: Student will be sent to the school office to call home and make the parent/guardian aware of the violation. The parent/guardian may bring the proper change of clothing to school. The student will be held out of class, unexcused, until the DCV is corrected. If the parent/guardian is unable to assist, the student will be loaned the proper uniform item(s) (if available) and a \$10.00 fee will be assessed to the student's account.
- 4th DCV: A fine of \$25.00 will be assessed and accrue for each additional DCV. This fine will be billed to the student's account.

\_\_\_\_\_ **Parent Initials** \_\_\_\_\_ **Student initial**

#### **43. SPORTS ELIGIBILITY**

43.1. Participation in interscholastic sports is a privilege and any student who desires to participate in WCA sports must meet certain minimum academic and behavioral standards. Eligibility rules are as follows:

43.2. A student-athlete who has a failing grade in any subject during the fifth week of school will not participate in any games until the grade is brought up to passing. Eligibility is re-established if the grade is brought up to passing by the end of the week. If eligibility has not been re-established by the end of the first week, the grade will be checked again the following Monday and Friday. Eligibility is re-established if the grade is brought up to passing by the end of the one week ineligibility period. During the ineligibility period, the student is to attend help classes and will be excused from practice in order to get such help. The student is expected to attend all practices not held during help class time.

All are upheld to these guidelines unless other wise stated by the talent development department.

43.3. A student-athlete with an overall grade point average below 2.0 (70% average) is not allowed to participate in athletics. Grade point averages (GPA) accumulate by semester, so a student-athlete with a cumulative GPA below 2.0 at the beginning of the school year is ineligible until brought up to a 2.0. Ineligible athletes will not travel to away games but are required to attend home games. They are to dress in regular school uniform.

43.4. Additional guidelines for participation in athletics:

- Students will lose their eligibility to participate if they display a rebellious spirit toward the principles and goals of the Lord Jesus Christ, WCA and FBCSB.

- Students must have a physical examination on file, signed by a medical doctor or surgeon, for the year in which he or she participates in sports.  
Students must be present in school/class on the day of the athletic event to participate. Suspended students will not be allowed to participate until the suspension is served. Students with excused absences (i.e., medical/dental appointments) will be allowed to participate, depending on their medical condition/report. Students must be present at school, and attending classes, a minimum of four (4) hours to be eligible for that evening's game(s). For example, a student must be present in school from 8:30 am – 12:30 pm or 11:30 am – 3:30 pm to be eligible to participate in that day's game.
- A student's behavior in class will be considered grounds for ineligibility if deemed appropriate by the coach, administrator, and athletic director.
- Students who fail to serve any imposed detention or suspension are ineligible to participate until served. See section 52 "Disciplinary Probation" for further information.

## **STUDENT STANDARDS OF CONDUCT**

### **44. General**

44.1. It is the desire of First Baptist Church and Wade Christian Academy that our students experience salvation by faith in Jesus Christ and become true disciples. The word of God teaches that the goal for each Christian is to become conformed to the image of Christ our Savior, and to find and live God's will for his life (Romans 8:29, Ephesians 2:10). A life consecrated to Christ demands separation from the WORLD, its ideals, philosophies, actions, and goals (I John 2:15-17, II Corinthians 6:16-18).

44.2. A student may be expelled from school or asked not to return the following year if his/her attitude or conduct is out of harmony with our statement of faith, the spirit, or policies of the school whether **on or off property, during or outside normal school hours**, as determined by the school administration. Readmission will be determined on a case-by-case basis.

44.3. Wade Christian Academy was called into existence to help provide an environment conducive to true spiritual growth. This student standard of conduct is an aid in providing an environment that will best promote the spiritual welfare of the student. We therefore expect each student to abide by the standards outlined in the *Student Pledge of Cooperation*.

**\* Corporal punishment is strictly prohibited at WCA and will not be administered, for any reason, by any WCA teacher, staff member, volunteer, or employee (full- or part-time).**

44.4. No physical contact is permitted in the relationships between young ladies and gentlemen. This includes hand holding, embracing or other contact that would contribute to undue familiarity. Additionally, male and female students are not allowed to be alone together in any room while on the school campus (this restriction includes automobiles in the school parking lot). Behavior should be above reproach.

44.5. In accordance with our doctrinal statement of faith and in recognition of biblical commands, no immoral conduct will be tolerated. This applies to all students, at all times, whether on school or church property or elsewhere. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for immediate dismissal: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, transgender, or pornography. (Gen 2:24; Gen 19:5, 13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29; 1 Cor. 5:1, 6-9; 1 Thess. 4:1-8; Heb 13:4)

**Definition of "immoral act":** Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

#### **45. Standard of Conduct Regarding School Discipline**

45.1. Students enrolled in the school are expected to maintain Christian standards of conduct at school, at home, and in the community (I Cor. 10:31). Our students represent the school in all they do and say, and they are expected to be good examples to others. Students are expected to refrain from engaging in, or talking about cheating, swearing, using any tobacco, drinking alcoholic beverages, and using narcotics. Students are expected to act in a respectful and orderly manner, maintaining Christian standards of courtesy, kindness, language, morality and honesty (II Tim. 2:22).

#### **46. Discipline**

46.1. A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. Discipline is made for correction and punishment. All forms of discipline are administered in love and are in the best interest of the student.

46.2. Each student is expected to maintain a proper attitude and to complete assignments without being disruptive to others.

46.3. Demerits are given for minor violations of rules, which may result in detention or dismissal, depending on the number accumulated. Serious rule violations require parental intervention and assistance. These include (but are not limited to) lying, cheating, stealing, cursing, and other forms of serious, unacceptable behavior.

46.4. Students are prohibited from carrying knives or weapons of any type. (Federal law mandates that WCA is legally obligated to contact authorities immediately, if a student is found in possession of a weapon).

46.5. The school maintains a "Zero Drug Tolerance" program in place for the protection of our students and preservation of the school atmosphere.

46.6. The school maintains the right to search any student at any time or to search a student's book bag, desk/office, locker, automobile, or any item brought on the school premises.

#### **47. Disciplinary Methods**

47.1. A variety of disciplinary methods, which provide both positive and negative incentives, shall be utilized.

#### **48. Elementary School Discipline (Philosophy)**

Children need boundaries and consistent leadership to achieve their highest potentials. God's word gives several references pertaining to discipline (Proverbs 22:6, Deuteronomy 6:7, Romans 8:29). Since good discipline sets the stage for proper learning to take place, it is essential that a class be under control. We ask students to practice and demonstrate the behavior that provides everyone the opportunity to learn. Students must display self-control, show respect to adult supervision and complete assigned tasks on time. We want to maintain a school environment that is safe, friendly and productive.

If a teacher must be constantly correcting students, the obedient students are the one to suffer since academic progress is impaired. There are a variety of methods available to the teacher and administration to improve student behavior.

48.1. Examples of corrective classroom measures (in no particular order):

1. Writing sentences
2. Silent lunch
3. Loss of playtime
4. Loss of ability to participate fully on special days/events



**2. Any student who gets sent out of class for excessive bad behavior will receive an automatic lunch detention**

**49. Elementary School Discipline (Policy and Procedures):**

49.1. Elementary teachers have appropriate systems of rewards and discipline commensurate with their grade level but may at any time use a detention slip.

50. DEMERITS: Demerits are given weekly, as earned, to correct unacceptable acts or behavior as follows: (Demerits do not carry over to the next week) All demerits will be approved by the administrator.

**50.1. ONE demerit for:**

Unexcused Tardiness

Out of seat without permission (after several warnings in class)

Writing or passing notes

Talking without permission (after several warnings in class)

Improper dress for P.E. or school uniform

Unauthorized usage of E-Devices during school

Getting permission from a staff member after refusal by another staff member

Disrespect/talking back

**50.2 TWO demerits for:**

Talking during a test/quiz

Hitting/bullying

Lying

**50.3. THREE demerits for:**

Throwing dangerous objects

Spitting on another person.

**50.4. FOUR demerits for:**

Cheating (also gets a zero on his/her assignments)

Filthy language such as cursing, dirty and/or off-colored jokes and racism

Intentional damage to property (Parent will be billed for damage repair/replacement)

Racist comments or jokes

**51. Detention**

51.1 Demerits are earned when the student breaks a rule or disturbs the atmosphere of the school. Four or more demerits in one week will result in detention time (after school) every Wednesday as follows:

- 4 demerits = 30 minutes detention
- 5 demerits = 35 minutes detention
- 6 demerits = 40 minutes detention
- 7 demerits = 45 minutes detention
- 8 demerits = 50 minutes detention
- 9 or more demerits = Parents will be immediately called for pick-up and meeting with the principal.

51.2. There is a detention fee of \$10 per hour or any part of an hour.

51.3 If a student receives more than the following in total:

**5 hours** of detention will receive a one-day in-school suspension

**8 hours** of detention will receive a one-day in-school suspension and a one-day out of school suspension (student will not be allowed to return to school until a parent meeting is completed)

**10 hours** of detention students will receive an out of school suspension until a meeting with the principal and head of school is completed. After the suspension the head of school and principal will determine if the student will be allowed to continue at Wade Christian.

## **52. High School Discipline (Philosophy)**

52.1. One of the main purposes of a Christian school is to assist parents in training young people in godly character; however, this training begins at home and is the primary responsibility of the parents. WCA is not a reform school. For discipline to be effective, it must be based on principles from God's word. Training a child involves both instruction and correction. The school will cooperate with the church and the home in forming good habits in the student.

The purpose of discipline, be it referrals, detention, or suspension, is several fold:

-- It is a time of chastening where the student is to connect wrongdoing with punishment (Hebrews 12:7, Galatians 6:7, Jeremiah 21:14a, Hosea 4:9)-- It is a time to warn others (Proverbs 19:25) 22-- It is a time of restitution (Exodus 22:1,4; Lev. 6:5, Luke 19:8) and/or restoration (Gal 6:1). 49.3. The student should reflect on his/her misbehavior and desire to modify his/her conduct to avoid being disciplined again.

## **53. High school behavioral issues will normally result in a written demerit to the school administration, depending on the severity of the behavior, as follows:**

53.1. A. Administrative issues (e.g., uniform discrepancies, tardiness, etc.) will be recorded in MySchoolWorx and brought to both the parents and school administration for action.

B. Minor behavioral issues will initially be handled by the classroom teacher.

C. Significant behavioral issues that teachers are unable to resolve will be handled by the School Administrator. Behavior that rises to the attention of school administration will be handled in accordance with the level of offense committed.

D. Egregious behavioral issues will be immediately referred to the School Administrator. Parents will be contacted, and a meeting will be scheduled.

E. Continued behavioral issues, not corrected by students and/or parents, may result in student detention, suspension, or expulsion.

## **54. High School Discipline (Policy and Procedures)**

54.1 Teachers have the primary responsibility of maintaining good order and discipline in their classrooms.

54.2. If a student fails to positively respond to discipline administered by their classroom teacher, they will be referred to the School Administrator.

54.3. The School Administrator makes the final determination up to and including suspension.

54.4. The WCA Disciplinary Board (FBCSB Deacon Board) will be the final determination authority for behavior that leads to expulsion.

54.5. Permanent discipline records will be maintained for each student.

## **55. Basic Classroom Department**

55.1. There will be no talking unless called upon by the teacher (students will raise their hand and wait to speak until called on by the teacher).

55.2. Students may not leave their seat without permission.

55.3. No passing, reading, or writing or notes allowed.

55.4. No homework from other classes may be done during class without permission from the teacher.

55.5. Students will not be dismissed from class without a pass.

55.6. No items will be thrown in the classroom.

55.7. No food or drink (besides water) is allowed in classrooms unless it is pertinent to the lesson being taught and is under the direct supervision of the classroom teacher.

55.8. No gum is allowed on school property.

55.9. Students are not to leave the classroom until they are dismissed by their teacher. Students will not be dismissed until their area is clean and orderly.

55.10. Students are to keep their hands and feet to themselves at all times.

## **56. DEMERITS**

56.1 Demerits are given weekly, as earned, to correct unacceptable acts or behavior as follows: (Demerits do not carry over to the next week). All demerits will be approved by the administrator or principal.

56.2. ONE demerit for:

Unexcused Tardiness

Out of seat without permission (after several warnings in class)

Writing or passing notes

Talking without permission (after several warnings in class)

Improper dress for P.E. or school uniform

Unauthorized usage of E-Devices during school

Getting permission from a staff member after refusal by another staff member

Disrespect/talking back

Entering another student's locker, desk, backpack, or other personal property without permission

Being in the school building unsupervised and/or at an unauthorized time

Horseplay/misbehavior, excessive noise in hallways

Disruptive classroom behavior

56.3. TWO demerits for:

Talking during a test/quiz

Hitting/bullying

Lying

Skipping Class

Threatening (verbally or physically) a staff member

Any action that displays an extremely rebellious spirit which is detrimental to the spirit and atmosphere of WCA

Theft

Recklessly endangering the safety and well-being of either staff members or other students

Refusing to serve an assigned detention

56.4. THREE demerits for:

Throwing dangerous objects

Spitting on another person.

Intentional damage to property (Parent will be billed for damage repair/replacement) IF repairs have not been made, or scheduled to be made within a ten-day period, the school will hire someone to make the required repairs and the family will be billed. The cost of repairs will be added to the student's school bill for each damaged/defaced item.

56.5. FOUR demerits for:

Cheating (also gets a zero on his/her assignments)

Filthy language such as cursing, dirty and/or off-colored jokes and racism  
Racist comments or jokes

### **57. Detention**

57.1. Demerits are earned when the student breaks a rule or disturbs the atmosphere of the school. Three or more demerits in one week will result in detention time (after school) every Wednesday as follows:

- 4 demerits = 30 minutes detention
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- 6 demerits = 40 minutes detention
- 7 demerits = 45 minutes detention
- 8 demerits = 50 minutes detention
- 9 or more demerits = Parents will be immediately called.

57.1 There is a detention fee of \$10 per hour or any part of an hour.

57.2 If a student receives more than the following in total:

**5 hours** of detention will receive a one-day in-school suspension

**8 hours** of detention will receive a one-day in-school suspension and a one-day out of school suspension (student will not be allowed to return to school until a parent meeting is completed)

**10 hours** of detention students will receive an out of school suspension until a meeting with the principal and head of school is completed. After the suspension the head of school and principal will determine if the student will be allowed to continue at Wade Christian.

### **58. Automatic Expulsions**

58.1. Students who commit the following offenses risk permanent expulsion from WCA. Engaging in these activities will result in an automatic suspension with the above-mentioned conditions and all pertinent records forwarded to the WCA Disciplinary Board. The following list is not all-inclusive, and each situation will be handled on a case-by-case basis:

58.2. Distributing drugs or other illegal substances, including alcohol.

Fornication, immorality, homosexual act, fathering or bearing a child, whether brought to full term or not.

58.3. Use of alcohol, marijuana, or any type of illegal drugs;  
possession of drug paraphernalia.

58.4. Possessing or viewing any pornographic material on any media such as magazines, TV, movies, internet; Inappropriate posting via social media, etc.

58.5. Bringing a knife, or any type of weapon, to school.

58.6. Striking, or attempting to strike a staff member.

58.7. Committing a felony.

### **59. Destruction or Defacing of School Property**

59.1. In addition to the discipline standards outlined above, students are responsible for repairing or paying for the repair or damage they cause to school property.

59.2. If repairs have not been made, or scheduled to be made within a ten-day period, the school will hire someone to make the required repairs and the family will be billed. The cost of repairs will be added to the student's school bill for each damaged/defaced item.

### **60. Driving on Campus**

60.1 Students who drive to school must realize that driving on campus is a privilege, not a right.

60.2. Only students with driver's licenses or permits are allowed to drive on campus.

60.3. The speed limit on campus is 10 mph. Care should be taken when driving through the parking lot. Speeding will not be tolerated and will result in the loss of the driving privilege for a period of two weeks (first offense). Further offenses will result in permanent suspension of driving privileges on campus.

60.4. Students who park their cars on campus may not visit their cars during the school day.

60.5. Students must have a *Student Car Registration Form* on file in the school office.

### 61. Off Limits Areas

Unless specifically authorized by school authority, the following areas are designated “Off Limits” to students:

- The school office administrator’s office, and teacher’s lounge
- Teachers’ desks, cabinets, briefcases, folders, files, or other personal items
- Restrooms designated for members of the opposite sex
- Student lockers (other than a student’s personal locker)
- Parking lot or automobiles
- The gymnasium kitchen
- Upstairs area of gymnasium
- Opening or exiting through the Emergency Exit door
- Any classroom on campus not specifically designated as a “school classroom”
- High school students are not allowed in the elementary building unless specifically allowed by administration to perform duties such as teacher's aide or to attend a secondary class that meets in the elementary building.

### 62. Textbooks

62.1. Most textbooks are paperback. Paperback textbooks and workbooks will not become the property of the student at the end of the school year.

62.2. WCA library books and readers are the property of WCA. Readers are on loan to the student during the school year and must be returned. If a Reader is not returned at the *end* of the school year, or if a workbook is damaged or lost *during* the school year, the replacement cost will be charged to the student’s account.

62.3. Any hard-back textbooks are the property of the school. Rental of these books is included in the book fee. The replacement cost for lost textbooks will be charged to the student’s account.

62.4. Students are required to keep all hard-back textbooks covered. If a student’s book is not covered, the student will be required to pay a fee, if damaged.

### 63. Social Media Policy

Students placing information on social media that is out of harmony with the policies and rules of WCA will be dealt with in the same manner as if the violation occurred during school hours. This is due to the public access and public nature of social media. Therefore, it is important that a student be found consistent in all walks of life, not only during school. All public postings should reflect the nature of Christ and the moral values of the word of God. Postings of faculty pictures or creating a website in their name will be dealt with seriously. Students who post inappropriate material on personal websites will face administrative discipline. Students will be held accountable for all content including messages, comments, pictures, and any other material that appears on any form of a social networking website or

messaging feature before, after, or during school (both on and off campus). Unacceptable postings on social media include, but are not limited to the following:

- Profane and inappropriate language
- Posting of inappropriate song lyrics
- Posting of inappropriate images, pictures, graphics, etc.
- Inciting school disharmony
- Liking, re-posting, or sending any inappropriate activity
- Videoing or taking pictures of a student/staff/faculty without their expressed consent.

Pictures and video should not be taken or posted during school hours. Content posted should be in keeping with a Christian testimony. Students who are guilty of posting inappropriate or sexual pictures will be suspended or expelled from school. Any student who operates a personal online website or contributes to a blog must register the website/blog with the School Administrator. Any student, including home school students, found with an unregistered website or blog will be subject to disciplinary action. Postings found with material that is deemed inappropriate to the purpose and mission of WCA may incur disciplinary action, including ineligibility to attend WCA.

#### **64. Virtual School / On-Line Classes**

Florida Virtual School (FLVS) is part of the Florida public school system. Students enrolled in WCA are not authorized to take FLVS classes unless specifically approved by the Academic Dean. Online classes are to be taken as an additional supplement to WCA classes and not in place of WCA classes. Except for failure makeup classes, the following guidelines will be followed concerning FLVS:

64.1. Classes dealing with history, sociology, psychology, government, religion, certain sciences, or other classes deemed inappropriate or contrary to our Christian values or beliefs will not be approved.

64.2. FLVS classes may be used for class credit but will not be used to raise a grade previously earned at WCA (other than failing), or considered in overall WCA grade point average. The reasons are the differences in curriculum, lower academic standards, lack of biblical integration, and a worldly educational philosophy.

64.3. Certain other restrictions may apply if the student is receiving a scholarship.

#### **65. Dual Enrollment/College Courses**

65.1. Dual enrollment gives high school students an opportunity to take certain college courses and earn college, in addition to, high school credits for those courses. Eastern Florida State College (EFSC) offers dual enrollment classes at their campus just south of our school. The Baptist College of Florida also offers dual enrollment classes for juniors and seniors in an online format.

65.2. The Academic Dean will meet with the student and parents for approval. Dual enrollment opportunities are limited based on available funds.

65.3. All dual enrollment classes are taken as an addition to the WCA core class load and may NOT replace a core WCA class.

65.4. Students must maintain a 3.0 GPA to participate in dual enrollment.

65.5. WCA students must take all core curriculum classes offered at WCA (Bible, English I and II, Biology, Physical Science, Algebra I, and Geometry, World History, US History Government, Economics, Worldviews) regardless of the level of dual-enrollment participation.

65.6. The scheduling of dual enrollment classes must not prohibit students from taking required WCA core classes.

65.7. Under normal circumstances, WCA students will not be approved to take classes in the following areas: history, sociology/social science, psychology, government, religion, certain sciences, or any other class deemed inappropriate or contrary to our Christian values or beliefs.

#### **66. WCA Drug Testing Policy**

WCA reserves the right to randomly drug test students at the discretion of the Pastor, School Administrator, and the Disciplinary Board. The school will provide drug tests unless there is substantial proof that a student has been involved with drugs. In this case, the student, parents, or legal guardian must purchase drug tests.

#### **67. WCA Search Policy**

##### **67.1. Prohibited Items**

67.1.1. In the interest of maintaining law, order, discipline and decorum in the school and during authorized school functions which take place off school property, Wade Christian Academy prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety.

67.1.2. Such materials or objects may include, but are not restricted to, the following items: alcoholic beverages; illicit drugs; stolen property; weapons of any kind (any object which may be used as a weapon or which may cause injury); hate literature, racist material, pornography; worldly entertainment, music, videos, or DVDs; food and drink other than permitted lunch or snack food.

##### **67.2. Searches**

67.2.1. The School Administrator, or any staff members authorized by the School Administrator, may conduct searches and, where necessary, seize prohibited substances or objects.

67.2.2. Searches may be conducted on ministry property without further notice or advanced permission of the student or parents.

67.2.3. Students shall have no reasonable expectation of privacy in any areas designated to them for storage of personal belongings on school property (i.e., lockers, desks, bag rooms, locker rooms, etc.), nor shall students have a reasonable expectation of privacy in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, lunch bags, purses, clothing, pockets, cell phones, computers, vehicles, etc.).

67.2.4. If illegal materials or weapons are found during the search, both the parents and law enforcement will be contacted. The student will then be remanded into the custody of law enforcement for prosecution at the discretion of the responding officers. The School Administrator may question a student or visitor in furtherance of an investigation conducted for the purposes of maintaining order and discipline within the school or at an authorized off-property school function.

**68. The WCA chancellor and head of school have the right to override any policy if deemed necessary for the student and family.**