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2010-2011

Parents and Students,

Welcome to a new year WCA where we equip the next generation both spiritually and academically. We look forward with great anticipation to a fresh year of learning and growing in Christ.

The purpose of our Handbook is to give you a wealth of information about our school. We encourage our families to use this resource throughout the year as you have questions or concerns. If you find that your question isn't answered from the information we have provided, please feel free to contact a teacher, administrator or the office staff for clarification.

Your School Board,
Administration
& Staff

2010-2011 School Calendar

Office Hours: 8am-4pm
 Phone #: 734-429-7733
 One Call #: 877-698-3261
www.washtenawchristian.org

August	30	New Staff Orientation
	31	All Staff Reports
September	1-2	All Staff Reports
	2	All Parent Orientation
	6	NO SCHOOL/Labor Day
	7	School Starts
	10	Back to School Picnic
	15-17	High School Retreat/Spiritual Emphasis Week
	23	Serve-a-Thon
	29	Half Day/Professional Development
October	1	Grandparents Day
	11	NO SCHOOL/Professional Development
	13	PSAT
	21	Faith Promise Banquet
	27	PLAN Test
	27	Half Day/Professional Development
November	1	1 st Quarter Ends
	2	Half Day/Rake 'n Run/Records Day(pm)
	8	NO SCHOOL/Parent & Teacher Conferences
	19	Rake 'n Run Make Up
	24-26	NO SCHOOL/Thanksgiving Break
December	3	Open House Tours
	7	Prayer Breakfast
	9-10	Elementary Christmas Store
	13	Elementary Christmas Program
	14	Preschool Christmas Program
	16	K-12 Posada
	20-3	Christmas Break
January	3	School Resumes
	17	NO SCHOOL / Martin Luther King Jr. Day
	18-21	Secondary Mid-Term Exams
	19-21	Half Day
	21	2 nd Quarter Ends
	26	Half Day/Professional Development
	27	Family Showcase Event/Open House
	31-4	Spirit Week
February	4	Homecoming
	5	Homecoming Event @ WCA
	15	Family Science Night
	21	NO SCHOOL/President's Day
	23	Half Day/Professional Development
	24	Kindergarten Round-Up
March	1-3	MME Testing
	4	Talent Show
	11	Open House
	15	Annual Parent Meeting
	23	Half Day/3 rd Quarter Ends/Records Day (pm)
	24-25	NO SCHOOL
	30	Half Day/Professional Development
	31	Parent Education Night/Family Math Night
April	8	Annual Auction
	11-15	SAT Testing
	19	Spring Program
	20	Half Day/Professional Development
	22	NO SCHOOL/Good Friday
	23-1	NO SCHOOL/Easter Break
May	2	School Resumes
	7	Jr/Sr Banquet
	8	Seniors Then & Now
	11-13	5 th Grade Science Camp
	16	Golf Scramble
	20-21	School Play
	30	NO SCHOOL/Memorial Day
June	7-10	Secondary Exams
	8-10	Half Days
	9	Preschool Program
	10	Last Day of School/Graduation

Washtenaw Christian Academy Teachers, Staff & Administration 2010-2011

Aunins	John	Physical Education Teacher/Athletic Director	jaunins@washtenawchristian.org
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Stout	Antje	Childcare Teacher/Preschool Aide	astout@washtenawchristian.org
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GENERAL INFORMATION

MISSION STATEMENT

Washtenaw Christian Academy is dedicated to providing a quality education in a uniquely Christian atmosphere. The school assists the parents in developing the character of Christ in the students so that they become contributing members of their families, churches, and society to the honor and glory of God.

VISION

To impact and transform for Christ the lives of students, families, and the culture of Washtenaw County and ultimately the World. See Acts 1:8, Matthew 28:19-20

ORGANIZATIONAL STRUCTURE

Washtenaw Christian Academy is a partnership of home, church and school working together to prepare students for the challenges of life as stated in our Mission Statement. To accomplish this purpose, Washtenaw Christian Academy operates as a non-profit, inter-denominational, non-church-affiliated, board-governed private school. The School Board of Directors ("Board") is elected by the parents of the school. The School Board meets monthly to decide matters of policy and procedure. The day-to-day administration of the school is handled by the Administration.

Each March, the school holds its annual meeting. The Board will give a report on the status of the school, and will present the budget for the following school year to the members for approval. In addition, the members will elect Directors to the Board as needed and conduct any other necessary business. Voting members shall be comprised of parents of students (a) who have acknowledged in writing that the school will be operated in accordance with the Statement of Faith and Philosophy of Education, (b) whose child has had an application approved by the Board and (c) whose child or children is/are currently enrolled at the school. Each school family is allotted one vote.

The School Board members encourage parents to contact any of them with comments and suggestions and welcomes interested parents to serve on the committees listed below:

Building and Grounds

Development

Finance and Business Operations

Academic Affairs

Athletics and Special Events

The Administrators, teachers, and staff of Washtenaw Christian Academy acknowledge the trust placed in us by the parents, and we hold in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by the local churches to which our families belong. So, let us work together as we aim to provide the very best education for our students.

STATEMENT OF FAITH

1. We believe the Bible to be divinely inspired and the only infallible, authoritative, and inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:26, Matthew 28:19, 2 Corinthians 13:14)
3. We believe in the deity of Christ (John 10:30), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Cor. 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost: those that are saved are raised into everlasting life, and those that are lost are raised into eternal damnation. (John 5:28-29)
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

PHILOSOPHY OF EDUCATION

The educational process of the School is formed and shaped by a Biblical philosophy that provides essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education of Washtenaw Christian Academy is as follows:

Washtenaw Christian Academy is dedicated to educating the whole person (spiritual, intellectual, emotional and physical) in the whole counsel of God as revealed through the sacred Scriptures of the Old and New Testaments and evidenced in nature.

Because man was created a **spiritual** being whose chief purpose in life is to glorify God and enjoy Him forever, Washtenaw Christian Academy is committed to leading each student into a vital personal relationship with Jesus Christ as Lord and Savior, while training the student to serve Christ in every area of life. Such service will encompass family, church, nation and the world.

Because man was created as an **intellectual** being, Washtenaw Christian Academy is committed to teaching and training the student "to think God's thoughts after Him," and to "bring every thought captive to the obedience of Christ." This will be accomplished by a focus on understanding the Scriptures and applying them to every fact of life.

Moreover, the student will be prepared, through a rigorous and comprehensive academic program and extracurricular activities, to fulfill his/her calling as he/she takes his/her place in

home, church and state, and determines his/her vocation or profession. Each teacher will seek to develop within the student an inquiring mind and a mastery of the necessary skills needed to apply knowledge in service to both God and man. Because learning is a life-long process, the educational program at Washtenaw Christian Academy seeks to foster in the student a love of learning and a desire to know God more fully as He has revealed Himself through the Scriptures and in nature.

Because man was created an **emotional** being, Washtenaw Christian Academy is committed to developing within the student emotional and psychological wholeness as reflected by appropriate self-assessment. This means the students are taught to recognize the unique capabilities and limitations with which they have been endowed by their Creator. They are also taught to respond biblically in their actions and interactions with others in the diverse circumstances of life. The student is taught to be obedient to the two greatest commandments as set forth by Christ, namely:

You shall love the Lord your God with all your heart and with all your soul and with all your mind. You shall love your neighbor as yourself. (Matthew 22:37, 39)

Because God created man a **physical** being, his body forms a part of his essence and is a gift from God. Therefore, the body is not to be rejected nor is it to be worshipped. Rather, the Christian's duty is to understand, care for, and develop it in discipline. The body of the Christian is the dwelling place of God's Holy Spirit. As such, it is offered up to God for His use.

The educational program at Washtenaw Christian Academy is dedicated to doing all things for the glory of God. Therefore, there will be no place for mediocrity in any part of the school program or in student performance. All members of the staff and student body will be expected to perform their responsibilities to the best of their God-given abilities. The aim of Washtenaw Christian Academy is to achieve excellence throughout the educational program.

MATTHEW 18 PRINCIPLE

In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. We call it "The Matthew 18 Principle". The following are the words of Jesus:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses'. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." (Matthew 18:15-17)

1. **Keep the matter confidential. Talk to the person.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With his mouth the godless destroys his neighbor, but through knowledge the righteous escape." (Proverbs 11:9) "If your brother sins against you, go and show him his fault, just between the two of you." The first step and most often the only step needed in solving a person-to-person problem is for one of the two persons involved to initiate face to face dialogue. Most problems are solved at the two-person level. Be straightforward. "show him his fault..." Jesus tells us to be forthright and to love honesty. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter but restoration and improvement can only come when the issues are lovingly yet clearly presented. The scripture says, "Wounds from a friend can be trusted." (Proverbs 27:6)

2. **Keep the circle small. Bring in a neutral person.** If you cannot get resolution, bring in a neutral person to discuss the issue with you. “if he will not hear, take with you one or two more...” Matt. 18:15
3. **Follow the Chain of Authority. Bring in someone in authority.** If resolution is not achieved, the two parties should agree to share the matter with the school Administrator. If following this meeting the problem is still unresolved, the school Administrator should explain the problem to the chairman of the school board. The chairman will decide how the matter will be presented to the board. “If he refuses to hear them, tell it to the church.” Matt. 18:17.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to Administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving people-to-people problems.

ADMISSIONS POLICIES

- A. Statement of Non-Discrimination:** Washtenaw Christian Academy admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to, or made available to, students of the school. Washtenaw Christian Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, financial assistance programs, and athletic and other school administered programs.

Hold Harmless Clause

Upon enrollment at WCA parents, legal guardians, or Organizations, agree that they shall defend, indemnify and hold harmless Washtenaw Christian Academy (WCA) and its representatives from any and all claims, causes of action, demands, costs, damages including both direct and consequential damages, specifically including attorneys fees and costs, expert fees and cost and mediation and/or arbitration fees and costs incurred, arising in any way out of the actions of their student. They further agree at their own expense, to defend any suit or action brought against WCA founded upon the claim of such damage to persons or property. This indemnity agreement applies to both active and passive negligence on the part of WCA and its representatives to the fullest extent permissible under law. Choice of counsel remains solely that of WCA.

B. Enrollment Procedures:

1. Parents must submit properly completed application forms accompanied by the non-refundable application fee.
2. An interview with both parents and the child/children is required. Exceptions granted on a case by case basis by the Administrator.
3. Applicants and parents must acknowledge in writing that the school will be operated in accordance with the Statement of Faith and Philosophy of Education.
4. Students transferring to WCA from other schools must provide transcripts, recent test scores, and reference forms from their prior school. The School Board will review any application for a student who has been expelled from another school.
5. A student’s grade placement will be determined by referring to transcripts and test scores. The student will also be given an achievement test to determine grade placement.

D. **Probation:** Each new student is on probation for the first 18 weeks of school. Students will be evaluated at the end of the probationary period in the areas of academics, attitude and behavior. Please see page 46 for secondary probation policy.

E. **Grade and Transfer Policies:**

Grade Policy

Students may earn credits at schools other than Washtenaw Christian Academy to satisfy graduation requirements. However, only WCA grades are counted in their grade point average. Grades for credits earned at other schools will not be counted in their grade point average.

Transcripts/Grades:

- We will provide a WCA transcript with only WCA grades for home-schooled, part time or transfer students.
- We will only give a grade point average based on WCA grades.
- Credits can be transferred to meet graduation requirements with approval of the administration.
- Grades will not be transferred.
- Part time students are not included in class ranking.

Students enrolling in 9th or 10th grades as full-time students:

- Can be included in class ranking if they are attending as full-time students.

Students enrolling in 11th or 12th grade as full-time students:

- Will not be included in class ranking.
- Students must be enrolled at WCA for 5 consecutive semesters to be considered for valedictorian or salutatorian.

Senior year:

If a student is enrolled in only one class:

- No commencement, diploma, senior trip, class composite, honor roll, and not in yearbook

If a student is enrolled in two or three classes for at least one year (one of which has to be in the senior year):

- No commencement, diploma, class composite, or honor roll
- Will be allowed to participate in senior chapel, senior trip and be in the yearbook.

If a student is enrolled in four core classes (including: Bible, English, Math and History) during their senior year and meeting graduation requirements:

- Will be allowed to participate in commencement, get a diploma, be in the class composite, be on the honor roll, participate in senior chapel and senior trip, be in the yearbook and treated like all other seniors.
- Will not be included in class ranking or be considered for valedictorian or salutatorian.

F. **Accounts at Other Schools:** No students will be accepted with outstanding accounts at another Christian school, preschool, or day care center.

G **Kindergarten Age Requirements:** Kindergartners shall be 5 years old by Dec.. 1st.

Kindergarten students may be given a developmental readiness test to determine if the child is ready for Kindergarten.

1. Screening for Developmental Readiness

- a. Screenings will mainly be used for informational purposes.
- b. Designated kindergarten screener will submit an anecdotal report to the admission committee. The kindergarten test score will be included as part of this report.
- c. No screening of WCA preschoolers is deemed necessary unless requested by pre-school staff or parents. Pre-school staff will share information with kindergarten teacher.

H. Re-Enrollment Policy: Parents may be asked to withdraw or not re-enroll their students for the following reasons when the Administrator deems it necessary:

1. Rebellious attitude
2. Lack of parental cooperation
3. Excessive absences or tardies
4. Academic incompatibility
5. Overdue account

I. Biblical Lifestyle Policy:

Washtenaw Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

J. Creation Policy:

WCA teaches creation based on Exodus 20:11, "For in six days the Lord made the heavens and the earth, the sea, and all that is in them, but He rested on the seventh day...". WCA differentiates between the process of adaptation of species and the worldview of evolution. That organisms adapt, at least within species, sometimes called micro-adaptation is apparent. That this adaptation is an adequate explanation of the origin of all living things, i.e. evolution, is in direct opposition to a Biblically based worldview.

K. Exceptions:

Exceptions to the above policies will be made by the Board in consultation with the Administrator.

FINANCIAL POLICIES

A. Fees:

1. The application fee is due with the application and is non-refundable.
2. The renewal fee is due each year with the re-enrollment form and is non-refundable.
3. Testing fee: A new student who needs testing in order to determine placement will be charged a **\$150.00** testing fee. The fee for the Kindergarten Developmental Readiness Test is **\$75.00**. For Standardized Testing (SAT) done on a regular testing day for grades 3-11, the fee will be **\$85.00**.
4. If it is determined during the school year that a student needs additional testing, there will be a **\$125.00** testing fee. Note: If the test is a placement test or kindergarten readiness test, and the student then enrolls at WCA, the testing fee will be applied toward registration.
5. An independent study fee of **\$150.00** will be charged for each class taken, (grades 9-12).
6. Returned check fee of **\$25.00** will be charged for returned checks.

B. Child Care Fees and Hours:

- Hours of operation are 7:30 a.m. - 5:30 p.m.
- Child Care is offered for Kindergarten through 5th grade only.
- We request that you arrange your Child Care in advance.
- The rates listed below are per day.

	Kind.	1 st	2 nd	3 rd	4 th	5 th
Before School 7:30am – 8:05am	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
After School 3:15pm – 5:30pm	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
No School Days* ½ day (4.5 hours or less)	\$20.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
No School Days* All day	\$33.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Kindergarten Child Care(T&TH) ½ day (4.5 hours or less)	\$20.00	N/A	N/A	N/A	N/A	N/A
Kindergarten Child Care (T&TH)All Day	\$33.00	N/A	N/A	N/A	N/A	N/A

Notes:

- Afternoon childcare does include a snack.
- A late pick-up charge of **\$10.00** will be made for each 15 minutes or part thereof after 5:30 p.m. that your child is left in latch key.
- On days that a half-day of school is scheduled, afternoon childcare is available as long as a written notice is received prior to the day the care is needed.
- There will not be Child Care during holiday vacations, during the ACSI Convention in the fall or during the summer.
- **Childcare is not available on days when school has been cancelled due to bad weather.**

C. Tuition and Billing:

1. At the beginning of the school year, a family's total tuition cost for the year will be calculated, based on the current tuition schedule.
2. Tutorial Room tuition and NILD tuition, when applicable, will be added onto the family's regular tuition costs and included in the monthly statement.
3. Tuition payment options are:
 - Option 1. **Full tuition payment** due on July 15th. Payment will be made direct to the school. No F.A.C.T.S. fee will be assessed. There will be a **\$50.00** late fee upon failure to meet this deadline, and the family will be assigned to the monthly payment plan administered by F.A.C.T.S.
 - Option 2. **Semester payment.** First payment due to the school by July 15th. There will be a **50.00** late fee upon failure to meet this deadline, and the family will be assigned to the monthly payment plan administered by F.A.C.T.S. As long as the first payment deadline is met, the second payment will be collected by F.A.C.T.S. on Jan 5th or 20th. The F.A.C.T.S. fee is **\$10.00**.
 - Option 3. **Equal monthly payments** through F.A.C.T.S. Parents elect to pay tuition on either the 5th or 20th of each month through the F.A.C.T.S. payment plan. The F.A.C.T.S. annual enrollment fee is **\$41.00**.
4. Final payment MUST be paid prior to the end of the school year. No report cards or diplomas will be issued if payments are not current (per payment schedule).
5. After two checks from the same family have been returned for insufficient funds, the family will be required to pay in cash or money order for the rest of the school year.

D. Past Due Accounts:

1. A **\$50.00** late fee may be added onto delinquent accounts.
2. **Financial Suspension:** When an account balance reaches a 60-day past-due status, the student(s) will be suspended unless arrangements have been made with the school administration.
3. Each student's tuition from a previous year must be paid before a new school year begins. Each student's tuition account must be up to date before they may enroll for the new school year. Any exceptions must be made by the School Board.
4. The School Board may require pre-payment of tuition from those families who have repeated delinquency in their account at WCA. The finance committee will provide oversight in this matter.

E. Other Charges:

1. **Student/parent handbooks** are free for the first copy. Additional copies are available for **\$1.00** each.
2. **Student assignment books** (grades 4-12) are free for the first copy. Additional assignment books may be purchased for **\$5.00**.
3. **A \$5.00 per transcript fee** will be charged for official copies of all transcripts for students no longer enrolled. Payment must be received before transcripts are distributed.

F. Missed Days: No discounts are given for snow days, in-service days, holidays, absences, etc.

G. Withdrawal from WCA: All enrollment contracts are for one year. There will be no tuition refunds for early departures unless for disciplinary or hardship reasons. When a student withdraws from school midyear, a withdrawal form must be signed by all the appropriate parties before the student is officially withdrawn.

H. Scholarships: Small discounts are occasionally granted by the School Board. Applications are available in the office.

I. Pastoral Discount: A 25% tuition discount is available to families of full-time pastors. To receive the discount, the family needs to submit a letter to the School Board from the denomination or church board, verifying that the parent is a full-time pastor. This discount is intended for a pastor whose main source of income is from their employment with their church.

J. Work Vouchers: Voucher hours are no longer required. However, they may be implemented in financial aid situations with the approval of the Administrator and accountant.

K. Separated or Divorced Parents:

1. If parents are divorced or separated, we must have on file in the office a certified copy of the court order of Final Judgment.
2. Information concerning a student's grades will be shared with the custodial parent, and will be available to the non-custodial parent, unless the court order says otherwise.
3. Other information regarding the student will be disclosed only to the parent who has legal custody (physical custody in the case of joint custody) unless that parent grants permission to share the information with the other parent.
4. If legal custody is not established or if there is joint custody, then the parent with whom the child resides is considered the person in official parental relation to the child for school purposes.
5. We must have on file in the Academy office the names of those people who will not be allowed to pick up the child. No student at any time may ride home with anyone else

unless they have a note from home, or the office has received notification by telephone from a parent or guardian.

L. TRIP (Tuition Reduction Incentive Program):

Parents may purchase gift certificates from the school for food, clothing, gasoline, etc. These gift certificates are for specific businesses in the area such as Speedway, J.C. Penney and many others. Parents then redeem the certificates when they make a purchase. Profits made from your TRIP purchases, less 1% of the vendor's discount specified by the business, will be reimbursed to you in January and July.

THE SCHOOL DAY & OPERATION

WCA is a smoke free, tobacco free, alcohol free and drug free campus.

A. Hours of Operation: 8:15 a.m. - 3:15 p.m. for grades K-6 and 8:15 a.m. - 3:25 p.m. for grades 7-12.

Please make every effort to have your students here on time each day, since arrival in the classroom after the start time creates an unnecessary disruption.

School Year Office hours will be 8:00 a.m. - 4:00 p.m., Monday - Friday.

Summer Office hours will be 8:00 a.m. - 1:00 p.m. Monday-Thursday

B. School Closing: In the event that school must be closed because of inclement weather or for any other reason, a One Call Now phone message will go out and closure will be posted on the website. Childcare will not be available on days when school has been canceled due to bad weather.

C. Communication:

1. **Change of Address, Email or Phone Number:** Please inform the school office when you have a change of address or telephone number. This includes those who should be contacted in case of emergency.
2. **Newsletter:** The school newsletter will be sent via e-mail at the beginning of each month. K-^{3rd} Grade Teachers will provide a weekly class newsletter. 4-6th Grade Teachers will e-mail a weekly newsletter. Hardcopies of any newsletters can be mailed upon request.
3. **Phone calls:**
 - a. Please allow 24 hours for your child's teacher to respond to an email or voice message.
 - b. Parents are asked to avoid calling the school with messages for their children unless it is an emergency matter. Please handle matters between parents and student before the student leaves for school.
 - c. **One Call Now** is a telephone message delivery service that provides mass messages to our families in case of emergency or for general information.

D. Transportation:

1. **Student Drop-off:** Students may be dropped off at the south side curb of the building beginning at 8:05. Prior to this time, students will need to enter through the main doors at the front of the building. Elementary students dropped off before 8:05 will be required to go to the cafeteria. High School and Middle School students may go to the student lounge area. Parents of elementary students will be charged daycare fees.

If you are getting out of your car with the student, please park your car in the south parking lot. **DO NOT** leave your car in the traffic lane - even for a minute! This is for the convenience of the other parents who are dropping off as well as businesses making deliveries. This includes the hours before school and after school as well.

2. **Student Dismissal:** Students in grades K-6 will be dismissed at 3:15 p.m. They will wait with their teacher inside the building. Parents shall remain in their cars, forming a

line on the south side of the school. One teacher will be stationed outside and will use a walkie-talkie to tell teachers inside the school which parents (carpools) are in the pick-up area. Students will be loaded into the first seven cars. As those cars pull away the next seven cars pull up. The process will repeat until all elementary students are picked up, or until 3:25. All High School or Middle School students must be out of the building by 3:40 or under the direct supervision of an approved adult.

Please do not come inside to the dismissal area to pick up your child. This is a distraction to teachers who are listening for carpool names and are supervising students. If you need your child before regular dismissal time, please arrive early and report directly to the office.

When there is a change to a child's regular pickup up schedule, please send in a note to your child's teacher and notify the school office.

If you wish to speak with a teacher after school, please remember to pick up your child from the carpool line first, park, and then enter the building by the front door. Teachers will greet you by their classroom as soon as dismissal is over.

If you are also picking up a secondary student, please pick up your elementary student first and then drive around to the parking lot. Park and wait. Your secondary student will meet you at your car after their dismissal.

Elementary students who are transported by siblings will remain with their class. The older sibling must pick up the elementary student from the dismissal area and escort them to their car. Preschool students will be dismissed at the main entrance. Siblings of preschool students will also be dismissed via the main entrance.

3. **Car Pools:** Family lists by zip code are available for families wishing to form a car pool.

E. Lunches and Snacks:

1. Prepared meals are available. Check with school office or kitchen coordinator for more details.
2. Fast food: Please do not bring foods from fast food restaurants for your K-6 student.
3. Glass containers: Please do not send food or beverages in glass containers.
4. Snack: Students will be provided a time for a snack break; students are to provide their own water and fresh fruit or vegetable snack. **We ask that students do not eat peanut products during snack due to the increasing number of students with allergies.**

F. Visiting WCA:

1. All Washtenaw Christian Academy visitors must report to the school office upon entering the building. Visitors should sign in at the office and state the nature of their visit to office personnel. Arrangements will then be made to complete the visit.
2. Prospective students may visit for a day with a 3 day notice and prior approval of the Administrator.
3. Students may not have visits from friends during the school day (8:00 - 3:30), except during Chapel and lunch. Visitors must sign in and out at the main office.
4. It is the desire of the administration and faculty to be of service to both parents and students. Therefore, we welcome inquiries by parents concerning their students. **However, we urge making such inquiries during non-class hours and by definite appointment with the teacher. Please do not telephone for a student or a teacher during school hours unless it is a case of emergency.** It must be remembered that the teacher's first responsibility is his/her students. (If you visit during school hours, this will hinder the teacher from carrying out his or her responsibility.) It would be appreciated if appointments were made through the school office or well in advance with the individual teacher.

- G. Fire Drills and Tornado Drills:** In accordance with state law, fire and tornado drills are conducted periodically so that students know where to go and what to do in the event of a real fire or tornado. Each area of the school has specific directions for fire escape routes and tornado procedures.

Parent Procedures in Emergency Situations

The safety of the school environment where your children spend their day is a top priority. Your children are surrounded daily by professionals who have dedicated their lives to helping their students. In the event of an emergency, you can count on these caring individuals to keep your children secure. You can be sure that your children's safety is our foremost priority. Our school will continue to be the safe haven it has always been. Thank you for your cooperation as we take these precautionary actions on behalf of your children.

*If the following emergency situations occur, parents are asked to follow the procedures below to help with parent-student reunification and aid with traffic flow. Tune in to local radio, **WAAM (1600 AM)**, **WJR (760 AM)** and television stations **4(WDIV)** and **7(WXYZ)**. We will use local media to update information, as it becomes available. If we are able, we will put any information for parents on our school website, www.washtenawchristian.org or One Call Now.*

Tornado/Severe Weather

- *All school personnel have been trained in severe weather procedures. They have assigned roles and will be doing their best to safely care for your student(s).*
- *First, ensure your own safety.*
- *Know that your student(s) are safe and sheltered. Do not come to the school.*
- *Assume that the school phone and cell lines will either not be working or be busy. Do not call the school; this will tie up emergency phone lines that **MUST** remain open.*
- *Please give the school administration team at least an hour to evacuate the classrooms, conduct building searches, and account for all people **before calling the school.***

Reunification

- *Our reunification system is designed to maintain order and provide for the care and accountability of all students. We will follow this plan methodically and document all students who are released.*
- *Parent-student reunification will be similar to everyday pick-up with the exception that all students need to be signed out on a student release form.*
- *Reunification teams will have the forms on site for you to sign.*
- *If your child's stay at school is extended beyond the regular time, you will receive information about the place and time you can pick up your student(s) through either the phone chain, website, or local radio.*

Lockdown- Intruder on Campus – Prison Escape

- *All school personnel have been trained in lockdown procedures. They will be doing their best to ensure that all students are being held in a safe location on campus. Our goal is the care, safety, and accountability of all students.*
- *In a lockdown we will not be able to answer incoming calls or make outside calls. Within minutes we will be assisted by the police who will secure the building perimeter. Parents will not be allowed near the school during lockdown for their own safety. If your student has a cell phone, please do not try to call them.*
- *Students will be kept inside locked classrooms. No one will be allowed to leave the classroom/secure areas until the lockdown is lifted.*
- *All students and faculty/staff will remain in the lockdown mode until lifted by the police authority.*
- *When lockdown is lifted, parents may come to school to pick up their student(s).*

Evacuation – Fire – Bomb Threat

Immediate

- *If we need to evacuate the building for any reason, the immediate evacuation location will be the south west area of the parking lot.*
- *The main entrance of the school would be reserved for the use of emergency vehicles and police authorities.*
- *Parents may pick up their student(s) from the parking lot, depending on emergency personnel directions according to reunification procedures.*
- *Parent-student reunification teams will be available on the south side of the building (parking lot). The parking lot may be congested so please use caution.*

Long Term

- *If we will be evacuated for longer than 30 minutes Saline Area School buses will transport students/faculty/staff to Walmart.*
- *Tune in to local radio, **WAAM (1600 AM), WJR (760 AM)** and television stations **4(WDIV) and 7(WXYZ)**. We will use local media to update information, as it becomes available. *If we are able, we will put any information for parents on our school website, www.washtenawchristian.org. Also, follow any directions given through One Call Now.**
- *Parent-Student reunification will take place following our procedures in an effort to maintain order and provide care and accountability of all students. Police authority will supersede our procedures, if necessary.*

H. Red Alert:

School officials have a safety plan should the United States Department of Homeland Security declare a *Threat Level Red* (Note: A *Threat Level Red* means that there is a severe risk of terrorist attack. A *National Code Red* may not signal a *Code Red* in Washtenaw County).

Should a *Threat Level Red* be announced that impacts Washtenaw County:

Before or after school hours:

School will be CLOSED. All activities and events scheduled will be canceled until further notice. Normal school operations will remain closed until authorized to re-open.

During school hours:

School buildings will be secured and remain open until regular dismissal, and regular transportation will be provided, unless otherwise directed by local, county, or state emergency officials. All after-school activities and events will be canceled.

- I. Lost & Found:** We encourage students not to bring money or valuable items to school. We also encourage parents to label items your child brings, especially clothing or valuable items such as calculators. "Found" items that are valuable and small items such as jewelry will be kept in the office. Other articles left in the building will be placed in the lost and found box. Students are encouraged to check lost and found on a regular basis. Periodically, lost and found items will be displayed on a table in the cafetorium so you can pick up lost items; unclaimed items will be disposed of or donated to charity.

- J. Fund-Raisers:** During the school year several fund-raisers are held to raise money for designated purposes. We appreciate your support as it allows us to keep tuition as low as possible. However, we will respect your wishes if you do not want your student to participate in a particular fund-raiser; in this case, please notify the teacher. Main fund-raisers for the 2010-2011 School Year include: Serv-a-thon, Fall Challenge Banquet, Annual Auction, and Golf Scramble.

In many cases, fund-raiser proceeds will be set aside for individual students to cover designated expenses for a particular purpose. However, all funds raised in school-sponsored fund-raisers belong to the school. A student might accumulate an excess balance of reserved funds (for example, if plans change and the student doesn't participate

in a trip). Such excess funds may not be withdrawn by the student; rather, any excess funds will be used, in priority order, (1) for another event or trip for that student (2) for the rest of the group raising funds for the designated purpose, (3) for the standing balance of funds for the class (or sports team), or (4) for a school-related purpose designated by the class sponsors (or Athletic Director).

K. Technology Acceptable Use Policy: Each year the school requires parent approval before a student is permitted to use the school's computers. In addition, the student must sign a form stating that he/she will abide by the school's rules regarding internet use. The full ***Technology Acceptable Use Policy***, is included at the end of this document. Extra copies of the permission form are available in the school office. **See pages 56-59, must be read and signed before child can use school computers. Signature page is on page 60.**

L. Child Abuse Policy: In accordance with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation/review.

M. Health Policies:

1. Please keep your child home if he/she has any of the following illnesses or symptoms:

-Yellow or green discharge from nose	-Vomiting within 24 hours
-Diarrhea	-Fever above 100 degrees w/in 24 hours
-Hacking or loose cough	-Head Lice
-Weakness in joint	-Chicken Pox
-Sore Throat (Spots and/or Swelling)	

2. Medications - General Guidelines:

- a. All prescription, nonprescription (over the counter) and homeopathic medications shall be given only with a completed form by the physician and parent which shall include: the name of the medication, dosage, time to be given, length of time the medication will be prescribed, side effects of the medication, and the reason for the medication to be given. Medication forms are available from the school health office and on the WCA website. A new form must be provided if a prescription changes dosage.
- b. New authorization is needed at the beginning of each school year.
- c. Old authorization is retained according to state confidentiality laws.
- d. All medications are stored in a locked cabinet in the school health office with limited access.
- e. All medications shall be brought to the school health office by the parent/guardian unless other arrangements are made and approved.
- f. Controlled substances shall be counted by the parent, confirmed by the school health office, and recorded in a log when received.
- g. No medication shall remain in the building over the summer. Unused medication shall be picked up by the parent. Empty containers shall be promptly returned to the parents at the end of the school year.
- h. Medications not picked up by the parent/guardian at the end of the school year, will be disposed of. This shall be documented on the authorization form.
- i. In the absence of the school health nurse, non-licensed school personnel shall administer medication in the presence of another adult.
- j. It is the responsibility of the student to report to the school health office at the time the medication is to be administered.

- k. Liquid medication must be accompanied by a dosage-measuring device (not a teaspoon).
- l. For students with chronic health conditions (e.g. asthma, diabetes, food allergies, seizures) it is strongly recommended that information be shared with school personnel prior to the beginning of the school year to discuss individualized health needs.
- m. Medications will not be administered to any student other than the one stated on the medication label.
- n. If a student has been approved to self-carry/self-administer prescription or non-prescription medication, they must not be sharing this medication with other students.
- o. In special circumstances approved by the school administrator, physician and parent/guardian, students may be allowed to self-carry medications but not self-administer (e.g. emergency medications).
- p. Self-administration and/or self-carry of medications must follow the above criteria after discussion and approval by school personnel, physician and parent/guardian.

3. Medications: Procedures for non-prescription medications

- a. Parents/guardians must provide the non-prescription medication, with the student's name clearly written on the container.
 - b. Medications should be given to the school office in an unopened, unexpired, new package.
 - c. Tylenol or Ibuprofen will be available with a pre-signed release on file at the school.
4. **Staying inside for recess:** If, for health reasons, elementary students are going to stay inside at recess, a signed note from the parent is required. After three days, a signed note from a doctor is required to continue to keep the child inside.

N. Emergency Treatment:

- 1. At the time of renewal or enrollment to the school, the parents will be given an Emergency Information Form to fill out for each child attending Washtenaw Christian Academy. This form allows Washtenaw Christian to obtain emergency medical treatment for your child if it should become necessary. Please complete this form for each child and return it to the school office with the renewal form or enrollment form. Should any of the information change during the course of the year, please contact the school office.
- 2. If your child is taken to the hospital for emergency medical care, an informed consent is required for treatment, except in life or limb threatening emergencies. Informed means you are aware of the specific incident and the medical care and its possible consequences have been explained. The hospital will contact an immediate relative of your child. Saline Community Hospital acknowledges the Michigan Rules of Succession, which allows a grandparent, brother/sister of the age of majority, or a blood-related aunt/uncle to give informed consent for treatment if the parents cannot be reached.

O. AIDS: An AIDS policy has been adopted by the School Board. A copy is available upon request at the office.

P. Standardized Tests:

- 1. Every April, WCA administers the Stanford Test of Achievement to all students in grades 3-10. The results of the S.A.T's are used by WCA staff in curriculum planning. (Home-schooled students may take this test along with WCA students by contacting the school office. The fee for home-schooled students is **\$85.00.**)
- 2. In addition, the following tests are administered to secondary students: (additional fee required)
 - a. 10th graders - PLAN test (October 27)
 - b. 11th graders - PSAT test (October 13)
 - c. 11th graders -Michigan Merit Exam (MME) at a local testing center. This test is also given to public school students, and allows WCA to compare its graduates to those of the public school district.

- Q. Library:** The school library is available for use by students and parents of all grade levels.
1. **Elementary:** Library materials will be due one week from the day they are checked out. If the student does not return their materials on the due date, they will have until their next library day to return the materials without incurring a fine. After this week of grace, the student will incur a fine of **10 cents per day per item** until the materials are returned. Note: The student will not be able to check out any other library materials until the overdue materials have been returned and all fines are paid.
 2. **Secondary:** Library materials will be due two weeks from the day they are checked out. Materials not returned on their due date will incur a fine of **10 cents per day per item** until the materials are returned. Note: The student will not be able to check out any other library materials until the overdue materials have been returned and all fines are paid.
 3. Report cards/diplomas will be held for both elementary and secondary students until all delinquent library issues are resolved.
 4. The library is staffed by a librarian and volunteer parents. All parents are welcome to volunteer in the library and on library workdays.
 5. WCA seeks to responsibly select appropriate books for the library. All materials are evaluated for an anti-Christian bias, promotion of the occult, language, promotion of disrespect for authority, sexual content, and other issues at the discretion of the librarian. However, you as a parent may request that your child not be permitted to check out a particular item. Please make your request known **in writing** to the librarian at the beginning of the year.

R. Parent Organizations:

1. **Parent Teacher Fellowship** PTF provides opportunities for parents to assist and show appreciation to teachers; it supports major school fund-raisers, and provides educational programs on healthy families and the raising of children. PTF solicits and trains room parents and sponsors the Christmas Store where children can purchase low-cost Christmas presents for family members. Watch the newsletter for news and information about how you can become involved in PTF activities.
2. **Men's Prayer Group** A special time for the men of WCA to come together to pray for the school, among many other things. Please join Mark Wever and other WCA men on Fridays at 7:15 am.
3. **Moms In Touch** is a group of WCA moms who meet once a week to lift up the needs of the school to God in prayer. Come and join in! The time and location of meetings will be announced in the newsletter.
4. **Sports Booster Club** supports the WCA athletic program in various ways, including supplying workers to run the clock, keep the book, and sell concessions at home games. They raise funds for sports needs, and use the funds to purchase uniforms and sports equipment, and to host sports awards banquets. The parents of all students who are in sports are asked to help with the Booster Club's various activities. Each sports family is strongly encouraged to help with Booster Club projects. The Booster Club encourages all sports families to attend meetings (check the newsletter for meeting dates and times) and be a part of the school's sports program.

5. **Auction Committee.** Each spring, Washtenaw Christian hosts a themed auction as the major fund-raiser of the school year. Just about everyone gets involved: businesses in the community donate items to be auctioned, elementary classes create projects to be auctioned as well, and the Auction Committee puts it all together. It's a major project and takes plenty of work, but it's lots of fun, and you have the satisfaction of being part of a project that is of great importance to the school. Everyone is encouraged to find a way to support the auction in some manner – it takes all of us to make it successful – and joining the Auction Committee is a great way to be involved. The newsletter will keep you informed about meetings and needs.

6. **Chaperone & Volunteer Driver Guidelines**

If you have a cell phone, please bring it with you on the trip for safety reasons. In case of illness or an emergency please notify the school immediately. Call (734) 429-7733.

- A classroom teacher will be in charge of each field trip, its volunteers and chaperones.
- **It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress.**
- Music or videos/DVDs played while transporting students should be of a Christian nature only.
- The teacher will make vehicle assignments for students. You will be provided a list of names of the students being transported in your vehicle.
- Chaperones should remain with the students for whom they are responsible. They should keep the students who rode with them close to them. Please resist the temptation to group with other adults while on the field trip.
- Drivers and chaperones are responsible for the behavior of those students assigned to them. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult.
- Know exactly how many students are in your small group and count, count, count, all day! Be sure that all are present before moving from one place to another (especially when heading home).
- Students are to return with the same person and vehicle that transported them for this event. Only an administrator or the sponsoring teacher can make exceptions to this.
- Elementary drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
- Please arrive at school at least fifteen minutes before departure time.
- If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in charge.
- Copies of the Emergency Medical Release Forms for all students will be with the driver. Please return these to the school office after the trip.
- Seat belts must be worn at all times. Note that only one child is permitted per working seat belt. No student under 80 lbs and under 4'9" should be in the front seat. Any children under age 8 and/or shorter than 4'9" must be in manufacturer approved booster seats.
- Please be sure that you understand the route to be taken. The teacher will provide a map and/or directions. Please stick to the assigned route to and from the field trip.
- It is expected that you will obey all traffic laws including speed limits.
- When traveling, cars will "caravan" together. At no time should cars pass the "lead car". Nor should you take "chances" to keep up with the caravan, such as entering an intersection when the light is already yellow.
- Please call the lead teacher right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instructions.

- Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
- Children must not be left unattended in a vehicle.
- Students should not eat or drink in your car without your permission.

WCA DISCIPLINE POLICY

- A. "Discipline" and "disciple" come from the same root word, and **the purpose of our discipline policy is to build up, train and encourage students in behavior patterns, which will benefit them as productive members of society and of the body of Christ.** In administering this discipline policy, it is our intent:
1. to clearly describe the types of behavior that are considered unacceptable;
 2. to provide for communication to all parties involved; and,
 3. to provide for accurate record keeping of disciplinary action.
- B. Parents have been given the responsibility by God for the discipline of their children. WCA parents have conferred this authority upon teachers and Administrators during the school day and school activities. Most discipline situations are handled in the classroom, however should your child be sent to the office or violate the discipline policy an Administrator will address the matter and you will be notified. In this way a child soon understands that home and school work together.
- C. The school rules are clearly explained to the student at the beginning of the school year. Elementary students will review "Student Expectations" annually with teachers. Inappropriate behavior will follow the discipline procedures as outlined in the "Elementary Behavior Guidelines" or "Secondary Behavioral Guidelines".
- D. If parents have **questions or disagreements regarding discipline** that their child has received, it is the parents' responsibility to immediately discuss these issues with the teacher involved, and not to bring their grievance to other parents, teachers or students. If further discussion is desired, or if the matter is not resolved with the teacher, an appointment should be made with the Principal or the Head of School. Matters not resolved with the Administrator will be referred to the school board. Parents may submit a written appeal to the school board regarding the administrator's decision; the school board may either allow the Administrator's decision to stand, or may choose to reinvestigate the issue.
- E. **Note to Students:** One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is just as important. As you develop self-control, character, orderliness, and efficiency, you are learning these lessons and becoming more mature. Make it your goal to have a correct attitude toward discipline, and to do your part in making our school an effective place to learn.
- F. **Note to Parents:** Good discipline originates in the home. The parent is the first teacher of his child, and should develop in him good behavior habits and proper attitudes toward school. A parent should:
1. recognize that the teacher takes the place of the parent while the child is in school,
 2. teach the child respect for law, authority, the rights of others, and for private and public property,
 3. arrange for prompt and regular school attendance and comply with attendance rules and procedures,
 4. work with the school in carrying out recommendations made in the best interests of the child, including discipline,
 5. show an active interest in his report cards, and check regularly with teachers to see if the child is keeping up with class work, and,
 6. have appropriate and regular bedtimes.

Your interest and support at home are important to your child and greatly appreciated by his/her teachers.

G. Grievance Policy:

Washtenaw Christian Academy requests that families resolve all concerns and conflicts in a biblical manner according to the following principles: (1) keeping the matter confidential, (2) keeping the circle small, (3) being straight forward, and (4) being forgiving.

**ELEMENTARY INFORMATION
ELEMENTARY ATTENDANCE POLICIES**

Philosophy:

Regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. Preparation for future responsibilities is dependent upon the development of habits of good attendance and punctuality. Regular attendance at school is the joint responsibility of parents and students. The school will make every effort possible to provide services to encourage regular attendance and keep parents informed about their child's attendance.

Definitions:

WCA has two kinds of absences:

A. Excused

Due to (a) illness (b) professional services in connection with student's health and welfare (medical, dental, optical) (c) approved absence in writing one week in advance for vacation, church retreats (d) emergencies with approval from the administration.

B. Unexcused

Are all other absences including those approved by parents. After three unexcused absences, a student will not receive credit for work done or due that day.

Excused Absences:

Whenever a student is to be absent, the school requests that the parents call the office indicating: (1) the expected length of absence, and (2) the reason for the absence. After one day without a note or call, the absence can be considered unexcused.

1. Pre-approved Absences (planned surgeries, family trips, etc.)

Since the school calendar allows ample time for vacations around the holiday seasons, it is suggested that whenever possible, parents arrange their vacations to coincide with school vacation time. In the event school days will be missed,

- a.) Pick up an "Approved Absence Form" from the office two weeks before the planned absence. (Only follow this procedure if you are asking to be excused for 3-10 consecutive school days, a student may have no more than 10 pre-approved absences per semester.) The student must then:
- b.) Present the form to each teacher for approval &/or comments.
- c.) Present the form to the office personnel for final approval & signature from the Principal.
- d.) Present the form to parents for signature and return it to the office.
- e.) The teacher will gather work in advance, the student must hand in the work upon the day of return.
- f.) The student checks with teachers(s) upon return to see if all the work is completed.

2. Partial Day Absences

If a student arrives late, he/she must have a note to explain the reason for the lateness. All students are expected to be present for the entire day on which they have a sport's event, class event, or an extra-curricular activity after school. Students missing between one and four hours of school will be considered present half the day.

Release from Classes: When it becomes necessary for the parent to take a student out of class during the day (for a dentist appointment, for example), please notify the affected teacher in writing that morning. When you arrive to take your child to the appointment, **please go directly to the office (Not the student's classroom) to sign the student out, and the office will notify the teacher to release the student.** This is important to minimize classroom disturbance and to assure that students are only released to authorized persons.

3. Make-up work for Excused Absences

All make-up work that was missed due to illness, a doctor's appointment or an emergency will be given to students upon their return to school. However, if a student has missed 2 days of school, arrangements may be made to pick up missed work at the office at the end of the school day. Since it is impossible to make up missed classroom time, every effort should be made to limit absences. The student may have one school day for every day missed to complete the make-up work. This rule does not apply where prior arrangements have been made to obtain work due to pre-arranged absences. At the direction of the teacher, students are responsible to take tests or submit major assignments, due during their absence, when they return.

- A. All absences, excused and unexcused, as well as suspensions will count toward the **10 allowed absences per semester.**

4. Students are expected to attend all school related events, including field trip activities and concerts. Students not attending will be counted absent.

Tardiness:

- A. Students are required to be ready for class, as per teacher instruction, when the tardy bell rings. We allow 9 morning tardies (excused or unexcused) per semester.
 1. **Excused:** Traffic accidents and personal emergencies (approved by the administration)
 2. **Unexcused:** Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.

ELEMENTARY ACADEMIC POLICIES

A. Homework:

The assignments given as homework are designed to develop initiative, responsibility, and independent learning. Homework provides the opportunity to practice and apply concepts within the classroom. The following guidelines are used in the process of assigning homework:

1. Teacher authorized homework assignments (does not include homework resulting from unfinished daily work) should not exceed 30 minutes per day in grades 1-3 and 60 minutes per day in grades 4-6 for the average student.
2. Students are expected to turn their homework in on time. However, homework turned in one day late will receive a 50% deduction of the grade based on the points possible. Assignments will not be accepted more than one day late.
3. The written individual policies of the teacher must also be followed.
4. Should the child be spending too much time on homework, the teacher should be contacted. This will give the parents the opportunity to dialogue with the teacher on why this may be happening. If, after diligently working with the teacher the problem persists, please contact the Principal.

5. Homework is assigned to meet the needs of the individual child. For this reason, all students will not necessarily have the same assignment.
6. Student assignment books are given to elementary (grades 4-6) students and their use is required for homework assignments. A fee of **\$5.00** will be charged to replace a lost assignment book.
7. Homework will not be assigned on Wednesdays (due on Thursdays) in order to help students and families attend their church's mid-week services.

B. Make-up Policies:

1. Tests:

Excused Absences:

- Students absent on the day of a test and that day only may make up the test as directed by the teacher. Should a student arrive during the day of a test, the teacher can require the student to take the test on that day.
- Students who are absent for more than a one-day period of time on or prior to the date of a test shall make up the test as directed by the teacher.
- Except for extreme absences, tests must be made up within a five-day period of time from the date of the absence.

2. Assignments:

- An assignment is due on the due date.
- Assignments turned in one day late will receive a 50% deduction of the grade based on the points possible. Assignments will not be accepted more than one day late.
- Students absent on the due date of a project or assignment and that day only are responsible to hand that assignment in on the day they return.
- Students who are absent for more than a one-day period of time on or prior to the date of the assignment shall arrange a new due date with the teacher.
- No make up work, missing assignments, etc., except those due to a prolonged absence can be handed in after the close of a marking period.

C. Penmanship:

WCA desires to have students apply quality penmanship skills to their daily work in elementary.

D. Elementary Progress Reports:

Elementary Progress Reports are available on RenWeb in grades 3-6. *During* the other three marking periods, a student will receive a progress report if the following occurs:

1. Students earning below a "C" in grades 3-6.
2. Students making a significant change, either positive or negative, in their academic work, study habits, or social growth.

E. Elementary Report Cards:

1. Report cards will be sent home every marking period, for a total of four times per school year.
2. Fall conferences will be scheduled for all elementary students.
3. Spring conferences will be scheduled at parent or teacher request.
4. The elementary (3rd – 6th) grading scale used is:

A+	100	B-	81-83	D	64-66
A	95-99	C+	77-80	D-	60-63
A-	92-94	C	74-76	F	0-59
B+	88-91	C-	70-73		
B	84-87	D+	67-69		

F. Academic Standing:

Promotion Policy – Primary (Grades K-1): In order to pass to the next grade level, students must do satisfactory work in reading and math or be enrolled for special summer work in these areas in a school or with a tutor approved in advance by the Administrator. If in the opinion of the teacher and the Administrator, the student has failed to reach the maturation level necessary for success at the next grade level, the parents will be advised via a conference and the student will be retained.

Promotion Policy – (Grades 2-6): If students are failing in any major subject, a joint decision must be made by the teacher(s) and the Administration concerning the severity of the deficiency. If it is great and the student needs another year to establish a proper academic foundation for his future studies, the parents will be advised that he/she should repeat the grade. If the deficiency is less, summer school or tutoring will be required. Tutorial arrangements for summer instructions must be approved in advance by the Administrator.

All Elementary Students – Students who fail two or more subjects can be retained in the grade upon the recommendation of the teacher(s) and the Administrator. If provisional promotion to the next grade is granted, the student will be required to attend summer school or receive tutorial help (approved in advance by the Administrator) and supply the office with evidence of satisfactory progress.

Academic Probation:

Problems for which probation may be incurred are: insufficient academic progress, an attitude which is antagonistic to the basic goals of the school and which produces an adverse effect upon the other students; deliberate continued disobedience of school rules and behavioral guidelines; excessive unexcused absences, and/or tardiness, or a serious breach of conduct inside or outside of the school. Length of probationary period will be one marking period or the equivalent of such. During this time the student will be encouraged to correct the problem. At the end of the probation period, if the student's behavior or academics have significantly improved, he or she may be restored to full status. If the problem(s) still persists, the administration may extend the probation or recommend expulsion to the Board of Directors. The student and parents are to be advised of the school's action and may, after the parent conference, appeal the decision to the Board. Also, see Elementary Behavior Guidelines and Consequences.

**STUDENT EXPECTATIONS FOR ELEMENTARY STUDENTS
AT WASHTENAW CHRISTIAN ACADEMY**

1. **We take responsibility for learning.** Colossians 3:23
This means:
We arrive at school on time.
We are prepared for class.
We demonstrate a serious and responsible¹ attitude in daily work.
Homework is carefully and thoughtfully completed and on time.

2. **We try to settle our differences in a peaceful manner.** Matthew 18:15-17.
This means:
We speak in a calm and truthful manner.
We respect other peoples' property and personal space.
We do not physically or verbally fight with other children.
We do not take anything that does not belong to us.

¹ See Cheating on page 29

3. **We follow the directions of adults in charge - the first time given.** Hebrews 13:17.
This means:
We look at the speaker.
We obey adults in charge.
We do not "talk back" to teacher or adults in charge.
We follow school rules as listed in the student handbook, and classroom rules as posted.
4. **We are sensitive to the needs and feelings of others.** Ephesians 4:29.
This means:
We use appropriate language at all times.
We do not bully or tease other children.
We never boo or whistle in the auditorium.
We are friendly and courteous.
5. **We are expected to move safely and appropriately through the school grounds.**
I Corinthians 14:40
This means:
No playing around in the bathrooms or hallways.
No running in the lunchroom or hallways.
We follow playground rules.
We follow lunchroom rules.
We respect school property.

PLAYGROUND AND LUNCHROOM RULES

Playground Rules:

Washtenaw Christian students will not be involved in:

- Play fighting, wrestling, or fighting
- Swearing
- Throwing rocks, snowballs, and/or other dangerous items
- Misusing playground equipment
- Bringing food and/or drink outside without permission
- Bringing remote control cars, handheld electronic games, roller blades, MP3 players/iPods, roller skates, or skate boards outside
- Showing disrespect to staff and/or other students
- Throwing balls against the buildings
- Climbing trees
- Using the support poles of the play structure for access to equipment (If the student is too small to reach equipment safely, then he/she is too small to use the equipment.)
- Climbing on the goal nets
- Gum chewing
- Vandalism

Lunchroom Rules:

- Use classroom voices
- Walk in the lunchroom
- Wait patiently in line
- Stay seated until their grade level is dismissed
- Clean their own eating area and use the garbage cans
- Refrain from throwing food
- Refrain from bringing food or beverages in glass containers
- Refrain from bringing pop or fast food
- Obtain permission from a staff member to leave the lunchroom

Discipline Options:

Along with a verbal and/or written reminder to student, the staff person may:

- Isolate student(s) from other students
- Refer student to classroom teacher
- Refer student to Administrator

Additional elementary guidelines:

1. **Property of others:** All students are expected to respect the rights and property of others, as well as school property. Students will be held financially responsible for deliberate damage and neglect to property.
2. **Lockers:** Students in grades 3 - 6 will be assigned a locker. Lockers are the property of the school and may be inspected at any time. Lockers are to be kept neat, orderly and clean inside and out.
 - a) Students are required to use a school issued lock.
 - b) Combination locks will be issued with the locker. If the lock is lost, student will be responsible for replacement cost.
 - c) Students are cautioned not to leave money or valuables in their lockers. The school will not be liable for damaged, stolen or missing property.
 - d) Students who damage lockers will be charged.
 - e) Inappropriate pictures or language on lockers will be subject to disciplinary action.
 - f) Attachments inside the lockers should not leave permanent marks.
 - g) Entering another student's locker without permission from that student will result in disciplinary action.
3. No Cell phones, iPods, or MP3s or other electronic devices may be used between the hours of 8am and 3:30 pm. All electronic devices and phones must be left in lockers for the duration of the school day. Fourth (4th) grade and below—No cell phones, MP3/iPods or other electronics devices are permitted at school.

RECESS POLICIES

A. Outdoor Recess:

1. Every student is expected to go outdoors for recess with their class for morning recess and afternoon recess. A student may only stay inside for health reasons, and in that case a signed note from the parent is required. To stay indoors for more than three days, a signed note from a doctor is required.
2. Students will have indoor recess when there is inclement weather such as rain, when the wind chill index is below 0° F, or when the temperature is below 10° F.
3. Wind Advisory Guidelines
 - a. Indoor recess when there is a national weather alert wind advisory.
 - b. Sustained winds over 30 mph or gusts at 35 mph mean indoor recess.

B. Equipment: Students may bring appropriate playground equipment from home for recess, such as:

1. Outdoors: **Appropriate:** balls, jump ropes, hockey sticks.
Not appropriate: skateboards, roller blades or roller skates.
2. Indoors: **Appropriate:** board or card games, suitable reading material.
Not appropriate: electronic devices, non-sports trading cards, laser pointers.

ELEMENTARY BEHAVIOR GUIDELINES AND CONSEQUENCES

- A. Upon an infraction of an expectation a classroom teacher or a staff member will e-mail a **Reminder Notice**. This notice will require the classroom teacher to verbally speak with the student; the parent will receive a digital copy of the Reminder Notice.

- B.** Upon a **second infraction** the classroom teacher will send a **Second Elementary Reminder Notice**. This notice will be sent home via e-mail and a return e-mail from the parent is required to ensure that the parent has seen the notice. Recess will be withheld until the Elementary Second Reminder Notice has been acknowledged.
- C.** Upon the **third infraction** the classroom teacher will inform the parents via e-mail that a detention has been assigned to their child. The **Elementary Detention Notice** requires response e-mail from the parent and recess will be withheld until the response e-mail is received by the school.
- D. Detention** will be for a 30-minute period of time after school. Kindergarten students will be scheduled on an "as needed" basis. Serving detention will require the student to sit quietly while completing the above tasks.
- E.** K - 2nd grade students who receive **three detentions will then proceed with suspension**; 3rd - 6th grade students who receive **two detentions will proceed with suspension**; see page 29-30 for description of the suspension policy.
- F.** The following are deemed **unacceptable behaviors** for Washtenaw Christian Academy students and therefore may result in the student being immediately referred to the administration for suspension:
- leaving the building without permission
 - serious disrespect for an adult
 - cheating
 - repeated inappropriate behavior
 - serious fighting (attempted injury, deliberate attack, out of control)
 - intimidation
 - vandalism or serious destructive behavior
 - illegal behavior (stealing, drugs, alcohol, cigarettes, etc).
 - verbal or non-verbal harassment, ie. swearing, offensive language, or derogatory remarks
 - possessing a dangerous object/weapon or use of any object in a threatening manner
 - other serious offenses at the discretion of the Administrator and/or School Board
- G. Cheating:** is a sin and is considered an offense to our school and the Christian community it represents. All incidents of cheating are to be considered a serious breach of school policy and beliefs and will be disciplined as such. Following are major categories of cheating.

Testing: The practice of soliciting help during a classroom quizzing or testing situation. This would include the use of information brought into the class, the sharing of information during class, or sharing information with students who have not yet taken the test or quiz.

Plagiarism: The use of information from another source (test, encyclopedia, and research information) without proper documentation or footnoting. Plagiarism on reports is considered cheating and will be regarded as such.

Communication: Discussing a test or quiz with other students who have not taken the test, or talking during a test is not permitted.

Penalties for cheating are severe. All offenses are to be reported to the Administrator. Depending on the grade level of the child, the **first violation** of cheating may result in a zero and no credit received for the assignment or test, and a detention. A **second**

incident of cheating may result in a conference with the family, Administrator and teacher. **Habitual instances of cheating** will be grounds for expulsion from school.

- H.** Parents of **students with special needs** may request a meeting with the Administrator, resource administrator, and classroom teacher to make an individualized plan of discipline. If an individualized plan is not filed in the student's record, the above discipline policy will apply.

ELEMENTARY SUSPENSION AND EXPULSION

A. Elementary Suspension:

1. Elementary suspensions are ordinarily out-of-school; the child is not allowed to come to school for the duration of the suspension.
2. Length of suspension:

First occurrence	1 to 3 days and parent notification
Second occurrence	3 to 5 days and parent conference
Third occurrence	5 to 10 days and recommended expulsion

The exact length of suspension within these guidelines is determined by the Administrator, who takes into account the severity of the offense and the attitude displayed by the student.

B. Elementary Suspension Procedures:

1. The student shall be informed by the Administrator of specific charges, which could be the basis of suspension. The student will have the right to present to the Administrator any relevant information that will support his defense.
2. In the event suspension occurs, the school will attempt to notify parents by telephone. In addition:
 - The student will carry home a letter of explanation.
 - A copy of the same letter will be mailed home.
 - A student and parent will meet with an administrator or teacher before attending any class to plan the satisfactory return of the student to school after the second and third suspension.
 - All work must be completed before the student can be readmitted.
 - Students who are suspended are not to be on the school premises or attend school related activities during their suspension.
3. If the parents or guardians are dissatisfied with this action, they may appeal to the School Board to review the decision. The review will only affect the student's record, but the actual suspension will stand unless the Board meets in its regular session during the suspension.

C. Elementary Expulsion:

All of the following disciplinary academic problems will be handled in accordance with procedures outlined below. However, due to the serious nature of the actions contained in the paragraph, these qualify for suspension until the next regular School Board Meeting regardless of whether or not the student has any previous disciplinary history and will be considered for expulsion for the remainder of the school year (or a set length of suspension) at the Board meeting:

1. Use, possession, or sale of drugs, alcohol, or weapons on or off school property.
2. Any student who is known to be sexually active.
3. Any third suspension for any cause within an academic year.
4. Academic incompatibility.
5. Any illegal activities; serious vandalism

D. Elementary Expulsion Procedures:

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his parents or guardians. Included with this notice shall be a statement of the time and place for the hearing.
2. Parents or guardians shall be present at the hearing.
3. The student, parent or guardian may be represented by legal counsel.
4. The student shall be given an opportunity to give his version of the facts and their implication. He is allowed to offer the testimony of other witnesses and other evidence.
5. The hearing shall be conducted by the School Board who shall make its determination solely upon the evidence presented at the hearing.
6. The School Board shall state within a reasonable time after the hearing (no later than the next Board meeting), its findings as to whether or not the student is guilty of conduct charged and its decision as to expulsion (or a set length of suspension).

ELEMENTARY DRESS CODE

PHILOSOPHY

As Christians, we are to glorify God in all we do and to reflect His character in all aspects of our lives. Our dress should reflect our Christian walk and contribute to our testimony for Christ. Christians are to live by a higher standard. This dress code has been established to help the students of Washtenaw Christian Academy apply the principles of Scripture to their appearance, to create a school atmosphere conducive to learning and to enhance the Christian testimony of our school. Our goal is neatness and modesty. (References: I Corinthians: 6:19-20, 10:31, I Peter 2:12, 3:3-4)

GUIDELINES

GIRLS and BOYS (please refer to www.washtenawchristian.org for examples)

Pants & shorts:

Twill or corduroy pants, walking shorts (no more than 2 inches above the top of the knee while standing) and capri pants (for girls) in black, navy, khaki/tan, brown or gray. Only **traditional** styles (no baggy, camouflage or large pockets.)

Shirts:

Polo style, turtleneck and mock turtlenecks, Oxford button down and Henley style. Shirts may be in solid colors, stripes or patterns. Long or short sleeves are allowed. Girls may also wear "Peter Pan" collared style shirt. Small, appropriate logos are allowed. Shirts may be un-tucked if they have a finished bottom hem. No large words, camouflage or lace.

Skirts and Jumpers for girls:

Girls may wear jumpers, skirts, and skorts (**no more than 2 inches** above the top of the knee while standing) in solid black, navy, khaki/tan, brown or gray. Only traditional styles are permitted.

Sweaters:

Cardigan, crew neck, and v-neck sweaters are acceptable, no hoods

Sweatshirts:

Sweatshirts with our WCA logo will be allowed. They will be available for purchase periodically throughout the school year through the school office.

Accessories:

Shoes that cover the foot must be worn. Sandal type shoes, or shoes with wheels are NOT permitted. Socks are required.

A belt is to be worn by **K - 6th** graders if their garment has visible belt loops or is necessary to hold pants up.

Gym Class – appropriate gym shoes are required with non- marking soles.

Items not permitted at any time:

Sleeveless shirts, shirts that show midriff when arms are fully extended above the head, mesh & sheer fabrics, clothing made of stretch material (I.E.: lycra), leather/ leather like fabrics, etc., also tight fitting or extremely baggy clothes.

Monday	Tuesday	Wednesday	Thursday	Friday
Regular Dress or Casual for A Cause Day Donation (\$\$)	Regular Dress Code	Regular Dress Code	Regular Dress Code	Regular Dress or Wildcat Spirit Day

Casual or Casual for a Cause Day:

Students may wear anything previously stated in the dress code policy.

- Denim pants and shorts are acceptable, consistent with the fit requirements for dress code. No low riding waist or laced closure/seams, or skinny jeans.
- T-Shirts and sweatshirts are acceptable, as long as they are appropriate with no aggressive or inappropriate pictures or language.
- No tank tops or sleeveless shirts.
- No sweat pants, or athletic-style shorts or pants (unless they have a WCA logo)
- No leggings

Casual days occur on Monday for all students who choose to pay for the “Casual for A Cause”. Additional casual days may occur as rewards for students. The elementary Administration will send notification to parents regarding any additional casual days by phone or e-mail.

Wildcat Spirit Day:

(Fridays)

Students may wear any clothing with our Wildcat logo on it that is neat, modest and appropriate. Show your school spirit by wearing clothes available from the Boosters or office. Jeans are permitted with spirit wear tops. Regular dress code applies otherwise.

The Administration shall make all final decisions regarding the appropriateness of school dress.

SECONDARY ATTENDANCE POLICIES

- A. Tardiness to Classes:** Students are required to be ready for class, as per teacher instruction, when the tardy bell rings. Tardies are accumulated per semester only.
1. **Excused:** Traffic accidents and personal emergencies (approved by the administration)
 2. **Unexcused:** Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.

The consequences for unexcused tardies will be as follows:

- Students will serve either a lunch time or after school detention each time they are tardy.
- Detentions are given for tardy and dress code. The detention must be served by the end of the following day.
- On the 5th detention the parents will be notified by email.
- On the 10th detention the student will serve a one day Saturday School assignment with a fee of \$25.
- On the 13th detention the student will be issued a probation contract.
- On the 16th detention the student may forfeit enrollment for the next semester.

Morning Tardies: We allow 9 tardies (excused or unexcused) to first hour in one marking period. The student must arrive within the first fifteen minutes of class- after which the student is considered absent. For each additional tardy after 9, the student is given a Saturday School assignment with a fee of \$25.

- B. Ordinary Absences:** Regular school attendance is required by law and is necessary for good leadership. There are three types of absences at WCA:
1. **Excused Absences:** Due to (a) illness (b) professional services in connection with student's health and welfare (medical, dental, and optical) (c) approved absence in writing one week in advance for vacation, church retreats, and college/university visits and (d) emergencies with approval from the administration.
 2. **Unexcused Absences:** Are all other absences including those approved by parents. After three unexcused absences, a student will not receive credit for work done or due that day.
 3. **Truancy:** Absent for reasons which are neither acceptable to the school or approved by the parents: or where evidence shows facts have been misrepresented regarding the absence or failure to bring a signed parent's note. **If a student is 10 minutes late to class without a pass it is a truancy.** A truancy cannot be cleared after three days. Students will not receive credit for work due on the day(s) he/she is truant. Truancies are tracked by the semester.
 4. **Parents are asked to call** the school by 8:00 a.m. if their student is going to be absent for the day. If you do not call the school, you will need to send in a written excuse with your student when he/she returns to school. A student will not be readmitted to a class if the office has not been notified by the parent. **NO ABSENCE CAN BE EXCUSED WITHOUT A NOTE SIGNED BY A PARENT/GUARDIAN OR DOCUMENTATION PHONE CALL.** Upon returning to school, the student should report to the school office, where he will be issued an **Admission Slip**. The Admission Slip indicates whether the absence was excused or unexcused. The student should carry the Admission Slip to each class and have it initialed by each teacher.
- C. Release from Classes:** When it becomes necessary for the parent to take a student out of class during the day (for a dentist appointment, for example), please notify the office that morning when possible. When you arrive to take your child to the appointment, please come to the office (not the student's classroom), and the office will notify the teacher to release the student. To repeat, please do not go directly to your student's classroom, but come to the office instead. This is important to minimize classroom disturbance and to assure that students are only released to authorized persons.

D. Parent Initiated Vacations: If you will be taking your student out of school for a family vacation, please contact the school office at least a week in advance, stating the dates your student will miss. The student will be given a Pre-Approved Absence Form to take to his teachers. Each teacher will list the student's current grade in the class, the assignments that must be made up, and will give their opinion as to whether the student can afford to miss class. The form is then returned to the Administrator, who will inform the parents of the student's status and give the form back to the student. Students are required to complete all work assigned during their absence.

E. Absences Resulting in Lost Credit (Grades 7-12):

1. A student who misses more than **11 days of a class (both excused and unexcused) per semester**, not including school-related activities, will result in failure for semester.
2. If a student would like to make up the credit, it may be done during Saturday school. For each class hour missed, the credit can be made up with 2 hours of Saturday school.

F. Excused Absences:

The following reasons are considered valid for student absences:

1) General

A. Personal illness of student. If a student is out sick more than 5 days a doctor's note is required.

B. Death within the family

C. Family emergencies – this included hardships and unexpected circumstances. Because of the nature of these cases, the administration reserves the right to make individual judgments concerning validity of requests. Whenever a student is to be absent, the school requests that the parents call the office indicating: (1) the expected length of absence, and (2) the reason for the absence. After two days without a note or call, the absence can be considered unexcused.

2) Pre-approved Absences (planned surgeries, family trips, etc.)

Since the school calendar allows ample time for vacations around the holiday seasons, it is suggested that whenever possible, parents arrange their vacations to coincide with school vacation time.

- a.) Pick up an "Approved Absence Form" from the office two weeks before the planned absence. (Only follow this procedure if you are asking to be excused for 3-10 consecutive school days). A student may have no more than 10 pre-approved absences per semester.
- b.) The student presents the form to each teacher for approval &/or comments.
- c.) The student then presents the form to the office personnel for final approval & signature from the Secondary Principal.
- d.) Present the form to parents for signature and return it to the office.
- e.) The teacher will gather work in advance, the student must hand in the work upon the day of return.
- f.) The student checks with teachers(s) upon return to see if all the work is completed.

3) Professional and Doctor's appointments

As much as possible, doctor's appointments should be made after school hours. If an appointment is needed during school hours, a note should be submitted prior to that appointment. The administration reserves the right to request a doctor's note confirming the appointment if needed.

4) Partial Day Absences

If a student arrives late, he/she must have a note explaining the reason for the lateness. All students are expected to be present for at least four periods on the day which they have a sport's event, class event, or an extra-curricular activity after school. Students are considered absent if they arrive 15 minutes late or leave 25 minutes early to a class. Exceptions are subject to the Athletic Director's or Administrative approval.

5) Make-up work for Excused Absences

- A. All make-up work will be given to students upon their return to school. Since it is impossible to make up missed classroom time, every effort should be made to limit absences. The student may have one school day for every day missed to complete the make-up work. This rule does not apply where prior arrangements have been made to obtain work due to pre-arranged absences. At the direction of the teacher, students are responsible to take tests or submit major assignments, due during their absence, when they return.
- B. Parents will be notified after the 10th absence and a parent conference may be required.
- C. All absences, excused and unexcused, as well as suspensions will count toward the 11 allowed absences.
 - If a student is absent, it is his/her responsibility to pick his/her homework from his/her teacher.
 - **RenWeb** provides parents and students long-term homework assignments and grades.

6) Students are expected to attend all school related events, including field trip activities and concerts. Students not attending will be counted absent. Events like retreats and class trips are considered academic time. Students not attending will have an academic make-up plan to make up for lost time.

SECONDARY ACADEMIC POLICIES

A. Homework:

1. The assignments given as homework are designed to develop initiative, responsibility and independent learning. Homework provides an opportunity to practice and apply concepts learned within the classroom. Students should expect to get 15-30 minutes of homework each night from each class.
2. Student planners are given to each secondary student and their use is required for homework assignments. A fee of **\$5.00** will be charged to replace a lost planner.
3. Homework will not be assigned on Wednesdays (due on Thursdays) in order to help students and families attend their church's mid-week services.
4. Late Homework Policy:
Students are expected to turn their homework in on time. However, homework turned in one day late will receive a 50% deduction of the grade the based on the points possible. Assignments will not be accepted more than one day late. Work must be turned in on the due date at the beginning of class. Assignments turned in after this point will be considered late.

The students will take responsibility to:

- Write the date the assignment is due and "LATE" on their assignment.

Students turning in late assignments may receive limited teacher feedback on the assignment.

Students must realize that directly, or indirectly, grades are negatively affected by absences. The student is responsible to:

- Get the information missed on the days of absences.
- Write that the assignment is late due to absence on their paper before turning it in.
- No make-up work, missing assignment, etc., except those due to a prolonged absence can be handed in after the close of a marking period.

The written individual policies of each teacher must also be followed.

B. Communication with Parents

1. Secondary Progress Reports are sent home at the midpoint of the first marking period, and then only if the student has a C- or below.
2. **RenWeb** is available via the internet for parents to follow their student's progress. Teachers will update reports by Monday of each week.
3. Teachers are given 24 hours to respond to parental phone calls or email during the school week or the next scheduled day of school.

C. Secondary Report Cards:

1. Report cards will be sent home every marking period, for a total of four times per school year.
2. Fall conferences will be scheduled only for the following reasons:
 - a) Student is making below a "C-" in the class
 - b) By teacher request
 - c) By parent request.

(Note: Parents may schedule a conference with their child's teacher anytime by calling the school office.)

D. Secondary Grading Scale:

	Letter Grade		Percentage
	A+	(4.0)	99.50
	A	(4.0)	94.50
	A-	(3.67)	91.50
	B+	(3.33)	87.50
	B	(3.0)	83.50
	B-	(2.67)	80.80
	C+	(2.33)	76.50
	C	(2.0)	73.50
<hr/>			
Athletic Ineligibility	C-	(1.67)	69.50
<hr/>			
Academic Probation	D+	(1.33)	66.50
	D	(1.0)	63.50
	D-	(.67)	59.50
	F	(0.00)	0.00

- E. Honor Roll:** Honor Roll recognition for students in grades 7-12 will occur after each marking period. High Honor Roll students are those who have earned a 3.75 or higher GPA. Students who have earned a 3.5 or higher GPA will appear on the regular Honor Roll.

F. AP Grading Scale

Advanced Placement courses are college level classes. A student will get college credit for passing the A.P. exam with a score of 3, 4, 5 and high school credit for passing the course. A student will receive a weighted grade point in an A.P. course. The grade point in an AP class will be multiplied by 1.25.

A+	100 (5.00)	B-	81 – 83 (3.34)	D	64 – 66 (1.25)
A	95 – 99 (5.00)	C+	77 – 80 (2.91)	D-	60 – 63 (.84)
A-	92 – 94 (4.59)	C	74 – 76 (2.50)	F	0 – 59 (0.00)
B+	88 – 91 (4.16)	C-	70 – 73 (2.09)		
B	84 – 87(3.75)	D+	67 – 69 (1.66)		

G. Honors Grading Scale

A+	100 (4.50)	B-	81-83 (3.0)	D	64-66 (1.13)
A	95-99 (4.50)	C+	77-80 (2.62)	D-	60-63 (.75)
A-	92-94 (4.13)	C	74-76 (2.25)	F	0-59 (0.00)
B+	88-91 (3.75)	C-	70-73 (1.88)		
B	84-87 (3.38)	D+	67-69 (1.50)		

H. Secondary Drop and Add:

1. A course may be added during the first two weeks of the semester in which it is first offered as long as the teacher, the counselor, and parent(s) all concur. A course may be dropped following the same procedure during the first two weeks of a semester without penalty. Withdrawal from a course after five weeks will result in a grade of "Withdrawn-passing" or "Withdrawn-failing". Withdrawals may not take place during the final five weeks of a semester. A withdrawal during that period will be equivalent to failing the course, and recorded on the student's official high school transcript. The withdrawal form must be signed by the parent, teacher, and guidance counselor before the course is officially dropped. The student is to remain in attendance until all paper work is completed and signed and then notified by the office that the withdrawal is completed.
2. Students may join a sports team no later than two weeks after the first practice. Refer to athletic handbook for transfer student policy.

I. Part-Time Student Guidelines:

1. Only students entering grades 7-12 are eligible to attend WCA part time.
2. All admission procedures apply.
3. Part-time seniors must enroll for half of their class load or take 4 classes (Bible, Math, English and Social Studies) to receive a diploma.
4. Newly enrolling students may be tested for ability before grade placement unless adequate, recent testing results are submitted.
5. All school rules such as dress code, discipline policy, etc. apply.
6. Proper planning must take place to minimize problems resulting from schedule conflicts. Students are expected to request exceptions from both institutions on an even basis. (For example, when WCA holds afternoon classes in the morning due to a half-day of school, the classes should be attended or permission for absence should be requested ahead of time. All assigned work must be completed even when a class must be missed).
7. Home Schooled Part-Time Students: All of the above guidelines apply also to those students who receive their primary source of education as a home-schooler, with the following exceptions:
 - a. They may enroll for one or more classes.
 - b. They may participate in the sports program if enrolled in a minimum of four classes. There will be a charge of **\$100** per sport for the part-time students.

J. Guidance

The department of WCA seeks to offer Biblically-based and responsible assistance in meeting the needs of the student body. Guidance and counseling are available in three main areas: personal counseling, college and career planning, and testing. Referrals may be made for more serious concerns to an outside counseling center. The counselor may coordinate with the student, teachers, and parents to establish a program that may assist a student in meeting the demands of the curriculum. A review of any special assistance will be made at the end of each year, evaluating if the counseling department is able to adequately meet specific needs.

The counselor will assist students in establishing yearly schedules. Regular testing in achievement and aptitude will be conducted. Assistance will be given in the college search process.

K. Junior High Promotion: Students in grades 7-8 must pass their four academic subjects (history, science, English, and math) in order to be promoted to the next grade. If they fail math, they can still be promoted, with the understanding that they will repeat the same math class in the upcoming year.

1. If a student fails history, science, or English. A conference will be called with the parents, Administrator, and involved teachers, at which time other issues, such as the number of absences, may also be discussed. This group will discuss all aspects of the issue and come to a decision about whether the student will be promoted.
2. If the people at the conference cannot arrive at a consensus, the Administrator will make the final decision.

L. Grade 9 Promotion

Students who fail one subject will receive provisional promotion to the ninth grade. Students who fail two subjects may be retained in the eighth grade upon the recommendation of the teacher(s) and the Administrator. If provisional promotion to the ninth grade is granted, the student may be required to retake one or both subjects failed. If such is the case, the failed subject(s) must be scheduled first; then the available ninth grade subject(s) may be added. The school is not responsible for scheduling problems incurred during the freshman or subsequent years in this instance. Students failing three or more subjects shall be retained in the eighth grade. * Provisional promotion means that students may find that activities are restricted if they continue to do poorly the following year. It will be noted on transcripts that provisional promotion was granted for that term.

For transfer students, see policy on page 9.

M. Grade 10-12 Promotion: A high school student must accumulate the following credits to be promoted: (For transfer students, see policy on page 9)

1. A 9th grader will be promoted to 10th grade if he/she has earned 5 credits.
2. A 10th grader will be promoted to 11th grade if he/she has earned a total of 11 credits.
3. An 11th grader will be promoted to 12th grade if he/she has earned a total of 17 credits.
4. Senior students may be exempt from taking a **final exam** (2nd semester) in any class if they have received a letter grade of an A as the final grade in that class. This policy is in effect for Senior students only.
5. To graduate, a total of 24 credits must be earned in the required subjects as stated above.
6. Valedictorian and Salutatorian requirements are:
 - a. A student must have a minimum grade point average (GPA) of 3.8 (for valedictorian) and 3.5 (for salutatorian), based on all high school semesters up to and including the first semester of the senior year, in order to be considered for these honors.
 - b. The valedictorian must receive the state endorsement in math, reading and science. Endorsement is based on the High School MEAP Test scores.
 - c. The senior meeting the above qualifications and having the highest GPA will be declared the valedictorian. The senior meeting the above qualifications and having the second highest GPA will be declared the salutatorian.
 - d. Graduation honor cords are based on the first 7 semesters of high school only.

N. Graduation Requirements: A total of 24 credits are required for graduation. The Administrator may make exceptions to graduation requirements in special circumstances. Please note that aide classes (teacher aide, office aide, etc.) receive half the credit of an academic class (i.e., 1/4 credit per semester).

College Prep Courses	
English	4
Social Studies	4
Math (Alg 1, Geom, Alg 2, including 1 credit Sr. Year)	4
Science (Bio, Physics or Chem, 1 additional credit)	3
Bible	4
Phys. Ed/Health**	1
Fine Arts (Music, Art, or Drama)	1
World Language	1
Computer	1
Electives	1
TOTAL CREDITS	24

**Where a student can provide documentation of 90 hours of sports, dance, and gymnastics in a given year, that student can receive a ½ credit. The other ½ credit requirement in health education would remain the same.

Beginning with the class of 2016, students will need to complete 2 Credits of a world language in grades 9-12.

WCA Course Offerings

Middle School

Bible
 General Math, Pre-Algebra, or Algebra 1
 Life Science/Earth Science
 English 7/8
 *US History/*Geography
 Computers (7th grade)
 Fine Arts
 Physical Education
 Band
 Gateway to Technology (8th grade)
 Choir
 Drama (8th grade)
 Spanish
 Study Skills (8th grade)

High School Grades 9-12

Bible
 Old Testament
 New Testament
 Life Calling/Christian Leadership
 Understanding the Times

Social Studies:

- *U.S. History & Geography
- *World History & Geography
- *Economics (semester)
- *U.S. Government (semester)
- *AP U.S. History
- Psychology/Current Events
- AP Psychology
- *AP World History

Science:

- Physical Science
- Biology 1
- Biology 2
- Chemistry
- *Chemistry
- *Physics
- Principles of Engineering

English:

- *Grammar & Intro to Literature
- *American Literature
- *British Literature
- *Speech and Research
- *AP Literature & Composition

Foreign Language:

- Spanish I
- Spanish II
- Spanish III
- Spanish IV

Math:

- General Math
- Pre-Algebra
- Algebra 1
- Algebra 2
- Geometry
- Trigonometry
- Calculus
- Consumer's Math
- Calculus 2

- Physical Education
- Computer Literacy
- Health Education

Electives:

- Fine Art
- Drama
- Yearbook
- Teacher Aide
- Praise Band
- Choir

**These classes are usually offered every other year.*

N. Writing Expectations: The ability to use proper writing skills is an expectation of all students at Washtenaw Christian Academy. It is highly important to write well in all classes in order to communicate answers, ideas, and information. In seeking academic excellence at Washtenaw Christian Academy we have set the following guidelines for all 7th - 12th grade students. Please refer to this as often as necessary to insure the best outcome of your educational experience at WCA.

1. All papers will have the student's name, subject, and date in the top right hand corner.
2. All writing assignments or test responses must be written in complete sentences except when noted otherwise by the instructor.
3. Correct and accurate application of language is expected of all students, especially the vocabulary in a special area of study.
4. Students should use all punctuation marks properly.
5. When writing essays, students should follow a MLA format.
6. When writing formal research papers, students should follow standard manuscript form, including the following:
 - a. Write in blue or black ink or type the manuscript.
 - b. Write on one side of the paper using margins and lines on the paper properly.
 - c. Number the pages of the manuscript.
 - d. Give credit for references to other sources, using a standard and recognizable format.
 - e. Include a title page.
7. Students are held accountable for correct spelling of all writing.
8. Students are expected to proof read carefully.
9. All math work is to be done in pencil.

O. Sports Eligibility:

One of the primary purposes of Washtenaw Christian Academy is to provide an excellent education for everyone. In keeping with that principle an athlete is a student first and must maintain an overall "C" average, must not have a failing grade in any subject, and must show acceptable citizenship to participate in athletics.

Eligibility checks will take place weekly. Athletes must be passing all classes. In addition athletes must maintain a 2.0 GPA, which will be checked weekly. A one game minimum ineligibility will be enforced for all athletes not meeting eligibility standards until grades are brought up to an acceptable level.

The Administrator has the discretion to alter the consequences of the ineligible student. A third ineligibility in a year will result in the player being dismissed from the team for the balance of the year.

Students will be expected to follow the guidelines as stated in the athletic handbook.

- P. Driver Education:** Driver Education classes may be offered through a local company, provided we can meet their minimum number of enrollees. The fees are set by the company; classes will be held at WCA. Permission to take Driver Education during the school year at another institution should be arranged through the Administrator.

SECONDARY STUDENT CODE OF CONDUCT

A. General School Rules:

1. All students are expected to respect the rights and property of others, as well as school property. Students will be held financially responsible for deliberate damage and neglect to property.
2. Running and excessive noise will not be permitted in the halls.
3. Hallways are to be clear of objects and trash, especially in the locker areas. Nothing is to be stored under or on top of the lockers
4. Lockers are the property of the school and may be inspected at any time. Lockers are to be kept neat, orderly and clean inside and out.
 - a. Students are required to use a school issued lock.
 - b. Combination locks will be issued with the locker. If the lock is lost, student will be responsible for replacement cost.
 - c. Students are cautioned not to leave money or valuables in their lockers. The school will not be liable for damaged, stolen or missing property.
 - d. Students who damage lockers will be charged.
 - e. Inappropriate pictures or language on lockers will be subject to disciplinary action.
 - f. Attachments inside the lockers should not leave permanent marks.
 - g. Entering another student's locker without permission from that student will result in disciplinary action
5. Food and beverages are not to be consumed in the hallways or classrooms except during designated snack times. Beverages and food kept in lockers must be in containers that close securely. Students will be allowed to have pop at lunch hour and after school as long as containers are properly disposed of in the recycling box.
6. Snacks are allowed during homeroom only, please - no peanut products in the classrooms.
7. Inappropriate gum chewing will not be allowed in the school building. The careless disposal of gum on drinking fountains, furniture and floors presents sanitation and cleaning problems that result in costly repairs and upkeep.
8. Cell phones, MP3 players, iPods or other electronic devices are not allowed during the school hours, nor are these items allowed on school-sponsored trips unless otherwise noted. Any items confiscated in class must be picked up by a parent from the Secondary Principal or the Head of School. On the second and each subsequent offense there will be a cost of \$10 for the parent to retrieve the cell phone.

Study Hall students may get special permission from the Principal to use iPods/Mp3 players if they fill out the appropriate forms in the office.

9. Students are not permitted to leave school property during the school day without written permission from a parent and Administrator approval. **Washtenaw Christian Academy operates with a closed campus policy.** Students may leave for official appointments only. Students must sign in and out at the main office.
10. Students must demonstrate respect for the opposite sex and ARE NOT permitted to engage in public display of affection (holding hands, arm around opposite sex, sitting close, etc.) in the school building, parking lot, and school playgrounds and grounds.
11. Students who start the day at second hour will not be allowed in the hallway before 9 am. Halls are closed to students at 3:40 pm.
12. No sports equipment may be used in the hallways or classrooms.
13. Card games are allowed, but no gambling or poker chips will be allowed on campus.

B. Study Hall Rules:

1. No talking to another student without permission. This includes whispering, writing notes, sign language.
2. You may get a dictionary, sharpen pencils, etc. (anything that can be done without talking in the room) without permission.
3. You may not leave the room unless you present a pass obtained in advance from another teacher. BRING EVERYTHING YOU NEED WITH YOU. If it is absolutely necessary to ask for permission to leave, you must get a pass from the study hall teacher.
4. Students will be allowed to receive passes from study hall a total of 3 times per marking period. If additional passes are issued, each pass will carry with it a Level II detention.
5. Students may not study together unless study hall teacher agrees.

C. Student Drivers:

1. Students who will be driving a car to school must register the car at the office before beginning to drive it to school.
2. Students are required to park their cars in the last row of parking spaces on the East side of the school parking lot. Cars must be locked upon arrival at the school.
3. Full-time students will not be allowed to go to their cars at anytime or move their cars during the school day.
4. Part-time students who regularly need to leave the campus during the school day must provide the office with a permission slip signed by a parent before the first day on which they will need to leave the campus. They should sign out at the office, and sign in again at the office when returning to the school. Failure to sign in/out may result in unexcused absences.
5. Student drivers are not allowed to transport other students to any location, except for students who provide transportation to and from home for other students. There must be a letter on file in the school office from both the parents of the driver and the parents of the student being transported which authorizes such transportation and for which the parents assume all responsibility and liability.
6. Violation of the above policies will result in the following:
 - 1st offense - suspension for 1 to 3 days for the driver and passengers, at the discretion of the Administrator.
 - 2nd offense - loss of driving privileges for 2 weeks.
 - 3rd offense - review by the school board.

- D. Chapel:** Chapel is required for all full-time students. Students are expected to show proper respect while participating in chapel.

E. School Assemblies:

1. Throughout the school year students will be asked to join in various assemblies during which students are expected to act in an orderly and respectful manner. Any conduct by a student which distracts the speaker or other students will be considered misbehavior.
2. Misbehavior on the part of any student may result in placing that student at the office for the remainder of the assembly with potential loss of future assembly privileges.

F. Search and Seizure: To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search student lockers, desks, and cars at any time without notice, without student consent, and without a search warrant. A student's person and personal effects (purse, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or prohibited materials, such findings may be seized and, if illegal, shall be turned over to proper legal authorities.

G. Cheating:

Definition: All incidents of cheating are to be considered a serious breach of school policy and will be disciplined as such. Following are major categories of cheating.

Testing: The practice of soliciting help during a classroom quizzing or testing situation is not permitted. This would include the use of information brought into the class, the sharing of information during class, or sharing information with students who have not yet taken the test or quiz.

Plagiarism: The use of information from another source (test, encyclopedia, internet, and research information) without proper documentation or footnoting. Plagiarism on reports is considered cheating and will be regarded as such.

Communication: Discussing a test or quiz with other students who have not taken the test, or talking during a test is not permitted.

Penalties for cheating are listed in Level 4 violations listed on page 44. All offenses are to be reported to the Administrator. Cheating will result in a zero for the assignment, test or project.

H. Search Policy/Drug and Alcohol Testing:

For the effective administration of its policies regarding the exclusion from use of non-prescription drugs, non-prescribed prescription drugs, weapons, alcohol, and other contraband at school-occupied facilities and at school-sponsored events, WCA has established the following search policy including the use of contraband detecting dogs to investigate and search for such contraband.

The administration of WCA and on behalf of the school to enforce its school standards reserves the right to conduct searches as follows:

- In random searches of school facilities for contraband;
- In specific searches of school facilities or at school-sponsored events for contraband where the administration has some indication of the existence of contraband or illegal activity at school facilities or school sponsored events;
- In search of individuals at the discretion of the administration taking into consideration to the extent possible depending on the circumstances that the search be conducted in a private place;
- In search of an individual's possessions, cars or other vehicles, backpacks, purses, bags, etc., at the discretion of the administration taking into consideration to the extent possible depending on the circumstances that the search be conducted in private;

- Upon entering a school facility or school sponsored event at the discretion of the administration where everyone entering is subject to such a search.
- The Administration reserves the right to review all contents on confiscated cell phones or other electronic devices.

WCA reserves the right to perform a breathalyzer test on any student who is suspected to be under the influence of alcohol, either on campus or at any school-sponsored event. WCA also reserves the right to require drug testing for any student who is suspected to be under the influence of illegal drugs while on campus or at any school-sponsored event.

SECONDARY BEHAVIOR GUIDELINES

This handbook is a guideline and as such may be subject to change. Administration reserves the right to institute new policies as needed by our changing society. Parents and students sign a cooperation agreement each year which acknowledges that they are willing to abide by those changes and will hold harmless Washtenaw Christian Academy should they disagree with those policies. The principal or the principal's designee has the right to apply any disciplinary action, as they feel necessary, in order to maintain a proper Christian atmosphere at school.

Please note the following criteria for enforcement of the Behavior Code:

1. Any combination of offenses occurring in any one instance may result in more serious disciplinary action at the time (i.e. suspension/expulsion).
2. Any combination of offenses over a period of time may result in a more serious disciplinary action at the time.
3. All students receiving a suspension (except for tardies) may be placed on a contract upon return to school for the minimum of one semester.
4. Tracking of offenses are for a 1 or 2 year period from the date of the last offense. Offenses not listed are for the entire time of attendance in WCA.

Attendance 1 semester	Unacceptable Personal Property 1 year
Fighting 2 years	Dress/Hair Code 1 semester
Campus/Class Disruption 2 years	Truancy 1 semester
Profane or/Vulgar Language 2 years	Destruction of Property 2 years
Cheating/Plagiarism 2 years	Tardiness 1 semester
Public Display of Affection 2 years	Defiance of Authority 2 years
Deception/Dishonesty 2 years	Stealing/Theft 2 years

<u>Attendance</u>	1 Sem	5 Days Parent Called 11 Days No Academic Credit
<u>Campus/Classroom Discipline</u> Students are expected to follow rules as established by teachers for acceptable campus/classroom behavior, this includes disrespect. <u>Consequences</u> Extraordinary circumstances may require 3 rd or 4 th range action on a 1 st offense	1 st	Referral, Parent Contact; 1 day suspension from class
	2 nd	Referral, Parent Contact; 2 day suspension from class
	3 rd	Referral, 1 day suspension from school, parent conference, probation contract
	4 th	Referral, Parent Conference, 5 day suspension, violation of contract
<u>Cheating/attempting to Cheat</u>	1 st	Referral, Parent Contact, Loss of all

<p>We expect students to do their own work on all school assignments and tests. Students who are caught without academic integrity will be disciplined.</p>	<p>2nd</p> <p>3rd</p>	<p>academic credit for the assignment with no make up permitted. Possible suspension.</p> <p>Referral. Parent Contact, 1-3 day suspension, probation contract</p> <p>Referral, Parent Conference, violation of probation contract.</p>
<p><u>Deception</u> Deception is the act of, but not limited to lying, committing a dishonest act, forgery, falsifying or altering school documents, providing false identification.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Referral, Parent Contact; Possible 1 day suspension</p> <p>Referral. Parent Contact, 1-3 day suspension, probation contract, removal from all elected or appointed leadership positions</p> <p>Referral, Parent Conference, violation of probation contract.</p>
<p><u>Defiance of Authority</u> Defiance refers to the refusal by a student to follow the directions of a school employee. This includes, but is not limited to, continued violations of the dress code, refusal to give legal name or to accompany the employee to the office, or give accurate, truthful information.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Referral, parent contact, 3-day class suspension.</p> <p>Referral, parent conference, suspension, probation contract, warning of expulsion.</p> <p>Referral, parent conference, violation of probation contract.</p>
<p><u>Destruction of Property/Vandalism</u> Vandalism is the intentional damaging or destruction of public or private property. This includes but is not limited to writing in textbooks and on desk counters or tabletops, graffiti or tagging and breaking windows.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Referral, parent contact, 1-day suspension, restitution.</p> <p>Referral, Parent conference, 1-3 day suspension, Probation contract, warning of expulsion, restitution. (S/C)</p> <p>Referral, parent conference, violation of probation contract, restitution.</p>
<p><u>Disrespect</u> Students are expected to show respect to those in authority over them. This includes, but is not limited to teachers, substitutes, guest speakers, administrators, volunteers, coaches and parents.</p> <p><u>Consequences</u> Extraordinary circumstances may require 3rd or 4th range action on 1st or 2nd offense.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p> <p>4th</p>	<p>Referral, parent contact, 1 day suspension from class; 2-hour Saturday School if incident did not occur in a class</p> <p>Referral, parent contact, 2 day suspension from class, 4-hour Saturday School if incident did not occur in a class</p> <p>Referral, parent conference, 1 day school suspension, probation contract, warning of expulsion (S/G&J)</p> <p>Referral, parent conference, 1-5 day suspension, violation of probation contract</p>

<p><u>Dress Code</u> WCA is a place of learning and business. Student dress and appearance should reflect this image. Students are not allowed to convey, through their dress or contact, any inappropriate lifestyles or gang affiliation. (See pages 52-54 for more detailed explanation of dress code.)</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Demerit and warning, possible removal from class until dress is corrected.</p> <p>Removal from class until dress is corrected (unexcused absence for periods out of class).</p> <p>1-3 day suspension See Demerit Policy</p>
<p><u>Drugs/Alcohol Possession, Use, Selling, Buying</u> Items covered under this section include alcohol, narcotics, marijuana, hallucinogens, hallucinogenic drugs, amphetamines, or substitutes of any kinds, i.e. spray paint, etc. The school district may expel a student whenever it is established that the student has, on school grounds or elsewhere, used, sold, or been in possession of alcohol or possession of narcotics or other hallucinogenic drugs, substances or paraphernalia. Possession of illegal substances refers to a student having an illegal substance of any kind within his/her custody or control. This includes school lockers, backpacks, clothing, purses, and vehicles. Furnishing refers to a student furnishing and/or providing an illegal substance to one or more students. This action may include selling, delivering, sharing, arranging and or otherwise furnishing illegal substances to another student.</p>	<p>Expulsion Offense</p>	<p>Parent conference, 5 day suspension with a recommendation for expulsion.</p>
<p><u>Explosive, Weapons</u> Explosives: The possession or lighting of explosive devices is illegal without an official permit. The use or possession of any explosive device, regardless of size, on campus or at a school-sponsored activity will not be tolerated. The threat to use or possession of materials to construct an explosive device is considered to be just as serious an offense as the actual use. Weapons: It is a misdemeanor to have weapons on a school campus or at a school sponsored activity. The school also considers any item classified as a weapon by law enforcement agencies such. This includes, but is not limited to, knives, clubs, guns, nanchaku sticks, chains, metal knuckles, metal studs and/or anything that could be used as a weapon. Extraordinary circumstances may result in an expulsion on the 1st offense.</p>	<p>1st</p> <p>Subsequent</p>	<p>Referral, parent conference, confiscation, 2-3 day suspension, probation contract, warning of expulsion.</p> <p>5 day suspension with recommendation for expulsion</p>

<p><u>Electronic Devices (repeated offenses)</u> Electronic devices, including but not limited to, cellular telephones, MP3 players (including iPods), electronic translators, and PDAs, are to be invisible and inaudible at all times on campus during the school day.</p>	<p>1st 2nd 3rd 4th</p>	<p>Demerit, electronic device confiscated, taken to the office, and returned to student at the end of the school day</p> <p>Referral, electronic device confiscated, demerit issued, parent contacted. Parent must retrieve confiscated electronic device.</p> <p>Referral, probation contract. Electronic device confiscated. Parent must retrieve confiscated electronic device.</p> <p>Electronic device is held in the office for the remainder of the current semester.</p>
<p><u>Fighting</u> Fighting includes the use of physical force against another person or threatening to cause injury to another person.</p>	<p>1st 2nd 3rd</p>	<p>Referral, parent contact, 1-3 day suspension, probation contract</p> <p>Referral, parent conference, 3-day suspension, probation contract, warning of expulsion</p> <p>Referral, parent conference, 5 day suspension with recommendation for expulsion</p>
<p><u>Hazing/Intimidation</u> Hazing: refers to any action by a person or persons that results in physical or psychological injury to another. It is illegal and will not be permitted. Intimidation: involves threats of mental or physical harm of pressure. Examples of this behavior include, but are not limited to, bullying, domineering, extorting or otherwise attempting to influence someone with the use of frightening actions and/or words. Severe cases of intimidation are classified as assault. In an assault no blows need to occur. Just the fact that they could occur constitutes a criminal act.</p>	<p>1st 2nd</p>	<p>Referral, parent conference, 1-3-day suspension, probation contract, warning of expulsion</p> <p>5 day suspension with recommendation for expulsion</p>
<p><u>Personal Property</u> To ensure the safety of all students, to protect personal property and to ensure the educational process is not disrupted, bicycles, skates, skateboards, radios, tape players, recording devices, cellular phones, games, and laptop computers may not be used or visible during school hours without prior approval of the administration.</p>	<p>1st 2nd 3rd 4th</p>	<p>Confiscate, return at the end of the day.</p> <p>Confiscate, parent contact, return to parent.</p> <p>Confiscate, return to parent, probation contract</p> <p>Violation of probation contract</p>

if the property is ultimately returned. The initial act constitutes stealing or theft. Also, knowingly receiving stolen property is a violation of school rules.		recommendation for expulsion
<u>Tardiness</u> Tardiness represents a disruption to the learning environment of the classroom, a violation of school rules. Tardiness occurs when a student is not in his/her assigned area when the bell rings for class to begin.		See tardy policy
<u>Truancy</u> Truancy occurs when a student is absent from any portion of a class or classes without a valid excuse. Leaving campus during school hours without permission will result in the consequences of a second offense under Truancy. A truancy cannot be cleared after 3 days.	1 st 2 nd 3 rd	Referral, parent contact, no credit for class work missed Referral, parent contact, no credit for class work missed, Saturday School, probation contract Violation of probation contract
<u>Verbal/Sexual Harassment</u> WCA recognizes that verbal/sexual harassment can cause embarrassment, feeling of powerlessness, loss of self-confidence, reduce ability to perform schoolwork, and increase absenteeism or tardiness. Students will not engage in such conduct constituting sexual harassment such as, but not limited to, unwelcome verbal/sexual advances, requests of sexual favors, and other verbal or physical conduct of sexual nature or disrespectful remarks which may be related to gender, culture, ethnic background or other expressions of intolerance. Any student wishing to make a complaint of sexual harassment should be immediately reported to the Head of School.	1 st 2 nd 3 rd	Referral, parent contact, 1 day suspension Referral, parent conference, 3-day suspension, probation contract 5 day suspension with recommendation for expulsion
<u>Violation of Probation</u> Violating the conditions of a probation contract	Possible Expulsion	Complete evaluation of student behavioral file to determine continued attendance at WCA. Possible 5 day suspension with recommendation for expulsion.

SECONDARY PROBATION POLICY

1. **Purpose of Probation:** Probation is invoked when a student has a serious problem giving him an opportunity to correct his/her problem. If he/she does not improve to a satisfactory level, he/she will be dismissed or asked to withdraw from the school.
2. **Reasons for Probation:**
 - a. **Academic:** Insufficient academic progress as determined by principal and Guidance Administrator. Failure of the parents to get recommended professional help for exceptional children.
 - b. **Attitude:** A rebellious spirit which is unchanged after much effort by the teachers. A continued negative attitude and/or bad influence upon the other students.
 - c. **Disciplinary:** Continued deliberate disobedience; Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the

school's testimony; Failure of the parents to comply with the disciplinary procedures of the school.

3. **Invoking Probation:**

- a. Student study forms must be filled out by all teachers concerned with the student who has the problem.
- b. The faculty (elementary or high school) will discuss the student and determine whether he should be placed on probation by a two-thirds vote. Teachers who do not teach the student regularly may abstain from voting. His regular teachers, advisor and coach must vote.
- c. A conference is held with the parents, the student and the principal to give notification and explanation of the probation.
- d. A written letter explaining probation, making suggestions for parental action including disciplinary measures during the probation is sent to the parents and a copy to the chairman of the Executive Committee.

4. **The Probation Period:**

- a. Probation will last for six to nine weeks beginning the Monday following the principal's conference with the parents and student.
- b. Student activities will be limited and all positions of trust and responsibility must be relinquished for the rest of the year. (Under certain circumstances his/her sports activities can be continued.)
- c. Conferences must be scheduled for the student and parents weekly during the 6 weeks with the principal or a teacher he designates (usually his advisor.)

5. **Evaluation at End of Probationary Period:**

- a. A new student must have a 2.0 gpa at the end of the initial probationary period upon acceptance.
- b. A student is removed from probation upon a two-thirds vote of satisfactory improvement. (Teachers may refrain from voting as above.)
- b. If the student fails to get a two-thirds vote, the faculty recommends to the Executive Board that the student be dismissed or withdrawn from the school.
- c. Parents have opportunity to share relevant information affecting the decision at any point of the procedure. They should be notified a week in advance of the end of the probation period that the faculty will be meeting so they can confer with the principal prior to that time if they desire.

6. **Readmission:** A student who has been dismissed or withdrawn will be reconsidered for admission after a minimum of one year from the date of expulsion or withdrawal upon approval of the Executive Board and the principal.

7. **Future Probation:** Faculty action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation by the faculty to the Executive Board that the student be dismissed or withdrawn from the school.

B. **Secondary Detentions**

1. When a student commits a violation of a school rule, the teacher concerned will turn in a ***Disciplinary Referral*** form to the office; a copy will be emailed to the parent.
2. Detentions will be assigned by the Administrator. During this time students may be required to do a special assignment, or do work detail.
3. If it is impossible for a student to serve a detention, special arrangements should be made in advance with the Administrator.
4. Failure to serve a detention will result in the detention time being doubled.
5. Additional failure to report for any assigned detention will result in a suspension.
6. Three detentions in one marking period may result in a suspension.
7. See Athletic Handbook regarding detentions and athletic eligibility.

C. Secondary Suspension

1. Length of Suspension

- a. 1st occurrence: 1 to 3 days and parent notification.
- b. 2nd occurrence: 3 to 5 days and parent conference.
- c. 3rd occurrence: 5 to 10 days and recommended expulsion.

2. Suspension Procedures

- a. The student shall be informed by the school Administrator of specific charges, which could be the basis of disciplinary action to be taken against him. The student will have the right to present to the school Administrator any relevant information that will support his defense.
- b. In the event suspension occurs, we will attempt to notify parents by telephone. In addition, affected students will carry home a letter of explanation. Before the student returns to school, contact between parent and Administrator must have taken place.
- c. All schoolwork must be completed before the student returns to school. Students will have a 1% deduction to their grade in each class for each day of suspension.
- d. Students who are suspended are not to be on the school premises or attend school related activities during their suspension.
- e. If the parents or guardian are dissatisfied with this action, they may appeal to the school board to review the decision. In the event that a suspension is reversed by the school board, the suspension will be removed from the student's records, and schoolwork done during the missed days would not be reduced to a "C".

3. Suspension for Other Reasons

- a. **Academic Suspension.** Refer to Academic Policies, page 40, regarding the conditions under which an Academic Suspension can occur.
- b. **Financial Suspension.** Refer to Admissions and Financial Policies, page 12 (D.2.), regarding the conditions under which Financial Suspension can occur.

D. Secondary Expulsion. The following guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his parent(s) or guardian. Included with this notice shall be a statement of the time and place of the hearing before the school board
2. Parent(s) or guardian shall be present at the hearing.
3. The student, parent or guardian may be represented by legal counsel
4. The student shall be given an opportunity to give his version of the facts and their implication. He is allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him
6. The hearing shall be conducted by the school board who shall make its determination solely upon the evidence presented at the hearing.
7. The school board shall state its findings within a reasonable time after the hearing (no later than the next school board meeting). The school board will state whether or not the student is guilty of conduct charged and its decision as to expulsion (or a set length of suspension).
8. The findings of the school board shall be put in writing and sent to the student and his parents or guardian.
9. The student and his parent or guardian shall be made aware of their right to appeal the decision of the school board to the appropriate appellate authority.

E. Note to parents of students with special needs: Parents of students with special needs may request a meeting with the Administrator, resource teacher, and other teachers as needed, to make an individualized plan of discipline. If an individualized plan is not on file in the student's records, the normal discipline policy will apply.

F. Sexual Harassment Policy: Sexual harassment is not acceptable and will not be tolerated. Sexual harassment is unlawful under both Michigan and federal law and is contrary to the commitment of Washtenaw Christian Academy to provide an effective learning environment. Prohibited forms of sexual harassment include, but are not limited to:

1. Verbal - sexual innuendoes, suggestive comments, rumors, or jokes of a sexual nature, sexual propositions, threats, or promises of preferential treatment in return for sexual favors;
2. Non-verbal - sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, or obscene gestures
3. Physical - unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, patting, pinching, or brushing against.

Violation of this policy may result in either a Level 3 or Level 4 violation, depending on the nature and severity of the offense.

G. Sexual Activity Policy

The biblical and philosophical goal of Washtenaw Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Washtenaw Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Washtenaw Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/transsexual or is a practicing homosexual/bisexual/transsexual, as well any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

H. Investigative Policy

WCA has established policies for the conduct of its students in conformity with its mission and its responsibilities. These policies apply to students while on campus and while off campus, at school events and events in the student's home or at non-school functions (sometimes referred to as "non-sanctioned activities"). These policies apply to students when school is not in session such as after school hours, on weekends and during school vacations. WCA has established standards regarding the investigation procedure and discipline that WCA may impose on a student found in violation of its policies.

WCA Secondary Dress Code Policy

Purpose Statement: The Dress Policy of WCA seeks to reflect the school's identity as a Christian educational community, by providing a standard that will help students balance expressions of individuality with honoring God and respecting others.

A biblical approach to dress must be purposeful, designed to complement other educational and character-building efforts. Our goal for the students is that they will learn to make wise choices in all areas that will ultimately honor God. WCA strives to provide an environment where clothing choices do not distract from learning or compromise our commitment to purity. Our enforcement of the dress policy is within the spirit of creating an environment in which students learn and develop Christian character. WCA Administration exercises the right to serve as the final authority on student appearance during school operations. We seek to have students choose clothing that is modest, appropriate, and neat. This applies throughout the school-day, including extra-curricular events and field trips.

All items of clothing must be clean and neat without showing signs of wear or damage. (References: I Corinthians: 6:19-20, 10:23,31, I Peter 2:12, 3:3-4)

Monday	Tuesday	Wednesday	Thursday	Friday
Regular Dress or Casual for A Cause Day Donation (\$\$)	Regular Dress Code	Regular Dress Code	Regular Dress Code	Regular Dress or Wildcat Spirit Day

Regular Dress Code Guidelines

Pants & shorts:

Twill, cargo or corduroy pants, walking shorts (no more than 2 inches above the top of the knee while standing) and capri pants (for girls). These must be loose fitting, yet not excessively baggy. (NO camouflage, tight fitting or skinny jeans/pants, sweatpants, or athletic-style shorts or pants)

Shirts:

Polo, Oxford/dress shirts or Henley style. Girls may also wear blouses or collared shirts. Shirts may be in solid colors, stripes or patterns. Long or short sleeves are permitted.

NO sleeveless shirts or tank tops unless layered under appropriate tops.

Small, appropriate logos are allowed. NO large words.

All undershirts must be crew neck style (girls and boys)

NO see-through tops or blouses. NO camisoles.

Girls: all tops must fit properly by being loose fitting across the chest, showing NO cleavage or midriff.

Skirts for girls:

Girls may wear skirts (**no more than 2 inches** above the top of the knee while standing).

NO leggings (worn with long tops) are allowed. No fishnet stockings.

Sweaters:

Cardigan, crew neck, and v-neck sweaters are acceptable.

Sweatshirts and Lightweight Jackets:

Only sweatshirts and lightweight jackets with the WCA logo will be allowed. They will be available for purchase before and throughout the school year through the Booster Club and the school office.

Accessories:

NO flip flops, beach footwear, or heels over 2" tall

NO hats allowed during the school day

NO visible tattoos or body piercing permitted (other than ears)

Casual or Casual for a Cause Day:

Students may wear anything previously stated in the dress code policy.

- Denim pants and shorts are acceptable, consistent with the fit requirements for dress code. No low riding waist or laced closure/seams, or skinny jeans.
- T-Shirts and sweatshirts are acceptable, as long as they are appropriate with no aggressive or inappropriate pictures or language.
- No tank tops or sleeveless shirts.
- No sweat pants, or athletic-style shorts or pants (unless they have a WCA logo)
- No leggings

Casual days occur on Monday for all students who choose to pay for the “Casual for A Cause”. Additional casual days may occur as rewards for students. The secondary Administration will send notification to parents regarding any additional casual days by phone or e-mail.

Wildcat Spirit Day:
(Fridays)

Students may wear any clothing with our Wildcat logo on it that is neat, modest and appropriate. Show your school spirit by wearing clothes available from the Boosters or office. Jeans are permitted with spirit wear tops. Regular dress code applies otherwise.

Gym Class/Sport Attire:

Loose fitting and modest clothing is expected for all athletes and gym class participants NO tank tops, spandex, or biker shorts are permitted as a top or outer layer; they can be worn under appropriate shorts or tops.

Shirts are required at all times. This includes indoor and outdoor boys sports practices.

All gym shoes must have non- marking soles

Inappropriate words or pictures on clothing will not be allowed.

Waistbands must NOT be rolled down.

Students must change into dress-code clothing before going to their next class.

Special Occasion Attire for Secondary Events:

For all special occasions, girls’ dresses must be pre-approved by a female staff member appointed to this task. Any dress that needs alterations must be rechecked for final approval.

Dress Code Management :

We trust parents to take primary responsibility for the way their children dress for WCA school days and activities. We also trust parents to cooperate in the effort to achieve the dress code purpose statement as described above.

All teachers, staff, and administration may address dress-code violations and require a student to take action.

The Administration shall make all final decisions regarding the appropriateness of school dress.

Washtenaw Christian Academy Secondary Bell Schedule

First Hour	8:15 - 9:12
Second Hour	9:16 - 10:05
Homeroom	10:05 -10:10
Third Hour	10:14 - 11:04
Fourth Hour	11:08 - 12:00
Lunch	12:00 - 12:30
Fifth Hour	12:34 - 1:23
Sixth Hour	1:27- 2:16
Seventh Hour	2:20 – 3:25

Chapel will be on Mondays from 2:20- 3:25 pm.

Washtenaw Christian Academy

Technology Acceptable Use Policy

It is the policy of the Board of Washtenaw Christian Academy (WCA) that both students and employees will use technology responsibly and abide by the **WCA Technology Acceptable Use Policy**. As a Christian school, we feel it is important that we be above reproach in all things. The purpose of this policy is to protect students, staff and the school from illegal, immoral and objectionable content/action.

The Technology Acceptable Use Policy (TAUP) regulations will be distributed to all students prior to accessing computers. Access will be allowed only after the student and parent have agreed to abide by this policy as evidenced by their signature on the TAUP agreement. The agreement must also be on file in the school office.

A new signature page will need to be signed and submitted each year.

- Student IDs will also be assigned only after the signature page has been submitted to the school office. Furthermore, the TAUP and any accompanying regulations pertaining to student use should be posted in the computer lab.
- WCA may at any time make the determination that particular uses of the internet are or are not consistent with the goals of WCA. Washtenaw Christian Academy believes that technology has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical and appropriate use of technological resources.
- This policy applies to access and use of technological resources by faculty, staff, administrators, students and any other user. For purposes of this policy the term "technological resources" shall include, but not be limited to, telephones, voice mail applications, desktop computers, computer networks, Internet, electronic mail applications and video security systems, which are owned or operated by WCA. The term shall also include non-WCA technological resources used in the performance of official duties by faculty, staff, or administrators, but only to the extent of such use.
- A "user" is any person, whether authorized or not, who makes any use of any technological resource from any location. Use of WCA technological resources, even when carried out on a privately owned computer that is not managed or maintained by WCA, is governed by this policy.

Student Responsibilities

The student agrees to adhere to the TAUP and refrain from the items listed in the *Unacceptable Use* section below. The student realizes that the use of the WCA technological resources is a privilege, not a right, and can be revoked. The student will obtain parental permission before having access to computers.

Parent Responsibilities

The parent should read and understand the TAUP and provide parental permission for their student to use WCA technological resources. Ultimately, the parent is responsible for determining to what degree they want their student to have access to WCA technological resources. Parents are expected to convey to their students what standards they should use in addition to the items outlined in the TAUP.

In addition to the TAUP, the parent must give their permission before their student's work, name, and /or picture may be displayed on the Internet. (See "Release to Display Student Work Electronically" form.)

Washtenaw Christian Academy

Technology Acceptable Use Policy

Staff Responsibilities

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of WCA. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

Staff will visit web sites ahead of time to preview them before sending students to the sites.

School Responsibilities

WCA will maintain filtering software which blocks user access to inappropriate sites to the best of its ability.

WCA will provide basic training for students that clearly spell out what is appropriate use of WCA technological resources and what is not. Students will be given general instruction about what is available on the internet and how they can find what they are looking for through searches. They will also receive instruction in proper citing of sources.

Use of WCA technological resources by students will be supervised by a teacher, staff member or trained parent. All attempts will be made to assure that students visit appropriate internet sites (however, it is not possible to guarantee that inappropriate sites will never be accessed by students).

WCA will not permit Internet access to students who do not have a signed TAUP Parental Permission form.

- WCA will not permit students in grade 4 or lower to conduct independent searches of the internet.
- WCA will keep records of the incidences of inappropriate WCA technological resources use and will apply appropriate consequences.

Classroom Internet Projects:

- Related desk work will be provided to students who do not provide TAUP parental permission.

Publishing Student Work:

- Verification of signed "Release to Display Student Work" form will be done prior to posting student's work.
- Student work that is published on the internet will be identified by first names only.

Acceptable Use

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of WCA.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- From time to time, WCA will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
- Information technology (IT) resources may be used only for their authorized purposes, that is, to support WCA's primary mission. The particular purposes of any IT resources, as well as the nature and scope of authorized use and incidental personal use, may vary according to the duties and responsibilities of the user.
- Users are entitled to access only those elements of WCA technological resources that are consistent with their authorization.
- Incidental personal use of WCA technological resources is allowed, such as Web browsing and personal e-mail, as long as it is consistent with this TAUP and any applicable departmental work-unit policies and guidelines. The capacity of IT resources available beyond acceptable use will vary over time and so individual use will be restricted if it interferes with WCA's primary mission.

Washtenaw Christian Academy

Technology Acceptable Use Policy

Unacceptable Use

- Giving out personal information about self or another person, including but not limited to, home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others.
- Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- The unauthorized installation of any software, including shareware and freeware, for use on WCA computers is prohibited.
- Use of the network to access or process inappropriate or pornographic material (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.

The WCA network may not be used for downloading entertainment software or other files not related to the mission and objectives of WCA for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of WCA.

- Ordering of any product or service for which there is a charge is prohibited.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher.
- Entering chat rooms or other social networking sites is prohibited.
- Use that is inconsistent with WCA's non-profit status.
- Use that damages the integrity of WCA technological resources. This category includes, but is not limited to, attempts to defeat system security and unauthorized access or use.
- Unless specifically authorized by the network system administrator, no user will connect networking equipment (routers, hubs, "sniffers", etc.) to the WCA network, nor operate network services software (routing, "sniffing", name service, multicast services, etc.) on a computer attached to the network.

Penalties

- Users found to have violated this TAUP are subject to penalties provided for in other WCA policies dealing with the underlying conduct. Such users may also face IT specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges.
- The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the system administrator.

Washtenaw Christian Academy Technology Acceptable Use Policy

Disclaimer

WCA reserves the right to change its policies and rules at any time.

WCA cannot be held accountable for the information that is retrieved via the network.

Washtenaw Christian Academy Technology Acceptable Use Policy

Signature Page

I have read the ***Washtenaw Christian Academy Technology Acceptable Use Policy***. I understand that violating this policy may result in the loss of the use of WCA technological resources and that disciplinary action may be taken in accordance with WCA policy.

Students Name (Please Print): _____

Student Signature

Date

I (We), the undersigned parent(s)/legal guardian of _____, have read, understood and thoroughly discussed with my son/daughter the *Washtenaw Christian Academy Technology Acceptable Use Policy*, the terms of conditions of which are incorporated herein by reference, and hereby agree to the conditions, rules and regulations. By executing this Agreement, I (we) expressly agree to be responsible for my (our) son/daughter's proper use of WCA technological resources in conformance with the *Washtenaw Christian Academy Technology Acceptable Use Policy*, and to assume all responsibility for all liability associated with his/her use of said technology. I (We) further understand and agree that WCA and its staff assumes no responsibility for the student's use of said technology except for what is specified in this agreement. I understand that violating this agreement may result in the loss of the use of WCA technological resources for my child and that disciplinary action which can lead to suspension, expulsion and/or legal action may be taken in accordance with WCA policy.

Parent(s) / Legal Guardian(s) signature

Date

Parent(s) / Legal Guardian(s) signature

Date

WCA recommends that parents discuss the safety and security issues of using electronic forms of communication (email, chat rooms, etc.) with your child (e.g. not disclosing personal information such as address, phone numbers, etc.).

Additional forms are available in school office or see Mrs. Taylor

**Please read and sign back page as well.
When finished, please return signed forms to
the Main Office.**

I certify that I have read the handbook with my student and am aware of the policies that WCA has put in place.

Parent Signature

Student Signature (Secondary Only)

Additional forms are available in school office.