



2026-2027
Parent/Student Handbook

Our Values

- Christ-centeredness
- Courage
- Integrity
- Passion
- Respect
- Teamwork
- Kindness

Portrait of a Graduate

- Has a genuine relationship with Jesus Christ
- Honors Jesus Christ in their daily life
- Has an excellent foundational knowledge of the Bible
- Possesses a biblical worldview of all of life
- Has developed strong leadership skills
- Has a discerning mind
- Is an intelligent and effective communicator
- Is well-rounded in their abilities.
- Is conscientious and thoughtful
- Is a responsible steward of all they are entrusted
- Has learned both how to learn and how to apply knowledge

Mission Statement

To provide a Biblically-centered educational experience for all families through a comprehensive Bible-based curriculum taught by highly qualified Christian educators.

Vision Statement

To produce a maturing relationship with Christ in every student and instill a lifelong love of learning that is foundational in an ever-changing and complex world.

School Colors

Purple, White, and Black

School Mascot

Eagle



715-258-8895



www.waupacachristianacademy.org



1500 Roman Road | Waupaca,
WI 54981



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History

In 1975, the Lord allowed First Baptist Church to begin First Baptist Christian School (FBCS) to provide a well-rounded education that was Bible-based. The purpose of establishing a Christian school was to instill a sense of high regard for spiritual and moral standards, excel in academic standards, and help students find their identity in Christ. Under the advisement of Gordon Miller, Lee Morey, and Jeff Peterson, Pastor Leon Leeds cast a vision for a Christian school; during the 1975-1976 school year, Ms. Beverly Winkler taught the initial grade group, which included the 1st-3rd grades. The following year, the school extended the offered grades through 12th grade. As a result of the increased class availability, school enrollment continued to grow. The completion of the school gymnasium in 1977 allowed the school to continue on its mission to provide a well-rounded, Bible-based education.

As the school continued and families were blessed with the opportunity to enroll their children in a Christian school, FBCS presented many educational options for their students. Band, drama, athletic opportunities, and a Christian environment were some of the perks of families sending their children to FBCS. Pastor Larry Gross was the first principal of the school. Under his leadership, the school continued to grow, and the decision was made to bring the high school students on campus who had been commuting from Waupaca to a private school in Oshkosh. The educational method of the high school was Accelerated Christian Education (ACE) between the years 1976 and 2001.

In 2002, the school educational method shifted from ACE to a traditional method. As a result, additional teachers and staff members became a necessity. Teachers continued to be a constant in maintaining a stable Christian environment at school. Through consistent teaching and mentoring, students continued to receive an education focused on excelling in academics and strengthening Christian relationships.

In the 2018-2019 school year, FBCS changed its name to Waupaca Christian Academy (WCA). Becoming an approved Choice School in the Wisconsin Parental School Choice Program allowed the school enrollment to increase again. As WCA continues to instill in students a love for God and country, excellence in academics, and a Bible-based education, WCA seeks a partnership with parents in each student's educational journey.

Statement of Faith

WCA believes in the divine inspiration and authority of the Scriptures, the triune God, the virgin birth and bodily resurrection of Christ, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God, and the necessity of repentance and faith for salvation. WCA believes in the visible and personal return of Jesus Christ, the resurrection of the righteous to eternal life, and the wicked to eternal damnation. WCA believes in the verbal, plenary inspiration of the Bible. WCA believes that God ordains marriage, and this union is between one biological man and one biological woman.

Educational Philosophy

Waupaca Christian Academy's philosophy is based upon the Word of God. The school's primary objective is to train the student in the way of life presented in the Scriptures while giving him a solid general education. We realize this can only be accomplished as the home,

church, and school work together to develop the child. Proper training begins in the home, is nurtured in the church, and is reinforced in the school. (Col. 1:27-28).

Since the primary reason for the school's existence is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. The students are instructed in right thinking, good conduct, and clean living in the light of the principles in God's Word.

Through the traditional approach, the academic program is developed to provide students with the best possible program of studies. There is an emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Stress is placed upon the development and exercise of the powers of reasoning. Teaching methods proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do their best (Phil. 2:5). We believe the traditional system of education educates the mind and builds character. This educational system encourages competition and teaches the value of living under a free enterprise system of government.

Character training is an essential element of Waupaca Christian Academy. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate inner self-discipline and is essential to the student's emotional, physical, social, and spiritual well-being. The teacher is the authority in the classroom.

Discipline is administered firmly but fairly. To obey, do right, love God and country, and continually measure one's attitude against the principles laid out in the Scriptures are characteristics we strive to instill in each student. These principles will equip them for their role in God's plan for their life and their proper place in society (Phil. 1:27, Col. 4:6).

Purpose and beliefs

WCA is a uniquely religious educational institution that seeks to provide quality education in a distinctly Christian environment. One of the goals of WCA is to work with parents and guardians to train young Christian men and women to be salt and light in their communities. WCA believes that the Bible sets forth absolute truth by which Christians are to live. WCA expects and requires that students and parents support the school in its distinct mission and Biblical beliefs.

On those occasions in which a particular home or student acts counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to any applicant or to discontinue enrollment of a current student.

We believe that there is a need for sound Christian education in our community. Waupaca Christian Academy has been established to assist parents in their God-given responsibility of teaching and training their children. To assist the church in discharging the obligations and responsibilities that it has imposed upon itself, the Christian school will endeavor to fulfill the following core values:

- | | |
|-------------------|------------|
| - Christ-centered | - Respect |
| - Courage | - Teamwork |
| - Integrity | - Kindness |
| - Passion | |

An additional list of WCA's policies and beliefs can be found in the Parent/Student Handbook Appendix section.

Academics

Awards

High school students competing for valedictorian and salutatorian awards must complete the requirements for graduation from WCA. They must earn at least one-half of their total high school credits (or attend two full years) at Waupaca Christian Academy. Students graduating with a cumulative GPA of 3.67 or greater may be recognized as valedictorian. Students graduating with a cumulative GPA of 3.33 or greater may be recognized as salutatorian.

Bible

Knowledge of the Bible is one of the greatest educational assets anyone can have, in addition to the moral and spiritual values resulting from its study. Character development is the most critical work of a school. No other course offered in the school affords more significant opportunities for laying the foundation for Christian character. Students will use the English Standard Version (ESV) for classroom instruction and Bible memorization.

Curriculum

The curriculum has been structured so that the students will receive training in all academic subjects required by the state of Wisconsin. All subjects are taught from a Christian worldview. Social development is encouraged by teaching good manners, moral standards, respect for parents and authority, and patriotism.

Grading scale

Score	Grade	GPA
99-100	A+	4.00
93-98.9	A	4.00
90-92.9	A-	3.67
87-89.9	B+	3.33
83-86.9	B	3.00
80-82.9	B-	2.67
77-79.9	C+	2.33
73-76.9	C	2.00
70-72.9	C-	1.67
67-69.9	D+	1.33
63-66.9	D	1.00
60-62.9	D-	.67
Below 60	F	0.00
Excessive Absence	X	no credit

Homework

Homework is regularly assigned in each grade level. Assignments are designed to reinforce classroom instruction, provide additional enrichment, or allow students to make up

work missed due to absence from school. Homework is the student's responsibility; however, parents are encouraged to be actively involved in every aspect of their child's education. Teachers will not assign homework on Wednesdays to promote faithful attendance to Bible studies and youth groups.

Honor Roll

The families will be notified regarding honor roll students on each report card. Students with a B average (GPA 2.67, with no grades below a C) achieved the B honor roll. Students with an A average (GPA 3.67, with no grades below a B) achieved the A honor roll.

Report cards

Report cards are distributed after every nine weeks of school. Parent and teacher conferences may be held several times a year to understand the child's educational needs better if necessary.

Library Policy

At WCA, students are welcome and encouraged to utilize the school library. For research, study, and educational or fun reading, students may visit the library and check out books for reading purposes. The library is staffed with a school librarian during school hours.

Students in grades 7-12 are encouraged to research using the school library. For science, history, or other topics, students may utilize books found in the library to begin their research. During school hours, books may be checked out of the library with the assistance of the school librarian.

A fee will be placed on the borrower's account for books that are delayed in being returned, lost, or damaged. A breakdown of book fees for misplaced, lost, or damaged books is below:

- Overdue: 10 cents a day (\$0.10/day)
- Lost or damaged book: \$25 replacement fee (If you return it undamaged, the charge is reduced to a \$10 late fee).

Admissions

Non-discrimination policy

Waupaca Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, gender, or national or ethnic origin in the administration of its educational policies and admissions.

Procedures

The enrollment process can be completed online. Parents interested in enrolling in WCA can complete the online application on the school's website. Once the application is complete, parents should contact the administrator to schedule a meeting. If a paper application is preferable to parents, please contact the office, and a paper application will be provided.

Re-enrollment

Applications must be updated prior to the new school year. Parents can access the online application through Sycamore and reapply for admission into WCA.

School Choice

Families that participate in the Parental School Choice Program (School Choice) must update their application before the School Choice enrollment period ends. Parents can access the online application through the Department of Public Instruction.

Requirements

To gain admission into WCA, each parent must agree to the Statement of Faith found in the beginning pages of the Parent/Student Handbook. The Statement of Faith is a guide that will bring Christians together under a commonality of beliefs, allowing for a foundation in education. Having each family agree to a Statement of Faith will allow WCA liberty to pursue the values they deem necessary. (The Core Values can be found in the beginning pages of this handbook). Parents that seek admission but fail to agree to comply with the Statement of Faith and policies outlined in this handbook may be declined admission into WCA. Admission appeals may be made if a student is denied entry. A meeting will be scheduled with the administrator, the school board, and parents.

Transfer students

WCA welcomes students that desire to transfer into WCA. Parents must apply online and await admission into the school to transfer into WCA. Once admission is granted, WCA will request records from the previous school, and the transferring student will become enrolled.

Arrival and departure

Car Line

When picking up and dropping off your child(ren):

- Be patient, careful, and watchful.
- Go SLOWLY.
- Face forward when moving.
- Have your child prepare to exit the car while you are still in line. Once the door is open, your child should be ready to get out.
- Stay in your car and allow school personnel or designee to assist your child in or out of the vehicle.
- If you need to come into the building, park in a designated parking space. Do not park in the handicapped area unless you have a handicap permit.

Early Care

Students may be dropped off at school no earlier than 7:15. Supervision will begin at 7:15 as teachers' responsibilities start. When students arrive at school, they should go to the gym where they will be watched until further instruction is given.

Attendance

Absences

Attendance and punctuality are essential to successful classwork and character-building; therefore, each student requires regular attendance and punctuality. A parent with an absent student should email reception@waupacachristianacademy.org, call the school office in the morning of the absence or send a written excuse signed by the student's parent or guardian on

the day of the student's return. All absences without a written, email and called-in excuse will be considered unexcused absences.

Absences will be excused only for:

- Verified illness of the student
- Death of a close relative
- Medical or dental appointment
- Administrative approval

Lower school students arriving after 11 AM (or half of the academic hours) will be considered absent for a ½ day. Absences are recorded by ½ days. Upper school students missing more than ten minutes of a class period are considered absent for that period.

Upper school students who exceed 10 excused or unexcused absences per semester may not receive credit for the semester. Upper school students who exceed 10 excused or unexcused absences per year are considered truant and are subject to applicable enforcement per Wisconsin state law, which can include police warning, police citation, and/or court appearance with legal consequences. Parents must submit doctor's notes for any absences that they wish not to count towards truancy.

Lower school students who accumulate 20 or more excused or unexcused absences during the year will jeopardize a student's promotion to the next grade. The school board will review special circumstances.

Students with an excused absence will have one day for each day of absence plus one additional day to make up their work (for example, if they are out of school for two days, they will have three days to submit schoolwork). Students charged with an unexcused absence must complete missed assignments within the number of days absent and may receive full or partial credit for work completed at the teacher's discretion. Exams missed due to an unexcused absence must be taken on the first day of a student's return or at the teacher's discretion.

Students are to be present while school is in session. WCA strongly recommends that parents make doctor, dental, or other student appointments after school hours. WCA also asks that parents not take students out of school for vacations during the school year. If unavoidable, the student and parent should contact his or her teacher(s) at least one week before leaving for possible work assignments. All assignments are due on the day the student returns to school if the student is to receive credit for their work. Also, any test missed must be made up the day the student returns or at the teacher's discretion.

Students who arrive unexcused after 11 AM will not be allowed to participate in any athletic games that day.

Students must have a written doctor's excuse to be excused from physical education class.

Tardies

Parents of elementary students arriving after 8:00 AM must sign their children in at the School office. Students arriving after 8:00 AM but before 9:00 AM (or missing up to one hour within the day) will be considered tardy. A reason for the tardiness must be provided to the front office no later than the day following the tardiness. The accumulation of three (3) tardies in a semester will result in a charged absence related to perfect attendance.

Secondary students arriving after 7:45 AM are considered tardy. Students arriving after 7:45 AM will report to the school office. A reason for the tardiness must be provided to the front office no later than the day following the tardiness. Upper School students may also receive tardies for each individual class. If the student arrives at class after the bell, the student is tardy. The accumulation of three (3) tardies in a semester will result in a charged absence related to perfect attendance. Students will not receive a demerit for their first tardy. Students will receive one (1) demerit for their second and third unexcused tardies and three (3) demerits for each subsequent unexcused tardy during a semester. An accumulation of 10 or more tardies in a semester will result in a meeting with the administration. Demerits may not be given if the teacher or administrator deems them inappropriate for a particular tardy.

Picking up a student from school

If a student must leave school before the end of the day, the student must sign out in the school office. Once the student is signed out, they may leave school with their parent/guardian (or with a parent's written consent if the student is a student driver). Students may not leave school early without a parent or a parent's written permission.

Dropping a student off at school

If students are not dropped off at school at the beginning of the day (before 7:45 AM for upper school and before 8:00 AM for lower school), their parents must come to the school office and sign them into school to verify the reason. Once signed in, the student's attendance will be notated in Sycamore by the school secretary.

Student missing school

On rare occasions, students will have to miss certain days of school. Examples may include sickness, family emergencies, or something similar (for a list of excused absences, please refer to the *Attendance* section of the Parent/Student Handbook). When a student misses school, parents should call the school office (715-258-8895) or e-mail the school office (office@waupacachristianacademy.org) to report that the child will be absent.

School day

Classes will begin at 7:45 AM for middle & high school (upper school) and 8:00 AM for preschool & elementary (lower school). The school building will be open from 7:15 AM to 5:00 PM. Upon arrival, students should stay only in designated supervised areas. Students may not be in unsupervised areas such as the gymnasium, classroom, locker rooms, etc. until a supervisor arrives. Grades K5-12 will be dismissed at 3:00 PM.

The campus of WCA is a closed campus. Students will not be allowed to leave the school grounds for any reason unless written permission from a parent or guardian is brought to school before the student leaves.

Behavior

Cell phones

Cell phones are not to be seen or heard from the time a student arrives at school until dismissal. Students are not allowed to send or receive text messages during the school day. Cell phones are to be turned off and remain in the student's backpack or locker during the

school day. If a cell phone is seen or heard, it will be confiscated and turned in to the administration until the end of the day. Parents who need to contact their child should call the school office.

Acceptable Use Policy for Technology

Acceptable Use of Technology and Internet Safety for Students, Staff, and Guests

Waupaca Christian Academy supports access by students, staff, and guests to a wide range of technologies. It is anticipated that this access will enrich the teaching and learning environment.

Technology defined

The use of technology that is owned or leased by Waupaca Christian Academy is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to, audio and video equipment, computer hardware and software, email, copy machines, telecommunications devices, and the network and infrastructure that support end devices.

Purpose

Waupaca Christian Academy provides access to technology for a limited purpose. The access granted to students, staff, and guests is solely for the educational goals of WCA. Access to technology is designed to create engaging teaching and learning environments, provide staff with productivity tools and avenues to learn and grow, and allow guests to provide educational services consistent with the mission of WCA. Access to technology is a privilege, not a right. As such, the Administration may revoke this privilege at any time for any reason. Privacy In order to ensure the appropriate use of technology and conformity to this policy and legal guidelines, WCA reserves the right to monitor, access, and disclose the messages and files contained, stored, or transmitted using school equipment. End-users of technologies shall have no expectation of privacy. Such monitoring, access, and disclosure will be conducted as the school deems necessary and may occur with or without notice and with or without consent.

Responsibilities

To the extent possible, and in compliance with the Children's Internet Protection Act (CIPA), the school filters Internet access on all devices capable of accessing the school's Internet connection. WCA recognizes that no technology measure can block 100% of the undesirable content and emphasizes the importance of staff supervision in monitoring student use. It is also the responsibility of all staff to:

1. Guide students in the selection and evaluation of educational materials.
2. Help students develop informational literacy skills including conformity to copyright laws and the concept of intellectual property.
3. Help students develop safe practices while learning in an online world, particularly when the educational experience involves social networking, chat rooms, email, and other forms of direct electronic communications.
4. Provide instruction on the topics of Internet safety and cyberbullying.
5. Report inappropriate uses to the school administrator.

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

1. General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
2. The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
3. The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
4. End-users shall not disclose the personal information of students, staff or others without authorization.
5. The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to that which is pornographic, material harmful to minors, and/or obscene.
6. The use of technology for illegal activity is prohibited.
7. End-users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks without authorization.
8. Technology shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way without authorization.
9. End-users shall not use technology for business or commercial purposes that are not specifically authorized by WCA.
10. End-users shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.
11. End-users shall maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
12. End-users shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
13. End-users shall not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by WCA.
14. End-users shall not install unauthorized software or connect unauthorized hardware to WCA systems.
15. The use of technology for personal entertainment is prohibited, including but not limited to watching videos not supplied by teachers for the purpose of lesson content, using social media, playing games, etc .

Personal Technology Defined

The acceptable uses listed above shall also apply to the use of laptop computers, desktop computers, Chromebooks, and other portable computing devices or accessories such as handheld computers, cell phones, tablet devices, digital cameras, digital readers, music players, flash drives or other storage devices not owned by Waupaca Christian Academy and brought into the school by students, guests, or staff members.

In addition to the unacceptable uses listed above, the following policy statements apply regarding personally owned devices:

1. WCA will not be held liable for any damage that may occur as a result of the use of technology.
2. WCA will not be held responsible for any physical damage, loss, or theft of the device.
3. WCA is not obligated to supply electrical power access.
4. Employee use of devices will be at the discretion of the administration. 5. Student and guest use of devices will be at the discretion of the administration. 6. WCA may conduct searches of personally-owned devices in a manner consistent with existing search and seizure laws.

Consequences

Violation(s) of the above regulations shall be subject to disciplinary procedures commensurate with the violation. These procedures may involve revocation of access privileges, suspension or expulsion, or referrals to the appropriate authorities. Student disciplinary actions are under the authority of the school administrator. In the case of employee misconduct, the matter will be referred to the school administrator.

Revised from the WSD (2019).

Discipline system

Elementary (K5-6th grade)

Christian education aims to teach children to be Christ-like in everything they do and say. Therefore, our goal is to teach our students to love one another and be Christ-like. The staff at WCA desires to teach them to be kind, share, and obey simple tasks of staying in their seat, raising their hand, using their manners, and being helpful.

Students in the elementary grades will be rewarded for positive behaviors. When students demonstrate behavior that is not conducive to the school environment, students will receive disciplinary actions.

The elementary school years are critical to developing good habits and discipline in young people. Good manners and appropriate conduct will be emphasized in the classroom just as they are at home. Most discipline problems are minor and will be handled by the classroom teacher. Persistent discipline problems or those of a more serious nature may be referred to the supervisor or principal.

Students in the elementary grades will be rewarded for positive behaviors. A flowchart system will be introduced with corresponding Scripture to help encourage students towards Christ-likeness by recognizing the ways they are living out their faith and reflecting the Fruit of the Spirit. The flowchart also includes opportunities for repentance and a fresh start. When students continue to demonstrate behavior that is not conducive to the school environment, students will receive disciplinary actions appropriate to the infraction. Though not exhaustive, some areas which will be disciplined are as follows:

- Attitude -When a child's attitude is reluctant, consistently negative or toxic in some way

- Talking -When a child talks excessively in class without permission or in the hallway, chapel, or other parts of the school and is corrected for talking
- Homework -When a child does not complete their homework
- Work Habits -When a child is not giving their best within the class, such as being distracted, not listening, staying seated, or giving their all on seatwork
- Intentional Disobedience -When a child willfully disobeys the teacher's instructions
- Interpersonal relationships -When a child acts unkindly toward others

A parent must be responsible for signing the discipline sheet in the child's binder every day. Teachers will report unresolved discipline concerns on the discipline sheet and make parent contact if a situation is persistent with there's no repentance or change, for WCA values the importance of the role parents play as a child's primary leader and seeks to be in union as a partnership.

Upper School (7th-12th grade)

Demerits

Demerits are given for disturbances, broken rules, and homework not complete. The accumulation of three demerits in one day will result in a detention. Students who accumulate a certain number of demerits in each semester will receive the following amount of detention:

10 Demerits	½ hour detention
20 Demerits	45-minute detention (meeting with administrator)
30 Demerits	2 days – 45 minutes each day (meeting with administrator)
40 Demerits	3 days – 45 minutes each day (meeting with administrator)
50 Demerits	1 day in-school suspension (ISS) (If the student participates in a sports program, they will be considered ineligible.)
60 Demerits	2 days ISS
75 Demerits	Student and parents will meet with the WCA school board.

Demerits will reset upon the completion of each semester.

The following actions may result in one (1) demerit for the first two violations and three (3) demerits for each subsequent violation:

- | | |
|---|--------------------------|
| - Eating outside of designated areas | - Unexcused tardy |
| - Failure to sign out | - Unexcused absence |
| - Gum chewing | - Unprepared for class |
| - Locker/backpack violation | - Griping or complaining |
| - Dress/hair code violation (first offense) | |

The following actions may result in three (3) demerits for the first two violations and five (5) demerits for each subsequent violation:

- | | |
|-------------------------|--|
| - Talking in class | - Dress/hair code violation (second offense) |
| - Passing/reading notes | - Electronic device use |
| - Throwing objects | |
| - Negativism/sarcasm | |

Violations in the following areas will result in discipline, at the administration's discretion, ranging from discipline, suspension, and expulsion (expulsion by recommendation to the board) to legal action. Steps need not be incremental.

- Disrespect/inappropriate response to a teacher/staff member
- Reckless driving on campus
- Vulgarity/profanity
- Dishonesty (stealing, lying, cheating)
- Leaving school without permission
- Skipping school
- Possession of tobacco in any form (including "vaping" materials)
- Offensive or profane literature
- Theft
- Inappropriate writing on textbook covers, notebooks, etc.
- Discussion of inappropriate or immoral subject matter
- Possession or use of a controlled substance
- Possession of inappropriate materials
- Defacing school property
- Pranks/practical jokes to a staff member(s) on or off-campus
- Damaging another's property
- Possession/Creation of weapons
- Horseplay
- Organized rebellion
- Threatening verbal or non-verbal/written/social media/texted/emailed language
- Repeated harassment/bullying
- Intentional, inappropriate contact with another student, including PDA (public display of affection) and other unwelcome physical contact, such as kicking, punching, poking, pushing, body checking, elbowing, etc.
- harassment

Violations in the following areas will result in immediate expulsion and possible legal action.

- Vandalism of school property
- Fornication, cohabitation or homosexuality
- Mothering or fathering an illegitimate child
- Possession or use of any alcoholic beverages; coming to school intoxicated
- Using, possessing, transferring, or pushing controlled substances or narcotics
- Any involvement in witchcraft or the occult
- Bringing, creating or possessing any kind of weapon that fires a projectile
- Direct disobedience

Detention

When a student receives a detention, a "Detention Notice" will be sent home with the student to be signed by a parent. The following school day, the signed slip must be returned to the teacher, and the student will be required to stay after school until 4 pm to complete school service or make up late work depending on the nature of the offense(s). Following the detention, the student can be picked up by his or her parents.

Upon receiving 60 demerits in one semester, a student will be placed on disciplinary probation. If a student accumulates more than 60 demerits in two consecutive semesters, the student, parents, and the administrator will meet to discuss the continuance of that student at WCA.

Harassment

Any physical, verbal, or virtual behavior that hinders the learning/teaching environment or can be interpreted as threatening to others will not be tolerated. In addition, Waupaca Christian Academy is committed to maintaining a learning environment free from sexual harassment and sexual violence, where all employees and students can work and study comfortably and productively. WCA prohibits any form of sexual harassment or sexual violence. Examples of prohibited behavior that is unsolicited, unwelcomed, or sexual in nature include:

- Visual Contact—suggestive looks, leering, staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, Facebook, Snapchat, Instagram, or other social network postings.
- Written Contact—sexually suggestive or obscene letters, notes, invitations, or drawings. This includes computer or mobile phone-generated messages, e-mails, internet postings, text messaging, and instant messaging.
- Verbal Threat—violent or sexually suggestive or obscene comments, threats, jokes including those about racial and gender-specific traits, any sexual propositions, and comments about another student's body that are negative or embarrassing.
- Physical Contact—any intentional pats, squeezes, touching, punching, pinching, repeatedly brushing up against another's body, assault, or blocking free movement of any person.
- Verbal Harassment—ribbing or joking, including sexually suggestive language. Harassment is cause for disciplinary and police intervention and could lead to a student being expelled.
- Continuance of any of the above behaviors when asked to stop by a staff member or students is considered an even more serious offense.

Harassment and bullying policy

WCA is committed to making our school a safe and caring place for all students. We will treat others with respect and refuse to tolerate bullying in any form. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. WCA defines bullying as the following:

- > Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

There are four main types of bullying/harassment:

- Physical – harmful actions against a person's body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person's property and stealing. Any type of intentional touching of intimate body parts of a person.
- Verbal – speaking to a person or about a person in an unkind and hurtful way, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks, including jokes and slurs.
- Non-Verbal – behaviors that upset, exclude or embarrass another person, such as leaving someone out of a game or activity on purpose, making rude gestures such as

staring down a person, writing unkind things about someone, rolling eyes, using technology to spread rumors, touching or showing someone private parts, etc.

- Intimidation – behavior or repeated acts that cause fear or physical or psychological discomfort, including, but not limited to, physical actions, non-verbal threats, gestures, or verbal threats. Intimidation is any behavior that is seen as tormenting.

The following steps will be taken as appropriate when dealing with incidents that involve bullying to any degree:

- A clear account of the incident will be recorded and given to the principal.
- The principal will interview all concerned and record incident.
- Parents will be informed through a phone call or letter.

Punitive measures will be used as appropriate and in consultation with teachers and parents but are not limited to:

- Official warning
- Detention out of the classroom
- Exclusion from certain activities, e.g., recess
- Short-term in-school suspension
- Expulsion

All adults in the school, including administrators, custodians, teachers, office personnel, aides, and food service staff, need to help prevent bullying.

Suspension

A student will be suspended when his attitude or behavior is not in harmony with the school policies or principles. In-school vs. out-of-school suspension are not required to be progressive; rather, either can be implemented depending on the nature of the incident, its severity, the student's attitude, or any other factor uniquely affecting the situation in order to protect the best interest of the student and the rest of the student body and staff. Students on suspension will not be allowed to participate in extracurricular activities unless the school board grants special permission. Students may be placed on academic suspension until academic work has improved to the minimum level. Suspensions will be counted as absences. Work that is missed is due upon the student's return to class.

A student may also be placed on disciplinary suspension. The student's work, attitude, and behavior will be closely observed for two weeks. If no significant improvement is manifested, his parents will be asked to withdraw him from school.

In-School Suspension

When the administrator deems it necessary, a student may be temporarily suspended from classroom peer contact. In these instances, when the administrator deems it in the best interest of the student, staff or other students, the student may be required to complete his or her work without contact with the peers yet remain in school. The parents and student may be required to meet with the administrator for a conference before the student is reinstated. The student will be placed on out-of-school suspension from school if he is continually out of harmony with the rules and policies of the administration even after in-school suspension is served.

Withdrawal and Dismissal

In some cases, the parents may be asked to withdraw their child if the administration feels it would be in the student's or school's best interest. All textbooks, library books, technology, choral music, athletic uniforms, etc., owned by the school must be returned, and a Student Withdrawal form must be completed before a withdrawal can be finalized.

If the administration has no other alternative, a student may be expelled from Waupaca Christian Academy. No credit will be given for an unfinished semester.

Right to search and confiscate

WCA reserves the right to search a student's property, including electronic devices, if the school suspects the student has inappropriate or unapproved items or information brought into the school or on school grounds. Inappropriate items may be confiscated and returned to parents upon their request. Administration and teachers have the right to search a student's property on school grounds without notifying the student or the parents. The school may search the student's property randomly at any time.

Dress code

As an educational institution, a dress code has been outlined to avoid distractions in clothing and provide a certain level of uniformity. The dress code has been crafted to maintain a student body that looks respectable, is modest, and yet is comfortable. Students must be in dress code to attend school. If not in the approved dress code, the student will be asked to wait in the office until a parent or guardian brings proper clothing.

While students are on school property or attending a school-sponsored event, modest attire must be practiced.

GENERAL NOTES ABOUT THE DRESS CODE:

- WCA or Eagle logos are permitted and encouraged on school and athletic apparel.
- Clothes should be clean and without rips or tears.
- Modesty should be practiced by each student (i.e., no excessive tightness).
- Socks and closed-toe shoes should be worn daily.
- Fleece jackets must not have a hood.

LOWER SCHOOL (K4-6th) - BOTTOMS

Polo Dress - Girls

- Must touch the knee.
- Black, WCA purple, gray, white, navy blue, or light blue
- Leggings or tights may be worn underneath. Leggings or tights must be black, gray, white, or navy blue.
- Must be from the school uniform section.

Jumpers & Skirts - Girls

- Khaki, Black, Navy Blue, Gray
- Must touch the knee.

- Leggings may be worn underneath. Leggings must be black, gray, white, or navy blue.
- Must be from the school uniform section.
- Jumpers must be accompanied by an approved color polo.

Shorts or Skorts - Girls

- Khaki, Black, Navy Blue, Gray
- Must touch the knee.
- Must be from the school uniform section.

Pants - Boys and Girls

- Khaki, Black, Navy Blue, Gray
- Must be from the school uniform section.
- No leggings/jeggings/sweat pants/athletic pants
- Blue Jean pants (K4-2nd only)
- Boys must wear a belt if the pants have loops

UPPER SCHOOL (7th-12th) - BOTTOMS

Pants - Boys and Girls

- Khaki, Black, Navy Blue, Gray
- Must be from the school uniform section.
- No leggings/jeggings/sweat pants/athletic pants
- Boys must wear a belt.

Skirts - Girls

- Khaki, Black, Navy Blue, Gray
- Must be from the school uniform section.
- Must touch the knee.
- Leggings may be worn underneath. Leggings must be black, gray, white, or navy blue.

ALL STUDENTS (Girls and Boys K4-12th)

TOPS

- Solid color Oxford or polo
- Black, WCA purple, gray, white, navy blue, or light blue. All but the top button must be buttoned.
- Fleece jacket, crewneck sweatshirt, cardigan, or v-neck sweater (if needed). Black, WCA purple, gray, white, or navy blue. It must not have a hood, and any logo must be a single, small pocket-sized logo only. A polo/collared shirt must be worn underneath at all times.
- Boys' shirts must be tucked in.
- If undershirts are worn, they must be white.

SHOES (Girls and Boys K4-12th)

- Athletic shoes (tennis shoes)

- Shoes with a soft rubber sole must be worn to play in the gym during recess and gym time. (Tennis shoes, sneakers, etc.) School shoes should not be worn during recess/gym time. If these types of shoes are not worn to school, please send a pair of shoes to school with your child. These shoes may be kept in the classroom or brought just on days needed.
- Boots, but no work boots. May not be worn with shorts.
- Casual shoes (boat shoes, penny loafers)

HAIR (Girls and Boys K4-12th)

- Must be a natural cut and color.
- Boys must have a tapered haircut off their ears, eyes, and collar.
- Junior and senior boys may have facial hair with administrative approval.

EAGLE WEAR (Friday only – Girls and Boys K4-12th)

- On Fridays, students may wear Eagle Wear to school.
- Blue jeans and a WCA Eagles shirt or sweatshirt may be worn.

PHYSICAL EDUCATION (Girls and Boys 3rd -12th)

All students in 3rd-12th grade PE are required to wear a PE uniform during PE class. The bottoms can be any black, knee-length athletic shorts or athletic pants. The top can be any Eagle-wear t-shirt. Tennis shoes are required.

TRAVEL WEAR

Student-athletes must wear travel wear to, from, and between games (home and away). Will be purchased before each season.

Finances

Financial policies

- Tuition payments are billed on the first of every month and due by the 15th of every month.
- All fees incurred will be added to the student's account and will be due within 30 days. Examples include hot lunch purchases, milk ticket purchases, athletic fees, etc.
- Payments not received by the 15th of the month will be charged a \$25 late payment fee.
- Monthly statements will be emailed at the beginning of each month.
- Parents are responsible for contacting the school if special arrangements must be made. No contact will be considered a failure to pay, and the late fee will be charged.
- Payments or late fees not received by the end of the month due will be considered delinquent. Two delinquent payments in a school year or any delinquent payments or fees 60 days past due could result in your child's dismissal from the school.
- Parents are required to sign and return a financial agreement. (Appendix 1)

Tuition and fees

WCA employs several full and part-time teachers. To meet our financial obligations to compensate our staff members, WCA relies on your school bill's prompt and consistent payment.

You will be sent a monthly statement outlining the charges for the month, including tuition, sports fees, or other expenses incurred by your children. We ask that you pay the balance due no later than the 10th of each month. Parents who neglect to pay their monthly balance will be charged a late payment fee and have their situation reviewed by the school board regarding their student's enrollment.

Report cards will not be released until all payments are current. Accounts must be paid in full before transcripts or diplomas are issued. Any student taking part in formal graduation must have his account paid in full before participating.

If you have any questions regarding your bill, please contact the school office during school hours.

Tuition payment plans

- One Payment
- Two Payments
- Four Payments
- Ten Payments
- Twelve Payments

WCA Raise Right/Rebate Enrollment Form

- Give the Raise Right Coordinator your order accompanied by a check or money order made out to WCA Raise Right. Please do not pay with cash. There will be a \$20 fee payable to WCA Raise Right for any check returned because of non-sufficient funds (NSF). Raise Right cards are ordered on your behalf and are not returnable.
- Raise Right cards are ordered nearly every Sunday and usually arrive on Wednesday. When you receive your order, you will be asked to verify that you have received your complete order and sign for it. If you want your order to be delivered to someone other than yourself or your spouse, you must sign the Waiver of Responsibility on the back of the order form designating the person to whom you want your order delivered. That person will be asked to verify and sign for your order upon receipt.
- Raise Right cards are the same as cash and should be handled as such. WCA is not responsible for lost, stolen, or misplaced cards after they have been delivered to you or your designee.
- If you have a tuition account at WCA, you will receive a notice regarding your Raise Right earnings each month. Any accumulated earnings will be applied to your account and will appear on your tuition statement for the following month. If you have elected to give your Raise Right earnings to WCA as a gift or receive a portion as a rebate to yourself, you will receive notification of your earnings quarterly and your rebate check.
- Occasionally, there are weeks when no Raise Right orders will be placed. Every effort will be made to notify regular Raise Right customers of these dates as they come up. If

you have children attending WCA, watch the Eagle News for Raise Right notices regarding these shut-down dates, new retailers, and bonus offers.

Graduation requirements

Commencement fee

Graduating seniors are responsible for paying their commencement fee, which covers their cap, gown, and tassel. All graduation gowns will be single in color. Potential graduates must complete all their schoolwork to participate in the graduation ceremony. High school transcripts will be sent out marked "incomplete" until all graduation requirements are met.

Dual enrollment

Students can participate in dual enrollment when enrolled as a student at WCA. Students interested in dual enrollment must gain approval from the school office before beginning courses that occur during the school year. Dual enrolled students have the opportunity to complete college-level courses that will earn credits in both their high school and college career.

Required classes

To receive a diploma or to participate in the graduation exercise, it is required that the student complete at least 22½ high school credits. Minimum credits are as follows:

Bible	4 credits
English	4 credits
Social studies	3 credits
	World History (1 credit)
	US History (1 credit)
	Government (½ credit)
	Economics (½ credit)
Math	3 credits
	Algebra I
	Algebra II
	Geometry
Financial Literacy	1 credit
Technology	1 credit (½ credit per year)
Speech	1 credit (½ credit per semester)
Science	3 credits
Physical Education	2 credits (1/2 credit per year)
Geography	½ credit
Health	½ credit
General electives	2 ½ credits

Bible class and chapel are required of all high school and junior high students. One credit is given for each year high school students are in Bible class and chapel.

OMIT: (Students who participate in Jr. varsity or varsity sports may count that activity as credit for their PE requirement, only if they complete the full season of that sport and are not disqualified because of academic ineligibility. A sport that takes place in both semesters can only be counted to one semester.)

A family's school bill must be up to date before any records, including diplomas, can be released. All school bills for that student must be current for seniors to participate in the graduation ceremony.

Field trips

Field trips are an extension of the classroom curriculum. The purpose of a field trip is to:

- provide an opportunity for teachers and students to be a godly testimony in our community.
- expose students to relevant facts and information beyond the classroom.
- provide the opportunity for alternative assessments.
- develop rapport between teacher/students and teacher/parents.
- provide an opportunity for social development and instruction in public places.
- reward students for excellence in conduct and academics.

Health Policies

Accidents

Injuries incurred on school grounds or during a school-sponsored activity should be reported immediately to the school personnel responsible for supervision. Information requested by an insurance company should be requested through the school office.

Medication

The school office must be informed of any significant or long-term medications a student takes. No medications (including aspirin, vitamins, etc.) are to be kept on the student's person or in his locker. *Exceptions are made for rescue inhalers and Epi-pens. If a student must take medication during the school day, it must be sent to the school office with specific instructions for administering. WCA will provide no medication (except Tylenol, Advil, Tums, Pepto).

Physical examination

All kindergarten and first-time students are required to have a physical examination within three months of entering school. Please send a note from a physician indicating:

- The date of the exam
- Any allergies
- Any restrictions on the student's activities or that the student can physically engage in regular school activities- including physical education classes.
- Any symptoms or signs of a communicable disease

All athletes will be required to obtain a physical before the year's first practice. Students will not be allowed to participate in sports without a physician's examination. Failure to pass a physical exam will exclude students from athletic participation.

Student Illness

This policy intends to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of

infection to other children and allow the child time to rest, recover, and be treated for the illness. To help keep our children healthy, WCA requires adherence to the guidelines of this policy. Children will not be allowed to attend school or school-related activities if they have anything contagious such as, but not limited to, the following:

- Fever: May return when fever-free (under 100 degrees) for 24 hours without medication.
- Diarrhea/Vomiting: May return when symptom-free for 24 hours.
- Strep throat: May return after 24 hours of antibiotic treatment and no fever for 24 hours WITH doctor's note.
- Conjunctivitis (pink eye): May return 24 hours after treatment begins and eyes are free of discharge.
- Head lice: May return after treatment and removal of all live lice and nits from the hair.
- Impetigo/Staph/MRSA: May return 24 hours after treatment starts; wound must be covered with dressing tape on all four sides.
- Ringworm: May return after treatment begins; the area should be covered while in school for the first 48 hours of treatment.
- Communicable diseases (such as, but not limited to, influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by a medical provider.

Students who become ill during the school day will report to the school office. If it becomes necessary for the student to go home, the office will contact the parents/guardian. If a student drives himself home, a parent/guardian will be notified that the student is going home ill. All students must sign out before leaving the campus. *No student may remain at school with a temperature of 100 or higher or after vomiting.

The parent/guardian needs to maintain direct contact with the school office and the student's teacher if the child is diagnosed with any communicable diseases for the school to take appropriate steps to protect the entire population.

Parent-school communication

Parent-teacher conferences

Parent conference days will be scheduled in the first and second semesters. Parent-teacher conferences may be held several times a year based on the teacher's availability to understand the child's educational needs better if necessary. It is very important that parents schedule and attend their children's conferences to partner with the teacher to get the greatest benefit from their children's educational experience at WCA.

Problems

In the event of a problem that a student shares at home, parents should first discuss the situation with the classroom teacher. If the parent finds that the teacher cannot resolve the issue, the parent should bring the situation to the administrator. The administrator will seek a resolution, but if he cannot, the administrator will present the situation to the school board. Parents should always encourage students to share problems immediately with their teachers so that the problems can be resolved in the moment, if possible, rather than leaving it

unresolved for a day with the potential for it to continue. It is imperative that students report incidents to teachers immediately. A student can always ask to see the administrator privately.

School Hours Communication

In the event parents need to communicate with their children during school hours, parents should contact the school office receptionist at 715.258.8895. The school office will get the message to the child's teacher for you and appropriately inform the child.

Transportation

A transportation slip must be on file in the school office. A written note is required if after-school transportation arrangements change.

Students who drive their own automobiles should understand this is a privilege. Any student who speeds or drives carelessly puts other students at risk. Students who misuse their driving privilege may lose that privilege. Extreme caution should be used while driving on the entrance road and parking lot. Students should park their vehicles within the painted parking spots on the parking lot.

Student Records

Privacy and protection of student records is held in high regard. Student records are kept locked in fire-safe locking cabinets in locked offices only available to applicable personnel. Provisions have been made for permanent safe keeping of records under the supervision of the pastor and elders of First Baptist Church of Waupaca should the school cease to exist for any reason. In the event that First Baptist church should dissolve, records will be kept by Calvary Baptist Christian School in the care of Randy Krystowiak.

Appendix 1

Financial Policies

Family Name _____

- Tuition payments are due by the 15th of every month. {see page two for Payment Plans available}
- Other charges are due at the time of purchase or ordering. Examples of additional charges include hot lunch purchases, milk ticket purchases, athletic fees, etc.
- Payments not received by the 15th of the month will be charged a \$25 late payment fee.
- Parents are responsible for contacting the school if special arrangements for late payment requests must be made. No contact will be considered a failure to pay, and the late fee will be charged.
- Payments and their late fees not received by the end of the month due will be considered delinquent. Two delinquent payments in a school year or any delinquent payments or fees 60 days past due could result in your child's dismissal from the school.
- Refund of Tuition Statement: Tuition paid in advance will be refunded on a pro-rated basis if and when a student withdraws from the school. All other financial responsibilities of a student must be paid in full before tuition will be refunded. The Enrollment Fee is non-refundable.

Tuition Payment Plan Selected _____ Name _____

Signature _____ Date _____

Appendix 2

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)



Appendix 3

Statement on Marriage

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His rescue mission (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).



Appendix 4

Statement on Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.



Appendix 5

Physical Privacy & Sexuality Policy

Purpose

In light of WCA's Statement of Faith and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the WCA community of their duties concerning the use of restrooms, locker rooms, showers, and any other WCA facilities where individuals may be undressed in the presence of others.

Definitions

- "Sex" means the biological condition of being male or female as determined at birth.
- "Member of the WCA community" means any WCA employee, volunteer, student, parent, or visitor.

Sincerely-Held Religious Belief on Sexuality

WCA's sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

Policy

Notwithstanding any other policy, WCA restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other WCA facilities or settings where members of the WCA community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), WCA shall provide separate, private areas designated for use by members of the WCA community based on their sex.

WCA recognizes there may be instances where members of the WCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. WCA encourages members of the WCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

WCA will at all times interact with members of the WCA community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to reject the truth and God's image within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of the WCA community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such conduct constitutes a person's failure to adhere to his or her commitment to abide by the behavioral standards established by WCA, which is cause for terminating their privilege of membership in the WCA community.

To preserve the function and integrity of WCA and to provide a biblical role model to members of the WCA community and the community-at-large, it is imperative that all members of the WCA community agree to and abide by this policy

Posting

Copies of this policy shall be provided to all employees, volunteers, students, and parents.



WAUPACA CHRISTIAN ACADEMY

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