



2018 – 2019 STUDENT/PARENT HANDBOOK

“Have not I commanded thee? Be strong and of a good courage; be not afraid, neither be thou dismayed: for the LORD thy God is with thee whithersoever thou goest.”

- Joshua 1:9

Wade Christian Academy
4300 North Wickham Road
Melbourne, Florida 32935
(321) 259-6788
Pastor: Dr. C.M. Rhodes

School website: www.wadechristian.org
Church website: www.fbcspb.org

July 1, 2018

Introduction

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.

You can be assured of our love, prayers, support, and commitment. Maintains

In Christ,
Pastor C. M. Rhodes

WCA 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. The Pastor and Deacon Board comprise the governing board of WCA. WCA is currently seeking accreditation from the Florida Association of Christian Colleges and Schools (FACCS) and the International Association of Christian Colleges and Schools (IACCS).

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.”

Mission Statement

By providing an excellent Christian academic curriculum, offering a variety of extra-curricular activities and assembling a caring, culturally diverse community, we, with support of parents and the local church, empower students from Christian families to develop their gifts within the context of a Christian worldview so that they may act as Christ's transforming agents in a global society.

Core Values

In pursuing the character of Christ, we will:

- Seek and proclaim the truth of God's Word
- Serve others
- Embrace community
- Exhibit compassion
- Develop responsibility
- Strive for excellence

Statements of Belief

As a Christian educational ministry of the First Baptist Church of South Brevard, we believe that God is sovereign over all creation. We make a connection to God's claim in every subject, not just in biblical studies or chapel; in all behavior, including language and dress; and in all attitudes, including those toward others and toward property. The overall purpose of a Wade Christian education, shaped by this Christian perspective, is to encourage students to use their heads, hearts and hands for God and to use discernment to create a worldview that is formed through the lens of faith.

Engaging the Mind

We recognize that all children are made in the image of God and are worthy of our best teaching efforts, regardless of learning style. Our responsibility is to educate each child to the best of their ability and help each child recognize the gifts that they possess from God.

Nurturing the Spirit

We believe that actions run through people and organizations, rather than around them. We all fall short of the glory of God. Education, therefore, through the action of the Holy Spirit, always appeals to the heart, and has its purpose to lead students to follow Christ actively.

We believe, therefore, that the spirit must be nurtured so that the students gain self-confidence in discovering the gifts that God has given them. The development of discernment that results from confidence in God and recognition of personal spiritual responsibility sets the tone and community of the school.

Transforming the World

Just as the discovery and use of God-given gifts nurture the spirit of the individual and the school, we believe that this self-knowledge also produces the desire to share those gifts with others and to provide leadership for the community and for the world.

This is appropriate. We believe that Christ, through the agency of human beings, wants to restore fallen man. Because of this belief, we engage culture, familiar and unfamiliar, and do so in the confidence that God is in control.

Profile

Utilizing biblically informed inquiry and strong academic knowledge, the WCA graduate should think critically, exhibit curiosity and develop the discernment that will enable them to confidently and intentionally strive for excellence in every endeavor.

Having studied and embraced the message of Jesus Christ and having experienced models of Christian servanthood and community, the WCA graduate develops a healthy self-image. Recognizing and responding to the will of God, and seeing in humanity the image of God, the graduate embraces diversity, exhibits compassion, offers respect and is forgiving and open to others, while endeavoring to promote the Gospel.

Table of Contents

ADMISSIONS AND FINANCES	7
1. General Admission/Registration Information	7
2. Tuition and Fees	7
3. Homeschool Program	8
ATTENDANCE POLICIES AND HOURS OF OPERATION	8
4. Church Attendance	8
5. School Hours	8
6. School Attendance Philosophy	9
7. School Attendance Policy	9
8. Tardy to School (or Class)	10
9. Make up Work Policy	10
10. Tests/Quizzes	10
11. Designation of Absences	11
12. Emergency Closing of School	11
ACADEMIC STANDARDS AND POLICIES	11
13. Grading Scale	11
14. Graduation Requirements	11
15. Help Classes	12
16. High School Study Hall	12
17. Homework	12
18. Honor Students	12
19. Testing Policy	12
CELL PHONES AND ELECTRONIC EQUIPMENT	13
20. Cell Phones	13
21. Portable Electronic Devices	13
22. FIELD TRIPS	14
HEALTH CARE AND PHYSICAL EDUCATION	14
23. Sick Child Policy	14
24. Head Lice	14
25. Medications	14
26. Health Insurance	14
27. Physicals and Immunizations	14
28. Participation in Physical Education (PE) Class	14
29. LOCKERS	15
30. LUNCH	15
OFFICE PROCEDURES	16
31. General	16
32. Lost and Found	16
33. Office Phone Use	17

34. Pick up Changes	17
35. Visiting School	17
PERSONAL APPEARANCE	17
36. General	18
37. School Uniforms (General)	18
38. Uniforms (All Students)	18
39. Uniforms (Young men)	18
40. Hair (All Young men)	18
41. Uniforms (Girls)	18
42. Earrings, Jewelry, Nail Polish	18
43. Shoes and Socks	19
44. Hair (All Girls)	19
45. Uniforms for PE/Recess	19
46. Dress Standards for Athletic Team Members on Game Days	19
47. Dress Standards for WCA-Sponsored Trips	20
48. Coat and In-Class Jacket/Sweater Policy	20
49. Cold Weather Clothing Policy	20
50. Textbooks	21
51. SPORTS ELIGIBILITY	22
STUDENT STANDARDS OF CONTACT	23
52. General	24
53. Elementary Discipline (Philosophy)	24
54. Elementary Discipline (Policy and Procedures)	24
55. Threatening Student Behavior, Bullying, etc.	25
56. High School Discipline (philosophy)	25
57. Discipline (Procedures)	25
58. Basic Classroom Department	25
59. Disciplinary Probation	26
60. Referrals	26
61. Severe Infractions	26
62. Severe Infraction List	26
63. Expulsion List	27
64. Destruction or Defacing of School Property	27
65. Driving on Campus	27
66. Off Limits Areas	27
67. Social Media	27
68. Virtual School / On Line Enrollment	28
69. Dual Enrollment / College Courses	28
70. WCA Drug Testing Policy	29
71. WCA Search Policy	29
WCA FACULTY / FBCSB STAFF	30

ADMISSIONS AND FINANCES

1. General Admission/Registration Information

1.1. Each family with students attending WCA must faithfully attend, (at least weekly,) a local church, of like faith and practice and that shares the beliefs and agrees with the articles of faith of the First Baptist Church of South Brevard. Failure to attend could be grounds for removal from WCA. Additionally, each teenage student must have a testimony of salvation and be able to positively articulate their salvation experience.

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

1.3. New students and their parents will schedule an interview with the School Administrator. The School Administrator, in consultation with the School Chancellor (FBCSB Senior Pastor), will jointly make the final determination for school admittance.

1.4. Students must be 5 years old by September 1st to enter K5. Students must be 6 years old by September 1st to enter 1st grade. Diagnostic tests may be scheduled.

1.5. An application must be filled out 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. All new families applying to WCA must pay a non-refundable application fee. Upon application acceptance, a non-refundable registration fee is due for each student.

1.6. Re-enrolling students in good standing will be given enrollment priority over new students. Discounted early registration is available for re-enrolling students.

1.7. All registration fees, book fees, and first month's tuition are due by parent orientation. Subsequent payments are due on the 10th of each month.

1.8. Tuition and fees for the year will be charged at the time of registration. Students who enroll during the school year, or are withdrawn early, due to circumstances beyond their control, will be charged on a prorated basis.

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

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

1.11. The church and school shall have a racially nondiscriminatory policy, and therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin or birth sex.

1.12. WCA accepts a limited number of Florida "Step up for Students" Corporate Scholarship students. To be eligible, a family must meet certain the financial guidelines. For information, contact the school office or visit the website www.stepupforstudents.org. All forms must be completed and on file at WCA before a student may start classes.

1.13. **Student Withdraw.** 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.

2. Tuition and Fees

2.1. Tuition

Student tuition is \$5,500/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 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.

3. Homeschool Program

3.1. Families desiring to home school as part of WCA must first have an interview with the WCA Academic Dean. At that time, application information will be made available. There is a \$50 application fee (non-refundable).

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

3.3 There is a \$200.00 administrative fee, per child, for each student participating in the WCA Homeschool Program. This fee is in addition any extracurricular and/or athletic fees required.

3.4 Homeschool students wishing to participate in WCA extracurricular activities, to include athletics, must be faithful, active members of the FBCSB or children of parents involved in full-time Christian service.

3.5 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.

3.6. To receive a WCA diploma, students may home school through their junior year, but must physically attend WCA as a full-time student during their senior year.

3.7 Parents are responsible for maintaining comprehensive, accurate academic records and must provide records to school on a quarterly basis, as a minimum. WCA will not maintain academic records of home-school students.

ATTENDANCE POLICIES AND HOURS OF OPERATION

4. Church Attendance

Hebrews 10:25 *“Not forsaking the assembling of yourselves together, as the manner of some is; but exhorting one another: and so much the more as ye see the day approaching.”*

4.1. Church attendance is a vital part of a sound Christian education, and therefore it is required that every student attend church regularly. WCA students (including homeschool students) must faithfully attend services of FBCSB or their home church.

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

5. School Hours

5.1. School hours are 8:30 a.m. - 3:30 p.m. Students should not arrive at school before 8:00 a.m. High school students will not be allowed into the school buildings until 8:15 a.m. Elementary students will gather with the teacher/monitor at the west door of the church under the canopy, or in the gymnasium, until they are admitted to the building. 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.

5.2. Students not engaged in after school academic or extracurricular activities must leave the building and be picked up by **3:45 p.m.** Pick-up location for elementary students will be on the south side of the Student Life Center (school building entrance area if it is raining). Students shall leave the campus as soon as they have a ride and **must not loiter in the parking lot.**

6. School Attendance Philosophy

6.1. 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).

6.2. 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. till 3:30 p.m. Grace is given for one tardy and one early dismissal per semester. Note: If the student earns an excused absence, his absence will not be counted among the nine allowable per semester, but it will exclude him from winning a “perfect” attendance award.

7. School Attendance Policy

7.1. The parent/guardian of each student who has been absent from school or from class for any reason must provide a statement of the cause to the school for such absence. The School Administrator reserves the right to verify such statements and to investigate the cause of any absence.

7.2. Absences due to medical or dental appointments (verified by a Doctor’s note) or family emergencies will be considered an excused absence.

7.3. 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.

7.4. Teachers have the responsibility of maintaining accurate attendance records. 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 if deemed necessary by the School Administrator.

7.5. 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. This work will be assigned by the WCA Academic Dean and will be turned into the WCA Academic Dean. Students not completing assigned make-up work will not receive credit for classes missed and will not receive a passing grade/credit.

7.6. 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 any particular class. Excessive absences may impact academic credit.

7.7. Attendance in school is a critical component for your child's success in the classroom. Florida law requires each parent of a child between the ages of 6 and 16 years of age to be responsible for the child's school attendance. For each and every semester absence after 9, the parent will need to submit official documentation (i.e. doctor’s notes, etc.) to have the absence(s) excused. If approved, these will be recorded as excused absences.

7.8. Students who accumulate a total of fifteen (15) days of 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 parents and School Administrator, and Academic Dean is required for students deemed to be truant.

8. Tardy to School (or Class)

8.1. **Tardiness** – 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. Tardy students will report to the school office before going to their next scheduled class. Late students are responsible to determine and make 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. Students who not allowed entry to class by the teacher will report to the school office for further direction. Students having a legitimate reason for being late will be immediately admitted to class.

9. Make Up Work Policy

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

9.2. Previously assigned work due during a student's absence must be turned in the day the student returns to class; otherwise a late penalty (10-point grade reduction, per day) will be assessed. Late homework or classwork will *not be accepted* after the second day past due date.

9.3. Students with excused absences from school are to make up all missed assignments, without penalty, within a reasonable time following their return to school.

9.4 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 are so tardy to school that they miss an entire class period.

9.5. The general rule is that a student is allowed one day to make up assignments per day(s) missed (students that miss Tuesdays will be given until Friday of the same week to turn in assignments). Students who return to school and receive make up work and then are absent again are expected to submit all previous work upon return to school.

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

9.7. If students are given assignments in advance, the assignments are due upon returning to school. All make up work must be turned in to teachers before the nine-week assessments begin.

9.8. Assignments not submitted will be entered in *ThinkWave* as "missing" which will calculate as a zero until the assignment has been submitted and graded.

9.9 If a high school student misses an entire class without a valid reason, they will be considered “absent unexcused” from class. Any work missed during an unexcused absence may be made up, based on WCA Administrator's discretion, and will be reduced by one letter grade. No unexcused absence work is to be accepted without prior approval from the WCA Administrator.

9.10. Students that are late to school with a valid, signed note from their parent/guardian or due to an “excused absence” (i.e. Doctor/Dentist appt. etc.) will be admitted to class. **It is the student’s responsibility to obtain make up work due to absences from class or because of tardies.**

9.11. To accommodate attendance to mid-week Church services, there will be no tests or quizzes given on Thursdays.

10. Excused absence list (Not exhaustive.)

The following absences will be excused, but still may require the pre-approved absence form: family emergencies, illness with the appropriate note, court dates, family vacations approved at least 7 days in

advance with the pre-approved absence form, funerals, Church trips with the pre-approved absence form.

11. Designation of Absences

11.1. Student absences are either excused or unexcused. Excused absences are preplanned absences which have been coordinated and approved by the school administration, at least 3 days prior to the absence by the *approved absence form*, or scheduled appointments. Unexcused absences are absences from school without prior coordination or approval by school administration. Students are allowed a maximum of nine (9) absences per semester. Once that threshold has been reached, the parents and students must meet with the WCA Academic Dean to determine what additional work must be completed by the student to earn credit for the semester.

12. Emergency Closing of School

If school is to be closed due to a hurricane or other disaster, unless you are notified otherwise, we will match the Brevard Public Schools for closing.

ACADEMIC STANDARDS AND POLICIES

13. Grading Scale

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

14. High School Graduation Requirements

14.1. In order to graduate, students must maintain at least a (2.0 cumulative GPA) on their high school transcript (subjects taken in 9th through 12th grade).

14.2. The graduation fee (see fee schedule, page 8) which helps cover cap, gown, diploma, and other graduation expenses, must be paid by graduation day.

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

14.4. Twenty-four (24) credits are required in grades 9-12 to receive a **General Diploma**. This includes one year of Bible for each year in attendance at WCA

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

14.6. WCA graduates may qualify for the Florida "Bright Futures" Scholarship Program. Students should visit www.floridastudentfinancialaid.org/ssfad/bf/ for more information.

14.7. 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.

14.8. Forms must be turned into the WCA Academic Dean quarterly

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

- 24 Total High School Credits
- 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 I, and 1 credit of Geometry
- 3 Credits of rigorous High School Science, at least one of these must be biology
- 4 Credits of Social Studies 1 CR US History 1 CR World History 1 CR Biblical Worldviews ½ CR American Government ½ CR Economics with a personal finance component
- 1 Credit performing arts
- 1 Credit of PE with a health integration
- ½ Credit of Life Management

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

- 26 Total High School Credits
- 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 I, 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
- 3 Credits of rigorous High School Science, at least one of these must be biology
- 4 Credits of Social Studies 1 CR US History 1 CR World History 1 CR Biblical Worldviews ½ CR American Government ½ CR Economics with a personal finance component
- 1 Credit performing arts
- 1 Credit of PE with a health integration
- 2 Consecutive years of a foreign language
- ½ Credit of Life Management

15. **Help Classes / Tutoring**

15.1. 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, this 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.

16. **High School Study Hall**

16.1. Study hall is a monitored place for students to work and study. Students must be in their place when the bell rings. Students are to bring study hall material with them to class.

16.2. Computer Laptops are available on a limited basis through the school office. **No outside laptop computers or electronic devices (iPods, iPads, Kendalls, Blackberrys, Smart Phones, etc) are permitted without prior approval from the WCA administrator.**

17. Homework

17.1. It is the **parents' responsibility** to ensure their child does his homework. Homework completion is considered in student final grades.

18. Honor Students

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

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

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

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

19. Test/Quiz Policy

19.1. Tests or quizzes **announced in advance** of an absence must be taken not later than one day after the day the student returns to class.

19.2. If new material was covered on the day of the excused absence or if the student did not receive review that was provided to the rest of the class, students who are excused absent on test/quiz days will receive an additional day before they are required to take the missed tests/quizzes.

19.3. No tests or quizzes will be given on Thursdays, after an extended school break of three or more days.

20. Cell Phones

20.1. Students may not carry or use cell phones during school hours and **must turn them in to their teacher or the office at the beginning of the school day.** Cell phones will be returned to the students at the end of the school day.

20.2. Cell phones confiscated during the school day will be returned to the student's parent or designated guardian.

20.3. Students are not allowed to keep their cell phones in their personal vehicles and use them during the school day. The parking lot is off-limits, without permission from the school office, during the school day.

21. Portable Electronic Devices

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

21.2. Cameras are authorized only for yearbook activities.

21.3. No electronic devices are to be taken on WCA sports/field trips. Student's cell phones will be held by the trip leader.

22. Field Trips

22.1. 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

23. Sick Child Policy

23.1. Students who become sick during the school day will be separated from his classmates and parents will be contacted to pick up the student as soon as possible.

23.2. 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.

23.3. 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,

23.4. Students with a temperature of 100° or more should not attend school.

23.5. Students who vomit or have diarrhea should stay home 24 hours after the last episode.

24. Head Lice

24.1. 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.

25. Medications

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

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

25.3. 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.

26. Health Insurance

26.1. Each student registered must have hospitalization coverage. This coverage is the responsibility of the parent.

26.2. Low-cost health insurance information is available via the Florida Healthy Kids Corporation Web site at <http://www.healthykids.org/>.

27. Health Physicals and Immunizations

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

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

27.3. All students entering 7th grade must have immunization booster, as well as a scoliosis screening. For information go to the Florida Department of Health Web site 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.

28. Participation in Physical Education (PE) Class

28.1. 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.

28.2. 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.

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

29. LOCKERS

29.1. Lockers may be assigned to high school students at the beginning of the school year.

29.2. Students should use the lockers for their books instead of carrying everything between classes.

29.3. Students will provide lock combinations to school administration.

29.4. Lockers are used to secure valuables and personal items. Therefore, **lockers shall remained locked at all times.**

29.5. Students are required to use an approved combination lock and **use only their assigned locker** (no locker sharing).

29.6. 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.

29.7. 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.

29.8 Students participating in a WCA spor will be assigned an additional locker in the gym during the duration of the sport.

30. Lunch

30.1. Students will not be allowed to charge lunch. Parents will be notified to bring in 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.

30.2. Teachers are not allowed to charge lunches for a parent or student.

30.3. Students may bring a sack lunch to school. However, **there is no refrigerator space available to keep items cold.** Lunch boxes should be plain with no cartoon/Hollywood characters, pop stars, or other images that violate Christian principles and standards.

30.4. Sandwich-type items, sodas, snacks, and a limited number of warm-up items will be available for purchase Mondays thru Thursdays in the lunch room.

30.5. 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.

30.6. The school does provide a warm-up service for student lunches. **However, the school will not warm up leftovers.** Items for warm-up must be sealed in the original package and unopened. The cost for warm-up service is **50¢** per item. Students may purchase warmups for the entire year for **\$50**. Students wishing to purchase frozen items from the school lunchroom for warm-up must order the items at the beginning of the school day.

30.7. Student lunch orders may be placed at the **beginning** of each school day.

30.8. All food must be eaten in assigned areas only.

30.9. All students must be familiar with the lunch room rules and responsibilities.

30.10. Respect others while standing in lunch lines.

30.11. Clean up table and floor immediately after eating.

30.12. A separate lunch slip for each student is required.

30.13. All visitors desiring to spend lunch with any WCA student must sign-in at the school office prior to going to the gymnasium. Visitors are limited to parents and immediate family of students. No boyfriends/girlfriends or other teenage visitors from outside WCA are allowed to eat lunch with students without prior permission from school administration and parents.

OFFICE PROCEDURES

31. General

31.1. The school office and records room are off limits to students. They each contain sensitive private student records and at times, high-valued items. It is imperative that these doors remain closed and locked at all times. Entry to these areas is based on official need and requires permission from school administration prior to entry.

31.2. 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.

31.3. 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 items.

31.4. 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.

31.5. Students are not allowed to leave the campus unless specifically authorized by the school administrator. If approved, students must sign in and out when arriving or leaving campus at other than usual school hours.

31.6 Students requesting printing support will be charged \$1.00 (up to four pages), then .25 per page thereafter. The school fax machine is limited to official school use. Student use of fax machine is \$1.00 per fax, maximum of 10 pages per fax.

32. Lost and Found

32.1. A Lost and Found will be maintained throughout the school year. All items must be claimed by the end of each month. Items not claimed, other than WCA uniforms, will be donated to a local thrift store.

32.2. 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.

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

32.4. There will be a token fee of \$.25 for each item redeemed from the lost and found.

33. Office Phone Use

33.1. 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.

34. Pick-up Changes

34.1. 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.

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

35. **Visiting School**

35.1. Parents are welcome in our school and encouraged to visit. Parents and other visitors should never go directly to the classroom, gymnasium, 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.

35.2. Parents desiring to visit a classroom should call the school to set up an appropriate time.

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

35.4. Prior to departing, all visitors will return their badges and sign out in the school office.

PERSONAL APPEARANCE

36. **General**

36.1. 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).

36.2. Extremes in clothing style, apparel, or hair styles will not be accepted. The school administration does reserve the right to determine what is acceptable dress and appearance for school and school related functions.

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

37. **School Uniforms (General)**

37.1. **Parents, PLEASE** ensure your child is appropriately dressed in his full school uniform (e.g., ties tied, belts worn, shirt tails tucked) when he leaves your car in the morning.

37.2. Uniforms must be purchased from Sir Walter Uniforms, Inc. - Everything except the PE shirt (the PE shirt is for sale in the school office.)

38. **Uniforms (All students)**

38.1. All students must be in proper school uniform to attend WCA classes unless given an advanced waiver by school administration.

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

38.3. Students must keep their uniforms neat, clean, pressed, and wrinkle-free.

38.4. Guys' shirt tails will be tucked in at all times whether on church property or in public.

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

38.6. Girls are not to wear Young men clothing accouterments (e.g. ties, jackets) and visa versa.

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

39. **Uniforms (Young men)**

39.1. **High School** (7th – 12th grade)– Monday Wednesday and Friday, young men are to wear either the khaki or navy pants with one of the colored polo shirts (maroon, gray, black, salmon or navy).

Tuesdays and Thursdays, young men are to wear navy blue pants with white or blue embroidered oxford shirts with WCA uniform ties. Shirts may have either the new panther or the old crusader logo. The WCA uniform tie, and PE shirt is available through the school office. All other uniform items must be purchased at Sir Walter Uniforms, Merritt Island. Young men's pants may not be flared or bell-bottom style, nor tight-fitting. Black or dark brown belts (solid color, no braided belts or large, ornate buckles) will be worn. All pants must have belt loops. Socks will be solid black or white only. Non-scuff plain, single-colored, black loafers, or oxford type DRESS shoes (no stripes, designs, etc.), or pure black Skate style shoes, with black laces, with heels less than one inch must be worn. Young men may wear one watch and one ring, but they are not to wear bracelets, necklaces, or earrings of any type.

39.2. **Elementary** (K4 – 6th grade) – Elementary aged young men are to wear navy blue pants with gray polo shirts or khaki pants with maroon polo shirts. There is no certain uniform designated for specific days, but the shirts and pants must only be worn in the combinations above. Elementary Young men may wear solid black, non-scuff, tennis shoes or the same shoes allowed for high school Young men. The same sock, belt, and jewelry requirements for high school Young men apply to elementary Young men as well. All uniform items must be purchased at Sir Walter Uniforms, Merritt Island.

40. **Hair (Young men)**

40.1. Young men Hair is to be neatly trimmed and no more than 1/2 inch in bulk at any spot. Hair is to be off the collar and ears, and above the eyebrow. No excessive hair products, gel, or grease allowed. Sideburns will not extend below the ear opening.

40.2. No spiked, wet, shaggy, quiff, Pompadour, shaved, bowl-cut, "skinhead", "bed head" (disheveled), fad hairstyles, coloring, or cuts with designs are acceptable.

40.3. No facial hair allowed. Young men will be clean shaven.

40.4. Young men's hair must present a neat and orderly appearance

41. **Uniforms (Girls)**

41.1. **High School** (7th-12th grades) - Mondays, Wednesdays and Fridays - Girls will wear khaki skirts with choice of maroon, black, salmon, grey, or navy polo shirts. Tuesdays and Thursdays - Girls will wear navy skirts with gray polo shirt. Skirt hems must be below the knee (easily touching the ground when student is kneeling). Ladies' shirts and skirts will not be tight or form-fitting, and must promote a modest appearance. All uniform items must be purchased at Sir Walter Uniforms, Merritt Island.

41.2. **Elementary** (K5 – 3rd grades) - Plaid Jumper with WCA logo. Hem must be below the knee. White oxford or "Peter Pan" style shirt. Girls must wear solid white anklets, knee socks or footed tights, and shoes as described below. All uniform items can be purchased at Sir Walter Uniforms, Merritt Island.

41.3. **Elementary** (3rd-6th grade) - Girls will wear khaki skirts with maroon polo shirt or navy blue skirts with gray navy polo shirts. Skirt hems must be below the knee (easily touching the ground when student is kneeling). Ladies' shirts and skirts will not be tight or form-fitting, and must promote a modest appearance. All uniform items must be purchased at Sir Walter Uniforms, Merritt Island.

42. **Earrings, Jewelry, Nail Polish**

42.1. Girls may wear stud earrings only (no ornamentation; one earring per ear in the bottom of the ear lobe) for pierced ears. Earrings will not hang below bottom of earlobe.

42.2. Only two rings and one bracelet (or watch) may be worn per arm; no ankle bracelets; no necklaces showing outside blouse.

42.3. Fingernail polish will not be bright or faddish. Light pink, clear, white, blue, maroon (matching WCA uniform color), or pearl colors are appropriate. This restriction applies, but is not limited to black and bright red polish, nail ornamentation, or designs.

42.4. Jewelry and makeup standards apply with athletic and cheerleading uniform as well.

43. **Shoes and Socks** (Girls - All Grades)

43.1. Shoes will be solid black, non-scuff, and must be totally enclosed loafers, oxfords, pump or flat style, with no more than a one inch heel or tennis/gym shoes. No designs, stripes, or other insignia is allowed, to include edge and sole colors.

43.2. Girls may wear plain white ankle or black footie socks (no designs. logos, stripes. etc.).

44 **Hair (All Girls)**

44.1. Girls must keep their hair neat and clean at all times.

44.2. Hair accessories (ribbons, bows, hair pins only) will be black, white, maroon, navy, or a combination of above colors. No ornamentation of any type allowed.

44.3. Hair must be not be dyed in an unnatural color, multiple colors, striped, or cut so short as to resemble a man/male style. No unnatural hair coloring allowed, (Blue, Pink, Green, Fire Engine Red. Etc.)

44.4. 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.

45. **Uniforms for Physical Education (PE)/Recess**

45.1. **Elementary** (K-6th grades): PE uniform t-shirts must be purchased at the school office. Young men will wear solid navy or black, knee length shorts and either the maroon or grey WCA PE t-shirts. Girls may wear solid navy or black, knee length shorts and maroon or grey WCA PE t-shirts. Shorts must be loose-fitting with hems reaching the middle of the knee (touching the ground when student is kneeling). All PE shirts will have the WCA logo. Athletic shoes will be worn with solid white socks.

45.2. **High School** (7th-12th grades): PE uniform t-shirts must be purchased at the school office. Young men will wear solid navy or black, knee length shorts and either the maroon or grey WCA PE t-shirts. Girls may wear solid navy or black, knee length shorts and maroon or grey WCA PE t-shirts. Shorts and culottes must be loose-fitting with hems reaching the middle of the knee (touching the ground when student is kneeling). All high school students will wear appropriate athletic shoes and solid white socks.

45.3. **All:** No jewelry of any type is allowed with the PE uniform. This includes watches, rings, necklaces, earrings, or bracelets. Students are responsible for their own personal items and must secure any items of value in their locker prior to PE class. Girls may wear a hair tie to keep their hair back, but it must comply with WCA standards for color.

45.4. Students not in the proper uniform will not be allowed to participate in PE class unless previously approved by school administration.

46. **Dress Standards for Athletic Team Members on Game Days**

Students will wear the standard school uniform on game days. Athletes may be given permission to wear their team uniform, as deemed appropriate by the WCA administration.

47. **Dress Standards for WCA-sponsored Trips**

47.1. WCA uniform for WCA-sponsored trips will be normal school dress unless other standards are specifically prescribed by the administration.

47.2. Unless otherwise specified by the administration, when traveling **to** WCA away athletic events, players, cheerleaders, and spectator students will wear their appropriate school uniforms.

47.3. When returning **from** WCA away athletic events, student athletes will wear either their uniform or game day dress code uniform.

47.4. Spectator students who ride the WCA bus and/or attend WCA athletic events will wear their school uniform (complete and properly worn).

48. **Coat and In-Class Jacket/Sweater Policy**

48.1. **To and from school:** No oversized garments, trench coats, or other garments with logos or emblems that would convey a message contrary to Biblical standards or damage the Christian testimony of Wade Christian Academy will be worn. However, the **preference** is for solid colors (avoiding bright colors or busy patterns) and no sweatshirts or pullovers. Students will remove their coats/outer garments immediately upon entering WCA facilities and store them in their locker, during the school day.

48.2. **In class:** 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) or navy blue jackets can be purchased at Sir Walter Uniforms, Merritt Island. Cardigans and jackets will have the WCA logo and are the only outer garments authorized to be worn during the school day.

49. **Cold and winter weather clothing policy**

49.1. **Cold** days are defined as any day where the temperature is below 50 degrees when school starts (8:30am) or the high does not exceed 65 degrees during school hours (8:30am – 3:30pm).

Students will be allowed the following on these days:

49.2. **Young Men:** Young men will be allowed to wear a jacket outside if necessary.

49.3. **Young Ladies:** Young ladies will be allowed to wear “leggings” on cold days. Legging color must correspond with the scheduled uniform skirt color for that day. Dark colors with dark skirts and light colors with light skirts. Young ladies may wear thicker socks. Socks must be a solid dark color or white. Proper school shoes should be worn at all times. No exceptions. Young ladies will be allowed to wear a jacket outside if necessary.

49.4. **Winter weather** days are defined as any day where the temperature is below 40 degrees when school starts (8:30am) or the high does not exceed 55 degrees during school hours (8:30am – 3:30pm).

Students will be allowed the following on these days:

49.5. Young Men: Young men may wear coats or jackets (no hooded jackets or sweaters) on cold days. Coats/Jackets that are worn to school need to be a solid color or as close to a solid color as possible. No writing is to be on the jacket (i.e. brand names, logos, team names, etc.). There will be no exceptions. Students will be allowed to wear coats/jackets on cold days in class. Students will be allowed to wear the jacket outside if necessary.

49.6. Young Ladies: Young ladies will be allowed to wear “leggings” on cold days. Legging color must correspond with the scheduled uniform skirt color for that day. Dark colors with dark skirts and light colors with light skirts. Young ladies may wear thicker socks. Socks must be a solid dark color or

white. Proper school shoes should be worn at all times. No exceptions. Students not in compliance will be required to take these socks off. Ladies will be allowed to wear coats/jackets on cold days in class. Students will be allowed to wear the jacket outside if necessary.

49.7. (No hooded Jackets or sweaters allowed) Coats/Jackets need to be a solid color or as close to a solid color as possible. No writing is to be on the jacket (i.e. brand names, team names, etc.). There will be no exceptions. Students not found in compliance will be required to turn in their jacket to the school office and can take it home at the end of the day. Jackets must be worn properly at all times. Appropriate navy sweaters and jackets can be purchased at Sir Walter Uniforms, Merritt Island.

49.8. Items such as gloves, hats, scarves, etc. are not to be worn in the school building but are acceptable for outside activities. All other garments/jackets/coats etc. will be left up to the administration's discretion.

50. Textbooks

50.1. Most textbooks are paperback. Paperback textbooks and workbooks will normally become the property of the student at the end of the school year.

50.2. 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.

50.3. 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.

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

51. SPORTS ELIGIBILITY

51.1. Participating 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:

51.2. **Eligibility**: All progress reports and report cards must be signed by parent and coaches. A student athlete who has a failing grade in any subject on a progress report will not participate in any games for one week. Eligibility is re-established if the grade is brought up to passing by the end of the week. If not eligible at the end of that week grades will be checked again the following Friday. A student athlete who has a failing grade in any subject on a report card is ineligible for three weeks. Eligibility is re-established if the grade is brought up to passing by the end of the three-week ineligibility period. During the ineligible 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. Ineligible athletes will not travel to away games but are required to attend home games. They are to dress in regular school uniform.

51.3. General **Rules for Eligibility**: Students will be allowed to participate in athletics only if **all** the following apply:

- * 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.
- * Student has on file, a physical examination 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. Otherwise, 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. All other eligibility rules apply.
- * A student's behavior in class will be considered grounds for ineligibility if deemed appropriate by the coach, administrator, and athletic director, as follows:
- * **Discipline:** Students who fail to serve any imposed detention or suspension are ineligible to participate until served.

STUDENT STANDARDS OF CONDUCT

52. General

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).

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.

52.1. 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 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).**

52.2. 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 in automobiles in the school parking lot). Behavior should be above reproach.

52.3. 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.

53. Elementary School Discipline (Philosophy and Procedures)

53.1. Children need boundaries and consistent leadership to achieve their highest potentials. God's Word gives a number of 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 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 and as directed. We want to maintain a school environment that is safe, friendly and productive.

53.2. 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.

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

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

54. Elementary School Discipline (Policy & Procedures):

54.1. Elementary teachers have appropriate systems of rewards and discipline commensurate with their grade level, but may at any time use a referral slip. This referral will result in appointment with the administrator, for or some other appropriate form of discipline.

54.2. All office referrals will be recorded on a student referral form and filed in the student's permanent record. A copy will be sent home to the parent/guardian. Parents/guardians must sign each referral slip and return it to school the next day. If the situation warrants, a call will be made to the parents from the administration.

54.3. After 3 referrals, the student enters disciplinary probation period of two (2) weeks and the administration will set up a conference with the child's parent(s) and the teacher.

54.4. At 10 referrals, the record will be reviewed by the teacher and principal. A parent-teacher-administrator conference will be held and a suspension determination will be made.

54.5. At 15 referrals, the student is eligible for expulsion. The student's disciplinary records be reviewed for further consequences including the possibility of expulsion.

54.6. Any single serious offense (i.e. fighting, threatening students or faculty etc.) could immediately categorize the student for immediate suspension.

54.7. Refusal to serve an assigned suspension is grounds for expulsion.

54.8. Refusal to serve an assigned detention is grounds for a suspension.

54.9. As the WCA student represents the school at all times, both on and off campus, it should be understood that conduct which brings discredit to the student, his family, the testimony and stature of the school and its community, and the Lord Jesus Christ may also result in disciplinary action by the school.

55. Threatening Student Behavior, Harassment, Intimidation, Bullying, etc.

It is the mission of Wade Christian Academy to provide a safe, Christ-honoring learning environment. Bullying, harassment, intimidation, and/or threatening other students, verbally or physically, are behaviors not compatible with our standards and are also contrary to God's commands. Therefore, any student attitude, action, or activity, (verbal, written, or cyber) which evidences a threat or interest in harming or intimidating another student, or adult either on or off campus will be viewed as a potentially serious behavior problem. Such behavior and/or attitude are unacceptable and will be immediately addressed through established school discipline and guidelines, which include, but are not limited to, suspensions or expulsion.

55.1. Reporting Possible Abuse. Students have the right to learn and work in an environment free from abuse, intimidation, or fear. Any student who feels threatened or abused, either verbally or physically, whether by a teacher, staff member, volunteer, adult, or fellow student should report such activity. Students may report incidents directly to any teacher, school staff member, or administrator without fear of retaliation. Students may also make reports directly to the appropriate authorities outside of school channels; specific reporting instructions are posted on the school bulletin board just outside the school office.

56. High School Discipline (Philosophy and Procedures)

56.1. One of the main purposes of a Christian school is assist parents in training young people in Godly character. WCA is not a reform school. For discipline to be effective, it must be based on Biblical principles. 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.

56.2. 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)
- It is a time of restitution (Exodus 22:1,4; Lev 6:5, Luke 19:8) and/or restoration (Gal 6:1).

56.3. The student should reflect on his misbehavior and desire to modify his conduct so as to avoid being disciplined again.

56.4. Students are expected to follow all rules or procedures with a good attitude and respect for those in authority.

56.5. High school behavioral issues will normally result in a referral to the school administration, depending on the severity of the behavior, as follows:

- A. Administrative issues (e.g., uniform discrepancies, tardiness, etc.) will be referred to the school administration for action.
- B. Minor behavioral issues (e.g., minor class disruption, attitude, etc.) will initially be handled by the classroom teacher.
- C. Significant behavioral issues which teachers are unable to resolve will be handled by school administration. Behavior that rises to the attention of school administration will result in a parent

conference being scheduled between the student, parents, school administrator, and teacher (if applicable).

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.

57. Discipline (Policy and Procedures)

57.1. Teachers have primary responsibility for maintaining good order and discipline in their classrooms.

57.2. If a student fails to positively respond to discipline administered by their classroom teacher, they will be referred to the school administrator.

57.3. For minor classroom disciplinary issues the student will receive the following corrective action from the teacher:

A.) Non-verbal warning (A tap on the desk, making eye contact, motions etc.)

B.) Verbal warning (The teacher will verbally warn or correct the student.)

C.) Direct warning (The teacher will clearly warn the student that any further misbehavior in class will be grounds for a referral to the WCA administrator for discipline, Furthermore, the teacher will write the student's initials on the board to help serve as a reminder to the student.)

D.) Sent out of class with a written referral to the WCA Administrator for further discipline.

57.3. Parents will be notified any time their child is referred to the School Administrator,

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

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

57.6. Permanent discipline records will be maintained on each student.

58. Basic Classroom Department

58.1. 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).

58.2. Students may not leave their seat without permission.

58.3. No passing, reading, or writing of notes allowed.

58.4. No homework from other classes may be done during class period without permission from a teacher.

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

58.6. No item will be thrown in the classroom.

58.7. Students must be seated in their classroom and ready for instruction (not running in the door) when the bell rings or they will be considered tardy to class.

58.8. No gum is allowed on school property.

58.9. No food or drink is allowed in classrooms.

58.10. 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.

58.11. Students are not to touch or otherwise handle each other or engage in horseplay.

58.12. Students are expected to treat the administration, staff, and teachers with proper respect and will not touch or disturb anything that is in or on a teacher's workspace, including their desks, storage containers/file cabinets, and podiums/lecterns.

58.13. Students must care for school property. Students will not deface or write on school property. Students must sit in chairs properly and use tables correctly.

59. Disciplinary probation

59.1. At the WCA Administrator's discretion a student who commits a major handbook violation, or who has received more than 10 minor referrals over the course of a semester may be placed on disciplinary probation.

59.2. Student's that will be placed on disciplinary probation. Disciplinary probation will last for two weeks. Students on disciplinary probation will be suspended from extra-curricular activities including a minimum of 1 game for athletic competitions. Students on disciplinary probation due to major rule infractions may be excluded from field trips (i.e. Beach/Zoo Days, etc.). If a student placed on disciplinary probation receives any additional referrals during their probationary period, they will receive a reverse detention and have to arrive at WCA at 7:00 AM, on a given day to serve the reverse detention, and an additional week of disciplinary probation.

60. Referrals

Students may, at their teacher's discretion, be issued a referral for each of the following offences, as applicable (no warning required):

60.1. Entering another student's locker, without permission

60.2. In the hallway during class period, without a hall pass

60.3. Unkind or hurtful speech or action towards another student

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

60.5. Bringing, listening to or using a radio, mp3, iPod, computer, camera or other electronic device to school (cameras are only authorized for yearbook activities). (Exceptions may be made by the School Administrator if the computer is used for virtual classes, dual-enrollment, or other authorized courses.)

60.8. Unauthorized entering of a building or classroom

60.9. Horseplay/misbehavior in church, chapel, gymnasium; excessive noise in hallways

60.10. Significant church absences

60.11. Cheating

60.12. Bullying

60.13. Cutting class

61. Severe Infractions

Certain infractions are considered egregious and the student may be removed from class and may be suspended or expelled from school pending disciplinary conference with the parents and the administrator and/or pastor. A student that commits a Severe Infraction will have their discipline record immediately referred to the WCA Disciplinary Board (FBCSB Deacon Board). All class work that is due during the hours that the student is suspended will be a zero (0). Quizzes and tests that are missed because of suspension will be a zero (0). Major projects due on that day (science projects, book reports, research papers, etc.) will receive a one-letter grade deduction. Students will be counted as absent unexcused from the classes they miss due to their suspension. Students that are suspended because of a Severe Infraction will be exempted from extra-curricular activities and will be removed from athletic teams and not be allowed to sit on the bench during athletic contests for the remainder of the season.

62. Severe Infraction List: (This list is not exhaustive)

62.1. Vandalism or any willful defacing or destruction of church or school property or personal property of a staff member.

- 62.3. Threatening (verbally or physically) a staff member.
- 62.5. Fighting with or assault against another student. Assault is using physical force with intent to cause bodily harm.
- 62.7. Participating in a cheating scheme, whether it is completed or not.
- 62.8. Any action that displays an extremely rebellious spirit which is detrimental to the spirit and atmosphere of WCA.
- 62.9. Theft.
- 62.10. Recklessly endangering the safety and wellbeing of either staff members or other students.
- 62.11. Refusing to serve an assigned detention.

63. Expulsion List (This list is not exhaustive)

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

- 63.1. Distributing drugs or other illegal substances, including alcohol.
- 63.2. Fornication, immorality, homosexual act, fathering or bearing a child, whether brought to full term or not.
- 63.3. Attending a school prom, whether public or private school.
- 63.4. Use of alcohol, marijuana, or any type of illegal drugs.
- 63.5. Possessing or viewing any pornographic material on any media such as magazines, TV, movies, Internet, etc.
- 63.6. Bringing a knife, or any type of weapon, to school.
- 63.7. Striking, or attempting to strike a staff member.
- 63.8. Committing a felony.
- 63.9. Refusing to serve an assigned suspension.

64. Destruction or Defacing of School Property

- 64.1. In addition to the discipline standards outlined above, students are responsible for repairing or paying for the repair of damage they cause to school property.
- 64.2. 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.

65. Driving on Campus

Older students who drive to school must realize driving on campus is a privilege, not a right. Only students with driver's licenses or permits are allowed to drive on campus. 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. Students who park their cars on campus may not visit their cars during school. Students must have a Student Car Registration Form on file in the school office.

66. Off Limits Areas

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

- The School Secretary and Administrator Offices
- Teachers' desks, cabinets, briefcases, folders, files, or other personal items
- Restrooms designated for members of the opposite sex
- Student Lockers (other than your own)
- 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

67. Social Media Policy

Students placing information on the 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 the 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 web site in their name will be dealt with seriously. Students who post inappropriate material on personal web sites will face administrative discipline. Any student who operates a personal online website or contributes to a blog must register the website/blog with the Youth Pastor (Example: Facebook, Instagram, Snapchat, etc.) The social media account must be registered upon its creation. Any student, including home school students, found with an unregistered social media account will be subject to disciplinary action. Postings found with material that is deemed inappropriate to the purpose and mission of Wade Christian Academy may incur disciplinary action, including ineligibility to attend Wade Christian Academy.

68. 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:

68.1. 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.

68.2. 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 GPA. The reasons are the differences in curriculum, lower academic standards, lack of biblical integration, and a worldly educational philosophy.

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

69. Dual Enrollment / College Courses

69.1. Dual Enrollment gives high school students an opportunity to take certain college courses and earn college, as well as, high school credits for those courses. Eastern Florida State College (EFSC) offers dual enrollment classes at their campus just south of our school.

69.2. The Academic Dean must approve all requests for dual-enrollment.

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

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

69.5. 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.

69.6. The scheduling of Dual Enrollment classes must not prohibit students from taking required WCA core classes.

69.7. 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.

70. 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.

71. WCA Search Policy

71.1. Prohibited Items

71.1.1. 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.

71.1.2. 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 allowed lunch or snack food.

71.2. Searches

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

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

71.2.3. 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, 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, office space, cell phones, PDAs, computers, vehicles, etc.).

71.2.4. 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.

WCA STAFF & FACULTY

Dr. C.M. Rhodes — B.S., D.D., L.H.D., Hyles-Anderson College, Berean Baptist College. Pastor, First Baptist Church of South Brevard; School Chancellor

Mr. Jonathan Callahan — M.S. Educational Leadership, Pensacola Christian College; B.A. Humanities, Pensacola Christian College; School Administrator

Mr. Ed Buchanan — M.S. Education, Montana State University; B.S. Occupational Education, Wayland Baptist University; Academic Dean

Miss Laura Jones — M.A. Missions, Crown College of the Bible; B.S. Elementary Education, Crown College of the Bible; Second Grade Elementary Teacher

Miss Mindy Bailey — B.S. Elementary Education, Tennessee Technological University; High School Science Teacher

Mr. Matthew Towberman — MBA Liberty University, BS Mathematics Education Pensacola Christian College; High School Math Teacher

Mrs. Jimena Croy — B.S. Elementary Education, East Gate Baptist College; A.S. Elementary Education, Commonwealth Baptist College; Kindergarten Teacher

Mr. Michael Croy — B.S. Pastoral Theology, Hyles-Anderson College; Physical Education Teacher

Mrs. Elizabeth Johnson — B.S. Christian Education, Southeastern Free Will Baptist College; Third and Fourth Grade Elementary Teacher

Mr. Andrew Good — B.S. Pastoral Studies, Hyles-Anderson Christian College; High School Bible Teacher

Miss Christiana Burley — B.A. Youth Ministry, Crown College of the Bible; High School Math Teacher

Mrs. Sheri Rockwell — M.S. Educational Leadership; B. S. Elementary Education, Pensacola Christian College; Fifth and Sixth Grade Elementary Teacher

Mrs. Nancy Scott — M.A. Education, B.S. Elementary Education; Hyles-Anderson College; First Grade Elementary Teacher

Miss Ameleigh Strobel — B.S. Missions, Crown College of the Bible; High School English and Literature Teacher

Mrs. Anna Rhodes — WCA Administrative Assistant

Mr. Webster Rhodes — Athletic Director, FBCSB Youth Pastor

Mrs. Roberta Buchanan — Fund Raiser Coordinator, Yearbook Editor

Melissa Bertrand — Lunch Services

Mary Brown — Custodial Services

Jody Dye — Financial Secretary