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**WELCOME TO THE WARNER FAMILY**

Welcome to Warner Christian Academy. As we assist you in providing a Christ-centered education for your children, let us strive to maintain a cooperative relationship between the home and the school. As children see their family and school working together, only then can the task of education be successful.

This handbook has been compiled to assist you in obtaining basic information regarding the school year and life at Warner. An index and table of contents are provided to direct you in quickly securing information related to such details as school dress, absence procedures, finances, discipline, etc.

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**ACCREDITATION**

Warner is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). All full-time faculty above the preschool level have college degrees and are certified by ACSI and/or the state of Florida. For professional improvement and enrichment, teachers are required to earn Continuing Education Units (CEUs) on a regular basis as life-long learners. All WCA faculty and staff are born-again Christians and actively involved in a local Bible-believing congregation.

## HISTORY OF WARNER CHRISTIAN ACADEMY

Warner Christian Academy began as a vision of White Chapel Church of God **Pastor, Dr. Maurice Berquist**. He desired a school that would provide a Christ-centered education to as many children in Volusia County as possible. One of Dr. Berquist's goals for the school was to train up 1000 Christian leaders to send out into the world.

In September, 1971, the doors to the first grade opened in the original wooden church building and soon thereafter a Day Care Center was added. It was painted red and called "The Little Red School House." That first year Warner Christian Academy, which was named after the founder of the Church of God Reformation Movement (Anderson, IN), **Daniel S. Warner**, had 20-30 day care children and nine first graders. **David Black** was the first principal, and his wife **Martha** served as the first teacher. Originally the plan was to add a grade each year, but in response to the community demand the school expanded through grade nine with 228 students in 1972. By 1973, Warner had 440 students, new classroom buildings were completed and the athletic program was added. There was a very deep feeling of commitment by all those involved in this new Christian ministry and outreach for Daytona Beach. During the mid-1970s, the drive-in theater located south of the church-school campus was purchased to provide for the growing high school and athletic program.

After pastoring for 20 years at White Chapel, **Pastor Berquist** accepted the call to a new ministry. **Rev. R. Dale Whalen** followed in leadership. He was instrumental in the growing efforts of our present day care facility in 1980. **Pastor Whalen** also initiated the development of the secondary facilities in 1981. At that time, enrollment was nearly 1,000 and the need for larger facilities was evident. After the arrival of Pastor A. Marvin Cain, the students, faculty, and staff all helped to move into the secondary building in January 1986. **Mr. Renwood Bruning**, Headmaster from 1985-1990, also initiated our first mission trips to St. Kitts and Nevis.

**Pastor Roger Stamper** served as President of WCA from 1989-1991 until **Dr. Russell L. Richards** arrived to become the new Headmaster in 1991. **Pastor Kerry Robinson** filled the position of President of WCA during his pastorate at White Chapel Church of God from January 1991-1996. The memorial gazebo was erected during this time. In 1997, **Rev. Tommy Dove** became Senior Pastor and President of WCA. He brought **Dr. Sam Smith** on board as Headmaster in 1998. Dr. Smith expanded our NILD Discovery program. Our present Superintendent, **Mark W. Tress**, arrived in 2008 to assume leadership of WCA along with Pastor **Steve Birch**, Senior pastor of WCCG. The Virtual Center became a reality in 2009 under Mr. Tress' leadership.

We thank God for His faithfulness in providing students, teachers, staff and the necessary finances during these years. We look forward, with great anticipation, to the way in which He will direct the expanding outreach and the continuing growth of Warner Christian Academy.

## STATEMENT OF FAITH

*We believe...*

- The Bible to be the inspired and only infallible authoritative Word of God (2 Peter 1:20-21).
- There is only one God, eternally existent in three persons: The Father, Son, and the Holy Spirit (Jude 1:24-25).
- In the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 17:1-3; Romans 1:3-4; Philippians 3:10-11).
- That people are sinful by nature and that regeneration by the Holy Spirit is essential for salvation (Romans 3:23).
- In the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life (Acts 24:14-15).
- In the resurrection of both the saved and the lost. Those who are saved unto eternal life, and those who are lost unto eternal damnation (Galatians 6:10).
- In the spiritual unity of the believers in our Lord Jesus Christ (John 17:11).
- In the creation of man by the direct act of God (Genesis 1:26-27).

- That the church is the body of believers with the mission of preaching and teaching the Gospel of salvation to the world (Matthew 28:19).
- That marriage is a holy union between one man and one woman as ordained by God (Matthew 19:4-6).

## THE WARNER VISION

Warner Christian Academy's purpose and philosophy are based upon a Christian worldview holding that God is the Creator and Sustainer of the universe, the ultimate reality and the source and essence of all goodness and truth. God has revealed Himself through nature, circumstances of human life and history, but most explicitly through His Son, JESUS CHRIST, as revealed in Holy Scripture, the Bible. The highest good is realized in the exercise of His will and on the part of man in conformity to that will (John 3:16).

The ultimate objective of Christian education must be to help young people realize their full potential as human beings in God's perfect will for their lives. Each student must be helped to become the "perfect," that is, whole, complete or fully equipped person in Christ. Accomplishing this objective involves witnessing to and winning the lost child to Christ, providing for intellectual growth and development through academic studies, providing opportunities for social activities consistent with biblical, moral and spiritual values, and providing for wholesome physical exercise and development (II Timothy 3:16-17).

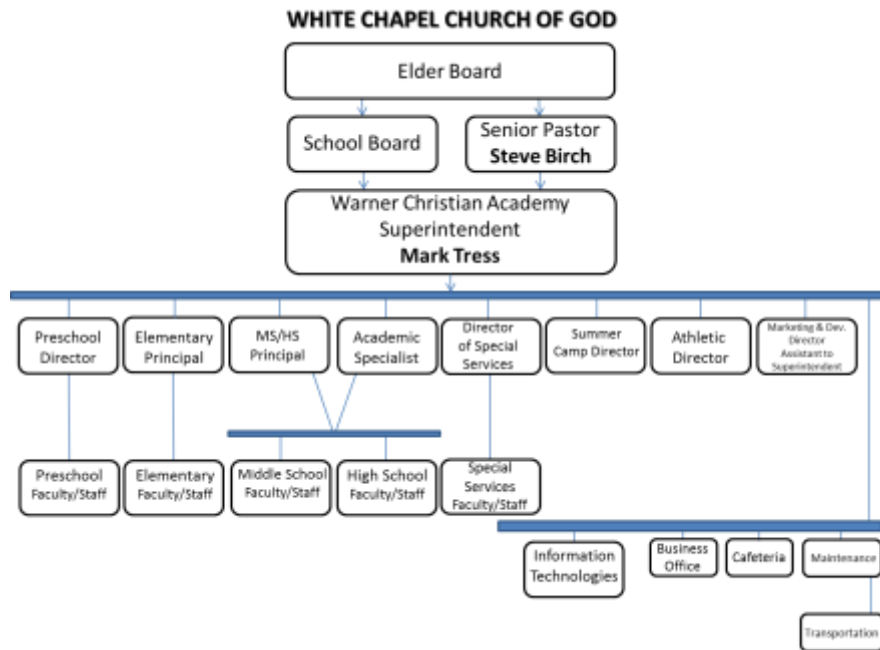
As ultimate reality and truth, God sets standards by which value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word; therefore, Christ and the Bible must be central to every subject or activity. This means that the biblical viewpoint must permeate the entire school program, including curriculum, co-curricular activities, athletics, business and the interpersonal relationships of all those associated with the school (Colossians 3:17).

A Christian teacher with a Christian philosophy of education teaches science as God's creation, geography as God's handiwork, history as God's dealing with nations of the world, mathematics as a glimpse of God's orderliness and absolute truth, physical education and health as our responsibility in caring for God's temple, music and the arts as God's beauty and tools for worship, and reading skills as an opportunity to understand God's Word. All of this will help the student relate to everyday living and contribute a positive influence for JESUS CHRIST (Colossians 1:17).

WCA joins with parents and the church in partnership to help train and develop children to realize their fullest potential as God's creation. Warner attempts to meet its responsibility in this partnership by providing a quality education that emphasizes basic skill mastery to equip each to be a contributing, functioning adult in today's society. It seeks to maintain a Christ-centered, spirit-controlled, Bible-based, pupil-oriented environment. Discipline is developed within the framework of biblical precepts, including emphasis on love of country and respect for others. It is believed that the consistent implementation of this philosophy will provide for the optimum spiritual, academic, social and physical development for each. Warner requires all teachers and staff to be committed, born-again Christians (James 3:1).

## ORGANIZATION

Warner Christian Academy is an integral part of the ministry of White Chapel Church of God and operates under its constitution and under applicable state and local school policies. A Governance Board comprised of members of White Chapel meets regularly; and although not involved in daily school operations, employs the Senior Pastor to whom the WCA Superintendent reports.



**ADMISSIONS**

WCA has four school divisions: Preschool (K2–K4); Elementary (K5-5); Middle School (6-8); and Senior High School (9-12). **WCA believes that a constructive working partnership between the school and parents or guardians is essential to the accomplishment of the school’s purpose.** The school accordingly reserves the right to terminate or not renew a student’s enrollment contract if the school reasonably concludes that the actions of the student, parent, or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school’s accomplishment of its purposes.

**RETURNING STUDENT ADMISSIONS**

To maintain enrollment status, qualifying students may re-enroll each spring. At the conclusion of the re-enrollment period, the privilege to reserve spaces cannot be guaranteed.

Students are evaluated at the end of each year for eligibility to re-enroll. Academic progress and discipline are the major criteria administration uses in this evaluation. An outstanding tuition balance or poor payment history may cause a family to be ineligible for re-enrollment.

**ACADEMIC POLICIES**

**GENERAL ACADEMIC PHILOSOPHY:** Our academic program has been constructed to enable students of average or above-average ability to learn and grow intellectually. The teachers’ responsibility in the learning process is to plan and prepare carefully the material to be learned. Teachers will present material in an interesting, positive manner, attempting to motivate and excite students and integrating scripture and spiritual principles into the lessons. Finally, teachers will hold students accountable for learning the material by testing or evaluating in some form. The students’ responsibility is to be present and attentive in class, maintaining an open mind and willing spirit toward the subject and the teacher. Students are to complete faithfully all assignments on time and to prepare diligently for tests or other types of evaluations. Parents are responsible to support teachers and to help students by providing for a study time at home, helping with homework as needed, keeping in touch with teachers if there is a problem, and holding their children accountable for performance at school.

**CURRICULUM:** We select curriculum and materials that best meet the need for quality academics, realizing that all secular sources of information are supplemented in scope and context by Christian instructors.

## ELEMENTARY CONTENT AREAS

Bible	Spelling	Music
Math	Social Studies	Physical Education
Reading/Phonics	Science/Health	Spanish
Language Arts	Penmanship	Art

**DISCOVERY PROGRAM:** WCA's Discovery program, associated with the National Institute for Learning Development ([www.NILD.net](http://www.NILD.net)), is dedicated to meeting the needs of students identified with a learning deficit. Generally, students in Discovery have average and above average abilities yet have difficulty with academic performance. The Discovery Program is a cognitive educational therapy that works to remediate specific processing deficits that have been identified through academic and cognitive testing. This program provides individual educational therapy for students during the school day with a trained educational therapist.

Students with diagnosed learning deficits can be given accommodations and/or modifications in their classroom instruction (modifications, a change in curriculum, will be denoted on transcripts). Modifications are only available through eighth grade.

**TEXTBOOKS:** All textbooks are the property of Warner Christian Academy; however, the safekeeping of assigned books is the students' responsibility. **Hardback books are required to be covered for the school year with non-permanent paper or cloth covers. Contact paper is not acceptable.** Students who damage or lose books will be responsible to cover the cost of the repair or replacement. *Once a lost book is paid for, a replacement book will be issued.*

**CLASS STRUCTURE:** Elementary K5-3<sup>rd</sup> grade classes are self-contained. Fourth and fifth grade are departmentalized.

## GRADING

### Grades K5

S+ = Strong	N = Not on Grade Level
S = Satisfactory	/ = Not taught yet
S- = Needs Improvement	

### Grades 1 & 2

S+ = Strong	N = Needs Improvement
S = Satisfactory	U = Unsatisfactory
I = Shows Improvement	* = Not meeting Grade Level Requirements

### Grades 3 - 5

#### ACADEMICS

A = 90-100	Excellent
B = 80-89	Above Average
C = 70-79	Average
D = 60-69	Below Average
F = 0-59	Failing
I =	Incomplete

#### CONDUCT AND EFFORT

O = Outstanding
S = Satisfactory
I = Shows Improvement
N = Needs Improvement
U = Unsatisfactory

**DEAN'S LIST AND HONOR ROLL:** Excellence in academics has always been given a high priority at Warner Christian Academy.

### GRADES 3 – 6

**Dean's List:** A's in all major subjects and at least a B in non-major subjects such as music. Handwriting, Spanish, Art, Physical Education, Conduct and Effort grades must be O, S or I.

**Honor Roll:** A's and B's in all major subjects and at least a B in non-major subjects. Spanish, Art, Physical Education, Conduct and Effort grades must be O, S or I.

**HOMEWORK:** The purpose of homework is to reinforce skills that are being taught in the classroom. Completing assignments and submitting them as directed by the teacher is vital to academic progress. Except in extenuating circumstances, late homework will receive 50% credit and will still need to be made up. "On time" means at the beginning of the class in which it was assigned. When it is necessary for students to be absent for an extended period, parents should call the elementary office and request that homework assignments be made available. **The assignments can be picked up at the end of the day in the elementary office if requested by 8:30 AM.** It is the student's responsibility to turn in make-up work upon their return to school. The classroom teacher will determine the due date for all make up work.

**INCOMPLETE GRADES:** If a student has been absent for an extended period of time or has not fulfilled the required coursework, an Incomplete ("I") grade may be given on the report card. Incomplete work must be finished within two weeks of the issuance of the report card. If this is not done, the "I" becomes an automatic "F." If the "I" is assigned at the end of a school term, it automatically becomes a failure at the end of two weeks. In unusual hardship cases the teacher may get permission from the Principal to give an extension of time. **It is the student's responsibility for completing the work on time.**

**SUSPENSION GRADING PROCEDURES:** All work (including tests) is to be made up for students who are assigned suspension. The makeup work will receive half credit. Work not submitted on time as designated by the teacher or administrator will receive a zero percent.

**PROMOTION STANDARDS:** A student can be retained after consultation with the parent. Retention should be based on several factors, but the primary factor is the student's welfare. Most retentions should take place in grades K-5, 1 and 2, and are at the discretion of the school.

In order to be promoted in third through fifth grades a student must have a cumulative grade point average (GPA) of 2.0 in Bible, Language Arts, Mathematics, Reading, Science, and Social Studies with no final average grade of F in any of the six core subjects. Students with diagnosed learning disabilities can be given accommodations in their elementary classroom instruction. Enrollment in the Discovery Program is limited by availability.

## PARENT/SCHOOL COMMUNICATION

**GRADE REPORTS:** Grade reports are issued at the end of each nine weeks (See web calendar for dates). Parents are to sign and return the report to the homeroom teacher within (3) days of it being issued.

**RENWEB:** RenWeb is an Internet-based school management system that embraces the various needs of administration, staff, teachers, students and parents. RenWeb's Parent Web is a private and secure website that allows students and parents to view information such as attendance, daily grades, progress reports, homework, missing assignments, school calendar, family directory, teacher websites and other useful school information. It is the parent's responsibility in partnering with WCA to regularly (weekly) check RenWeb for their child's grades and assignments, as well as keep in touch with their child's teachers. Elementary lunches can be paid online through RenWeb.

**PARENT ALERT:** In an effort to improve communication between parents and WCA, we have instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late starts. This service may also be used from time-to-time to communicate general announcements or reminders. It is very important for parents to keep their phone numbers updated.

**CONFERENCES:** A parent-teacher conference day is scheduled after the first quarter to discuss your child's academic progress. If at any time you wish to talk to a teacher, please call the office and leave a message for the teacher or e-mail the teacher to schedule an appointment.

**LIBRARY/ MEDIA CENTER:** Use of the library will be supervised by classroom teachers, a parent volunteer, or the librarian. In kindergarten through 3<sup>rd</sup> grade, library books are due one week after they are checked out. Fourth and fifth graders have two weeks to return library books. Some reference books will be available for one-day check out. Students will not be able to check out books until their overdue books are returned and the fines paid. Lost books must be paid for or replaced. Report cards may also be held for outstanding fines. Books must be returned by 3:00 on the due date in order to be on time. There is a book drop box outside the elementary library door to use if the library is closed. The library is closed the first week of school and the last two weeks of school. The library may also be accessed online through our website at [www.wcaeagles.org](http://www.wcaeagles.org).

**HELP SESSIONS:** Elementary teachers provide weekly help sessions. Parents may request a Help Session and Students may attend voluntarily. However, students receiving F's on report cards will be required to attend each week until released by the teacher.

**SUMMER SCHOOL:** A tutoring program is usually available for students. The program is two-fold in purpose: (1) to enhance the student's academic growth and (2) to remediate weak or problem areas.

**TRANSCRIPTS:** It is the policy of the school not to release official transcripts or records directly to students or their parents. When transferring to a new school, Warner requires a written release from the student's parents to mail all cumulative records directly to the next school. A transcript will not be released unless all financial obligations are current.

## ATTENDANCE

Regular attendance is required for all students. **Regular attendance is defined by the laws of the State of Florida as the actual attendance of a pupil in the class or on an educational trip that constitutes part of the school-approved instructional program.** Parents are responsible for the child's school attendance; and whenever their child is absent, they must provide a **signed note explaining the cause** of the absence.

Warner Christian Academy has established the following policies pertaining to absences.

Students and parents are asked to do the following:

- Provide specific written medical, dental, or court validation to the office immediately upon returning after an absence.
- **Absences must have written documentation or signed note from parent within one week of return to school stating date and explaining the cause of absence to be considered excused.**
- Students arriving after 8:00 AM are to sign in at the office.
- All students are required to sign out in the School Office when leaving school early for the day. Students may be checked out during the day for the following reasons: doctor or dental appointment, medical emergency, illness or other legitimate causes as determined by the faculty and/or administration.
- Parents with advanced knowledge of their children's absences should notify the elementary teachers in writing. At this time permission will be granted to obtain class work prior to the absence – if practical or possible.
- School sponsored activities, whether on or off campus, do not count as an absence.
- Students absent for an extended period of time may be withdrawn from school after 15 days of unexcused absence provided that reasonable means of notifying the parent have been made (phone, letter, or personal visit), and there has been no acceptable parent response by the end of the 15<sup>th</sup> day.
- Any student who has a record of skipping or truancy may be asked to leave Warner Christian Academy.

### EXCUSED ABSENCES

- **An excused absence requires a note from the parent or guardian provided to the school within one week of a student's return** following the absence. All absences are recorded as **Unexcused until the written documentation is received and approved in the office.** Illness, emergency family situations, or other legitimate causes, as determined by the faculty and/or administration will be excused absences.
- Medical or dental appointments should be made after school; however, if these arrangements cannot be made, students will be excused from school for these appointments provided they bring an **official medical excuse.**
- If students miss more than 3 hours during the day, they will be recorded as being 1/2 day absent. Notes are required the day after students check out early.
- Family outings and trips **if arranged in advance according to school policy** (see Advanced Assignments) may be excused. This **does not** include achievement testing week. See calendar for dates. Family outings should not be planned during achievement tests. Only extreme emergencies will be excused. Vacations are not considered emergencies.
- Missed assignments and tests must be made up as soon as possible upon returning to school. Generally, students will be **allowed one day** for each day absent to get homework turned in and tests taken. If the



teacher feels a student has sufficient advance notice of tests, the student must make up the test the day he returns. The classroom teacher will determine the due date for all make up work.

- If a student is absent two or more days, parents may call the school office to obtain assignments. **These calls need to be made by 8:30 in the morning if you want to pick them up by 3:00. Otherwise, you may pick them up the following day.**

## UNEXCUSED ABSENCES

- Any absence without the knowledge and consent of parents and/or school constitutes truancy and is unexcused.
- Missing all or part of a class period without specific verbal or written permission from the administration is skipping.
- An absence which may occur with permission of a parent, but not acceptable to school personnel as a justifiable reason to be absent from school is **unexcused**.
- Students may not leave the school grounds during school hours unless they sign out in the school office. Failure to follow this procedure will result in an unexcused absence and will be treated as skipping.
- Students with unexcused absences will be expected to make up their work even though they will not receive full credit. Continual unexcused absence may result in the student failing the quarter or being asked to withdraw from the school.
- Suspensions will be classified as unexcused absences. Students will be expected to make up work. Suspension make-up work will receive half credit. Work not submitted on time designated by the teacher or administration will receive a zero percent.
- Notes to excuse absences are to be brought the day a student returns to school. If no note is brought, an unexcused absence with its academic penalties will be assigned. The absence can be changed to excused if a note with an **excusable reason** is brought the next day. Such notes will be acceptable up to a week after the student returns to school; but after a week, a note may not be acceptable and the absence will remain unexcused.

## TARDIES:

- All students have the responsibility to arrive promptly to their scheduled class.
- Students are considered tardy whenever they reach the classroom after the 8:00 bell.
- If students arrive at school before 11:00 they will be considered tardy for the day. If arrival is after 11:00, they will be considered absent for 1/2 day. If students check out after 11:00, they will be considered absent for 1/2 day.
- **Most tardies are unexcused.** Please make every effort to be punctual. Tardiness interrupts and distracts classes already in session.
- After receiving a written explanation from the parent, administration may provide an excused tardy if the situation warrants it.
- For doctor and dental appointments, please furnish the forms from the doctor's office as your written excuse.
- Elementary students arriving late are to go to the elementary office before going to their classroom. Excessive tardies will be dealt with at the discretion of the Teacher and Elementary Principal. Students who receive more than 25 tardies per year may not be allowed to enroll the following year.

The intent of these Absence and Tardy Policies is not to cause hardships on students, but to benefit students. Missed classroom discussions and interactions cannot be made up and will be detrimental to the student. We hope through these policies to encourage attendance and decrease interruptions and thus improve learning.

**ADVANCED ASSIGNMENTS:** If you are planning a family trip and need assignments in advance, the parents should talk directly with the individual teacher. **Students may not ask for advanced assignments during standardized**

**achievement tests. They may not take these tests at a different time except for extreme family emergencies. Vacations do not constitute an emergency.**

While we do recognize the necessity and value of such trips, academic progress will often be affected by extended absences from class. The following points are helpful in completing make-up work for advanced assignments:

- In most cases, assignments should be completed and turned in as soon as the student returns.
- This is only an approximate assignment. It is often difficult to know exactly what will be covered in advance, and students may be asked to do other work when they return. They should also expect to stay after school for regularly scheduled help sessions if they need to.
- Tests should be made up immediately upon return at the discretion of the teacher. The longer a student waits; the harder it is to pass make-up tests.
- The assignments cannot fully compensate for the class time missed. Written work is only a small part of the learning process. Class discussions, explanations, and review will have been missed. Parents should evaluate whether their child is strong enough academically to miss being in class.

We want to work with you in every way possible in such circumstances; but please realize that you, as parents, and the student are responsible for getting all make-up work done and turned in, preferably the day the student returns.

## DRESS CODE

As a Christian school we desire our families and overall ministry to reflect “Christ-likeness.” Although a handbook is perceived to be a listing of policies and procedures, we desire for it to also reflect the spirit of this ministry. Regulations defining appropriate school attire are not presented from a spirit of legalism, but rather in an effort to support what is most often a desire from the home for young people to maintain modesty, neatness and discretion. In addition, studies have shown that appearance, dress and grooming make the school atmosphere more conducive to a focus on academics and learning. We believe that with **proper parental reinforcement** of family expectations in conjunction with school standards, our students will look distinctively great!

**PLEASE READ THIS SECTION OF THE HANDBOOK IN ORDER THAT AS A FAMILY YOU WILL BE ABLE TO COOPERATE AND SUPPORT THESE POLICIES.**

***The school administration will make the final decision about what is acceptable or unacceptable if a disagreement should occur.***

Normal school attire consists of a student uniform. New uniform polo shirts with WCA logo can be purchased from **Blazin Creationz** at [www.blazincreationz.com](http://www.blazincreationz.com). The Username is “wcaparent” and the password is “warner.” “Gently used” items may be found at the White Chapel Thrift Shop.

The official elementary school uniform consists of the following:

- Red, white or navy long-sleeved or short-sleeved collared knit shirts.
- All students must have at least one red collared knit shirt with the school logo. This shirt will be worn on field trips and at special events. They may also be worn daily.
- **GIRLS:** Navy or khaki jumpers, polo dresses, capris, pants, skorts or walking shorts (one inch of pinchable, loose fabric must be present on each outer leg seam)
- **BOYS:** Navy or khaki pants or walking shorts worn above the hips

School uniforms must fit properly. Uniform apparel must not be too loose-fitting or body-tight.

## GENERAL RULES FOR BOYS AND GIRLS

**Personal grooming** must be maintained in modesty and good taste. Jewelry should not be excessive or distracting. If you have doubts, don’t wear it until you check it out with administration.

**Hair:**

- Boys’ hair cannot reach the eyes, cover the bottom of the ear and must be tied back if exceeding the bottom of the shirt collar.

- Hairstyles cannot be distracting. Hair color must look natural. Some unacceptable examples include but are not limited to, Mohawks, lines or shapes cut into the hair or eyebrows.
- Boys' hair may not be adorned with any items.

**Footwear:**

- Dress shoes, casual shoes, boots and tennis shoes are acceptable.
- Sandals must fasten securely around the heel.
- Flip-flops and bedroom slippers are not acceptable.
- Lace-up athletic shoes are required for PE classes.

**Clothing:**

- Undershirts must be solid navy, red, white, gray or black with no pictures or words. Undershirts may not hang below uniform shirts.
- Pants and/or shirts must fit and be worn properly. Pants shall be worn above the hips. Pants and shorts must have at least an inch of pinchable fabric along the outer leg seams.
- Crop sweaters or vests may not be worn over uniform shirts.
- **Shorts and skorts may not be shorter than 3" from the top of the knee.**
- No bandanas of any color are permitted to be worn during the school day or at any school function. This includes bandanas worn as headwear.

**Outerwear:**

- All outerwear worn indoors (sweaters or sweatshirts) must be solid red, navy, white, black or gray with no writing, pictures or graphics. WCA issued outerwear may be worn as sold.
- Hats, hoods and sunglasses are not permitted to be worn inside buildings.

**Body Markings:**

- Offensive body markings (temporary or permanent) are not permitted to be visible during the school day or at any school function.
- Piercings of any kind, other than ear piercing (maximum of two per ear) are not to be visible. The school is not liable for injury to the ear resulting from the wearing of earrings.

**Athletic Events and Activities:**

- At all times, general dress code standards regarding modesty and jewelry will be enforced. This applies at athletic and co-curricular events both on campus and away.
- Students will wear standard uniform dress for **all field trips** unless special permission is granted by an administrator.

**\*\*The following displays are prohibited at any school function:**

- Visible midriff or cleavage
- Strapless tops
- Immodest shorts, skirts or dresses
- Excessively tight –fitting clothing
- Inappropriate or offensive messages/symbols on clothing or hats
- Boys must wear shirts at all times
- Bandanas of any color

\*\*Students may be asked to leave any event if inappropriately dressed.

**DESIGNATED BLUE-JEAN AND T-SHIRT DAYS:** Special blue-jean or t-shirt days will be announced. Jeans may not have holes, be ragged or tight-fitting. The only shorts that are acceptable are the uniform shorts. T-shirts are to have a Christian logo/message. WCA shirts are acceptable. Other special T-shirt days or dress down days may be designated throughout the school year.

**COLD WEATHER APPAREL:** Families need to prepare for cold weather. Standard dress code will apply on **ALL** school days, unless there is a special event, regardless of weather conditions. If you are concerned about falling temperatures, make sure that you have purchased long navy or khaki pants and a WCA appropriate sweatshirt.

Elementary Students are to put their names on all uniform items.

**DRESS CODE VIOLATION PROCEDURE**

Elementary teachers will work with the parents regarding dress code violations. Parents will be expected to bring the proper attire. Habitual violations may result in further disciplinary action.

**PARENT DRESS AND CONDUCT:**

**(While in attendance at co-curricular activities or while chaperoning):**

Parents should dress modestly and appropriately for all school functions. The dress and conduct code should be followed at all times while on campus, field trips and athletic events. Clothing that is too tight, too short, too revealing, or too casual is **not** appropriate. Thank you for your cooperation in being role models for our students. Elementary chaperones must wear a red logo shirt for safety and identification. Chaperone shirts may be purchased in the elementary office.

**TECHNOLOGY USE POLICIES**

WCA is committed to appropriate use of technology in preparing students for their future in a world of information and technology. It is important to note that the school-based technology system, including all hardware, software programs, files, mail, and homework are the property of Warner Christian Academy. It is understood that computer use and Internet access for WCA students is a privilege, and is not automatically granted to every student. Computer misuse, including WCA computers and private electronic devices while on campus, consists of the inappropriate use of a computer network/device including, but not limited to, accessing or hacking restricted accounts or networks, modifying or destroying files without permission, inputting discriminatory remarks or inappropriate messages, illegally copying software, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on or off campus. All users of the computers and the Internet will agree to sign an Acceptable Use document covering their time while enrolled at WCA.

**CELL PHONES:** Cell phones are permitted on campus but must be turned off and **stored in the student's locker during school hours**. They may be on the student's person only before and after school hours. Students are responsible for activity which occurs on their phone. If a student takes a phone owned by another student, without the owner's knowledge, the offending student will be held accountable for any improper use or damage done to the owner's phone.

\*\*\*If a parent needs to contact their child, please call the school office. Do not call your child's cell phone or text a message.

**INTERNET MANAGEMENT:** Any approved devices that are internet capable are to be only used when an administrator, faculty, or staff member has allowed use of device and/or internet usage and will be present in the room of study. Devices such as these cannot be used on school grounds unless this prerequisite is met. Student will need to sign the Acceptable Use Policy document that outlines the conditions that enable this privilege and that when and if these conditions change, the device will need to be untethered from the school network.

Because of the wide variety of information available via the internet, WCA subscribes to a Business Grade Appliance (Smoothwall) that filters the content of material before students can access it. This will dramatically decrease the possibility of students accessing objectionable content. It is important, however, that parents realize that no filtering system is 100% effective. Students who gain access to undesirable Internet content must immediately report it to a teacher. Teachers who gain knowledge of undesirable Internet materials must report it to the IT Administrator. Parents should discuss with their children how Christian values can be applied in the cyber world.

The following procedure should be followed if inappropriate materials are accessed on campus:

1. If a student accesses an inappropriate site (or if the student is unsure that it is appropriate), student is to immediately shut off the monitor without bringing attention to the problem with other students.
2. The student will immediately notify the teacher. On a mobile device, the student should turn the device face down so the image is not easily viewed, and notify the teacher.
3. The teacher will contact the IT department so that the site may be blacklisted from future access. The computer should be left on, with the inappropriate page loaded, but with the monitor turned off, so that the technology department may obtain information about the site in order to block it.

**NETWORK INTEGRITY:** Certain system procedures exist and are configured to keep computer systems working in optimal condition in regards to hardware, connectivity, and software. For this reason, problems that may arise with school owned computer equipment and/or programs should be relayed/communicated to the teacher or IT administrator. Students will not adjust accounts, system settings, or attempt to open equipment.

Passwords are not meant to be shared. They are for the security of staff, faculty, and students. Document security and information storage are necessary. Any user identified as a security risk will be denied access to computers/internet capable devices and may be liable for disciplinary action or prosecution. Students will not purposely attempt to obtain the password of another or log on with another member's account or intentionally vandalize data or hardware of any other person. If recording password is necessary, then student should do so in areas that are inaccessible to anyone but themselves.

In the event a security problem is found with the school's network, students agree not to demonstrate or explain the problem to others who may be tempted to exploit the problem, but to notify a teacher or member of the WCA IT department.

**DATA LOSS:** If network storage is available, student will save to designated folder first. Save in more than one place to keep a backup in case of data loss. This may include a folder on the local computer terminal, OneDrive (cloud drive for students) or thumb drive.

Designated school personnel may review files and communications to maintain system integrity and ensure that students use the system responsibly. Students should not expect that files stored on school file servers will be private.

Parents agree to grant permission for their children to use instructional technology in the library, computer lab, and classroom. If a parent/guardian does not want their student to have network and Internet privileges, a written request must be submitted to the WCA IT department, and a copy given to the appropriate school office. Parents/guardians understand that alternative assignments may be necessary to fulfill course requirements.

## DISCIPLINE

Since our goal is self-discipline as taught in I Corinthians 11:31, we desire to practice biblical methods of disciplinary control. Our disciplinary actions seek to be grounded in the spirit of Galatians 6:1 (“restore him gently”) as well as II Corinthians 3:6 (“the letter kills, but the Spirit gives life”). While we use study detentions, parental contacts, and suspensions as disciplinary methods, our desire is to use flexibility and creativity in determining any method that might best meet the specific need of the offending student. While this handbook covers most disciplinary methods that might be used, those responsible for disciplinary actions are not limited to the prescribed dispositions within.

**ACCEPTABLE CONDUCT:** The following are behaviors expected of all students at Warner Christian Academy.

- Respect for others by refusing to bring pain to them physically or emotionally. The student understands that his words spoken to or about others may be more harmful than bodily injury, and that participating in gossip will harm my own reputation as well as damage the school culture.
- Respect for Christian teachings includes a willingness not to mock or scorn biblical principles whether or not he or she is a professing Christian.
- Recognizing his or her responsibility to care for his or her body as God’s temple, will remain free from alcohol, tobacco and illegal drugs.
- Out of respect for others and themselves, will abstain from inappropriate physical relationships.
- Understanding the power of entertainment in one’s thought life and that thoughts lead to action, will choose entertainment that is compatible with biblical principles and will not view inappropriate material or listen to music that encourages immorality.

**UNACCEPTABLE CONDUCT:** Any example of the following conduct will result in a student receiving disciplinary action. Repeated offenses will make the student liable to suspension or expulsion from the school. Students are NOT to...

- Chew gum anywhere on campus at any time.
- Use cell phones or electronic devices during school hours. Cell phones are not to be turned on or be visible. Failure to comply with this policy will result in parents having to pick up their child’s phone from the office.
- Eat or drink in the buildings unless authorized by administration, (with the exception of clear bottled water).
- Bring toys or electronic devices to school except with teacher permission.
- Misuse someone else’s property or get into another student’s locker.
- Leave campus or the classroom without permission.
- Use the phone without permission.
- Practice public display of affection including hand holding, hugging or kissing.

- Embarrass or disrespect another student or staff member.
- Run, push, shout, engage in unnecessary horseplay, talk loudly in classrooms, hallways, or anywhere on campus.
- Display unacceptable behavior at any school activity.
- Ride skateboards, scooters or in-line skates on campus at any time.
- Carry any weapons on campus.
- Use profane, vulgar or blasphemous language or gestures, which include using God's name in vain at any time.
- View or distribute at any time pornographic materials.
- Lie, cheat, steal, plagiarize or copy another student's homework.
- Fight.
- Skip class or school.
- Forge the name of a parent or guardian on permission slips, report cards, or any other paper that requires a parent signature.
- Gamble or trade items at school.
- Deface or destroy property not belonging to the student.

**CELL PHONES:** Cell phones are permitted on campus but must be turned off and **stored in the student's locker during school hours**. They may be on the student's person only before and after school hours. Students are responsible for activity which occurs on their phone. If a student takes a phone owned by another student, without the owner's knowledge, the offending student will be held accountable for any improper use or damage done to the owner's phone.

The following disciplinary action will be taken for students not in compliance with the cell phone rules:

- |                               |                                                                                                                                                                       |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1<sup>st</sup> Offense</b> | Cell phone will be confiscated. Parent will be required to claim the cell phone at the elementary office.                                                             |
| <b>2<sup>nd</sup> Offense</b> | Parent will be required to claim the cell phone at the office. One disciplinary point will be issued by the Principal.                                                |
| <b>3<sup>rd</sup> Offense</b> | Points will be assessed. Cell phone must be turned in at the office each morning until the end of the semester. Phones may be picked up at the end of the school day. |

**ELECTRONIC DEVICES:** The policy for electronic devices is the same as listed above for cell phones. These items include, but are not limited to, iPads, iPods, MP3 players, CD players, *Nook's*, *Kindle's* and video games. *Students are strongly discouraged from bringing these devices to school. WCA assumes no responsibility for the loss of or damage to these items.* Students using earbuds or headphones may be asked at any time to remove them and allow a teacher or administrator to listen to what is being played.

**SOCIAL NETWORKING POLICY:** The WCA Lifestyle Commitment states the following:

***I will respect others** by refusing to bring pain to them physically or emotionally. I understand that my words spoken to or about others (**including those in written form**) may be more harmful than bodily injury and that participating in gossip will harm my own reputation and will damage school culture.*

Students who choose to make verifiable comments about other classmates on Facebook, other social media sites, twitter, e-mail, texting and/or any new technological form of communication, **which violate this agreement** may be held responsible and face disciplinary action, up to and including expulsion, regardless of the fact that this behavior occurred away from school property.

**HARASSMENT:** Warner is committed to providing a school environment that is free of harassment. In keeping with this commitment, we maintain a strict policy prohibiting any kind of harassment, including, but not limited to, bullying, racial or sexual harassment. Racial harassment may include pervasive use of ethnic slurs and insults. Sexual harassment can take the form of verbal innuendo, physical gestures and touching. Bullying is defined as repeatedly

exposing a student to negative actions, physically or verbal, when he or she has difficulty defending himself or herself. Students who believe they have been harassed should promptly report the facts of the incident and the name of the individual involved to school administration.

**SUSPENSION:** The circumstances surrounding an infraction will be considered in determining the length and time of the suspension. All suspensions are considered unexcused absences. Tests and makeup work might receive an academic penalty at the discretion of administration. Work not submitted on time as designated by the teacher or administrator will receive a zero percent.

**EXPULSION:** Enrollment at WCA is a privilege. The school reserves the right to expel students when they or their families are not cooperative. Students who are guilty of the following offenses may be expelled from WCA on the first offense.

- Carrying or consuming alcohol on campus or at any time
- Illegal or immoral acts, including sexual promiscuity, on campus or at any time
- Carrying or using tobacco on campus or at any time
- Attendance in a bar, tavern, or NC17 or X-rated movie
- Carrying a firearm, knife or anything construed to be a weapon on campus
- Fighting
- WCA is a drug-free environment. Carrying, using, selling, buying or possession of illegal drugs on campus or at any time is prohibited. When there is reasonable belief that a student may be involved in any of the previously-mentioned activities, the student may be required to submit to a drug test. If a student is required to take a drug test, the parent of the student will be called to the school to go immediately with their child and an administrator to a Medical Center for testing.

**PRIMARY-ELEMENTARY DISCIPLINE POLICIES:** Most primary-grade discipline is handled by the classroom teacher. The teacher will inform the students and parents of the classroom discipline plan – the rules, the rewards, and the consequences. These plans are adapted to the age and maturity of the students. They will include...

- Talking with the student to be sure the appropriate behavior is understood.
- Contacting parents by note, phone, or conference to enlist their cooperation in correcting the misbehavior.
- Time-out during recess, lunch, or special activities.
- Office time-out for ten minutes to reflect on the seriousness of the offense.
- Referral to the principal's office.

Extreme behavior problems that disrupt the classroom may result in the parent being called to remove the child from school for the remainder of the day.

**UPPER-ELEMENTARY DISCIPLINE POLICY:** In school, as in life, there are rules, rewards, and consequences. Teachers in grades 4–6 will inform students during the first week of school what their classroom discipline plan is – the rules, the rewards, and the consequences. Each teacher will then follow a five -step plan of intervention as follows:

- Step One** - Warning
- Step Two** - Conference with student followed by a consequence
- Step Three** - Conference/phone call with parent followed by a consequence
- Step Four** - Office Time-Out
- Step Five** - Referred to Elementary Principal with a referral

Students may be referred directly to the Elementary Principal, bypassing these stages, for intermediate or major acts of misconduct.

## **DISCIPLINE POINT SCALE**

When a student is referred to the Elementary Principal for disciplinary action, a point system will be initiated. The following is a list of inappropriate behaviors and the number of points that will be assigned per infraction. The Principal will initiate a Discipline entry for RenWeb.

Before referrals are written to have points assigned for minor acts of misconduct, the teacher will have carried out the stages outline above.

**1. MINOR ACTS OF MISCONDUCT (1-3 discipline points per referral)**

*MINOR acts of misconduct are those that interfere with the orderly operation of the classroom or school activities. Examples of minor acts include, but are not limited to:*

Classroom disruption, using cell phones or electronic devices, disorderly behavior, name calling, tardy to class, dress code violation, excessive talking, note passing, personal grooming, consumption of candy/gum/food/drink in building, public display of affection, inappropriate language.

**2. INTERMEDIATE ACTS OF MISCONDUCT (4-6 discipline points per referral)**

Disrespect for peers, skipping class, profanity, cheating, plagiarism, lying, forgery of parent's signature, repeated minor acts of misconduct.

**3. SIGNIFICANT ACTS OF MISCONDUCT (7-9 points per referral)**

Threats, intimidation, insubordination, possession of vulgar material, excessive minor or repeated intermediate acts of misconduct.

**4. MAJOR ACTS OF MISCONDUCT (10+ discipline points per referral)**

Fighting, destruction of property, stealing, sexual immorality, tampering with safety equipment, carrying, using, selling, buying, or possessing illegal tobacco, alcohol, or drugs on or off campus, carrying a firearm or knife or anything construed as a weapon, excessive minor or intermediate or repeated significant acts of misconduct.

### **DISCIPLINARY ACTION**

It is our goal to help students grow and mature in their behavior so they can become all that God wants them to be. Disciplinary action will be determined based on the accumulation of points. Suspension is based upon administrator discretion. The following scale indicates actions that will be taken if a student should reach the designated number of points listed.

### **LEVELS OF DISCIPLINE INTERVENTION**

Level 1: The accumulation of five (5) discipline points will result in:

- Parent contact via email
- Principal and student conference

Level 2: The accumulation of ten (10) discipline points will result in:

- Parent contact via phone
- Principal and student conference

Level 3: The accumulation of fifteen (15) discipline points will result in:

- Principal, parent, and student conference
- One day suspension

Level 4: The accumulation of twenty (20) discipline points will result in:

- Principal, parent, and student conference
- Two day suspension
- Disciplinary Probation Contract

Level 5: The accumulation of twenty-five (25) discipline points will result in:

- Principal, parent, and student conference
- Three day suspension



Level 6: The accumulation of thirty (30) discipline points will result in:

- Principal, parent, Superintendent, and student conference
- Enrollment status will be reviewed with possibility for expulsion

**DISCIPLINARY PROBATION:** Students may be placed on disciplinary probation for accumulating excessive discipline points, committing a major violation, committing repeated violations, or any other offense that the administration deems sufficient. The terms of probation will be detailed on a contract that the student, the parents, and the administration will sign. The duration of probation will vary depending on individual circumstances. At the end of the assigned probation period, the student will be reevaluated and the probationary status will either be lifted or extended. In cases where a student has responded poorly to the terms of probation, he may be asked to withdraw.

## SCHOOL OFFICES AND ELEMENTARY PROCEDURES

**HOURS (Main Office):** The main office in the high school building is open from 7:45 AM – 4:00 PM, Monday through Friday and is generally closed when school is not in session. The phone number is 386-767-5451. All student business for Grades K-5 – 6 will be conducted through the Elementary Office. The Elementary Office is open 7:45 AM – 4:00 PM during the regular school year. All financial matters should be taken care of in the Registrar's Office located in the high school building.

**VISITORS AND PARENTS:** *Visitor badges are required for all campus visitors. Parents* having occasion to pick up students during the school day will meet the student in the office area. Parents wishing to talk to a staff member should schedule an appointment or appropriate time for a phone conference. *Student visitors* are not permitted on campus except by advance special permission of the administration. See the receptionist for permission and a badge.

**TELEPHONES:** The office phones are busy phones. Only emergency messages can be given to elementary students. Elementary students who bring cell phones to school must keep them in their lockers during the school day. Students who call home must have permission from the office.

**LOST AND FOUND:** Articles that are found on campus should be turned into the office. Those articles not claimed within 30 days will be given to a charitable organization.

## GENERAL INFORMATION

**HANDBOOK AGREEMENT STATEMENT:** The handbook agreement statement which will be included in the Back-to-School packet must be signed by a parent and student and must be returned to the student's homeroom teacher. (A handbook agreement statement is required for each attending student within the family.)

**GUARDIANSHIP:** Students must reside with parents or a legal guardian in order to maintain status as a student.

**BACK TO SCHOOL PACKETS:** During the "Meet the Teacher" meeting prior to the first day of school, Warner Christian Academy provides a "Back to School" packet to each enrolled family for 1<sup>st</sup>-5<sup>th</sup> grade children. New K5 students will receive their "Back to School" packet during "Kindergarten Orientation" with their teachers. The packet contains relevant information about policy, schedules, and teacher assignments for the coming year.

## DAILY SCHEDULE

- 7:45 AM – Enter School
- 8:00 AM – Class begins – tardy bell
- 2:50 PM – Dismissal for K5-2<sup>nd</sup> Grade
- 3:00 PM – Dismissal for 3<sup>rd</sup>-6<sup>th</sup> Grades

**All students not picked up or under arranged teacher supervision  
will be taken to Daycare 15 minutes after their dismissal time.**

**LUNCH:** Lunchroom facilities are available on campus and a hot lunch is available for students to purchase. WCA does not offer a free or reduced lunch program. Parents are asked not to bring in food from fast food restaurants. Carbonated drinks are not to be brought without specific permission.

**ELEMENTARY LUNCH PROCEDURE:** Elementary Lunches are ordered and paid for through RenWeb. The ordering can be placed by the teacher in the classroom or from home. Parents can place money in their child's lunch

account by debit or credit card online or can send cash or checks in a special lunch envelope. Juice, milk and ice cream may also be purchased. Students are not permitted to bring soft drinks to school. The children will be allowed to talk quietly after they have finished eating. We want to support you in developing good table manners in your child; therefore, we require proper etiquette in the cafeteria.

**PARENT/TEACHER FELLOWSHIP:** The PTF provides a means for fellowship and communication, and fundraising among the parents, teachers, and many friends of the school.

**TESTING PROGRAM:** Warner Christian Academy maintains a testing program as follows:

**Elementary:** Developmental Inventory– K-5 for entrance; Reading Assessment– Grade 1 -5 for entrance; Standardized Achievement Test – K-5 – 5 in the spring;

Testing for learning disabilities can be arranged through the Volusia County Psychologist's Office. If you suspect your student may have a learning disability, contact the Elementary Principal or the Director of Special Services.

**STUDENT PICTURES AND YEARBOOK:** Student pictures will be sold at a reasonable cost. In the fall, a group picture of each class, in uniforms, will be taken along with individual yearbook pictures. A yearbook will be available for purchase for K5 – 6th graders.

**LOCKERS (1<sup>st</sup>-5<sup>th</sup> GRADES):** Hall lockers will be assigned by your teacher. Students may not change lockers. Students in 3<sup>rd</sup>-5<sup>th</sup> grade must purchase a lock from the office. Lockers will be checked routinely and are expected to be clean and neat. Stickers are not to be put in the inside or outside of the locker. Unoccupied lockers are not to be used. The homeroom teacher will be provided with the combination or an extra key.

**VALUABLES:** Students are discouraged from bringing valuable items or cash to school. Students are responsible to lock their valuables up in their locker. The school is not responsible for lost or missing items.

**CHAPEL:** Chapel services are held each week with teachers and students participating in the programs. From time to time there will be special musicals, educational programs and guest speakers. Parents and families are always welcome in Chapel. A section for parents and families is reserved in the balcony. If for any reason one is not able to climb the stairs to the balcony, the back two rows in the Sanctuary may be used. There are also handicapped rows on the main floor for those who cannot climb the stairs. Please turn off or silence cell phones during this time. Chapel is designed for the students' spiritual development, and they must be able to see and hear.

**HOMEROOM PARENTS:** Homeroom parents will be selected by the teacher, with the approval of the elementary principal. Parents will be selected on the basis of testimony, willingness and availability. No parent may serve as homeroom parent in more than one class per year. Responsibilities of homeroom parents will include phoning the parents of class members to remind them of a PTO activity, field trip requirements, soliciting of refreshments, and any other mass contacts the teacher requires help with at any time.

## EMERGENCY AND MEDICAL INFORMATION

**EMERGENCY TELEPHONE NUMBERS:** All student files should contain at least two alternate emergency numbers in case something happens to a student and parents cannot be reached by phone.

**ILLNESS OR ACCIDENT DURING SCHOOL HOURS:** Students who become ill during the school day must report to the school office. Parents will be notified as soon as possible. If parents cannot be reached, emergency phone numbers will be called. ***Sick students may not remain at school. WCA does not have clinic facilities.***

**MEDICATION:** Students are not to bring medication of any kind, including aspirin/non-aspirin products unless they leave it in the office. School personnel are not permitted by law to dispense any kind of medication without written permission from the parent and doctor's authorization. There is a form to be completed for both non-prescription and prescription medication. The medication must be in labeled bottles with specific instructions as to use. **MEDICATION NOT IN LABELED BOTTLES WITH ACCOMPANYING NOTES WILL NOT BE GIVEN.** Medication should be picked up after use is discontinued or it will be thrown out. (This applies to prescription medication.) A note must be sent from the parent if a student needs to use cough medicine during the day.

**COMMUNICABLE DISEASES:** The term "communicable disease" refers to an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. Any student or employee with a communicable disease for which immunization is required by law or is available, will temporarily be excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease.

The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

**EMERGENCY DRILLS:** WCA has periodic fire drills to ensure students quick, safe exit from the building in case of fire or other hazard. The drill is signaled by the continuous ringing of the bell. Teachers will have instructed their students in proper procedures and exit places. Students should follow these quickly and quietly. Fire drill routes are posted in every room. A tornado drill and lock down drill are also conducted annually.

## FIELD TRIPS

The purpose of a field trip is to enhance and add to the classroom educational program by offering experiences, which cannot be accomplished within the classroom setting. WCA welcomes participation of parents in the learning process of their children. One of the most common ways that parents may participate is as a chaperone on a field trip. In order to prevent misunderstandings and create an atmosphere of mutual cooperation, the following points will help you understand what is expected from chaperones. A copy of the following Field Trip policy must be signed, a Volunteer Application form and **a background check with fingerprints must be completed before a parent can be a chaperone. WCA requires both state and federal background checks.**

- **For safety and identification purposes, chaperones must wear a red WCA logo t-shirt.** T-shirts may be purchased in the elementary office. WCA polos may also be purchased at Blazin Creationz or White Chapel Thrift shop.
- Parents should dress modestly and appropriately for all school functions. The dress and conduct code should be followed at all times while on campus, field trips and athletic events. Clothing that is too tight, too short, too revealing, or too casual is **not** appropriate. Individuals exhibiting inappropriate language, drunkenness or disorderly conduct will be asked to leave school functions. Thank you for your cooperation in being role models for our students.
- Because we are endeavoring to help students grow in healthful independence, parents should not expect to go on every trip their child's class takes. If a parent lacks confidence in the supervision of their child, that should be addressed rather than depriving the child of the educational experience if the parent cannot accompany the class.
- An appropriate number of parents will be selected by the teacher depending on the class size, age, type of field trip, location and transportation available.
- Other arrangements should be made for brothers and sisters. The field trip is only for children in the class. Chaperones are along to assist the teacher in the care and supervision of the class as a whole, not for the purpose of a "family vacation" situation.
- Due to insurance considerations, when school transportation is provided, all students must travel in the school vehicle. In the rare circumstance that a student needs to leave with a parent other than their own after a field trip, WCA must have a notarized statement in the office as well as with the classroom teacher. Students leaving with their own parents must give written notification prior to the trip.
- Unless otherwise instructed by the teacher, chaperones and their children are to remain with the group at all times. In case of an emergency, the teacher will decide what is to be done.
- Parents will not buy things (food, toys, souvenirs, etc.) for their child unless they buy them for all students. This creates an unfair disadvantage for the students whose parents are not present.
- If any child's behavior becomes unpleasant in actions or attitude, the teacher may and probably will reassign the child's supervision. This includes the child of a chaperone.
- It is important to remember that "little pitchers have big ears." All conversation among parents should be confined to nonjudgmental subjects. Do not critically discuss individual children, families, or school policies.
- If you feel a teacher is unaware of a problem you see with a child or group of children, please tactfully let the teacher know.
- Students should never leave the group, even to go to the bathroom. For primary students (K-5 – 3rd), the chaperone should accompany them or stand at the door after making an attempt to clear the bathroom. Upper elementary (4th – 5th) students should go in groups of at least three.

- A field trip is not a good time for a parent-teacher conference. If you need to discuss your child's progress or problems with the teacher, please schedule a conference time when you will have privacy and the full attention of the teacher.
- If you agree to go on the trip then find you are unable to go, please let the teacher know right away.

## DROP-OFF AND PICK-UP

**MORNING STUDENT DROP-OFF:** We ask that students not arrive at school before 7:45 AM. If K5-5<sup>th</sup> grade students are dropped off before 7:45am, they must go to Before School Care in the cafeteria/elementary gym and a fee will be charged. In grades K5 – 3 all children should be dropped off on Bellewood Avenue in front of the school office. If you must go inside for any reason, please use the lot across the street from the school. Please do not park along the street or leave your car unattended or unlocked. Students in grades 4 – 6 should be dropped off on the drive between the elementary and high school buildings. If parking on the south side of the church or between the elementary or high school buildings, **please do not park in numbered spots** as these are assigned parking for students and faculty. There are UN numbered parking spots throughout the campus but the best location for elementary parking is the parking lot north of the elementary office. This entire parking lot is not numbered or assigned to individuals.

**AFTER SCHOOL PICK-UP:** Parents are asked not enter the classrooms after school, but wait outside the building for students to be dismissed. Primary students K-5 – 3rd should not cross Bellewood alone. Their teachers will supervise these students until traffic clears. **DO NOT PARK ON THE STREET.** This causes a congested and dangerous situation for all our children. If you know you will be late, please call and let us know. Use the parking lot if you must leave your car. Students in grades 4 – 5 should be picked up on the drive between the elementary and high school buildings. **PLEASE DO NOT BLOCK TRAFFIC. Elementary students are to be picked up on campus by 15 minutes after their dismissal or will be taken to After School Care.** It is the responsibility of the parent to arrange transportation home from school and the care of the student after school hours. The school cannot be responsible for the supervision of your child. If students are to go home with anyone other than their regularly scheduled ride, they must have written permission.

**AFTER SCHOOL LATE PICK-UP POLICY:** Students who are not picked up by 15 minutes after their dismissal bell will be taken to After School Care and a fee will be charged.

**RAINY DAY PICK-UP:** When it is raining heavily at the end of school, the following procedure will be implemented to minimize students getting wet:

- It is suggested that parents send a poncho or umbrella for students to keep in their lockers.
- K5 and 1st grade students will remain in their classrooms or hallway and parents will come in and get them.
- 2nd and 3rd grade students will wait in the covered area under the church and business office for parents.
- 4<sup>th</sup>-5th grade students will go to the cafeteria and exit the south door when their parent drives up.
- Older students with siblings in elementary should go to the youngest sibling's location.

**SUPERVISION:** Elementary students must be under adult supervision at all times when on campus. This includes athletic events and special programs. Elementary and middle school students may not attend after school practices or other co-curricular activity meetings with siblings. If an elementary student is on campus 15 minutes after their dismissal, they are required to report to After School Care.

**LEAVING CAMPUS:** Warner Christian Academy is a closed campus during the academic day. Students may not leave the campus before the end of the school day without clearance from the school office. Failure to follow this procedure will result in disciplinary action. Leaving campus without permission will be treated as skipping.

## SAFETY AND SEARCH POLICIES

### **BACKGROUND:**

Searches, appropriately authorized and conducted, are an important part of the safety and security procedures for Warner Christian Academy. Caution must be exercised to maintain both student rights and a safe and orderly campus.

**POSTED NOTICE:**

The main administration buildings (preschool, elementary & high school offices) shall serve as WCA's central admittance point for all visitors. Notice to students and visitors that they may be subject to search, is clearly posted at the main entrance to the campus and at all student and visitor parking lots.

**STUDENT SEARCHES:**

Searches of students are conducted when there is a reasonable suspicion that the student has contraband and is in violation of the WCA parent-student handbook. Where reasonable suspicion exists, a student shall be asked to empty his/her pockets and/or turn over the item, which is suspected to carry the contraband. The contents of electronic devices such as cell phones, laptop computers and Ipods are also subject to being searched. The administrator may ask a South Daytona Law Enforcement Officer to be present when conducting the search. Whenever possible, the administrator will have a witness to observe the search. Examples of appropriate searches would be asking the student to empty his/her pockets, inspection of book bags, jackets, or other containers. Full or partial "strip searches" are prohibited. An administrator will never ask a student to remove an article of clothing other than a hat, coat, jacket, shoe, or similar "non-invasive" search articles. Failure of a student to submit to an administrator's request to an appropriate search, which is based upon reasonable suspicion, constitutes insubordination. This may result in a possible expulsion. Failure of the student to comply may also escalate the level of suspicion to probable cause, which may allow the law enforcement officer to conduct a search. The school is not required to obtain permission from the student's parent/guardian prior to conducting a search.

**WEAPON SEARCHES:**

When there is reasonable suspicion to believe that a student is in possession of a weapon, the South Daytona law enforcement agency will be contacted. WCA will not attempt to search a student suspected of having a weapon. The South Daytona law enforcement officer will have jurisdiction and control over the search for a suspected firearm or other dangerous weapon.

**METAL DETECTORS AND DOGS:**

Nothing shall prohibit the use of metal detectors or specially trained dogs in conducting a search.

**VISUAL INSPECTIONS OF STUDENT VEHICLES:**

Routine visual inspections from outside of student vehicles will be conducted on a frequent, but random basis. A more in-depth vehicle search can and should be conducted where the school administrator has reasonable suspicion that the vehicle contains contraband items.

<b>CONFLICT RESOLUTION</b>
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In Matthew 18:15-18, Jesus gives His formula for solving person-to-person conflicts: *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'* *If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."*

WCA follows these guidelines in an effort to be obedient to the Matthew 18 principle:

- Keep the matter confidential. Share only with those directly involved.
- Keep the circle small. Have face-to-face dialogue with those involved.
- Be straightforward. Restoration and improvement come when issues are presented lovingly and clearly.
- Be forgiving. Once the matter is resolved we must forgive and restore the person whose fault has offended us. If the problem is still not solved, move to the next person who can help (i.e., director, supervisor, dean, principal, superintendent).
- Meet with the appropriate school administrator. Each person needs to meet in a spirit of prayer, humility and unity, willing to submit to the Lord's will and correction if needed. If either party feels that the problem is still not solved, the problem will then be directed to the Superintendent. If necessary, the Superintendent will include the Senior Pastor.
- At that point, the Superintendent will explain the problem to the Senior Pastor. The goal will always be to (a) understand the problem clearly, (b) solve the problem, (c) reproof and correct if necessary, (d) forgive and wholeheartedly restore those who have made amends.

Following the Matthew 18 principle assists WCA in maintaining healthy relationships that honor Christ.

## PARENT/STUDENT AGREEMENT

Warner Christian Academy believes that a positive constructive working relationship between the school, a student's parents/guardians and the student is essential. Since our spirit is not one of legalism but rather one of service, we want those families who choose to become a part of the WCA family to empathize with our positions on the issues contained within so as to be able to fully cooperate with the school.

Before you begin your year at Warner:

- Read the Handbook carefully.
- Review the policies and expectations.
- Parents and students should discuss areas in which either may have concerns.

If you have found that you can agree to abide by all policies, sign the Parent/Student Handbook Agreement and return to your child's teacher. If you have found that you cannot agree to abide by all policies, perhaps you should reconsider if WCA is the school for your child because enrollment is dependent upon your ability and/or willingness to adhere to these policies and regulations.

## RELEASE FOR PUBLICATION

By signing the handbook agreement form, parents give permission for WCA to use their student's picture and name in school yearbooks, newsletters, brochures, web-site, videos, and other promotional materials. Parents must submit a letter to the school office to deny such permission.

## WITHDRAWAL INFORMATION

Student withdrawals must be made through the school office. Parental contact is required. Any student withdrawing from WCA should report to the school office before school on the last day of attendance to receive instructions for the day. In order for a withdrawal procedure to be considered complete, ALL FINANCIAL OBLIGATIONS TO THE SCHOOL MUST BE MET, ALL BOOKS & FINES MUST BE CLEARED, and an information release form must be signed by the parent/guardian to be placed in the student's file. ACADEMIC INFORMATION MAY NOT BE FORWARDED TO ANY SCHOOL UNTIL WITHDRAWAL IS COMPLETE. All tuition charges continue until withdrawal is complete.

***The administration at Warner Christian Academy reserves the right to make any changes or exceptions on an as needed basis to this handbook.***

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