



# **Wildwood Christian Academy Family Handbook**

## **2010 - 2011**

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## **SCHOOL INFORMATION AND BACKGROUND**

### **MISSION STATEMENT**

Wildwood Christian Academy is a college preparatory Christian school dedicated to providing excellence in education and growth in the Christian faith and its principles through a Christ-centered environment.

### **PHILOSOPHY**

Wildwood Christian Academy believes that a child's mental, spiritual, intellectual, and physical growth is best achieved in a Christian environment. Wildwood Christian Academy welcomes students from all faiths and denominations. Through the belief and teaching of Christian principles along with a strong educational curriculum, the student will be able to acquire the necessary tools and support to meet the challenges of college and life's experiences.

Wildwood Christian Academy further believes that parents of our students must partner their time and be strongly involved in assisting their children in their studies and in their spiritual growth. Students will be educated through a strong core curriculum in language arts, math, science, and social studies. Students will be enriched in areas of art, music, drama, foreign language, physical education, and computer training. Our students will also be educated through Bible courses, chapel attendance, and daily teachings by our Christian teachers and administration.

### **SCHOOL MOTTO**

*And we know that all things work together for good for them that love God, to them that are called according to His purpose. Romans 8:28*

### **ADMINISTRATION AND FACULTY**

Head of School	Lyn Cates
Director of Non-Academic Affairs/Chairman of the Board	Larry Ruff
Director of Business and Financial Affairs	Pamela Ruff
Director of Marketing	Melissa Lowrie
Administrative Assistant	Darlaine Ward
Chaplain	Lamar Helms
Counselor	Lindy Brewer
Kindergarten	Lauren Melton
First Grade	Nancy McCullough
First Grade Assistant	Karen Steinberg
Second Grade	Carol Hagadorn
Third Grade	Joy Smith
Fourth Grade	Mark Barnett
Fifth Grade / Drama	Elizabeth Cook
Sixth Grade Biblical Studies	Leslie Head
Seventh/Eighth Grade Biblical Studies	Lloyd Larsen
Seventh/Eighth Grades / Computer Technology / 9 <sup>th</sup> Grade Honors	Laura Hensley
Eighth Grade Math / 9 <sup>th</sup> Grade Honors	Joyce Estes
Kindergarten - 6 <sup>th</sup> grades / Computer Technology / 9 <sup>th</sup> Grade Honors	Lisa Crowley
Art	Judith Morris
Health and Physical Education	Kim Kinne-Ryan
Music	Danny Peterman
Spanish	Christie Eagleson
Librarian	Elizabeth Cook

## SCHOOL CREST



The Wildwood Christian Academy Crest is a design which emphasizes the “Fruit of the Spirit” found in Galatians 5:22.

## SCHOOL MASCOT AND SCHOOL COLORS

Wildwood Christian Academy is the Home of the Wildwood Wolves. The school colors are black, white and khaki.



## ACCREDITATIONS

Wildwood Christian Academy is a private non-profit Christian school and is a 501 (c) (3) corporation. Wildwood Christian Academy is accredited by the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS).

## **HONOR SYSTEM**

Just as we teach our children to honor God, their parents and their teachers, we teach them to honor each other. We honor each other by adhering to an Honor Code at Wildwood Christian Academy (to be referred to as "Wildwood" hereinafter). Learning to live by a code of honor is a life-long challenge; we want our children to learn how to live honorable lives and become honorable citizens. Understanding honor is a process, and children are capable of understanding and abiding by the Honor Code to varying degrees based on their emotional and intellectual maturity.

### **THE HONOR CODE**

Every student is honor-bound to refrain from lying, cheating, and stealing.

1. Lying is the intentional falsification or denial of fact or the intentional creating of a false impression or the breaking of a pledge.
2. Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. It is also the representation of another's work as one's own.
3. Stealing is the taking of anything without the consent of the owner.

Every student should, when aware of an infraction of the Honor Code, report the infraction to a teacher or the Head of School.

## **SCHOOL POLICIES AND INFORMATION**

All school policies are created in order to promote an orderly, healthy, and happy school climate, thereby promoting the general welfare, safety, and sound learning environment of each student. Parents of students accepted into the Wildwood student body are informed of these regulations and asked for their unqualified support. The school does not wish to project itself into any student's home or encroach upon the proper authority of the parents. However, the school necessarily must be concerned with any action which may endanger the student, disrupt the instructional process, or harm the reputation of the student body or Wildwood. One of our most important school values is community, a body comprised of students and faculty with mutual respect. Therefore, students who have earned disciplinary action are expected to accept it in a spirit of good will and good grace, recognizing that the action taken is intended for their benefit.

### **NONDISCRIMINATION POLICY**

Wildwood admits students of any race, color, nationality, 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 on the basis of race, color, nationality, or ethnic origin in administration or its educational and admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **COMMUNICATION POLICY**

Wildwood Christian Academy maintains high standards in all areas of its communication practices and sets policy from time to time on how, who and what to communicate to Wildwood's stakeholders. These policies are intended to provide continued quality and integrity of Wildwood's Mission of providing excellence in education in a Christian Environment.

Current communication policy provides that any communication, written or oral, and mailed, hand delivered or submitted via email, twitter or blog, be submitted to Wildwood's Head of School, or in her absence, the Chairman of the Board of Trustees, in advance of transmission. Such communication will then be sent through Wildwood's communication system. Wildwood reserves the right to modify, amend, supplement and delete some or all of the material contained in such communication prior to transmission to parents, faculty, friends of Wildwood, PAC, and the Board of Trustees.

If any parent, faculty member, or board member, has any communication that may affect Wildwood, its Mission, philosophy, policies, rules, regulations, curriculum, teaching or planned projects, submit such communication in writing, in advance, to the Head of School, and in her absence, to the chairman of the Board. Should the Chairman of the Board not be available, then to any other member of Wildwood's administration. Such communication will be taken into consideration in accordance with Wildwood's Mission, philosophy and communication policy stated above which may be amended from time to time.

## **HARASSMENT POLICY**

Wildwood strives to maintain an environment where students and employees can study, work, and live free of harassment. In keeping with this standard, harassment is strictly forbidden. Harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of such nature as when:

- Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's grade, evaluation, or employment.
- Submission to or rejection of such conduct by an individual is used for academic or employment decisions affecting that individual or
- Such has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

All complaints of sexual or other harassment should be reported promptly to the Head of School. A full investigation will be conducted immediately and confidentially, and a determination of appropriate action will be made. *The complainant should not discuss the matter with others to assure that the privacy of all parties is maintained.*

Wildwood will not tolerate harassment of students or employees based on race, color, sex, national origin, religion, age, or disability.

The following are examples of inappropriate behavior:

- Obscene or suggestive remarks or jokes, verbal abuse, insults
- Display of explicit, offensive, or demeaning materials
- Physical or verbal hazing
- Threats
- Comments which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, or class.

## **COMPUTER POLICY**

The school fully expects that all members of the school community will use the school's computer systems in a responsible, appropriate, and legal manner. Students are not to alter software and settings, including any screen savers approved by the school. Software may not be copied without permission of the Director of Technology or a qualified network administrator. On networked systems, students may use only those programs on the menu. Under no circumstances are students to "open", "visit" or use chat rooms, web sites such as Facebook and the like. Students may not modify menu programs. Individual application program settings (colors, printer settings, etc.) may not be changed without permission of the Director of Technology or a qualified network administrator. Violations of this policy will result in disciplinary action, including possible dismissal.

**Network Purpose and Scope:** Wildwood's computer network is provided in support of the school's mission to provide excellence in education. This network is never static but constantly growing in order to make a wide variety of information resources available to the Wildwood community. The use of the network must be in support of education, research, and personal interests consistent with the educational objectives of Wildwood.

The Internet is an electronic network of computers throughout the world providing communication including E-mail and resource-sharing services to anyone. As such, it is a valuable tool for teaching and learning and has the potential to enrich the curriculum at all levels. With global access to people and computers also comes the risk of obtaining material which may be objectionable to some and inappropriate for the curriculum. The benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access.

**Network Code of Conduct:** This code applies to all users of the Wildwood Network. Access to the network is a privilege, not a right. Students are responsible for good behavior and compliance with the Honor Code on school computer networks, just as they are in a classroom or anywhere on campus. The network is provided for students to conduct research. Access to network services will be provided to students who act in a considerate, responsible, and ethical manner, and who agree to the following rules of network etiquette. Some examples of conventional “Netiquette” include, but are not limited to, the following:

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. Do not use any profanity.
- Do not use the network for any illegal activity including copyright violations.
- Do not use the network for financial or commercial gain.
- Do not damage data, equipment, or system performance.
- All users must be responsible for protection against a computer virus.
- Respect the privacy of others. Do not access files of others.
- Do not post any personal data on the network such as your home address.

Wildwood reserves the right to monitor network use and activity, and to restrict access to unacceptable materials. Violations of this policy, as determined by the teacher and Head of School, will result in disciplinary action.

It shall be a violation of the Network Code of Conduct for any student to communicate or otherwise disseminate via internet, twitter, blog, email and the like, derogatory, critical, offensive or inappropriate language or information about the school, its students, staff or faculty, whether such communication or dissemination is commenced or transmitted on school premises or off school premises.

**Network Waiver:** Wildwood’s Network is an evolving system designed to support Wildwood’s educational responsibilities and mission. Specific conditions and services being offered will change from time to time. Wildwood makes no warranties with respect to the Wildwood Network services and it specifically assumes no responsibility for:

- The content of any information received by a student from a source outside Wildwood or any costs or credit card charges incurred as a result of seeing or accepting such information.
- Any costs or liability damages caused by the way the student chooses to use the network.
- Any consequences of service interruption or changes, even if these disruptions arise from circumstances under Wildwood’s control.

### **CONDUCT POLICIES**

Wildwood’s Student Code of Conduct is based upon respect. Students are expected to show respect for the teachers, for each other, and for their own property, the property of others, and school property.

Students will refer to all adults with the proper title of Mr., Mrs., Ms., or Miss and will respond respectfully to questions from adults with “yes, sir,” “yes, ma’am,” “no, sir,” or “no, ma’am.”

Students are expected to develop and maintain a high standard of personal integrity and honor in behavior, language, good manners, and work. They are expected to follow the directions of their teachers in all activities. Students shall observe the regulations of the school, guiding their actions through the use of common sense.

Safety is of the utmost importance; students will engage in no activity which would endanger themselves or each other. The throwing of any projectile is forbidden. Weapons (or facsimiles), matches, lighters, laser pens, or obscene material may not be brought on campus. Teachers may give permission for certain items to be brought to school as part of a project or demonstration.

Radios, CDs, iPods, electronic games and cassette players of all kinds may be brought to school only with express permission of a teacher in conjunction with a classroom project. Cell phones may be brought to school but must be left "off" and in the student's book bag during the school day. Cell phones may not be used on the school campus except for emergency purposes and then only upon the approval of a teacher or staff or administrative member of the school. Telephones are available in each classroom and in the administrative office and may be available at all times to students upon the permission of the teacher or administrative staff.

Food will be consumed only in designated areas during specified times of the day. Students will dispose of all litter in appropriate containers. Students may not chew gum on campus.

Students are taught that their behavior has consequences both positive and negative and that they must accept responsibility for their own behavior and schoolwork. Therefore, the positive discipline we encourage at Wildwood is based upon self-discipline. Expectations will be clearly explained to the students, and the teachers will be responsible for consequences of misbehavior. Discipline is created to be developmentally appropriate according to age and grade level.

Students who show a pattern of misbehavior may be suspended by the Head of School. Students who have been suspended will not receive re-enrollment materials until the school year has been completed satisfactorily. A pattern of misbehavior after a suspension may result in a student's being asked to leave the school. An egregious act of misbehavior may result in immediate expulsion.

### **CONDUCT POLICIES FOR THE UPPER SCHOOL**

Students are expected to know and to abide by the school rules and policies and to uphold Wildwood's Code of Conduct. Infractions of the rules may result in losses of privileges or detentions. Infractions of the rules will be handled by the teachers and may be reviewed by the Head of School. Parents will be consulted when it is deemed appropriate.

- **LOSS OF PRIVILEGE** – will be served during free time, at lunch, or at a time designated by a teacher.

*Examples of loss of privilege:*

1. tardy – 3 times to class/5 times to school per semester
2. dress code violation
3. chewing gum on campus; eating in class
4. failure to complete homework
5. failure to follow directions when first given
6. failure to bring materials to class
7. failure to sit properly at tables and desks
8. failure to respect personal space
9. classroom disturbance
10. inattention in class; failure to stay on task or on topic
11. irresponsibility with personal belongings (the student's or other's)

- **MINOR DETENTIONS** will be served after school on Monday or Wednesday (to be assigned by the teacher) from 2:30-3:45. Students will either sit quietly for the time, or depending on the infraction, may be given a consequence. Consequences are designed to be immediate, logical, restorative, and rehabilitative. After a third detention for the semester, a major detention or suspension may result.

*Examples of Minor Detentions:*

1. repeated behaviors which have resulted in a loss of privilege
  2. disrespect for any adult
  3. unsafe behavior
  4. three Minor Detentions in a semester will result in a Major Detention
- **MAJOR DETENTIONS** for more serious offenses require more severe consequences as determined by the Head of School. Repeated Major Detentions will result in the student being subject to suspension or, in severe cases, expulsion.

*Examples of Major Detentions:*

1. bullying – verbal or physical abuse
2. inappropriate language, spoken or written
3. insubordination
4. defacing property of others
5. unsafe behavior that results in injury to others
6. repeated minor offenses

### **Suspension and Re-enrollment**

Students who have been suspended will not receive re-enrollment materials until the school year has been completed satisfactorily.

## **ACADEMICS**

### **School Grades**

Report cards are given to parents four times a year at nine week intervals.

If a student is not making satisfactory progress, parents will be asked to have a conference with the teacher and Head of School. At the recommendation of the teacher and the discretion of the Head of School, a student who is not making satisfactory progress will not be enrolled for the next school year.

**Grading Periods:** October 19 – end of first nine week grading period  
 January 14 – end of first semester grading period  
 March 15 – end of first nine week grading period for second semester  
 May 26 – end of second semester grading period

### **Honor Roll**

Wildwood's Honor Roll students are announced at the Recognition Assembly on the last day of school. Students in 3<sup>rd</sup> – 8<sup>th</sup> grades who have received all A's (or the equivalent) in all academic subjects, for the school year, and all E's or S's in all other areas, for the last quarter, qualify for Honor Roll. Upper School students qualify if all semester averages in all academic subjects are A's.

### **Homework Policy**

Homework is an integral and important part of our academic program. As such, homework assignments involve various types of learning – oral, written, and artistic. Students are expected to complete all assignments. Homework assignments are designed as combinations of the following:

- Expansion of classroom activities
- Preparation for future classroom activities, and/or assignments
- Verification of learning
- Reinforcement of concepts
- Promotion of interest in a subject area

At each grade level, on average, students should have homework assignments requiring the following amount of time per school night:

- First & Second: 20 minutes
- Third: 30 minutes
- Fourth: 45-60 minutes
- Fifth: 45-60 minutes
- Sixth – Eighth: 90-120 minutes

In addition, all students in first through fifth grades must average reading 30 minutes a night four nights a week.

### **School Notices and Parent Communication**

Thursday is the designated day for official school notices to be sent home for the Lower School and Upper School. Your child's work and any memos or announcements will be sent home in the courier, an envelope that contains examples of student work and information that you need to read and in some cases sign and return. Please sign the envelope and return it to school on Friday.

### **Student Support Team**

The mission of the Wildwood Christian Academy Student Support Team is to optimize the education and development of individual students who present circumstances requiring unique attention. The Student Support Team is composed of an interdisciplinary core of early childhood specialists with training in reading, learning disabilities, gifted education, elementary counseling, and administration. Any Wildwood student may be referred to the Student Support Team for any concern by his/her parents or teachers. Referral focus may include academic progress, intellectual style, understanding of processing strengths and weaknesses, classroom behavior, adjustment concerns, and/or social/behavioral growth. Students who are referred to the Student Support Team have access to a process designed to target specific goals for the student and move the student toward achievement of those goals. The goal of the Student Support Team is to maximize student success and development through careful study, targeted interventions and strategies, strong parent-teacher communication, and monitoring of progress.

## **ATTENDANCE**

### **Absences and Course Credit**

Class attendance is essential and expected for academic growth. A student is expected to attend school, meet all scheduled classes, assemblies and activities unless properly excused. Students must remain on campus until either excused or officially dismissed.

*A student who misses more than 8 school days during a semester may be subject to retention Excessive absences on Fridays may result in an Incomplete grade on the report card. Extenuating circumstances, such as a long term illness, will be taken into consideration.*

A student is counted present if he/she checks in by 11:30 or checks out after 11:30. A student may not participate in after school activities unless he/she has attended a half day of school

### **Check-In/Check-Out**

Students arriving at school after 8:15 AM must be signed in by a parent/guardian. Students who need to leave school before 2:30 PM must be signed out by a parent/guardian. Students will not be permitted to sign themselves out of school. The check-in/check-out station is located in the school administration office.

### **Arrival**

School begins at 8:15 AM. Students may arrive from 8:00-8:15 AM.

### **Tardiness**

Children arriving after 8:15 AM are considered tardy and absent if arriving after 11:30 AM. If your child is late, please take him/her to the school administration office to sign in. Unexcused tardies in the Lower School result in a loss of a portion of recess. **Five unexcused tardies in both the Lower and Upper School will warrant an administrative conference.**

### **Dismissal**

Students in Kindergarten and First Grade are dismissed at 2:30.

Students in Second – Eighth Grades are dismissed at 2:35.

### **Leaving Before Dismissal**

Excuses to leave school during the school day must be left with the school administration office by 8:15 AM. All students leaving school or the campus area for any reason must check out through the school administration.

### **Excused Absences**

- a. If a child is ill, parents are asked to call the school administration office (770-893-3300) by 8:15 AM on the morning of the absence. The child is requested to return to school with a note confirming the absence. Excused absences include: illness, doctors and dental appointments, funerals and graduations or weddings of family members, or school-sponsored educational events.
- b. It is possible to receive homework for students who are absent. **Before noon**, a parent should call the school administration office to request the missed school work. The assignments will be available for pick-up at 2:45 PM in the office.

### **Unexcused Absences**

Absences for any other reason than those listed above will be treated as unexcused absences. The student will be given the opportunity to make up the work he/she missed when the student returns to school. Please realize that classroom instruction cannot be duplicated, but the teacher will provide the necessary materials.

- a. Planned family trips – Although the decision to take a student out of school remains the prerogative of the parents, we strongly urge all parents to plan trips in conjunction with the school calendar.
- b. **Absences immediately preceding or following an official school vacation date are unexcused. Students are not allowed to take exams early.**

### **Work Missed**

All work missed because of an absence must be made up to the satisfaction of the teacher. Teachers will work with students to establish a time period in which the work must be made up. Assignments made prior to a **SNOW DAY** are due on the day students return to school. Tests scheduled prior to a **SNOW DAY** will be administered on the day students return to school, unless otherwise determined by the teacher.

## **DRESS CODE**

Wildwood is a uniform school and expects every parent and student to understand and respect the uniform requirements. Uniforms requirements **must** be purchased from Buckhead Uniforms. Uniform discrepancies in Kindergarten and First Grade will be handled through the parents. Uniform discrepancies of students above First Grade will be handled by a rewards/consequences system within the classroom. Students are expected to be well groomed and neatly dressed at all times.

## General Rules for Dress

### Clothing

- a. The outer uniform garment worn by the student **must display the Wildwood monogram at all times during school hours whether in the classroom or conducting outdoor activities, with the exception of recess only. For example, a student will not be permitted to wear a blue or pink sweatshirt over his/her uniform anywhere on or in school property during school hours or during PE.**
- b. Clothes must be neat, clean, and in good condition.
- c. Belts must be worn with all pants and shorts. The belts must be visible.
- d. All shirts must be worn tucked inside pants, shorts, and skirts at all times.
- e. Students may not wear hats/caps inside the school buildings during school hours.
- f. Plain white T-shirts or other white garments which do not show lettering/designs may be worn under school uniforms, so long as they are not visible.
- g. Students must wear the “Required Chapel Uniform” for weekly chapel, field trips, photographs or special programs, unless instructed otherwise. Students not wearing the Required Chapel Uniform will be unable to participate in the event requiring said uniform. The school reserves the right to contact the parent and request that the proper uniform be brought to school.
- h. Shorts may be worn only during Daylight Savings Time. Shorts may not be worn to Chapel and are not part of the required Chapel Uniform.
- i. No jackets are permitted to be worn during chapel. Uniform sweaters are permitted to be worn during chapel. The optional Upper School blazer may be worn by upper school students during Chapel.

### Personal Appearance

- a. Hair must be clean and neatly groomed. No unnatural coloring of the hair is permitted. Boys’ hair must be worn above the eyebrows, above the ears, and above the collar.
- b. No oversized earrings or obvious jewelry or makeup can be worn with uniforms. Earrings are not permitted for boys.
- c. Temporary and permanent tattoos are forbidden.

## Uniform Policy

Uniforms are required to be worn everyday to school (unless otherwise noted). The clothing items listed below are required for Chapel and must be purchased from Buckhead Uniforms. Students may choose to wear the required items everyday or may choose to purchase the additional optional items listed on the “School Uniform Requirements” information sheet previously provided in the Admissions Packet.

### Required Girls Uniform

<i>Jumper (K-3<sup>rd</sup>)</i>	Plaid jumper style #172, color 60
<i>Skirt (4<sup>th</sup>-8<sup>th</sup>)</i>	Plaid pleated style #143, color 60
<i>Shirt (K-3<sup>rd</sup>)</i>	White short/long sleeve Peter Pan blouse w/ monogram
<i>Shirt (4<sup>th</sup>-8<sup>th</sup>)</i>	White short/long sleeve Oxford blouse w/ monogram
<i>Shoes</i>	Black & white Saddle Oxfords, Black Mary Janes, black Coles or Black Penny Loafer <i>Black tennis shoes (i.e. Nike) are NOT permissible</i>
<i>Socks/Tights</i>	White or black tights, white or black crew or knee socks.

### Required Boys Uniform

<i>Slacks</i>	Black
<i>Shirts</i>	White short/long sleeve oxford shirt w/ monogram
<i>Tie</i>	#60 plaid tie (required for chapel)
<i>Belt</i>	Black stretch or Black leather (a belt must be worn with slacks)
<i>Socks</i>	Black crew
<i>Shoes</i>	Black Bucs (lace up), Black Merrills, or Black Penny Loafer <i>Black tennis shoes (i.e. Nike) are NOT permissible</i>

***The above description is for the Chapel Uniform. If desired, a child COULD wear the Chapel Uniform everyday, but there are other options for non-chapel days.***

## **Required Dress for P.E.**

Uniform PE clothes with the Wildwood PE logo are required to be worn during PE class and are to be purchased at Buckhead Uniforms. The PE uniform includes a short or long sleeve white PE logo t-shirt, black mesh PE logo shorts, black or white PE logo sweatshirt and sweat pants. These items may be worn in any combination as long as the PE logo is visible **at all times** on the outer garment. The sweat pants and sweatshirt should be worn during the colder months with another layer of clothing underneath as jackets are not to be worn during PE due to their restrictive nature. Comfortable athletic shoes must be worn during PE class but must be changed immediately back to the accepted uniform shoes (this is strictly enforced) when in the school buildings. ***Only solid white tennis shoes may be worn with the school uniform when inside the building.***

If a student does not dress for PE according to the uniform policy, then the student will be asked to sit out during class.

## **Additional information**

### **ALL CLOTHING SHOULD BE CLEARLY MARKED WITH THE STUDENT'S NAME.**

The school cannot be responsible for articles left at school. Unclaimed clothes not picked up after specified dates will be donated to charity or put in the uniform consignment store.

Boys and girls may choose to wear all white tennis shoes on non-chapel days only. The white tennis shoes must all white; they may not be gray, blue, navy, etc. If you have a hard time finding all white tennis shoes, K-Swiss shoes may be purchased at Buckhead Uniforms. All socks must be worn above the ankle.

Girls may wear black shirts with the plaid but **not** with black pants, shorts, or skirts. Boys may **not** wear black shirts with black pants or shorts.

All uniform pieces are to be worn in the manner in which they are intended and may not be altered in any way.

If you are not sure that a particular shoe, sock, etc, you have for your child would be approved under the school uniform policy, please contact Pamela Ruff at 706-579-2555 or bring the item to school for approval.

## **HEALTH AND SAFETY**

### **Fire Alarm**

Upon sounding of the alarm, all occupants of the building will move with their classes quickly and quietly via prescribed exits to an assembly point. Unassigned teachers will check classrooms for additional students. Lead teachers will assemble their students in the prescribed area(s) and take roll.

### **Tornado Alert**

When advised of a tornado alert, students should move with their teachers to the predetermined assembly point. Everyone should kneel against/close to an inner wall with heads between knees and hands.

- Students are expected to remain quiet and to follow all teacher instructions during fire and tornado drills. Misbehavior during these drills may result in disciplinary action.

### **Severe Weather**

In case of severe weather, please tune to WAGA Channel 5 or WXIA Channel 11.

Our teachers live where the weather is often most severe in terms of driving conditions. Always use your best judgment and err on the side of caution in case of a weather emergency. If conditions appear dangerous to you, please keep your child at home.

## **Health Policy**

To decrease the spread of illness among students, we ask that students not return to school until:

- They have been fever-free without medication for 24 hours
- They have been on an antibiotic for 24 hours. *This is especially important if the student is being treated for strep throat, conjunctivitis (pink eye), or any other (highly) contagious illness.*
- They have been free of vomiting or diarrhea for 24 hours. The student *should be able to tolerate food and drink* without reoccurrence of vomiting/diarrhea.

## **Annual Physical**

It is recommended that each of our students has an annual physical exam between May 1<sup>st</sup> and August 12<sup>th</sup> each year. All students must have a Georgia Certificate of Immunization Form, which can be obtained from your pediatrician, on file in the office.

Physical exam and immunization records must be on file in the office by August 15<sup>th</sup>. Students without the Georgia required immunization form will be unable to attend classes.

## **Medication Guidelines**

Students are not permitted to have medicine in their possession on campus. *The exceptions to this are inhalers, diabetic supplies, and epipens.* Those who need to take medication in the course of the school day must keep this medication in the office. If medication needs to be taken during the course of the school day, the student must come to the office for its administration. Parents or guardians are required to complete the appropriate school authorization form for prescription and/or non-prescription medication before the school will administer student medication.

## **Head Lice**

Head lice continue to be one of the most prevalent communicable diseases among children, and outbreaks are possible wherever children gather. Please notify the office immediately if head lice are detected. The student may return to school as soon as treatment with a lice-killing product is completed and all nits have been removed. The student will need to be re-examined by office personnel prior to school re-entry. Students with nits will be sent back home for nit removal. Working together helps protect all children, including your own.

## **MISCELLANEOUS BUT IMPORTANT SCHOOL INFORMATION**

### **CARPOOL ARRIVAL AND DISMISSAL**

The safety of your child is our main concern. Please pull up far enough that several cars can unload at one time and have students exit the vehicle from the **right side only**. If someone other than a parent is picking up a child, the school must have his/her name on the carpool authorization form or a written note or phone call by 12:30 from the parent to that effect. Wildwood reserves the right to require photo identification, in the form of a valid driver's license, if the person is not known by the teachers dismissing carpool. If parents need to visit with each other, please pull into the parking lot so that you will not hold up the carpool line. Parents should agree on afternoon plans or "play dates" and communicate with the school office if another parent is picking up their child at carpool. Arrangements are not to be made between children during school hours.

### **LOST AND FOUND**

The "Lost and Found" is located in the Wildwood teacher workroom, as well as the boys' and girls' bathrooms.

### **BIRTHDAYS AND SPECIAL EVENTS**

Private party invitations will NOT be distributed at school. Please let your child's teacher know in advance if you would like to send refreshments on your child's birthday. Cupcakes, cookies or a healthy snack is appropriate; no party favors please. Do not send refreshments at any other times unless asked to do so by teachers or members of the Parents Action Council.

## **SKATEBOARDS AND ROLLERBLADES**

Skateboards and rollerblades are prohibited on campus.

## **FUNDRAISING**

Students are prohibited from door-to-door fundraising activities sponsored by the school or a school-related organization.

## **LOCKERS AND USE OF LOCKER ROOM**

The use of a locker shall be a student privilege and not a right. Any student granted the use of a locker during the calendar year shall use such locker for the exclusive purpose of storing school related material and clean clothing. No student shall be permitted to use the lockers for use of any material or clothing that is prohibited by Wildwood or otherwise set forth in any handbook, written policy statement or other writing. Two or more violations of the locker policy shall subject the student to the loss of his or her privilege of using a locker. The locker room is to be used for the sole purposes of using the bathroom facilities, changing clothes and use of the lockers for temporary storage.

## **SEARCH AND SEIZURE POLICY AND PROCEDURES**

Wildwood Christian Academy shall maintain a safe, healthy environment for its students, faculty and staff at all times. Therefore, Wildwood and its staff have the right to perform unannounced searches and to seize contraband. Wildwood has the right to perform physical searches of students, student lockers and the personal effects of students (e.g. backpack, purse, pockets) to determine whether there exists any danger to the student or the school. Contraband is all substances or material prohibited by school policy or state or federal law, including, but not limited to, controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons or incendiary devices.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the individual. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Head of School or a designated designee. The student's parents will be notified of the search as soon as reasonably possible.

All student desks, lockers and computers are the property of Wildwood Christian Academy and are at all times under the control of the school. School authorities may perform general inspections of desks, lockers and computers at any time without notice, without consent and without a search warrant.

## **PARENTS ACTION COUNCIL (PAC)**

### **Mission Statement**

The Mission of the Wildwood PAC is for the parents to work together with the Board of Directors, Administration, Faculty and each other to enrich our children's education experience.

This will be accomplished through:

- the enhancement of communication among the parents, faculty and administration
- the encouragement of parental participation in the life of WCA
- the creation among the educators, administration and PAC members of a unified effort to secure for all students the highest advantages in spiritual, physical, mental and social education with a view toward attaining the goals established by WCA
- raising all funds necessary and prudent to accomplish the goals set forth above
- the promotion of educational, spiritual and charitable activities

**The Officers of the Wildwood Parents Action Council for the 2010 - 2011 school year are:**

Cesar Fernandez – President  
678-488-0356

Jonetta Womack – Vice President  
706-864-2636

Amy Teague – Secretary  
706-579-2562

Patricia Hopkins – Treasurer  
706-579-1467

Crystal Landrum – Room Parent Coordinator  
706-253-3657

Frank Duffy  
770-367-2642

Don Singleton  
706-579-2959

Mike Melton  
706-268-1134

Heather Golden – PreSchool Rep.  
706-579-2069

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