

Student Handbook

2022-2023



West Coast

CHRISTIAN ACADEMY

A Seventh-day Adventist School

Love!

Learn!

Live!

Lead!

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Table of Contents

Introduction **4**

Accreditation **4**

Mission Statement **5**

Philosophy **5**

Objectives **5**

General Information **6**

Non-Discrimination Policy **6**

New/Transfer Student Registration **6**

Returning Student Registration **7**

Admissions Procedures for McKay

Scholarship Students **7**

Voluntary Pre-Kindergarten (VPK) **7**

Entrance Age Requirements **8**

Admissions Committee **8**

Withdrawal **9**

Academic Information **9**

Curriculum **9**

Instruction **9**

Library **9**

Textbooks **10**

Graduation Requirements **10**

Testing **10**

Entrance Testing **10**

Writing **10**

Achievement Testing **10**

DIBELS **11**

Reading Plus Assessment **11**

Parent Information **11**

Home and School **11**

Volunteering **12**

PIE Meetings **12**

Office Hours **13**

Personal Calls **13**

Mobile Devices **13**

Visitors **13**

Parent/Teacher Conference **14**

Parental Concerns **14**

Parent-Requested Teacher Meetings **14**

Grade Reports **15**

School Hours **16**

Arrival and Dismissal Policies **16**

Releasing a Student from School **17**

Attendance **17**

Tardies **18**

Absences **18**

Financial Information **18**

Collection Procedure **19**

Outstanding Balances **19**

Scholarship Information 20	Standards of Conduct 26
Student Health and Safety 20	Academic Dishonesty 26
Safety Drills 20	Disrespect 27
School Delays or Closings 20	Inappropriate Language 27
Bicycle Riders and Walkers 21	Major Disruption 27
Roller Blades/Skateboards/Skates 21	Roughhousing 27
School Lunch 21	Fighting/Physical Aggression/Physical Contact 27
Student Illness 21	Inappropriate Internet Use 28
Medication Policies 22	Defacing and Theft of Property 28
Dress Code 22	Possession of Controlled Substances 28
General Expectations 22	Weapons and Incendiary Devices 28
Shirts 23	Other Items 28
Bottoms for Girls 23	Property Rights 29
Bottoms for Boys 23	Bullying and Harassment 29
General Uniform Standards 24	Bullying 29
Field Trip/Casual Dress Standards 24	Sexual Harassment 30
Shoes 24	Racial Harassment 30
Jewelry 24	Reporting Procedures 30
Hats 25	Discipline Procedure 31
Make-Up 25	Classroom Discipline 31
Hair 25	In-School Suspension 31
Non-Compliance 25	Off-Campus Suspension 31
Student Technology Policy 25	Expulsion 32
Code of Conduct 26	

West Coast Christian Academy Handbook

Introduction

West Coast Christian Academy (WCCA) is a private, nonprofit Seventh-day Adventist school, which offers educational opportunities for students in Pre-Kindergarten through Twelfth Grade. WCCA has been offering quality Christian education in Manatee County for over 100 years. Originally founded by the Pillsbury family in 1911 on Snead Island, WCCA was moved to its current location in Bradenton in 1951.

WCCA is sponsored and supported by the Florida Conference of Seventh-day Adventists, as well as by two local Seventh-day Adventist constituent churches: Palmetto SDA Church and Bradenton SDA Church. A board of directors (the School Board) is elected from these two churches and serves to uphold the policies set by the Department of Education of the Florida Conference of Seventh-day Adventists, establish local school policies, set school budgets, and ensure the smooth operation of the school facility. As the board's representative, the Principal is to handle the day-to-day operations of the school. The School Board meets on the third Tuesday of each month. These meetings are open to the parents unless there is a topic to be discussed in executive session.

This handbook outlines WCCA's policies, programs, regulations, and requirements. The information included is, at the time of publication, an accurate presentation of the existing policies. However, the School Board and Administration reserve the right to update policies and/or requirements during the course of the school year without prior notice.

Accreditation

WCCA is fully accredited by the General Conference Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA), in affiliation with the National Council for Private School Accreditation (NCPSA). In addition, WCCA is accredited by the Florida Conference of Seventh-day Adventists, an approved accrediting association of the Florida Association of Academic Non-public Schools (FAANS). FAANS is an affiliate member of the Council for American Private Education (CAPE) and is recognized by the state of Florida.

In accordance with the Adventist EDGE program, the staff and administration is committed to providing quality education in a Christ-centered environment. **EDGE** is an acronym for **E**ducators **D**elivering **G**REAT **E**ducation. At WCCA, our program is **G**od

centered, **R**esults oriented, in an **E**nvironment the nurtures, **A**ligned with state and national standards, and a **T**eam effort between the home and the school. For more information about the Adventist EDGE, go to www.adventistedge.org.

Mission Statement

The mission of WCCA is to develop in each student a love for Jesus and others, encourage academic excellence, and inspire leadership through service.

Vision Statement: LOVE! LEARN! LIVE! LEAD!

Philosophy

It is the goal of WCCA to provide a quality Christian education for children. We hold that a belief in the existence of the Creator God is fundamental in the philosophy of any Seventh-day Adventist school. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student, preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- Develop a personal relationship with God and his fellow men, as stated in Matthew 2:37-39.
- Master academic skills.
- Value physical and mental labor.
- Cultivate physical fitness, mental ability, and moral purity.

Objectives

The staff at WCCA strives to meet the following objectives in day-to-day student instruction and interaction.

- Deliver outstanding education that challenges students to achieve maximum potential in their academic, spiritual, and daily lives.
- Instill in students a Christ-like character by modeling Christ's love and compassion.

- Teach the CREATION Health principles so students may develop the physical aspect of their Christian life.
- Foster development of the mental, physical, spiritual, emotional, and social skills.
- Promote critical and independent thinking.
- Help all students to have a living relationship with Jesus Christ.

General Information

NON-DISCRIMINATION POLICY

Florida Conference Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender and sexual orientation. Our schools do not discriminate on the basis of any of the aforementioned categories for admissions, discipline, or application of education policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.

NEW/TRANSFER STUDENT REGISTRATION

All new students must submit the following documentation in order to be considered for admission:

- Student Information/Application Card
- Most Current Report Card (Grades 1-12; Kindergarten if applicable)
- Birth Certificate
- Cumulative Record

After these documents have been submitted, the Admissions Committee will meet to process the application. When determining student grade placement, the committee will take into account all submitted documentation, along with placement test results and student/parent interviews. Previous accounts must be paid in full, or appropriate arrangements completed before acceptance is finalized.

Upon acceptance to WCCA, additional registration paperwork will need completed in order to formally enroll the student at WCCA. New students will need to present an updated Florida Physical Form (DH 3040), and a valid Florida Immunization Form (DH680). Immunizations must be in accordance with the state of Florida laws and on Florida form (DH 680). If seeking an exemption from immunizations for religious or personal reasons, a Florida form (DH 681) must be obtained from the Health Department and turned into the school.

RETURNING STUDENT REGISTRATION

Re-enrollment dates are established annually for returning students. Included in the re-enrollment process are forms that must be completed, signed, and brought to the office. After completion of the re-enrollment forms and payment of the registration fees, a seat will be reserved for the student in the upcoming year.

ADMISSIONS PROCEDURES FOR MCKAY SCHOLARSHIP STUDENTS

The following is WCCA's admission procedure for identifying and helping students with special needs:

- New students must complete a placement test. Registration is not complete for students in grades K-12 until a general assessment of the student's knowledge in reading, language, and mathematics has been made. Students entering first or second grade will be given individual age-appropriate assessments. This assessment applies to all new students.
- Returning students will be reviewed at the end of the school year for reacceptance based on behavior and academics.

VOLUNTARY PRE-KINDERGARTEN (VPK)

Through the state of Florida's Voluntary Pre-Kindergarten (VPK) program, WCCA is able to offer a free Pre-Kindergarten program that operates from 8:00 am to 11:30 am, Monday thru Friday. In addition to the VPK program, WCCA also offers a wrap-around program that lasts the duration of the school day at an additional charge. Times and prices are as listed below:

Program	Time	Price
VPK	8:00 am – 11:30 am	Free
Wrap-Around	11:30 am – 3:00 pm (Mon-Thurs) 11:30 am – 2:00 pm (Fri)	\$275/month

Prior to accepting any four-year-olds into the Pre-Kindergarten program, the following must be taken into consideration.

- Age—entrance age requirement must be followed.
- Maturity—the child must have completed the toilet-training process before admittance to the program.
- WCCA reserves the right to request that a child leave the program if the child is not prepared to respond appropriately for his/her age level, and/or the child's

behavior impacts the classroom in such a way that it becomes necessary for the child to find another placement.

ENTRANCE AGE REQUIREMENTS

Pre-Kindergarten (VPK) – Four (4) years old by September 1 of the current school year.
Kindergarten – Five (5) years old by September 1 of the current school year.
First Grade – Six (6) years old by September 1 of the current school year.

Exceptions to this policy (for Kindergarten and First Grade) may only be granted by the Florida Conference of Education. The Office of Education may waive the entrance age policy for a student transferring from a state with different entrance age requirements and admit them to first grade upon proof of successful completion of Kindergarten and a high score on a reading readiness test. In order to be considered for an exemption, parents must contact the conference office at (407) 644-5000, ext. 145.

ADMISSIONS COMMITTEE

The Admissions Committee will determine acceptance to WCCA and reserves the right to refuse admission based upon:

- Failure of parents and/or students to support WCCA's Mission, Philosophy, Objectives, and Code of Conduct.
- Behavioral record.
- Attendance record.
- Academic record.
- Special needs exceeding WCCA's servicing and staffing.
- Outstanding school account with WCCA or previous school. Financial clearance and approval are necessary.
- Request to transfer from another school during the second semester of the school year.

WITHDRAWAL

Students who are enrolled in the regular school program (K-12) shall not be withdrawn from school without prior notification from their parent(s) or legal guardian. Withdrawal of all students must be processed through the school office. The school's

withdrawal form must be properly completed for any student who withdraws. To withdraw, prior written notification is needed to give time to secure final grades from the teacher(s), turn in textbooks, and receive financial clearance from the business office. Records will not be released until these steps are completed, and there is no outstanding balance on the student's account. The principal or administrative designee may conduct an exit interview.

Academic Information

CURRICULUM

The curriculum at WCCA reflects the philosophy and objectives of Seventh-day Adventist education. The textbooks and course materials are in compliance with the recommendations of the Office of Education for the North American Division of Seventh-day Adventists.

INSTRUCTION

WCCA offers academic instruction in the areas of Bible/religion, math, reading, language arts, science, and social studies. Other areas of study include communication skills, computers, health and safety, physical education, and fine arts. Instruction is delivered through cooperation and integration of the subjects. Learning and assessing are differentiated to meet the students' needs. Instruction may include lecture, hands on, experiential learning, collaboration, etc.

LIBRARY

All students have access to the library to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family. The costs of damaged books must be paid prior to receiving the final report card.

TEXTBOOKS

Students are expected to use their textbooks in a responsible manner; therefore, the student must make restitution for any damage to a textbook. Some textbooks are

available electronically through the Internet. Students ought to safeguard their password and seek help when there is a problem with accessing the online products.

GRADUATION REQUIREMENTS

Students meeting the eighth/twelfth grade and Florida Conference academic requirements will receive a certification of graduation. A diploma is granted to a student who has successfully passed each required core class with an average of 60% and has completed the fine arts requirement. A Certificate of Attendance will be given to those students who have not met the diploma requirements. Students may be denied the privilege of participating in graduation based on behavioral and academic issues.

Testing

ENTRANCE TESTING

New students are given a placement exam. This provides information about the child's current level of functioning strengths, weakness, and appropriate grade placement.

WRITING

Students in grades 3-8 are assessed in writing three times a year through direct writing prompts. Two of these prompts are teacher directed and scored. The third prompt is provided as part of the Writing Assessment Program (WRAP Test).

ACHIEVEMENT TESTING

Each year, the Iowa Test of Basic Skills (ITBS) is given to all students in grades three through eight. All students should be in school during this time. This test is used to help identify each student's relative strengths and weaknesses in order to meet individual student needs. Testing results provide important information about individual, class, and whole school progress. A copy of the results will be given to parents. Testing dates will be announced or printed in the WCCA calendar or weekly WCCA Newsletter.

DIBELS

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of procedures and measures for assessing early literacy skills from kindergarten through sixth grade. These tests are administered three times a year and are used to determine benchmarks, progress, and remediation.

READING PLUS ASSESSMENT

Students in grades 3-8 are assessed during the first two weeks of school for placement into the Reading Plus program. Reading Plus is an online prescriptive program utilized at WCCA.

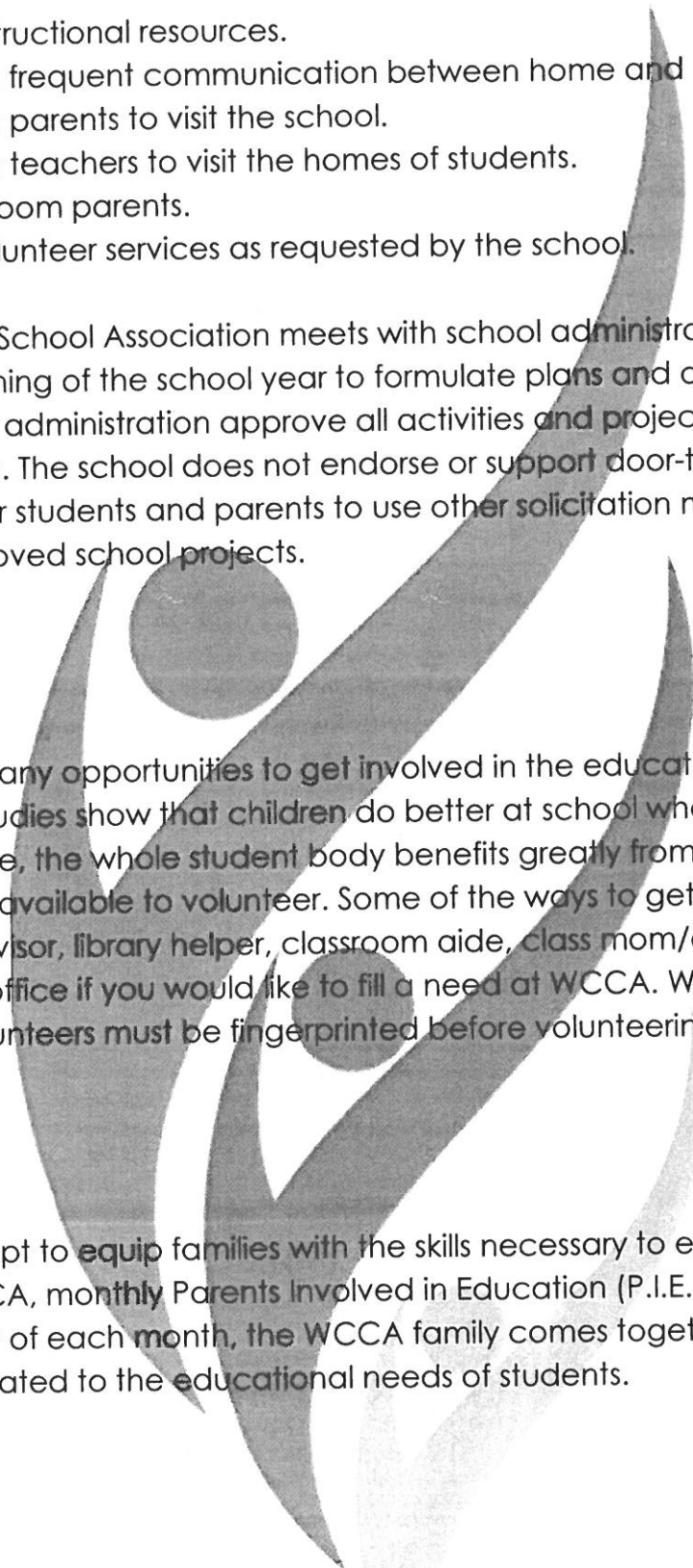
Parent Information

The School Board recognizes that the education of a child is a process that involves a partnership between the child's parents, teacher, school administrators, school staff, and school board personnel. The School Board recognizes that parental participation in their child's educational process through parent/teacher conferences, serving as a school volunteer, serving as a field trip chaperone, Home and School participant, and other such services is critical. For that reason, the School Board welcomes and encourages parental participation at WCCA.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is organized to unite the home and school in their endeavor to provide Christian education for children, and to provide an agency by which cooperation may exist between school and the parents and/or guardians of the students. Any adult member of the church or patron of the school who is willing to support the objectives of the Association may become a member.

A primary objective of the Home and School Association is to develop and improve relationships between parents and teachers. The Association may enhance the relationship by activities such as the following:

- 
1. Providing instructional resources.
 2. Encouraging frequent communication between home and school.
 3. Encouraging parents to visit the school.
 4. Encouraging teachers to visit the homes of students.
 5. Appointing room parents.
 6. Providing volunteer services as requested by the school.

The Home and School Association meets with school administration and the board chair at the beginning of the school year to formulate plans and annual goals. The WCCA board and administration approve all activities and projects of the Home and School Association. The school does not endorse or support door-to-door solicitation. We encourage our students and parents to use other solicitation methods to raise funds for our approved school projects.

VOLUNTEERING

There are many opportunities to get involved in the education of the students here at WCCA. Studies show that children do better at school when parents are involved. Of course, the whole student body benefits greatly from the time donated by those who are available to volunteer. Some of the ways to get involved are playground supervisor, library helper, classroom aide, class mom/dad, etc. Please notify the school office if you would like to fill a need at WCCA. We appreciate our volunteers. All volunteers must be fingerprinted before volunteering at WCCA.

P.I.E. MEETINGS

In an attempt to equip families with the skills necessary to ensure that every child succeeds at WCCA, monthly Parents Involved in Education (P.I.E.) meetings are held. The third Thursday of each month, the WCCA family comes together to share pie and discuss a topic related to the educational needs of students.

OFFICE HOURS

Individuals who wish to make an appointment with the principal are urged to call during regular office hours, 8:00 am – 3:15 pm Monday through Thursday, and 8:00 am – 2:15 pm on Friday.

PERSONAL CALLS

If a phone call becomes necessary, a student must acquire a phone pass from their teacher. If an emergency occurs that requires immediate contact by the student, the student will be given permission to use the office phone. Parents should not contact students by cell phone. If a parent must get in contact with their student, please contact the front office and the student will be given the message.

MOBILE DEVICES

Students may bring their mobile devices to school, but they must be powered off and turned in to the office/teacher during school hours: 7:45 am – 3:00 pm Monday – Thursday, and 7:45 am – 2:00pm on Fridays. They must not be visible during class, in the halls, or anywhere on campus during school hours.

Should students violate these guidelines, the consequences are as follows:

- The first violation will result in a \$10 fine on the student's account.
- A second violation will result in a \$25 fine on the student's account.
- A third violation will result in a meeting to be scheduled with the parents of the offending student; upon which time the parents will be asked not to allow the student to bring their device to school any longer.

If students are unable to make good choices with their devices, they will lose the privilege of bringing them to school altogether.

VISITORS

All visitors are required to sign in at the front office before going anywhere on campus. A visitor's pass will be issued from the office. Students MAY NOT bring a relative or friend to school without prior approval from school administration and the classroom teacher. Requests must be made at least one day in advance. Student visitors who have been approved must follow all school regulations, including proper dress.

PARENT/TEACHER CONFERENCES

At the end of each nine-week period, parents are asked to schedule an appointment for a parent/teacher/student conference to discuss and plan for student

success. Time is built into the school calendar to accommodate these conferences. It is imperative that the student be present in order to give the student a chance to take responsibility for his/her learning. Parent/teacher conferences may be held at other times throughout the school year at the discretion of the parent and/or teacher. At all conferences, an action plan will be written, and copies kept by all parties involved.

PARENTAL CONCERNS

Parents who have a problem with another student are only to discuss the matter with the appropriate teacher or school administrator. It is not appropriate or permitted for a parent to discuss the issue with the other student involved.

PARENT-REQUESTED TEACHER MEETINGS

It is understood that there may be times when parents have a concern about what is happening in their child's classroom. In order to address these concerns, WCCA has adopted a *Matthew 18 Policy*. The purpose of this policy is to confront concerns in a Biblical manner and to find a resolution that will bring peace to the situation. Under no circumstances should the concerns be discussed with other individuals outside of the outlined procedure.

Matthew 18 Policy

- Step 1:** Meet with the classroom teacher. The parent should schedule an appointment with the teacher to discuss the concerns. At that time, the parent should request the completion of an action plan form. This form allows the parent and teacher to develop a plan of action to resolve the concern.
- Step 2:** Meet with the administration and the teacher. If there are issues with follow through or the concern continues, the parent should next request a meeting with the principal and the teacher. If the principal is the teacher involved, the board chairman shall serve as the facilitator for the meeting. The facilitator should keep minutes of the meeting. The Florida Conference will be notified of the meeting by the school administration.

Step 3: If the meeting between the principal, the teacher, and the parent fails to resolve the situation, the concern will be referred to the school board for discussion and resolution. At this point, the Department of Education for the Florida Conference will become directly involved in the resolution of the concern.

Step 4: A final appeal of a concern can be made to the school board. The appeal should be made at a regularly scheduled business meeting of the school board at which the teacher and a conference representative is present.

GRADE REPORTS

The school year is divided into four (4) nine-week periods called quarters. Report cards are issued at the conclusion of the first, second, and third quarters. Different mastery levels evaluate different grade levels. They are as follows:

Pre-Kindergarten:	3	Consistently Displayed
	2	Emerging/Developing
	1	Needs More Time
	0	Not Introduced or Expected
Kindergarten:	I	Independently Achieves Goals
	PT	Progressing Towards Independence
	NT	Needs More Time
Grades 1-2:	(same scale used for Kindergarten) OR	
	E	Excellent
	S	Satisfactory
	N	Needs to improve
Grades 3-12:	A+, A, A-	Advanced
	B+, B, B-	Proficient
	C+, C, C-	Partially Proficient
	D+, D, D-	At Risk
	F	Unsatisfactory

A copy of the student's report card will be provided to the parents/guardians of each student. When the custody of a child rests with one parent, grades will be provided to the custodial parent only, unless otherwise directed by the custodial parent.

Notification restrictions imposed by the custodial parent on the noncustodial parent should be registered with the school administration upon the registration of the student. Such notification is the responsibility of the custodial parent. A copy of any legal action concerning custody or guardianship must be provided for inclusion in that student's cumulative record.

SCHOOL HOURS

VPK: The VPK Program hours are 8:00 am – 11:30 am Monday through Friday. The wrap-around program extends the school hours for Pre-Kindergarten from 11:30 am to 3:00 pm Monday to Thursday, and from 11:30 am to 2:00 pm on Friday.

K-8: School hours are 8:00 am – 3:00 pm Monday through Thursday, and 8:00 am – 2:00 pm on Friday.

9-12: School hours are 8:30 am – 3:45 pm Monday through Thursday, and 8:30 am – 1:45 pm on Friday.

ARRIVAL AND DISMISSAL POLICIES

- General supervision begins at 7:30 am. This is when the parking lot gates open and when a staff member is available to supervise children.
- Dismissal begins at 3:00 pm Monday through Thursday and at 2:00 pm on Friday.
- Students are expected to be picked up within 15 minutes of dismissal. Any student not picked up by that time will be placed in the care of the administration, which will then contact a parent or alternate transportation source as listed on the student's pick-up list. Habitual failure to follow these guidelines will result in a school board review of the situation and may result in additional charges. Three late pick-ups beyond 30 minutes each will result in a charge of \$5 for every 10 minutes past 3:30 pm.
- The speed limit on campus is 5 mph.
- Park in the designated areas only. Do not park in the fire lane.
- WCCA asks parents who smoke to please refrain from smoking in your car while you are on campus and waiting for your student. This is a smoke-free environment and there should be no lit cigarettes on campus.

- Do not leave your car unattended unless properly parked in a designated parking space.
- Small children should be escorted by an adult/older student through the parking lot.

STUDENT DRIVING POLICIES

All students who drive a vehicle to school and park on school campus must complete the student driving form and have it signed by a parent/guardian. We will need a copy of the student's driver's license (not a learner's permit), insurance and registration on file. Students must follow all parking lot rules. Students are not allowed to leave campus during school hours for any reason unless approved by the principal and written permission from a parent/guardian. On campus driving privileges will be revoked if the student does not follow these rules, has behavioral violations, or excessive unexcused absences.

RELEASING A STUDENT FROM SCHOOL

All individuals authorized to provide transportation for a child should be listed on that child's authorized pick-up list. If someone not listed is sent to pick up your child, please send a written note with that person. If you call the school to inform the teacher of a new individual, that individual may be asked to provide a photo ID to ensure your child's safety.

Any changes to your child's transportation routine should be made prior to the child's arrival at school for the day. If an emergency arises that warrants a change in transportation, please call the school. Children will not be permitted to call their parents to make changes in their transportation plans. Any such changes should be made prior to the child's arrival at school for the day. If your child will be riding with another child, please be sure to send the teacher a note to that effect.

ATTENDANCE

Students are expected to be punctual and consistent in their attendance. The school year consists of 180 school days. We encourage parents not to take their children out of school for vacation or other reasons. It is recommended that medical appointments be scheduled after school or during school breaks.

Accurate and prompt reports of irregular attendance and truancy are required by law and are to be furnished by the teacher to the principal. Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

TARDIES

Students are expected to be in their seats and ready to begin class at 8:00 am. Students who are not in class at these times will be considered tardy. Students arriving after 8:15 am must go to the office and sign in. When the equivalent of 10 excused or unexcused tardies are accumulated per nine weeks, a letter from the Administration will be sent to parents/guardians. When 20 excused or unexcused tardies are accumulated per nine weeks, parents/guardians will be required to meet with the Admissions Committee.

ABSENCES

It is the usual practice that students may be absent or tardy only when they are sick, at a medical appointment, or attending a funeral. A written excuse from a parent or guardian is required for each absence, and the specific reason for the absence should be stated. Unless the work missed is satisfactorily made up, a student absent more than 20 percent of the school days (including excused absences) in any grading period will forfeit their grade and receive an "F" for that period. Parents should notify the school prior to 8:30 am if their child will be absent. When 5 unexcused absences are accumulated per nine weeks, parents/guardians will receive a letter from the Administration. When 8 unexcused absences are accumulated per nine weeks, parents/guardians will receive a letter from the Admissions Committee. When 10 unexcused absences are accumulated per nine weeks, parents/guardians will meet with the Admissions Committee. The parent and student will enter into a contract with the school for the purpose of improving attendance. No more than 5 unexcused absences will be allowed without approval from the Admissions Committee after signing this contract. If the unexcused absences exceed 5, the student will be asked to withdraw from WCCA.

Financial Information

WCCA is a privately supported education institution, which receives no funding support from the state or federal government. As such, in order to operate a quality program, the school board sets tuition rates each spring for the following school year. Believing the school to be a mission field for the community and church, tuition rates are kept as low as possible to still meet budgetary needs.

Grades	Monthly Tuition	Registration Fee	Technology Fee	Class Fees	Annual Tuition
Pre-Kindergarten (VPK)	Free (with ELC Scholarship)	None	None	None	Free
Pre-K Wrap-Around (11:30 – End of Day)	\$275*	None	None	None	\$2,750*
Kindergarten-Twelfth (K-12)	\$680 [^] *	\$500 [^] *	\$200	\$50 [^]	\$7,550*

*A discount is applied if paid prior to the first day of school.

[^]Prorated for late enrollment.

COLLECTION PROCEDURE

Tuition is due on the 30th of each month. If payment is received after the 15th of the following month, a late fee of \$25 is assessed. A reminder call is made if tuition is not received by the 30th of the month. If the tuition is not received by the 15th of the following month, the individual will be asked to meet with the finance committee to develop a plan of action. If the individual agrees to meet with the finance committee and the action plan is followed, the child remains in class. If the individual refuses to meet with the finance committee the following actions will be taken.

A letter of delinquency is sent, and the child is suspended from attendance at WCCA until a meeting with the finance committee has occurred or the bill has been paid.

Please understand that we want your children here in our school, but we must get paid so that we can pay our bills. If you are experiencing financial difficulties, we

want to work with you to find a way to keep your children at WCCA, but you must communicate with us about your needs.

OUTSTANDING BALANCES

Students with an outstanding balance at the end of the school year will not receive a final grade report and/or have records sent to another school until the balance is paid or arrangements are made. In addition, the board reserves the right to deny admission for the following year until the balance is paid, or payment arrangements have been made.

SCHOLARSHIP INFORMATION

Each spring families have the opportunity to apply for the Step Up for Students and Family Empowerment Scholarship programs offered by the State of Florida. As the amount this program pays toward a student's tuition varies each year, we ask that you check with the front office to see if you have a remaining balance to pay for the year. For more information on scholarship qualifications and/or to apply online, go to www.stepupforstudents.org.

Financial assistance is also available for students with special needs through these scholarship programs. Evaluative testing is required to qualify for this program. For more information, go to www.stepupforstudents.org. Due to limited resources, the school reserves the right to limit admissions based on the school's ability to meet specific students' IEP's.

To qualify for the free Voluntary Pre-Kindergarten program, parents must register their child with the Early Learning Coalition of Manatee County and receive VPK approval letter. To register a child for VPK, go to www.vpkhelp.org.

If you do not have access to the Internet or would like step-by-step help as you go through any of these scholarship applications, please make an appointment with the front office and one of our staff members will gladly guide you through it.

Student Health and Safety

SAFETY DRILLS

Fire drills are conducted monthly. Teachers escort students to designated positions at the perimeter of the school campus to allow for emergency vehicles to

have a clear path to the buildings and to ensure student safety. Other safety drills, such as school lock down, tornado and other emergency drills are conducted throughout the school year as well.

SCHOOL DELAYS OR CLOSINGS

For instructions as to whether school is to be delayed or closed, staff, parents and students should tune in to a local radio or TV station for instructions on delays or closings of Manatee County schools. WCCA will follow the Manatee County Advisory. The rule is: **IF MANATEE COUNTY SCHOOLS CLOSE, WCCA CLOSES.**

BICYCLE RIDERS AND WALKERS

Students are discouraged from riding bicycles to and from school because of traffic conditions and safety factors. Infraction of the following rules may result in forfeiture of bike privileges. Students must:

- Inform the office that they are a rider or a walker.
- Leave the school promptly at the end of each school day.
- Ride their bike only.
- Ride only to and from school.
- Carry no riders on a bike.
- Obey all safety rules and regulations.
- Wear a helmet (Florida State Law).
- Walk bike across crosswalks.

ROLLER BLADES/SKATEBOARDS/SKATES

Skateboards, roller skates, and in-line skates are not permitted on campus at any time.

SCHOOL LUNCH

Believing that "your body is the temple of the Holy Spirit," (see 1 Corinthians 6:19) each student needs to bring a nutritious and healthful lunch. The school board

recommends that consideration be given to the benefits of a vegetarian diet and requests that lunches be in harmony with the church's standards of food. Drinks containing caffeine are not permitted. Students are responsible for cleaning up after themselves when they use the microwave and/or school refrigerator in the lunchroom area.

STUDENT ILLNESS

Parents should not send their child to school if the student is sick. This includes, but is not limited to: vomiting, a temperature above 99.0°F, suspicion of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, flu, etc.), and insufficient recovery from an illness. If your child has been sick, do not send them to school until they have been fever-free for 24 hours without using fever-reducing agents (such as Tylenol, Advil, etc.), and/or other symptoms are resolved. If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and wellbeing. The student's parents may be asked to take them home depending on the illness or accident. If we are unable to reach a parent, the individual listed as the emergency contact on the registration form will be notified as soon as possible. In an emergency involving life-threatening issues, the staff will contact 911 prior to attempting to contact a parent or emergency contact.

COVID POLICY

We follow any current State of Florida Laws/Executive Orders/Mandates. As of July 30, 2021; it is said that parent's have the discretion whether their child(ren) wear a mask to school or not. We will check all students/adults' temperatures at the front door upon entering. Protocol for students for controlling COVID-19 can be found at www.fldoe.org under the COVID-19 Symptomatic Decision Tree. This also applies equally to students that are fully vaccinated for COVID-19.

MEDICATION POLICIES

Florida law does not allow school personnel to administer medication without explicit written instructions. This includes prescription as well as nonprescription medication. The following medication procedure will allow school personnel to administer nonprescription and prescription medication:

- A form, available in the office, providing the child's name, medication, dosage, instructions, parent and physician's signature must be filled out.
- The medication must be brought to school in the current prescription bottle or original manufacturer's package. The student's name and written instructions must be on the label. Medication must not be expired.
- The medication must be brought directly to the office by the parent. Medication may not be kept in the student's lunch box, locker, or on his/her person. This is a violation of Florida State law. Exceptions may be considered with EPI pens and inhalers pending proper authorization and notification.

Dress Code

GENERAL EXPECTATIONS

All WCCA students are required to wear school-approved uniforms. Modesty in dress is the goal of our school dress code. Modesty is a matter of length, tightness, and appearance. Uniforms must be neat and clean, appropriately sized, and worn as they were designed. The uniform should reflect a positive attitude of pride in one's self and school. Parents are expected to support the school's efforts by not allowing exceptions to the uniform policy. The blue WCCA T-shirt is the required uniform for field trips unless otherwise specified by the teacher. Administration has the final word on questions of appropriate dress.

SHIRTS

- Polo's with WCCA logo
- Approved colors are maroon, navy blue, white, and royal blue.
- Any shirt worn under the approved school uniform must be tucked in.
- Uniform tops with the WCCA logo are to be purchased through the front office.

BOTTOMS FOR GIRLS

- Approved colors are khaki, navy blue, and black.
- Modest length and loose fitting.
- Approved styles include:
 - Shorts
 - Capris
 - Skorts
 - Pants
 - Skirts (must come to the knees)
- Jeans are allowed only on Friday if worn WCCA t-shirt or polo.

BOTTOMS FOR BOYS

- Approved colors are khaki, navy blue, and black.
- Appropriate fit, not oversized, no underwear showing.
- Approved styles include:
 - Shorts
 - Pants
 - Only belts of appropriate length may be worn
- Jeans are allowed only on Friday if worn WCCA t-shirt or polo.

GENERAL UNIFORM STANDARDS

- Solid Colors – no prints.
 - Acceptable colors are navy blue, royal blue, khaki, white, black, red, and maroon.
 - Tights/leggings must be in one piece in approved uniform colors.
 - Undershirts or anything worn under the uniform as outlined in this dress code must be tucked in.
- Any outerwear that is worn at WCCA should only promote a Christian lifestyle (no skulls, inappropriate language, or sexual references).

FIELD TRIP/ CASUAL DRESS STANDARDS

During field trips and casual dress days, students will be allowed to wear jean pants and T-shirts. Students are required to wear the WCCA T-shirt on field trips, however on casual dress days, the student may wear what they like so long as it meets the following standards:

- No sleeveless, spaghetti strapped, or strapless shirts. Every shirt must have sleeves that cover the shoulders.
- All shirts must cover the midriff with arms raised.
- Any logos or designs on the clothing must be within Christian standards (no skulls, profane language, sexual content, etc.)
- Shorts must come to fingertips when arms are relaxed at the sides.
- Pants must not be excessively tight.
- **GIRLS** – Skirts must come to the knees. Shirts may not be low cut or revealing and cannot be excessively tight.

SHOES

- All shoes must be closed toe.
- Tennis shoes are required for all physical education classes.
- Shoe heels or soles should not be over two inches high or have wheels.

JEWELRY

Bracelets (except medical alert), earrings, rings, necklaces, chains or studs for initial stage of ear piercing are not to be worn at school or at any school functions.

HATS

Head coverings of any kind including hats, caps, bandanas or forehead bands are not to be worn during school hours.

MAKE-UP

Make-up and nail color must be natural shades.

HAIR

Boys' hair should be clean, well-managed, natural color, non-distracting and off the collar and ear. It should not touch the eyebrows in normal wear position, with no tail or ponytails. Girls' hair should be clean, well-managed, natural color, non-distracting and not an extreme cut.

NON-COMPLIANCE

Non-Compliance of the Dress Code will result in disciplinary actions. The teacher will determine if a student is not in uniform and make the initial contact with the parents. The parents must then bring proper uniform attire or take the student home. Continued non-compliance will result in action from Administration.

Student Technology Policy

The purpose of the WCCA Technology program is to provide educational services, opportunities for learning for today and the future. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication. With this educational opportunity also comes responsibility. Access and use of the Internet, local area networks, computers and related equipment is a privilege. When one individual vandalizes or misuses this privilege, the entire program is negatively impacted. The following policies are intended to ensure the proper maintenance and use of equipment:

1. Students are not to bring any software or other unauthorized computer-related materials into the school setting.
2. Students should recognize that copyright laws protect software; therefore, they are not permitted to make any copies of software, whether by copying them onto disks or other computers, or sending copies through electronic mail or file-sharing; students are also not to give, lend, or sell copies of software to others.
3. Students will not vandalize equipment or data. Vandalism includes any attempt to take, harm, or destroy hardware or data, whether willfully or as a result of inappropriate behavior. This includes, but is not limited to, the uploading or creation of computer viruses, taking food or drink near computers, and not following all startup and shutdown procedures carefully so as not to harm the equipment.
4. Students should not waste or take supplies, such as paper or printer cartridges.
5. Students are not to access any inappropriate or unauthorized material on the Internet.
6. An authorized staff member must monitor all use of technology.

For each major offense, the student will be sent to the office and any damages resulting from the offense are the responsibility of the student and/or parent. The school will adhere to the following disciplinary guidelines for offenses:

First Offense: Written warning

Second Offense: Parent conference

Third Offense: Suspension

Fourth Offense: Suspension with possible expulsion

Code of Conduct

STANDARDS OF CONDUCT

In order to represent at all times, the high spiritual, academic, and social principles to which Christian Education is dedicated, West Coast Christian Academy requires its students to abide by the standards of conduct regarding the following subjects.

ACADEMIC DISHONESTY

Students are expected to submit their own work. Students should not violate WCCA's Code of Conduct and shall avoid situations that would compromise academic integrity. Those who engage in academic dishonesty diminish the quality and value of their education and bring dishonor to the school community. Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic dishonesty, including production of materials for other students, are subject to a failing grade for that assignment and further disciplinary action as appropriate for the incident.

DISRESPECT

Students are expected to respect the authority of all teachers, staff, and administrators. Parent volunteers, visitors, or guests of WCCA shall be afforded the same respect. Each student is expected to maintain respect for teachers and staff, classmates, and property. Classroom teachers will teach their students what respect for each person and property means.

INAPPROPRIATE LANGUAGE

The use of profane, obscene, abusive, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also unacceptable.

MAJOR DISRUPTION

Students are expected to not disrupt the teacher or instruction in the classroom. Such actions take away the learning opportunities of other students and will not be tolerated.

ROUGHHOUSING

Students are expected to follow fair rules of play and contact with each other. Roughhousing could result in injury and should be controlled.

FIGHTING/PHYSICAL AGGRESSION/PHYSICAL CONTACT

Fighting or striking another student is not an acceptable means of settling disputes. Physical aggression towards another student and the aggressive confrontation of a student are also included under this offense, even if there is not physical contact and will be referred to administration immediately.

INAPPROPRIATE INTERNET USE

Students may use school computers only for legitimate academic purposes. Students are prohibited from accessing or downloading information inappropriate or disruptive to the school setting. Internet use at any location that results in disruption to the school setting will not be tolerated.

DEFACING AND THEFT OF PROPERTY

Students must respect the WCCA campus and the property of others. Any student who defaces, destroys, or steals the property of others will be held financially responsible for reparations in addition to the established consequences.

POSSESSION OF CONTROLLED SUBSTANCES

Possession or use of alcohol, or the possession or use of illegal or unauthorized drugs and medications on school campus, or at school functions, is considered an extremely serious violation. This includes the sharing of medications with others. These cases will be taken immediately to the Admissions Committee for review.

WEAPONS AND INCENDEARY DEVICES

Any weapon or device that may cause harm or injury to property or another person will not be permitted on campus. Students who bring these items, such as firecrackers, lighters, matches, knives, firearms, or any other weapons will be dealt with immediately by the Administration.

OTHER ITEMS

Skateboards, scooters, in-line skates, televisions, radios, MP3 devices, electronic games, pornographic or inappropriate magazines or material are not allowed on campus.

PROPERTY RIGHTS

Areas used by students to store their books and belongings are school property and may be searched by the faculty at any time. When there exists reasonable suspicion that students possess prohibited material, their belongings may be searched.

Bullying and Harassment

WCCA is committed to providing a school environment free from bullying and sexual/racial harassment for all students. Parents, teachers, and students must report all incidents of harassment to administration and appropriate action will be taken.

BULLYING

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, a school employee or a volunteer: unwanted and repeated written, verbal, or physical behavior, including any

threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal, or physical conduct directed against a student, school employee or volunteer.

Bullying and harassment includes cyber-stalking, which means to engage in a course of conduct to communicate or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, as defined by Florida Statute 784.048(1)(d).

There are 4 elements that must be present in bullying and harassment:

1. The action of the bully is to hurt or humiliate the victim.
2. There is a difference in power between the bully and the victim, whether that power difference is height, weight, athletic ability, socioeconomic status, etc.
3. The act of hurting and humiliation, on the part of the bully is repeated.
4. The victim has told the individual(s) to stop the specific behavior and the behavior is continued by the person(s).

SEXUAL HARRASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, graphic, and written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome or inappropriate touching.

RACIAL HARRASSMENT

Racial harassment is verbal, nonverbal, graphic, written, or physical conduct that shows hostility or aversion toward any student based upon race when such conduct

substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment, Racial harassment, as defined above, may include but is not limited to the following conduct which is based upon race:

- Epithets (name-calling) and slurs.
- Negative stereotyping.
- Threatening, intimidating, or hostile acts.
- Written or graphic material that shows hostility or aversion toward an individual or group.

REPORTING PROCEDURES

Students must clearly understand that conduct believed by them to constitute harassment must be reported to the administration. Staff must clearly understand that if a student complains to them regarding alleged harassment, they must immediately refer that student to the administration to investigate their complaint. Students must clearly understand that they and others supporting them will not suffer any retaliation or recrimination on account of their reporting of any alleged harassment or on account of participating in an investigation of any alleged harassment.

Discipline Procedure

Just as God disciplines His children to bring them closer to Him, discipline, when needed at WCCA, shall be redemptive in nature. Disciplinary actions attempt to balance justice and mercy, taking into account the maturity of the students, penitence and other factors. Inappropriate behavior will result in corrective action.

CLASSROOM DISCIPLINE

Teachers will develop a classroom discipline plan, which will be sent home to parents within the first week of school. The plan will outline classroom expectations and the consequences of inappropriate behavior. Teachers will communicate with parents about reoccurring discipline issues with their child. Teachers will record discipline incidents on the student's anecdotal record. Student and parents may request an appeal to the principal if they believe the disciplinary action taken by the teacher was unjust.

IN-SCHOOL SUSPENSION

When a student is asked to serve an in-school suspension, they will be taken out of class and placed in a predetermined area away from other students. Students will remain on campus for the time period determined by school administration. The student will be given their class assignments, which must be completed independently.

OFF CAMPUS SUSPENSION

A suspension is a significant disciplinary measure to let the student and his/her parents know that he/she is on the verge of expulsion unless a positive and consistent change in behavior is seen. Suspension from school is to be done only by the Principal. Parents are to be notified immediately upon suspension. Suspension should not exceed three school days. All schoolwork and tests missed due to suspension should be made up promptly. If a satisfactory basis for readmission cannot be affected, the student should either be withdrawn or, as a last resort, be dismissed by action of the School Board.

EXPULSION

Chronic or serious misbehavior may result in expulsion. When the student records indicate that there is no significant progress in the behavior or attitude of a student, the last resort will be expulsion. The final authority to expel is the responsibility of the School Board.