

Student/Parent Handbook

The Way Christian Academy, Inc.



WELCOME TO THE WAY CHRISTIAN ACADEMY!

Dear students and parents,

We are so pleased that you have chosen to attend The Way Christian Academy! We strive to be a community in which the students and their education are of first priority. Our desire is to be more than just a school; we endeavor to be a support system of individuals who support the students in their quest to be studious, diligent, and constantly growing in faith. We firmly believe that the Lord has prepared this academy as a place for students to learn, and to thrive here at The Way Christian Academy!

We are a branch or arm of Church of The Way, Inc. (CTW) and uphold the same bylaws, statement of faith, and beliefs as CTW. It was the goal of Pastor Luis Vega and the leadership of the church to create a school as part of the church that will fuel the next generation with accelerated learners who know Jesus as their Lord and Savior. Pastor Vega would like to share with the students and parents a few words about his vision and goals for The Way Christian Academy.

Blessings to you students and parents / guardians of The Way Christian Academy. It is the continual goal of Church of The Way to serve and support our community. A very significant part of that is to host students K-12 and provide a quality education that is taught by God-fearing and God loving individuals. It is our duty to aid in the preparation of the next generation for the call that has been placed on their lives: to love and disciple the world in the ways that Jesus taught. We welcome you to The Way Christian Academy and pray that you find this a welcome and humble home for your entire family.

*Sincerely, Luis Vega,
Pastor, Church of The Way, Inc.*

I am so excited about this upcoming school year! This handbook was written for your convenience; please read it in its entirety as there is a plethora of information regarding our policies, procedures, curriculum, and much more. Again, thank you for choosing The Way Christian Academy, Inc. for your education. We look forward to seeing you in August!

Blessings,

*Sincerely, Dr. Elisa Cruz, EdD
Principal, The Way Christian Academy*

STATEMENT OF FAITH

The human phraseology employed in this statement is not inspired nor contended for, but the truth set forth is held to be essential to a full Gospel ministry. No claim is made that it contains all the truth in the Bible, only that it covers orthodox fundamental matters.

THE SCRIPTURES INSPIRED

The Bible is the inspired Word of God, a revelation from God to men, the infallible rule of faith and conduct, and superior to conscience and reason, but not contrary to reason (2 Tim. 3:15-17; 1 Pet. 1:23-25; Heb. 4:12).

THE ONE TRUE GOD

The one true God has revealed Himself as the eternally self-existent, self-revealed "I AM," and has further revealed Himself as embodying the principles of relationship and association, by simultaneously existing as Father, Son and Holy Spirit. (Deut. 6:4; Mark 12:29; Isa. 43:10, 11; Matt. 28:19).

MAN'S FALL AND REDEMPTION

Man was created good and upright, for God said, "Let us make man in our image and after our likeness." Man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26-31; Gen. 3:17; Ro. 5:12-21).

THE SALVATION OF MAN CONDITIONS OF SALVATION

The Grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and through faith in the Lord Jesus Christ; man is saved by the washing of regeneration and renewing of the Holy Spirit, and being justified by grace, has become heir of God according to the hope of eternal life (Titus 2:11; 3:5-7; Ro. 10:13-15; Luke 24:47).

Evidences of Salvation

The inward evidence to the believer of his/her salvation is the direct witness of the Spirit (Ro. 8:16). The outward evidence to all men is a life of holiness (1 Thess. 4:7, 2 Tim.1:9).

BAPTISM IN WATER

The ordinance of baptism by burial with Christ should be observed (as commanded in the Scriptures) by all that have repented of their sins and in their hearts have believed on Christ as their Savior and Lord. In doing so, they declare to the world that they have died with Christ and that they have also been released to walk with Him in newness of life (Matt. 28:19; Ro. 6:4).

THE LORD'S SUPPER (COMMUNION)

The Lord's Supper, consisting of the elements, bread and fruit of the vine, is the symbol expressing our sharing in a memorial to His suffering and death, and a prophecy of His second coming, and is enjoined to all believers "until He comes" (John 6:48,51,53-57; Luke 22:19,20; 2 Pet. 1:4; 1 Cor. 11:25).

THE PROMISE OF THE FATHER

All believers should ardently expect and earnestly seek the Promise of the Father, which is the baptism in the Holy Spirit. With it comes the infilling of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; 1 Cor. 12:1-31). This experience may be distinct from and subsequent to the experience of the New Birth (Acts 2:38; 10:44-46; 11:14-16; 15:7-9).
Sanctification Process

By the power of the Holy Spirit we strive to obey the command, "Be ye holy, for I am holy." Sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God's Word (Heb. 12:14; 1 Pet. 1:15, 16; 1 Thess. 5:23, 24; 1 John 2:6).

THE CHURCH

The church is the holy Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer is an integral part of the church, and their names are written in the Lamb's Book of Life. (1 Thess. 2:4)
Ministry

Divinely called and Scripturally ordained ministry has been provided by our Lord for a two-fold purpose: (1) The evangelization of the world, and (2) The edification of the Body of Christ (Mark 16:15, 20; Eph. 4:11-13).

DIVINE HEALING

Deliverance from sickness is provided for in the atonement of Christ and is the privilege of all believers (Isa. 53:4, 5; Matt. 8:16, 17; Mark 16:18; John 5:14).
The Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the Lord, is imminent and is the blessed hope of the church (1 Thess. 4:16; Ro. 6:23; Titus 2:13; 1 Cor. 15:51,52).

THE MILLENNIAL REIGN OF JESUS

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on the earth are Scriptural promises and our hope (2 Thess. 1:7; Rev. 19:11-16; Ro. 11:25; Rev. 20:1-7).
The Lake of Fire

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the Lamb's Book of Life shall be consigned to everlasting punishment in the lake which burns fire and brimstone, which is the second death (Rev. 19:20; 20:10-15).

THE NEW HEAVENS AND NEW EARTH

We, as promised in the Scriptures, look for a new heavens and a new earth wherein righteousness dwells (2 Pet. 3:13; Rev. 21: 1).

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ADMISSIONS POLICY

The Way Christian Academy, Inc. admits students of any race, color, national and 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The Way Christian Academy, Inc. does not discriminate based on any disability that a student may have, however, we may not have the proper accommodations or facilities to support students with certain severe or low-functioning disabilities, whether physical, mental, or emotional.

Acceptance into our school is based on many factors, including behavioral records, the provided transcripts, the perceived Christian integrity of the family, and the interview that is held with the parents and students. Each student is evaluated at the discretion of the acceptance committee, and students are admitted on a case-by-case basis, based on the records sent in.

Upon acceptance, all students entering grades 1-12 will be required to take a placement test to determine an appropriate grade level assignment. If the student is a transfer student, parents should send all permanent records from previous schooling, including report cards, behavioral reports, and any standardized test scores available.

Applicants wishing to attend kindergarten must be 5 years old prior to September 1st.

REGISTRATION PROCEDURE

INTERVIEW:

New students wishing to enroll shall have an interview with the principal, at which the perspective student and his or her parents/guardians shall be present.

LETTER OF RECOMMENDATION:

The student shall bring to the interview a letter of recommendation from the student's pastor. If the student is not able to procure a letter of recommendation from his or her own pastor, then he or she may seek out a pastor of Church of The Way, Inc., and request a letter of recommendation. Said pastor may request audience, counsel, interview, or any other type of interaction that he/she deems necessary with the perspective student or his or her parent/guardian in order to determine if he or she will issue a letter of recommendation.

REVIEW:

Following the interview with the principal and after review of letter of recommendation the family of the perspective student will be notified of their acceptance or denial for registration. The formal application includes a behavioral contract, birth certificate, immunization records, the letter of recommendation, and the Confession of Belief Form. All students will be required to maintain immunizations in accordance with the laws of Florida. These items will be reviewed together to determine the admission or denial of the student.

TUITION:

Tuition may be paid on 10 month schedule or annual basis (may be waived by Board).

Families who's parents/guardians are members of Church of The Way:

	Annual (5% discount)	Monthly
1st child:	\$3,000.00	\$315.00
2nd child	\$2,500.00	\$262.50
additional children	\$1,500.00	\$159.00

Families who's parents/guardians are not members of Church of The Way:

	Annual (5% discount)	Monthly
1st child:	\$4,000.00	\$420.00
2nd child	\$3,500.00	\$367.50
additional children	\$2,500.00	\$262.50

TUITION DELINQUENCY:

After one week of tuition payment delinquency a notice shall be sent to the parent/guardian of the student and a late fee of 10% of tuition costs will be assessed. Students may be prohibited from attending class if payment of tuition is more than 2 weeks delinquent. If more than 4 weeks delinquent any student with unpaid tuition will be de-enrolled.

REGISTRATION FEE:

A reasonable fee to be determined before the start of each school year will be assessed upon registration (but may be waived), as well as the first month's tuition (may be waived).

REQUIRED FORMS AND DOCUMENTATION (NEW STUDENTS):

The following will be required to be turned in at the time of registration:

- Completed registration form
- Birth Certificate
- Medical History Report
- Medical Immunizations Form
- Tuition schedule (annual or monthly)
- Behavioral Contract
- Confession of Belief Form
- All documentation for Scholarship enrollment that Principal requests

All records are to be completed and turned in 1 week before the first day of school.

REQUIRED FORMS AND DOCUMENTATION (RETURNING STUDENTS):

Returning students shall be permitted to re-register only after a review of the student's behavioral and academic progress to be determined by his or her teachers of the previous year as well as the principal. Each returning student shall receive a letter of invitation or denial at least one month prior to the start of the school year.

RETURNING STUDENTS FORMS:

Returning student's parents/guardians will be responsible to report any changes to the documents listed for new students in addition to submitting a new tuition schedule (annual or monthly).

EARLY WITHDRAWAL:

If a student withdraws early, any tuition paid through the end of the month of withdrawal will not be considered refundable. For example: If a student is paying on a monthly basis, and withdraws on the 15th of the month, he or she will not receive any refund for the remainder of that month. If a student has paid tuition on an annual basis, he or she will be refunded only from the first of the next month through the last month that has already been paid.

PARENT/GUARDIAN INFORMATION

This section has information specifically for parents/guardians of students. Please read it carefully as the information presented is important for you and your child(ren).

PTA (PARENT/TEACHER ASSOCIATION)

We here at The Way Christian Academy, Inc. value our parents/guardians greatly, as they are a key component to our school. Open communication is very important for a healthy educational environment! The PTA meets once monthly (or as otherwise determined), and every parent/guardian is REQUIRED to attend. We will discuss topics such as fundraising, new curriculum, and the progression of our school as it grows. By enrolling your child(ren) at The Way Christian Academy, Inc. you agree to be a part of our community, and therefore will be an active member of the school. Please make the PTA meetings a priority. They will be every third Thursday of the month at 7:30pm. If there is a circumstance in which you cannot be at a meeting, please notify the secretary of the PTA board by email. The email address will be provided at new student orientation.

VOLUNTEERS

Parent/guardian volunteers are a vital part of our school. From class parties, to field trips and more, the parent/guardian volunteers truly help our school run at its best. Parents/guardians are also very welcome to attend the Christmas Extravaganza and Field Day events! We will need volunteers for those events, as well as a fun crowd to participate in the celebrations! Our fundraisers will also require parent/guardian volunteers to help run the events in order for things to go smoothly. The first PTA meeting will have sign up sheets and assignments for those events.

VISITORS

All visitors are required to wear a visitor's sticker at all times that they are on campus. Oftentimes parents/guardians will want to come have lunch with their child, or need to bring them an item, etc. If there is a pre-planned visit, such as lunch, please send your child with a note the day that you plan on visiting. Then, come up to the front office and sign in. This includes school events, such as field day. Upon exiting the school, the passes should be turned back in to the front office for disposal, and the parent/guardian should sign out prior to leaving the premises.

The same procedures will take place if there is not a preplanned visit—simply come to the front office, so that we may verify your identity and give you a pass. We value the students' safety as our highest priority, and the following of these procedures will aid The Way Christian Academy, Inc. in keeping your children safe.

OPEN DOOR POLICY

We value your feedback and want your family to have the best experience possible at our school. Please share in continual dialog with us as we make our school better! This can be in the form of email, letter, or verbal dialogue. We want everyone to feel at home at The Way Christian Academy, Inc.

CONFERENCES

Scheduled parent/teacher conferences will happen twice during the year, once in Fall and once in Spring. The students will have the day off and parents/guardians will have scheduled conferences with their child's teachers. Each student will bring home a letter with a sign-up time 4 weeks in advance of the conference. If circumstances call for a parent/teacher conference at other times during the year, then the parent and teacher should coordinate this independently.

COMMUNICATION

There is a phone in the front office of the school. In case of emergency, call that number and we will notify your child immediately. The students will be allowed to use the phone to call in case they are sick or need to be picked up to go home for any excusable reason. Students are allowed to bring cell phones to campus, but they must be turned off from 7:30a.m.-2:30p.m. Cell phones may be used before and after school as long as they are not used within the hours listed above. 11th and 12th graders may use their phones during lunch, however, this is a privilege that may be taken away if necessary.

DROP-OFF AND PICK-UP

The Way Christian Academy, Inc. does not have a bus system at this time. Therefore, each student will need to be dropped off between 7:00a.m. and 7:45a.m. each morning. There will be faculty at the carpool line to direct students from the cars to their appropriate location. We do have some parking, so students who have their driver's license may obtain a pass to park, however, spaces are on a first come, first serve basis with preference based on grade level; Seniors taking highest priority. An application for obtaining a parking pass will be available at student orientation in the fall.

GRIEVANCE PROCEDURE

Occasionally, a parent/guardian will have a grievance involving the school, classroom, or teacher policies. Please do not discuss any questions or concerns you have with other parents/guardians, as it is not helpful in solving problems, but rather we encourage you to follow the principles laid out in Matthew 18:

Step 1: Talk with the person that has directly affected you or your child: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." -Matthew 18:15

Oftentimes information that is relayed through several people can be unclear or incomplete. It is imperative that information is exchanged at the source. If you feel that you have a problem with the way a teacher, faculty member, or the school is doing something, please speak directly with the person it concerns at a pre-arranged conference. Our faculty members are always willing to listen and engage in conversation that will give us the opportunity to grow as a school. Typically the best time for parents/guardians to speak with faculty members will be after school hours, when students have gone home. If the conference does not satisfy you, please contact the Principal or Asst. Principal.

Step 2: Talk with the Principal: "But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." -Matthew 18:16

This meeting will also need to be pre-arranged. The principal will listen to your ideas, and then a meeting will take place between you, the teacher (or faculty member) and the principal. This meeting will help to resolve any conflicts, because there is a third party to listen to ideas and help sort through discussions. Should the outcome of this be unsatisfactory to you, you may then go to the church leadership to resolve the issue.

Step 3: Go to church leadership: “If he refuses to listen to them, tell it to the church.” Matthew 18:17a

The pastor of Church of The Way will listen to and engage with you and the teacher. The pastor may gain insight from interviewing the principal, other students (including your child) or other faculty members to gain the best knowledge regarding the situation. After prayerfully considering the situation, the pastor will come to a decision or recommendation, and give it to both you and the teacher in writing. The pastor / Board of Directors of Insert Church Name Here, Inc. possess(es) ecclesiastical authority, therefore his/her(their) decision(s) is considered the final authority.

STUDENT INFORMATION

This section of the handbook has pertinent information regarding each student's daily activities, schedules, and important school events and functions.

SEMESTER SCHEDULE

First day of school:
Labor Day-no school:
Picture Day:
Veteran's Day:
Fall Parent Teacher Conferences-no school:
Thanksgiving Break:
Christmas Extravaganza:
Christmas Break:
First day of Spring Semester classes:
MLK Day-no school:
Fair Day - Outing:
Spring Parent Teacher Conferences-no school:
Spring Break:
Good Friday:
Easter:
Last day of school:

PLEASE CHECK THE SCHOOL CALENDAR FOR EXACT DATES.

DAILY SCHEDULE

Monday-Friday (Mondays – Early Dismissal at 12pm)

ELEMENTARY

Grades K through 4: 8:00-2:30 [Tuesday – Friday] (one classroom teacher)

Lunch period will be from 10:30-11:00 in the lunch room.

Grades K-4 will have recess everyday, as well as Physical Education 2 times a week, once for females & once for males. Recess will be monitored, and students will have access to a playground, our kickball field, with play balls and equipment that are not hard. These grade levels will also have art classes during the week.

MIDDLE

Grades 5 through 8: 8:00-2:30 [Tuesday – Friday] (2 classroom cluster)

Middle grades lunch period will be from 11:00-11:30 in the lunch room.

Grades 5 through 8 will also have PE twice a week with break up per gender. They will have the choice between break-out groups, rap sessions, and special classes the rest of the days. Music classes will begin soon and will also take place during the afternoon class time.

HIGH SCHOOL

Grades 9 through 12: 8:00-2:30 [Tuesday – Friday] (4 classroom cluster)
High grades lunch period will be from 11:30-12:00pm in the lunch room.

AFTER SCHOOL PROGRAM

The After School Program runs from Tuesday to Friday (unless otherwise specified), and is currently free of charge. The hours are 3pm to 4:30pm, with staff cleaning up and securing the campus until 5pm. Free snacks are provided, which is part of our Department of Agriculture food program, prepared by one of the best food vendors in Tampa (JW Foods).

CHAPEL

Every Wednesday there will be chapel for all students as follows: Elementary: 2nd to 4th Wed. 10:00-10:30; 5th to 12th Wed. 10:30 -11:30. Chapel services are held in the main auditorium. Pastor Vega (or an assigned minister) gives the chapel teaching; our school is designed to thrive within the housing of our church, so chapel sermons may coincide with Sunday sermons at Church of The Way.

FIELD TRIPS

The students will take field trip to educational facilities. These trips will be planned approximately 5 weeks before the trip date., Examples of field trips are museums, theaters, and a trip to the local fire and police stations, along with safety training and preparation for the students. Oftentimes, these field trips will be closely related to the curriculum of the students, or what they are learning in chapel.

At the beginning of each school year a field trip release form will be sent home with students. This signed form will authorize participation for all general, pre-planned field trips for the school year. If changes are made or trips are added a new field trip permission slip may be required to be signed by a parent/guardian. If the appropriate, signed field trip form is not obtained by the school the student will not be permitted to participate and may be given alternate assignments.

BREAKFAST, LUNCH, & SNACKS

Breakfast is provided free of charge every morning from 7:30 to 8am. Lunch is also provided free of charge at the appointed times (see daily schedule). All after-school students will be provided with a nutritional snack. The food is prepared and provided to the school via JW Foods; a temperature-controlled heating station is provided, as well as a freezer & refrigerator. There will be 2 microwaves for the students' use in the lunch area.

LOST AND FOUND

There is a lost and found area in the front office. If anything is found by a student including jackets, supplies, book bags, and any piece of property that does not belong to him/her, the

student should bring it to the office immediately so that it can be found by it's owner. We do not tolerate any kind of "finders keepers" rule, and students caught with the intent to take something home that is not theirs will be disciplined accordingly. All lost and found items that remain in the office will be donated to a charity 2 weeks after each semester's end.

REQUIRED SUPPLIES

Each classroom will have a specific list of supplies for the students.

STUDENT CONDUCT

This section will focus on the expectations The Way Christian Academy, Inc. has for its students.

DRESS CODE/UNIFORMS

Students will be required to dress appropriately for all school activities and classes. Uniform shirts are required; also, the following items of clothing may/will be considered inappropriate:

- Spaghetti strap tank tops
- Tights/Leggings
- Clothing displaying any gang affiliation
- Clothing displaying any illegal activities
- Clothing displaying any drug, alcohol or tobacco use
- Clothing displaying any sexual references
- Clothing displaying any inappropriate language
- Any clothing that could be considered disruptive to other students, parents/guardians or staff of the school

CLOTHING GUIDELINES:

- Shorts or skirts (boys and girls) shall be no shorter than 2" above the knee.
- Under garments should remain covered at all times
- Pants should rest at the waist and should be held in place with a belt if necessary

TRUANCY

All absences from school must be reported to the school by a parent/guardian. No student shall have more than 4 unexcused absences per year. A student may have no more than 10 excused absences per year. If there is an exceptional illness or circumstance that keeps a student out of school for more than the allotted amount of days, the parents/guardians shall meet with the principal to determine the course of action that the family should pursue. If illness occurs a notification via phone call shall be sent to the school administrator on or before 7:15am on the day of the absence.

If more than 2 days are missed due to the same illness a doctor's note may be requested from the school.

TARDINESS

All students are expected to be in class by 8:00am. If your child arrives after said time, the student must enter the school through the front office and be checked in by a parent/guardian.

No more than 3 tardies will be accepted per semester. If more than 3 tardies occur the principal shall discuss further actions with the parent or guardian of the student.

HALL & CAMPUS PASSES

During all school hours, students are to be in their classrooms or with the class in an activity that is located outside of the classroom. Hall & Campus passes will be given by the

teacher for special circumstances to leave the classroom area. Children who are in grades K-2 will only be permitted to leave the classroom with a partner. Both children will go to the designated place and then return to their classroom promptly.

USE OF FOUL LANGUAGE

The use of foul and disrespectful language will not be tolerated by the administration. The language used by students and staff will be that of encouragement, faith, understanding, and guidance.

PROPER USE OF CELL PHONES DURING SCHOOL HOURS

Cell phones shall not be permitted to be used on school campus during school hours. Use of cell phones before and after hours may be acceptable. In the case of an emergency, students may be permitted to use their cellular phones with approval from a teacher or other school faculty member. 11th and 12th graders may be granted permission to use their phones during lunch, however, this is a privilege that may be taken away if necessary.

iPads or other devices that are required by teachers will be permitted with supervision. Access to the internet will only be acceptable during supervised times. All internet activity will be monitored. Websites will be restricted that are not for the purpose of furthering education. All social media sites will be blocked from school servers, and may not be used by students during school hours.

SOCIAL MEDIA CONDUCT

Students who engage in social media shall be required to maintain the school's code of conduct online as well as in the classroom. Photos, statuses, tweets or other social media services shall not be posted that would go against the code of conduct of The Way Christian Academy, Inc. Parents will also be responsible for monitoring the online activities of their children.

BULLYING

The Way Christian Academy, Inc. is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. (<http://www.stopbullying.gov/prevention/at-school/rules/>)

Bullying or any form of harassment will not be tolerated by the administration. Participating in or failure to report bullying will result in academic punishment by the principal and staff. If any child at any time feels that they are being bullied or harassed, they, or their parent/guardian should report it to our staff.

ILLICIT SUBSTANCES AND PARAPHERNALIA

The Way Christian Academy (TWCA) has a "zero tolerance" for drugs and/or drug paraphernalia, which includes illegal unprescribed drugs, alcohol, tobacco, & any form of vaping. Any student violating this strict rule will be expelled from TWCA.

VANDALISM

Under no circumstances will vandalism be tolerated. Any student caught damaging property will be suspended for a minimum of one (1) week, and the parent/guardian will be responsible for any (and all) repairs. The student will be placed on behavioral probation for at least six (6) months, and will be placed on the campus care team where they will assist with campus care, cleaning bathrooms, picking up garbage, and performing clean-up duties under adult/staff (either school or church staff) supervision. Vandalism includes but is not limited to writing (with pen, pencil, or scraping into metal) on school property, breaking school property of any type, urinating on places other than bathroom equipment, destruction of any school property or property of another staff or student.

BIBLICAL PRINCIPLES

All students will receive a copy of The Way Christian Academy, Inc. Statement of Faith and by agreeing to be enrolled in the school is agreeing to live and conduct one's self by the Statement of Faith of The Way Christian Academy, Inc.

Students also receive and agree to Behavioral Contracts at the start of each school term

Students will be expected to refrain from activities inappropriate for follower of Christ inside or outside of school. Students are a part of the institution and MUST present themselves as a member of this organization. This includes activities outside the school and on any social media site. Violation of this can, and in most cases will, result in expulsion.

ACADEMICS AND CURRICULUM

At The Way Christian Academy, Inc. we want to encourage our students to walk, live, and grow in the way of the Lord. We know that each child is unique in the way that the Lord made them, and we want to be sure that the talents and gifts that they are given are nurtured at our school.

OUR TEACHERS

Our teachers love our students and they love Jesus! Every faculty member has a relationship with Jesus and lives a fully committed Christian life. Be certain that they are here to serve your children through serving Jesus and the Kingdom of God. They all have at least a bachelors degree, with most having a Masters degree, and are proficient in either elementary, middle, or special education. The teaching faculty is here to serve the students.

ACCREDITATION

The Way Christian Academy, Inc. has chosen not to pursue state accreditation. Accreditation is designed to gain a uniform education for all children attending school in the public and secular arena. A student who attends a private Christian school has the same privilege of attending a four year college or university that a student who attends an accredited public school does. Colleges look at course load, which is why we strive to create an environment that fosters hard work ethic; our curriculum is not “easy.” We use the Accelerated Christian Education (ACE) model, with each student working on subjects on the level where they are currently qualified.

CURRICULUM AND ACADEMIC MATERIAL

The curriculum is the Accelerated Christian Education (ACE) material and model. Students are assessed and once their level per subject is determined, they are assigned PACE books, with each subject based on their current level. Students mostly work in private office cubicles.

REPORT CARDS AND PROGRESS REPORTS

Teachers will administer progress reports every 6 weeks. These reports shall be sent home to be signed and returned the day after. Report cards will be administered at the end of each semester; these will appear on the student’s permanent record.

HOMEWORK

Each teacher will give homework at his or her discretion. Homework is assigned when students are unable to complete their in class PACE work, as agreed on their GOAL sheet assigned by their teacher. Homework may also be given at the discretion of the teacher. Additionally, there may be opportunities for extra credit work, which will also be completed at home and at the discretion of the teacher giving it.

MAKE UP TESTS/WORK

Students shall be allowed 2 days to complete every 1 day of missed work due to an excused absence. If the student misses a test, they have 3 days to re-take it. The test will be different than that administered on the day they were absent, but it will cover the same material and

will not differ in difficulty. It is the student's responsibility to set up a time with their teacher to take the missed test. Every day after the 3rd day that the test remains uncompleted, the test grade shall be lowered by 10%. After the 6th day, the student will receive a zero for that grade.

TESTS

Each class will have tests that are at the discretion of the teacher, based on their PACE books. Tests are given once a PACE book has been completed. The PACE is taken home and studied and the next morning the test is given. Students must score an 80% or higher to move on to the next PACE. Any score under an 80% will result in the PACE book being repeated. Each PACE has short exams that students take as they are working through the PACE, in order for students and teachers to gauge if the student is comprehending the material. These short exams are done in class at a scoring table.

STANDARDIZED TESTING

The Way Christian Academy, Inc., participates in annual testing in grades 1-12. Tests that are generally required by the state of Florida for public schools with accreditation will be administered at the discretion of the principal. Though private schools are not required to administer these tests, it is a good benchmark to place for our students and helps to track the academic achievement of our students and to compare with other schools in the area.

COLLEGE VISITS

Seniors are permitted to have 3 additional excused absences throughout the year for the purposes of visiting a college. Students who are wishing to make a college visit shall fill out the college visit form, which must be signed by one of their parents or guardians, and have the college or university that they are attending listed. College visit forms are available in the front office. Upon returning from the college visit, each student must write a brief 200 word essay about their impression of the school and turn it in the attendance office, as well as supply some sort of printed literature from the college.

In addition, seniors will be expected to take the SAT. We will have 5 review sessions before the SAT to help the seniors prepare. All teachers will be happy to assist any student in high school looking for a college or university to attend.

EXTRACURRICULAR SUSPENSION

It is important to The Way Christian Academy, Inc. that each and every student is putting their best foot forward academically. While we value extracurriculars very highly, we know that sometimes it is difficult for a student to balance many clubs, sports, and their classes. Therefore, if a student is failing any courses, that student will be suspended from all sport activities for a 4-week trial period. If, at their teacher's discretion, they are achieving at an acceptable level after 4 weeks, the student shall be allowed to continue on in the sporting activity. If the student is failing 2 or more classes, that student shall be suspended from all extracurricular activity, including clubs and sports. Again, they will have a 4 week trial period during which they may raise their grade in order to participate in the extracurriculars again.

GRADING SYSTEM

For all grades K-12:

NUMBER GRADE	LETTER GRADE
90-100	A
80-89	B
75-79	C
70-74	D
0-69	F (Failing)

ELEMENTARY STANDARDS

Each elementary class will meet goals decided upon at the beginning of the year. Each teacher will teach their class all subjects; the bulk of material that the students will learn shall be math, reading, writing, and social studies. There will be alternating PE, health, music and art classes several times a week for the elementary students.

REQUIRED CREDITS FOR GRADES 5-8

This list encompasses the classes that are needed to continue from 8th grade to high school.

CLASS REQUIRED	CREDITS
Language Arts:	3
Science:	3
Social Studies:	3
Math:	3
Health:	3
Physical Education:	3
Art/Music:	1
Total Required Credits:	19

REQUIRED CREDITS FOR HIGH SCHOOL DIPLOMA

This list encompasses the classes that are needed to graduate from High School at The Way Christian Academy, Inc.

CLASS REQUIRED	CREDITS
Language Arts:	4
Science:	3
Math:	4
History/Social Studies:	3
Fine & Performing Arts	1
Physical Education:	1
Elective	8
Total Required Credits:	24

The exact classes that will be available vary each year depending on our staff. We will always have enough teachers to teach the core subjects, such as Science and Math, but the exact kind will vary. For example, one year we may have World History from 1400AD-Present available and the next we may have Human Economy available instead. They are different in nature but would each complete a Social Studies/History credit.

EXTRACURRICULARS

We have several opportunities for students to participate in extracurricular activities. They include intramural sporting events, several clubs, and student led organizations.

SPORTS

Intramural activities take place in the spring semester every Tuesday and Thursday after school until 7:00pm.

SPRING SEMESTER INTRAMURAL DATES:

The Spring intramural sports include volleyball, soccer, and basketball. Students are generally allowed to play in more than one sport, because games are not at the same time on the same days each week.

There will be teams that consist of grades 6-8, and grades 9-12.

Only intramural sports are available at this time, and are open to grades 6-12. Grades k-5 will not be permitted to take part in intramural sports; they will play team sports in Physical Education Class, and will earn the opportunity to play when they reach 6th grade.

CLUBS AND ORGANIZATIONS

The following clubs are a part of The Way Christian Academy, Inc. community:

Sports Club, Drama Club, and Chess Club are open to grades 6-12. All other clubs are open only to high schoolers.

- Yearbook Club
- Sports Club
- Chess Club
- Drama Club
- Newsletter Team
- Student Government
- Christian Club
- Discipleship Club
- Sound Engineer Club
- Lighting Club
- Overhead Projection Club

Students are encouraged to take part in clubs, organizations, and student social events.

Many of our students are a part of multiple clubs, as they meet at different times throughout the week. Any student who wants to start a club is permitted to do so with an application available in the counselor's office, that must be signed by a faculty sponsor, along with two additional participating students.

STUDENT GOVERNMENT

Student government is a particular club that we want as many students to have the opportunity to participate in as possible. It consists of a president, a vice president, a secretary, a treasurer, and a council of 10 voting members. This is a great opportunity for students to engage in awareness of their surroundings and make decisions for the best of their peers and make the school their school. Some decisions that the student government

can make include school uniforms, logos, cafeteria rules, rap session topics, etc. All decisions are brought to and approved by the faculty, principal, asst. principal, and final approval must pass through the administrator/pastor.

DISCIPLINE AND REWARDS

Our school strives to be a place where students grow and learn. Alongside good growth and learning there must be discipline. Each student walks in through our doors with a “clean slate,” and is expected to carry that “clean slate” throughout their journey at The Way Christian Academy, Inc.

DISCIPLINE

The philosophy our faculty abides by is “firm and respectful, tempered with love.” This means that students will adhere to the rules and regulations set forth for them, or there will be consequences with no exceptions. We do not punish students for mistakes, only deliberate rule-breaking. This will be at the discretion of each teacher or school employee. Below are our discipline procedures. We fully expect parents to discipline their students at home. We cannot reform any child with serious behavior issues; we exist to foster a healthy environment for educating children. This is why parental involvement is crucial.

The Way Christian Academy, Inc. is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. (<http://www.stopbullying.gov/prevention/at-school/rules/>)

Bullying or any form of harassment will not be tolerated by the administration. Participating in or failure to report bullying will result in punishment by the principal and staff.

Our discipline system is based off of demerits. Each activity or action that is not approved of by the school will be assigned a demerit. This serves as a “warning” to the students. A build-up of demerits can result in detention, suspension, or expulsion. Please do be aware, however, that the following list is not a complete list. New situations may arise, and will be dealt with as any other: with respect tempered with love. Any note that is sent home with a report of demerits must be signed and returned the next day. If a student receives 3 or more demerits in a day, a note will be sent home. Some offenses have detention, suspension, or expulsion on the first offense, without any demerit warning due to the severity of the offense.

- 3 demerits in one day: note sent home to be signed
- 5 demerits in one day: after school detention the next school day
- 12 demerits in a week: ISS for one day (In school suspension)

OFFENSES

Lack of preparation: 1 demerit

Out of seat without permission: 1 demerit

Teasing or calling names: 3 demerits

Incomplete uniform: 1 demerit

Being tardy: 1 demerit

Banned items (matches, adult magazines, etc.): 2-3 demerits

Disrespect (at teacher’s discretion): 3 demerits

Lying: 3 demerits

Fighting: 1st time: OSS; Out of School Suspension up to one month or expulsion
(Administrative Decision)

Fighting: second time: expulsion

Cheating: suspension (ISS)

Inappropriate language or gestures: First time: 3 demerits

Inappropriate language or gestures: Second time: Parent Conference & Suspension (ISS or OSS)

Inappropriate language or gestures: Third time: Expulsion

Wandering campus without a pass: 1 demerit

Talking during scoring or a test: 1 demerit

Possession of illegal drugs or weapons: Immediate expulsion

Inebriated by alcohol or any type of drug: Immediate expulsion

Inappropriate sexual touching or boundary violation (touching, talking, exposing others to materials): Immediate expulsion

Carrying weapons (knife, razor, gun, war club, etc.): Immediate expulsion

If a student continues to build up demerits in excess, a conference between him/her, the teacher/school employee, and the parents/guardians will be required. If the situation does not change for the better, the student will meet with the principal. If the student is still acting out, the parents/guardians will be asked to withdraw him/her from the school. We expect each parent/guardian to be on board with our discipline procedures. By enrolling your child in The Way Christian Academy, Inc. you agree to the terms of the school.

REWARDS

We want our students to be rewarded when they excel academically. We have two programs designed for just that: (K-7)

READER'S REWARDS-

The student has the opportunity to do extra PACE work for rewards. This allows students to excel and skip grades, per the academic work they are able to achieve. Rewards are also given out to students that do extremely well, and they vary depending on the teacher's discretion. Some examples of classroom rewards may be a pizza party for students that are rewarded, if there are 5 or more being rewarded; a Friday afternoon movie time with being excused from afternoon classes and activities, or gift cards.

A PLUS TEAM -

A group of students whom maintain an "A" average. The A Plus Team go on one day trip per semester, and meet once a month for a fun, educational activity, such as dyeing T-Shirts, Baking Cake or Cookies, Creating T-Shirts with Logos, etc.

We do not reward good behavior, because it is expected at all times. It should not be "out of the norm" for students to behave well.

MEDICAL PROCEDURES

This section is very important for the safety of our students; please read it thoroughly.

IMMUNIZATIONS

All students will be required to maintain immunizations in accordance with the laws of Florida. All records are to be completed and turned in 1 week before the first day of school. A list of immunizations that are required will be available in the front office.

WHEN TO STAY HOME FROM SCHOOL

Children will be expected to stay home from school in the event of an illness that could cause others to be sick as well. Children should stay home with the following symptoms:

- Fever above 101.5
- Diarrhea
- Vomiting
- Severe cough and/or sore throat
- Difficulty breathing or abnormal wheezing
- Complaints of severe pain
- Any communicable disease
- Head Lice

Parents/guardians are expected to make the best judgment with other symptoms or ailments not listed. Please be considerate of your child, his/her classmates, and the staff of the school. Each child must be fever free for 24 hours with out medication before returning to school.

CONTAGIOUS DISEASE PROTOCOL

All students, staff and parents/guardians are to notify the school immediately if there are symptoms of a contagious Disease. The school administrators will make the determination if notification of any state facilities is necessary as well as notification of parents of the students. Notification may be distributed via email or letters sent home with the students.

If your child does need to seek medical attention due to a contagious illness, a note from the health care provider will be necessary in order for the student to return to classes.

NON-PRESCRIPTION MEDICATION PROTOCOL

The staff of The Way Christian Academy, Inc. will only dispense non-prescription medication with a signed release form from the parent or guardian. The form must be returned in person to the administration, not sent in with the child. The form will need to

indicate what days, times, and amounts are to be given. No medication will be given if the form is not up to date.

The medication will need to be in the original packaging and labeled with your child's name on the bottle. If the medication is expired, it will not be given.

PRESCRIPTION MEDICATION PROTOCOL

The staff of The Way Christian Academy, Inc. will only dispense prescription medication with a signed release form from the parent or guardian. The form must be returned in person to the administration, not sent in with the child. The form will need to indicate what days, times and amounts are to be given. No medication will be given if the form is not up to date.

All medication will need to be in the original packaging and labeled with your child's name on the bottle. If the medication is expired, it will not be given. If the medication is required everyday, at a specific time then filling out one form per month will be acceptable. The form will need to be resigned monthly to ensure that the status of the medication is up to date.

SCHOOL NURSE (IF APPLICABLE)

The Way Christian Academy, Inc. will eventually have a school nurse on staff. While a nurse is not available, the school administrators (Pastors, Administrator, Principal, Assistant Principal) will be capable of administering medication and attending to the students needs.

ALLERGIES

If your child has known allergies, it is the parents'/guardians' responsibility to make the students' teacher, the staff, and the nurse (if applicable) aware of the allergy. If an Epi Pen is needed for an allergic reaction, then the Epi Pen should be stored in the school office, or classroom, as decided upon by the school staff and parent. It must have the child's name on it and the box with the prescription information must be stored as well.

If the allergy is so severe that the child needs to carry the Epi Pen on him/her, then a note will be required from the health care provider. If at all possible the student should allow a staff member to administer the Epi Pen in the event of an allergic reaction, but if time does not permit and the student is trained on the usage, then the child may administer the shot if necessary. We encourage all children who have an allergy that requires the usage of an Epi Pen be trained on how to use the device.

An action plan should be put into place with the front office in the case of an allergic reaction. This should outline what stages of an allergic reaction require what type of medical treatment.

If a child has a peanut or other food allergy that requires them to be separated from other children who may be consuming allergen food products, please let the administration know and options for snack and lunch times will be discussed.

EMERGENCY INFORMATION AND PROTOCOLS

The Way Christian Academy, Inc. is committed to keeping our students safe. We have outlined the proper procedures in several different events below. Please read this section carefully to help keep our students safe and to help prevent any harm.

INCLEMENT WEATHER

In the event that inclement weather is predicted, the school will be closed. Examples may be storms. In the event that a tornado forms in the area, there are emergency procedures and paths posted in every room. We will take all students to the safest place in the building in the event of a tornado. If the students and teachers are forced to remain on the campus due to a storm, detailed instructions will be posted in each classroom. If travel is not possible, the students will stay in the school as long as needed with the faculty to chaperone.

SCHOOL CLOSURE

In the event that the school will be closed on short notice, the parents will be emailed, and we also have a text alert program that allows the school to text parents and guardians to let them know that school is cancelled. If it is related to inclement weather, look on your local news/weather channel. We will add our name to the scrolling list.

INDIVIDUAL STUDENT EMERGENCIES

Examples of student emergencies may include the news of a death in their family, losing their home to destruction or fire, or personal assault. There are certainly other factors that should be included and instances that may occur. In any of these instances, the school will look at the circumstances and provide the needed emotional and spiritual support. In the instance of assault or family tragedy, students and families are highly encouraged to go to the counseling office at Church of the Way or The Way Christian Academy.

CODE RED PROCEDURE

Unfortunately, in today's society we must be aware of the threats of people who may come to a school campus and harm a student or faculty member. We do our best to ensure that no one enters the school who is not supposed to; there is only one entrance unto the campus, & no unlocked door to any building, which those who do not have an access key card can get in. There is always someone in the immediate office or the adjoining elementary classroom with a telephone in both the office & at the teacher's desk in the elementary class. A call will be made to the police in the event of an armed gunman or assailant enters the property. Each teacher is trained in the proper protocol regarding a situation such as this and will do whatever it takes to keep your children safe.

MEDICAL PROCEDURES

In the application packet is an Emergency Medical Form that must be filled out and kept on file, as well as a waiver giving the school permission to give the student emergency medical care if it is needed. There is not a nurse on the premises, but each teacher is trained in basic

medical emergency procedures. This includes but is not limited to CPR, Heimlich maneuver, and emergency shot administration. There is also devices on campus to help with the Heimlich, in the case of a child choking.

It is imperative that the school is made aware of any medical conditions that your child may have. This will help us serve your child in the best way possible.

POLICIES OF THE WAY CHRISTIAN ACADEMY, INC.

NONDISCRIMINATORY POLICY

The Way Christian Academy, Inc. admits students of any race, color, national and 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

CONFIDENTIALITY OF STUDENT RECORDS POLICY

It is the policy of The Way Christian Academy, Inc. to keep all student records in strictest confidence and to release such records only to the parent or legal guardian of any student unless written permission is given by parent or legal guardian to do otherwise. Parents or legal guardians have the right to see all materials and reports which we have on file for their child at any time.

CONCLUSION

The teachers, faculty and staff of The Way Christian Academy, Inc. could not be more excited to see this year through with our students! Together we can ensure that our children will be trained up in the way that they should go, while always striving for excellence!