



WCA ELEMENTARY HANDBOOK 2014-15



**PURSUING
TRUTH,
GOODNESS
& BEAUTY**

Philippians 4:8: “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”



CONTACT INFORMATION

P: 734.429.7733

7200 MOON ROAD

SALINE, MI 48176

www.washtenawchristian.org





INTRODUCTION

Welcome to Washtenaw Christian Academy! It is an honor that WCA students and parents have made WCA their school of choice for the 2014-15 school year. Together, we are going to work to provide an outstanding school year.

As you know, the foundational statement by which WCA is organized and on which our entire educational philosophy/system operates is the Mission Statement. It reads as follows:

Washtenaw Christian Academy is a Classical Christian school dedicated to providing a Christ-centered, academically challenging education. We seek to produce graduates who listen respectfully, think critically, reason logically and communicate persuasively. WCA is committed to assisting families in developing the character of Christ in their children so they become citizens of excellence for the glory of God.

This Student-Parent Handbook should be viewed as an important resource used to maximize our effectiveness in accomplishing the goals enumerated in this Mission Statement. This handbook is a clear presentation of areas of school life that demand specific clarification. It is the sincere desire of WCA personnel that you find this handbook helpful during this school year.

In order to improve communication and remove as much ambiguity as possible regarding the established philosophy, principles, policies, and procedures of WCA, this publication is provided to every WCA family. Therefore, it is extremely important that students/parents carefully read and understand its contents. Furthermore, it is equally important that students and parents alike commit to live by the information contained herein, both operating within the spirit and letter of the established policies. Accordingly, WCA's commitment to our students/parents is that all WCA personnel will operate according to the handbook's contents and do so in a fair and consistent manner. The net result should be a school that honors God by operating in a manner pleasing to Him!

As you will notice when reading this handbook, it is divided into nine major divisions, the first of these simply being this statement of introduction and the Table of Contents that immediately follows. The other eight sections are as follows:

- **General Information**
- **The School Day and Operations**
- **Attendance Policies**

- **Academic Policies**
- **Behavior Guidelines and Discipline Policy**
- **Dress Code**
- **Technology Acceptable Use Agreement**
- **Anti-Bullying Policy and Procedure**

Like any school handbook, this publication attempts to address most potential issues of school life, including issues regarding academic success and student behavior. It does not, nor can it, address all possible school issues. Thus, please consider this as a "living document," one that will require future additions, deletions, and/or modifications. WCA reserves the right to initiate any/all of these processes whenever necessary. When this is done, the newly-adopted handbook inclusions will be in effect when adopted and communicated immediately to students and parents. That communication will come in the form of a handbook addendum, monthly newsletter announcement, a posting on the WCA website, or in a special communication effort.

May God bless our students and their families as we work together as a team in an attempt to make the 2014-2015 school year one of the greatest year's in WCA's existence.

In Christian Service,



Peter D. Laugen
Head of School / Secondary Principal

**Table of Contents
(Alphabetical Order)**

GENERAL

AIDS Policy	20
Admissions Policies	10
Biblical Lifestyle Policy	11
Board Members	5
Bullying	37-49
Calendar	55
Chaperones/Drivers	21-22
Child Care Fees	11
Enrollment Procedures	10
Financial Policies	11-12
Fire, Tornado, Emergency	17
Fundraisers	19
Health, Medical Emergency	19-20
Hours of Operation	15
Library	21
Lost and Found	18-19
Lunches & Snacks	16
Matthew 18 Principle	8
Medication	19-20
Mission Statement	4
Organizational Structure	4
Parent Organizations	21
Past Due Accounts	12
Pastoral Discount	13
Philosophy of Education	7
Separated/ Divorced Parent	13
Sports Eligibility	27
Standardized Tests	20-21
Statement of Faith	6
Teachers & Staff	56
Technology Use Policy	19, 50-54
Transportation	15-16
T.R.I.P.	13
Tuition & Billing	12
Vacations	23
Vision	4
Visiting WCA	16-17

Elementary

Academic Policies	25-26
Anti-Bullying Policy	37-49
Attendance	23-24
Behavior Guidelines/Discipline	27-34
Dress Code	35-36
Grading	26
Progress Reports	25
Report Cards	26
RenWeb	15
Suspension and Expulsion	33

ADDENDA

School Calendar	55
Faculty Contact Information	56

GENERAL INFORMATION

MISSION STATEMENT

Washtenaw Christian Academy is a Classical Christian school dedicated to providing a Christ-centered, academically challenging education. We seek to produce graduates who listen respectfully, think critically, reason logically and communicate persuasively. WCA is committed to assisting families in developing the character of Christ in their children so they become citizens of excellence for the glory of God.

VISION

Our vision is to prepare and equip servant-leaders to positively impact a world in need of Christ.

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 consisting of the Head of School, Secondary Principal, and Elementary Principal.

Each March, the school holds its annual meeting. The Board will give a report on the status of the school and will present the proposed 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 Administration 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	Academic Affairs
Development	Athletics and Special Events
Finance and Business Operations	Nu2U

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.

**Washtenaw Christian Academy
Board of Directors**

Michele White—President
8821 Indigo Lane
Ypsilanti, MI 48197
734-751-5349
michele_white@yahoo.com

Thomas Klochko—Vice President and Facilities
9104 Mirage Lake Drive
Milan, MI 48160
(313) 363-0705
TKlochko@klochko.com

Dean Jeffery—Nu2U
5662 Prairie Rd.
Saline, MI 48176
(734) 470-6643
djeffery@worknetsystems.com

Derric Scott – Development / Finance
5778 Hampshire Lane
Pittsfield Township, MI 48197
(708) 439-8083
dlscott24@yahoo.com

Stan Lee
1927 Brookview Dr.
Saline, MI 48176
(734) 944-8123
Stan.lee@lucentpine.com

Kurt Polak - ARAC
6870 Saline Ann Arbor Rd.
Saline, MI 48176
(734) 316-2554

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 (I Cor. 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I 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, I Corinthians 3:16, I 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, I 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 facet 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)

GUIDANCE FOR COMMUNITY LIFE AT WASHTENAW CHRISTIAN ACADEMY UNDER THE MATTHEW 18 PRINCIPLE

PRAYER

Lord, help the school to exercise its proper authority while building and maintaining open, loving relationships with the faculty, staff, parents and students. May it be said of the school: "*Behold how they love one another.*"- John 15:12

We are to be in the world, but not of the world (II Corinthians 10:3). The school is dedicated to proclaiming "kingdom values" and witnessing to them in its daily life. This means that the school community should have a different spirit than is present in the secular world - in which most of us earn our living and spend so much of our week.

This spirit is one of love and respect between brothers and sisters in Christ. It should permit God-honoring procedures for working through the inevitable differences and misunderstandings that come up in any community. Therefore, fear should not characterize the relations between and among WCA families, faculty, staff, administration, and the Board.

It is understandable how all of us can let fear into our relations, because that is often the way of the world. However, among Christians:

"There is no fear in love, but perfect love drives out fear, because fear has to do with punishment. The one who fears is not made perfect in love." I John 4:18 (NIV)

"For God has not given us a spirit of fear, but of power and of love and of a sound mind."
II Timothy 1:7 (NKJV)

Therefore, the WCA Board, administration, faculty and staff are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinions. This means that each is committed to ensuring that there is no basis for retribution or fear--for each recognizes that someday an account must be given for one's life and actions.

Harmony built on a basis of love and respect can be arrived at by following those principles and steps given by our Lord Jesus and recorded in Matthew 18:15-20. We expect all to implement these principles and steps as we deal one with the other.

Principles

1. **Keep the matter confidential.** 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. *"A hypocrite with his mouth destroyeth his neighbor: but through knowledge shall the just be delivered."* (Proverbs 11:9)

2. **Keep the circle small.** “. . . if thy brother shall trespass against thee, go and tell him his fault between thee and him alone. . . .” The first step and often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
3. **Be straightforward.** “. . . tell him his fault” Jesus tells us to be forthright and to love honestly. 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, “. . . faithful are the wounds of a friend. . . .” (Proverbs 27:6)
4. **Be forgiving.** “. . . If he shall hear thee, thou hast gained thy brother.” This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “. . . If a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted.”

Solving Problems at WCA in Accordance With Matthew 18:

Step 1

School problems should be resolved at the lowest level. By this we mean that the two parties involved should do their best to settle the differences between them. Forgiveness and restoration are the desired results.--*“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.”*

Step 2

If the two parties have met, but the disagreement is unresolved, the problem should be taken to the appropriate Principal for mediation. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter, and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.--*“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.”*

Step 3

If the problem is still unresolved, the aggrieved party may contact the Head of School who will determine an appropriate course of action. The ultimate goals are for the parties to resolve, correct, forgive, and wholeheartedly restore the relationship.--*“If he refuses to listen to them, tell it to the church.”*

In summary, the Matthew 18 Principle requires that parents talk to the responsible party (teacher, coach, and staff) 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.

Based on "The Matthew 18 Principle for Solving School Problems" by Dr. Paul A. Kienel.

ADMISSIONS POLICIES

The mission of Washtenaw Christian Academy (WCA) is dedicated to providing a Christ-centered education, partnering with parents in developing the character of Christ in their child so that he becomes a contributing member of his family, church, and society, to the honor and glory of God. It is an honor to continue to partner with you to help students become fully devoted followers of Jesus Christ in order to transform and impact our culture for Christ. With you, we seek to remain faithful to the call of scripture, Ephesians 6:4, 2 Timothy 3:16.

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.

B. 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 attorney's 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.

C. 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 semester of his/her attendance. Students will be evaluated at the end of the probationary period in the areas of academics, attendance, attitude and behavior. Please see page 35 about probation.

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

F. 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

G. 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 orientation, or the 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.

H. 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.

I. Exceptions:

Exceptions to the above policies will be made by the Head of School in consultation with the Board.

FINANCIAL POLICIES

A. Fees:

1. The application fee is due with the application and is non-refundable.
2. The re-enrollment 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 **\$25.00** testing fee. MAP and Primary MAP testing fee will be **\$25.00** for reading, language and math with an additional **\$5.00** fee for science testing.
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

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. 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 assignment books** (grades 3-12) are free for the first copy. Additional assignment books may be purchased for **\$5.00**.
2. **For official copies of all transcripts** for students no longer enrolled you may be charged for postage. Payment must be received before transcripts are distributed.
3. **A \$.05 per page for black & white and \$.10 per page for color** will be charged to students who request pages to be printed for their individual projects at any location in the school.

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 Finance Committee.

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. 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.

K. Rewards Programs at WCA

1. 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.

2. Kroger Rewards

Do you shop at Kroger's? You can earn money for our school by signing up for Community rewards. Go to www.krogercommunityrewards.com Click on Michigan to sign-up. Our group number is #83102. Fill out the form and use your Kroger card every time you shop, you'll earn money for WCA. You must re-enroll every May 1st.

3. Meijer Community Rewards

Shop at Meijer? You can earn money for our school by signing up for Meijer Community Rewards. Go to www.meijer.com/rewards, our code # is 620648 to sign-up and help WCA. Forms are also in the school office.

4. Target Rewards

How the Program Works

- You shop, your favorite K-12 school benefits. It's that simple. And your REDcard® makes it possible.

Here's how to participate:

- Apply and get approved for a REDcard®.
- Enroll in Take Charge of Education and designate a K-12 school.
- Start shopping with your REDcard®.

Donations to Schools

- We'll track purchases made by participating REDcard® holders, then send a no-strings-attached donation check directly to the school principal. Checks are distributed once a year. If the total of accumulated donations is less than \$25, the amount carries over to the next payment period. You can track your school's progress at [Target.com/tcoe](https://www.target.com/tcoe).

Check the school newsletter for the latest information on ways to save and donate to the school.

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. - 3:20 p.m. for grades K-5.

8:15 a.m. - 3:30 p.m. for grades 6-12.

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.

The school will be locked in the mornings at approximately 8:45 and remain locked for the remainder of the day. Visitors during the school day you will come to the front doors by the office as usual, and ring the buzzer to be let in by the office staff.

Families who regularly use aftercare will be assigned a key card that will work between 3:30 p.m. – 5:30 p.m. each day to access the building and pick up their children from the aftercare room. Families who do not regularly use aftercare should walk around the building and knock on the classroom door of the aftercare room to pick up their student/s.

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

Summer Office hours will be 10:00 a.m. - 2:00 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 notice of 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-2nd Grade Teachers will provide a weekly class newsletter. 3-5th 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 return an email, voice message or any communication.
 - 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.
4. **RenWeb:** RenWeb is our school management system. It allows families to access their student's records anytime and anywhere. Families have access to announcements, calendars, grades, lesson plans, assignments, discipline and attendance. Parents are alerted of missing assignments, as well as, sent weekly progress reports. Each family has their own access based on their email address. RenWeb is not used for grades K-2.

D. Transportation:

1. **Student Drop-off:** Students may be dropped off at the south side curb of the building beginning at 7:30 a.m. Preschool and elementary students who arrive before 8:05 will be required to go to the cafetorium. After 8:05 a.m., students may go to their lockers to prepare for the school day. Parents of preschool and elementary students will be

charged childcare fees. Classrooms and hallways are not open until 8:05. Students and Parents should all report to the cafetorium.

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-5 will be dismissed at 3:20 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 3:30.

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 teachers and notify the school office.

If you wish to speak with a teacher after school, please remember to pick up your child first, park, and then enter the building by the front door.

If you are also picking up a secondary student as well as an elementary 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.

3. **Car Pools:** Family lists by zip code are available to 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. Glass containers: Please do not send food or beverages in glass containers.
3. Fast food: Please do not bring foods from fast food restaurants for your K-5 student.
4. Snack: Students will be provided a time for a snack break. **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)
4. WCA alumni in good standing may visit the campus during lunch and chapel. As with other visitors, they must sign in at the office before entering campus.

5. 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 an emergency.** It must be remembered that the teacher's first responsibility is his/her students. It would be appreciated if appointments were made through the school office or well in advance with the individual teacher.

G. 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 utilize One Call Now.

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.

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, "One Call Now", website, or local radio.

Lockdown- Intruder on Campus

- 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 and 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 will be notified via **One Call Now or a mass email** and 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 parking lot near the soccer field.
- The main entrance of the school is 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.
- 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 Wal-Mart.
- 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 or by school email.
- 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 when 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 yet 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 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 located in the cafetorium. 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

Nu2U approximately once every two months. Parents will be made aware of the next "Donation Date" via email or newsletter at least one week in advance.

- J. Fundraisers:** During the school year several fundraisers 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 fundraiser; in this case, please notify the teacher.

In many cases, fundraiser proceeds will be set aside for individual students to cover designated expenses for a particular purpose, such as the Senior Trip. However, all funds raised in school-sponsored fundraisers 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. **It must be read and signed before your child can use any school computers.** See last page of handbook.

- L. Child Abuse Protection Policy:** In accordance with state law and school policy, school staff is 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. The clear intent of the law 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 dosage changes.
- b. All medications shall be brought to the school health office by the parent/guardian unless other arrangements are made and approved.
- c. New authorization is needed at the beginning of each school year.
- d. Old authorization is retained according to state confidentiality laws.
- e. All medications are stored in a locked cabinet in the school health office with limited access.

- f. Controlled substances shall be counted by the parent, confirmed by the school health office, and recorded in a log when received.
- g. Empty containers shall be promptly returned to the parent/guardian at the end of the school year.
- h. In the absence of the school health nurse, non-licensed school personnel shall administer medication as directed.
- i. It is the responsibility of the elementary teacher to send student to report to the school health office at the time the medication is to be administered.
- j. Liquid medication must be accompanied by a dosage-measuring device (not a teaspoon).
- k. 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.
- l. Medications will not be administered to any student other than the one stated on the medication label.
- m. 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.
- n. 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).
- o. Self-administration and/or self-carry of medications must follow the above criteria after discussion and approval by school personnel, physician and parent/guardian.

Non-prescription medications

- a. Medications should be given to the school office in an unopened, unexpired, new package.
 - b. Tylenol or Ibuprofen will be available with a pre-signed release on file in the school office for students in grades 7-12.
3. **Staying inside for recess:** A signed note from the parent is required if, for health reasons, elementary students are going to stay inside at recess. 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 re-enrollment or during the admissions process 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 re-enrollment 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. WCA will administer the Measures of Academic Progress (MAP) test through NWEA to students in 2nd grade through 11th grade. Students in 7th, 9th and 11th grades will take an individual science portion of the MAP. Testing will be arranged by each class individually

at the discretion of their classroom teacher according to their schedule. Testing may occur up to 3 times per school year to track student progress.

Q. Library:

The school library is available for use by students and parents of all grade levels. 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.

1. Library materials will be due one week from the day they are checked out. If the student does not return his/her materials on the due date, he/she will have until his/her 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. Report cards/diplomas will be held until all delinquent library issues are resolved.
3. The library is staffed by a librarian and volunteer parents. All parents are welcome to volunteer in the library and on library workdays.

R. Parent Organizations:

1. **Parent Teacher Fellowship** 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** is a special time for the men of WCA to come together to pray for the school, among many other things. The time and location of meetings will be announced in the newsletter.
3. **Mother's Prayer Group** 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 required to help with the Booster Club's various activities. The Booster Club expects 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 fundraiser 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 is 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. The newsletter will keep you informed about meetings and needs.

S. 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.**
- Parents are expected to refrain from tobacco use and alcohol consumption at any school related event even if “out of sight” of our students.
- 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. 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.
- Drivers and chaperones of elementary students 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.

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. Regular attendance at school is the joint responsibility of parents and students.

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

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 and/or comments.
- c. Present the form to the office personnel for final approval and 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.**

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.

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 per semester.

Tardy Policy:

For each additional tardy after 9 per semester, the family will be assessed a fee of \$25.00 for each tardy.

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 4-5 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. If a student is 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 Elementary Principal.
5. Homework is assigned to meet the needs of the individual student. For this reason, all students will not necessarily have the same assignment.
6. Student assignment books are given to elementary (grades 3-5) 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:

- a. Students absent on the day of a test 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.
- b. 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.
- c. Except for extreme absences, tests must be made up within five days from the date of the absence.

2. Assignments:

- a. An assignment is due on the due date.
- b. 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.
- c. Students absent on the due date of a project or assignment are responsible to hand that assignment in on the day they return.
- d. 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.
- e. 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.

D. Elementary Progress Reports:

Reports are available on RenWeb for grades 3-5. Weekly updates are emailed to families in grades 3 – 5 via renweb.

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 – 5th) grading scale used is:

Elementary Grading Scale:

Percentage	Grade	GPA Equivalent	Weighted GPA
97-100	A+	4.0-4.0	5.333
93-96	A	3.7-3.9	5.0
90-92	A-	3.5-3.6	4.667
87-89	B+	3.2-3.4	4.333
83-86	B	2.9-3.1	4.0
80-82	B-	2.5-2.8	3.667
77-79	C+	2.2-2.4	3.333
73-76	C	1.8-2.1	3.0
70-72	C-	1.5-1.7	2.667
67-69	D+	1.2-1.4	2.333
63-66	D	.9-1.1	2.0
60-62	D-	.7-.8	1.667
00-59	F	0	0

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 Principal. If in the opinion of the teacher and the Principal, 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 at current grade level. If a student is being retained, parents may appeal the decision to the Head of School.

Promotion Policy – (Grades 2-5): If students are failing in any major subject, a joint decision must be made by the teacher(s) and the Principal concerning the severity of the deficiency. If the deficiency is significant 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 minor, summer school or tutoring will be required. Tutorial arrangements for summer instructions must be approved in advance by the principal. If a student is being retained, parents may appeal the decision to the Head of School.

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 principal. 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 principal) 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.
-

R. Sports Eligibility:

One of the primary purposes of Washtenaw Christian Academy is to provide an excellent education for everyone. 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 Principal and Athletic Director have 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.

WCA BEHAVIOR AND 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** their child has received, it is the parents' responsibility to immediately discuss these issues with the teacher involved, and not to take 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/her child, and should develop in him/her good behavior habits and proper attitudes toward school. A parent should:

1. recognize that the teacher takes the place of the parent while your student is in school,
2. teach your student 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 your student, including discipline,
5. show an active interest in your student's report cards, and check regularly with teachers to see if your student is keeping up with class work, and,
6. have appropriate and regular bedtimes.

Your interest and support at home are important to your student 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.

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 responsible attitude in daily work.
Homework is carefully and thoughtfully completed and submitted 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 people's 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.

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 including dress code guidelines.

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 are too small to use the equipment.)
- Climbing on the goal nets
- Gum chewing
- Vandalism

Also, the following rules apply:

- Plastic toys are for preschool use only
- No balls inside the fence.(except for preschoolers)
- No swinging sideways
- No twisting on swings
- Only 1 student on a swing at a time
- No jumping out of a moving swing
- No climbing up or down the slides
- All classes should line up quietly when the whistle is blown
- Teachers will need to retrieve any soccer balls that roll into the drive

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 4 - 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. Combination locks may be issued with the locker for a \$5.00 deposit. If the lock is lost, student will not get deposit back at the end of the year. If the student uses their own lock, a copy of the combination and/or key must given to the office.
 - b. Students are cautioned not to leave money or valuables in their lockers. The school will not be liable for damaged, stolen or missing property.
 - c. Students who damage lockers will be charged.
 - d. Inappropriate pictures or language on lockers will be subject to disciplinary action.
 - e. Attachments inside the lockers should not leave permanent marks.
 - f. 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 8:00 a.m. and 3:30 p.m. 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 electronic 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. Effective November 1 – April 1
Each student must have a hat, gloves (mittens), boots, snow pants and a winter coat at school every day. These items must be left at school regardless of whether there is snow on the ground or not.
3. Students will have indoor recess when there is inclement weather such as rain, when the wind chill index is below 10° F, or when the temperature is below 10° F.
4. 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.
5. Temperature based dress code:
If the temperature is below 30° all students must wear their full winter gear (hat, gloves (mittens), boots, snow pants and a winter coat). If the temperature is between 30° and 40° all students must wear a winter coat. If the temperature is between 40° and 50° students must wear winter jacket/sweatshirt/fleece. If the temperature is between 50° and 60°, all students must either wear a jacket or have on a long sleeve shirt. If the temperature is above 60° no jacket is required and students will be able to decide for themselves whether to wear their jackets or not.

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. Serving detention will require the student to sit quietly while completing tasks assigned by the Principal.
- 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 37-38 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, i.e. 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. 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.

Penalties for cheating are severe. All offenses are to be reported to the Elementary Principal. 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, Elementary Principal 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 Elementary Principal, 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 Principal, 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 Elementary Principal of specific charges which could be the basis of suspension. The student will have the right to present to the Elementary Principal 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.
 - The student and parent will meet with the principal 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 Head of School to review the decision.
4. If the parents or guardians remain dissatisfied with the decision, a final appeal to the school board can be made. Decision of the school board shall be final.

C. Elementary Expulsion:

The following disciplinary academic problems will be handled in accordance with procedures outlined below:

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/She 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 (within 30 days), 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).

E. Bullying

Embodied within the vision of Washtenaw Christian Academy is that our school community seeks to rise above worldly views and ways becoming a living testimony for Christ. WCA believes that central to this end is the creating and maintaining of a 'safe learning environment' in order for our students to grow spiritually, academically, emotionally, and physically. Bullying of a student(s) jeopardizes our vision and will not be tolerated regardless of the motivation or subject matter underlying the behavior in issue. Please take the time to familiarize yourself and your student with the Academy's Anti-Bullying Policy that is found in the addenda at the back of the Handbook.

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, and Oxford button down. 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, gray or uniform plaid. Only traditional school uniform styles are permitted.

Sweaters:

- Cardigan, crew neck, and v-neck sweaters are acceptable as long as a collared shirt is worn underneath. Solid colors or patterns are acceptable. Small, appropriate logos are allowed. (2" x 2").

Sweatshirts:

- Hooded sweatshirts (either pullover or zip up) in a solid color are permitted to be worn before, during, and after the school day.
- Small appropriate logos (2"x 2") are permitted
- A collared shirt must be worn beneath all sweatshirts
- Any pullover / lightweight jacket with the WCA logo may also be worn at any time during the day

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 - 5th** graders if their garment has visible belt loops.

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

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

NO hats allowed during the school day

The only pierced jewelry that is permitted to be displayed will be earrings for girls

Items not permitted at any time:

Sleeveless shirts, shirts that show midriff when arms are fully extended above the head, mesh and 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 Code	Regular Dress Code	Regular Dress Code	Regular Dress Code	Regular Dress or Wildcat Spirit Day / College / Jeans

Wildcat Spirit Day / College Day (Friday):

Students may wear any clothing with our Wildcat logo on it that is neat, modest and appropriate including WCA sweatpants Show your school spirit by wearing clothes available from the Boosters or office. Jeans are permitted. Students may also wear a college t-shirt, polo, oxford, or sweatshirt. Jeans should not be overly tight and should not have holes or otherwise be distressed. No homemade WCA clothes are allowed.

Casual for a Cause (2 times per month):

We will sell "Casual for a Cause" passes to all secondary students 2-3 times per month for \$3. We will advertise when these days will be at least one week in advance. Students will not be required to participate, but are encouraged.

Game Day Wear (for those in Middle School Sports only)

Students who wish to dress on "Game Day" may follow the WCA Spirit Wear guidelines or regular school dress code applies.

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 ANTI-BULLYING POLICY

1. WCA “Anti-bullying Policy Pledge”:

Embodied within the vision of Washtenaw Christian Academy (WCA) is that our school community seeks to rise above ‘worldly views and ways’ becoming a living testimony for Christ. WCA believes that central to this end is the creating and maintaining of a ‘safe learning environment’ in order for our students to grow spiritually, academically, emotionally, and physically. Any kind of bullying of a student(s) jeopardizes our vision and will not be tolerated regardless of the motivation or subject matter underlying the behavior in issue. Behaviors determined to be or cause bullying, retaliation, and/or false accusations as defined and described by this policy are strictly prohibited and will be handled according to the provisions of this policy.

2. Definitions: WCA’s Anti-Bullying Policy defines several terms to clarify meaning and application of our policy. Specifically, *some* of the terms we define are as follows: bullying, bystander, cyber bullying, electronic communication, retaliation, and target.

3. Expectations: WCA’s Anti-Bullying Policy strives to address the following aspects triggered by suspected ‘bullying’ behavior:

- a. What kinds of behaviors are prohibited (*see Section II*)
- b. How to make a report about suspected bullying behaviors (*see Section III*)
- c. How WCA will investigate reports (*see Section IV*)
- d. What happens to information WCA collects as a result of an investigation (*see Section V*)
- e. Record keeping expectations (*see Section VI*)
- f. Possible consequences if WCA determines that there has been behavior that violates this policy (*see Section VII*)
- g. Education and training provided by WCA (*see Section VIII*)

I. Definitions:

“Accused” means any student that has been alleged to behave in violation of this policy.

“At school” means any of the following:

- Classroom, or
- Anywhere on school premises, or
- On the school bus, or
- Other school-related vehicle, or
- At a school-sponsored activity/event, whether or not it is held on school premises, or
- Conduct using a telecommunication access device (TAD) or telecommunications service provider (TSP) occurring off school premises if the TAD or TSP is owned by or under control of the school

“Bullying” means a particular behavior intended, or a reasonable person would know is likely, to humiliate, belittle, taunt, demean, physically harm, or systematically

isolate one or more student(s). Bullying is an intentional form of abuse that aims to provide pleasure or entertainment to the bully at the expense of the target.

“bullying *behavior*” includes, but is not limited to, the following *behaviors*:

- any verbal, or
- any physical act, or
- any written, or
- any graphic, or
- any gesture, or
- any *electronic communication* (aka ‘cyber-bullying,’ see cyber bullying and electronic communication defined below)

The above-listed *behaviors* are intended, or a reasonable person would know is likely, to harm one or more students, directly/indirectly, leading to one or more of the following enumerated *conditions below*:

- Causing physical/emotional harm to the target or damage to the target’s property, or
- Places the target in reasonable fear of harm or reasonable fear of damage to target’s property, or
- Substantially interfering with educational opportunities, benefits, programs of one or more students, or
- Adversely affecting abilities to participate in or benefit from school programs/activities by placing target in reasonable fear of physical harm, reasonable fear of damage to target’s property or by causing emotional distress, or
- Having an actual and substantial detrimental effect on physical/mental health, or
- Causing a substantial disruption in or substantial interference with orderly operation of the school, or
- Reasonably perceived as dehumanizing, intimidating, hostile, humiliating, threatening or otherwise evoke fear of physical harm/emotional distress

“Bystander” means any person that sees or hears any activity that amounts to bullying behavior as defined by this policy.

“Cyber bullying” means any and all bullying by use of any electronic communication device and/or technology including, but not limited to, telephone, cell phone, text messaging, computer, internet communications, email, instant messaging, social media, blogs, websites, facsimile communications. *Ncsl website*

Further included is:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person, or
- (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the *conditions* set forth in the ‘bullying’ definition above.

Further included is:

- (i) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the *conditions* set forth in the ‘bullying’ definition above.

“Electronic communication” means the use of technology to communicate including, but shall not be limited to,

- any transfer of signs,
- signals,
- writing,
- images (*ie: photographs*),
- sounds data or intelligence of any nature transmitted in whole or in part by a wire,
- radio,
- electromagnetic,
- photo electronic or photo optical system, including, but not limited to,
 - electronic mail,
 - internet communications,
 - instant messages or
 - facsimile communications, or
 - social media, or
 - blogs, or
 - websites
 - text messaging
 - photographs

“False Accusation” means any false and/or misleading information regarding alleged prohibited conduct that is intended, or reasonably believed to be intended, to mislead, frustrate an investigation, or cause emotional distress to the subject of the accusation. This provision applies whether the information in issue is actually false and/or misleading.

“Local Law Enforcement” means any and all police departments/law enforcement agencies that have jurisdiction over the bullying behavior in issue. These departments/agencies may include, but are not limited to, Washtenaw County Sheriff Department, Pittsfield Township Police Department, Michigan State Police.

“Retaliation” means any and all intimidation, reprisal, or harassment directed against a person who reports alleged prohibited conduct, provides information during an investigation of alleged prohibited conduct, and/or has reliable information about prohibited conduct.

“Safe Learning Environment” means one in which every student is provided with the opportunity to develop spiritually, academically, emotionally, and physically in a supportive atmosphere free of intimidation and abuse.

“School Administrator” means the WCA Administrative leader as appointed by the WCA Board or his/her designee for the purposes of investigating and responding to all aspects of reports concerning alleged prohibited conduct.

“Target” means any student(s) subject to conduct prohibited by this policy.

“Telecommunications access device” means, among other things, any device that is able or is instrumental in providing, receiving, or using any telecommunication

service. Further, any telecommunications access device as defined in MCL 750.219a(6)(b).

“Telecommunications Service Provider” means, among other things, a person/entity that provides a telecommunication service such as cellular, paging, other wireless communications. Further, any ‘telecommunications service provider’ as defined in MCL 750.219a(6)(c).

“WCA Board” means the governing body elected by the school community to oversee and enforce WCA policies

II. Prohibitions & Responses:

- A. Prohibited Conduct: the following conduct is strictly prohibited by this policy:
 - 1. behavior that is determined to be or cause bullying
 - 2. retaliation
 - 3. false accusation, and/or
 - 4. any breach of confidentiality concerning information arising from the investigation of prohibited conduct, except when WCA staff shares information for the purpose of furthering the investigative process, promoting safety, making necessary notifications, and/or reporting to the appropriate authorities
- B. Response to Conduct (Corrective Action): Conduct determined to violate this policy shall be subject to corrective action pursuant to section VIII (Corrective Action)

III. Reporting:

Reporting Procedure: Information regarding conduct in violation of this policy may be made orally or in writing to any WCA staff member who will record and report to the School Administrator in a timely manner (usually within 24-48 hours).

- A. Oral reports made to staff shall be recorded, in a timely manner (usually within 24-48 hours), onto an Incident Reporting Form by the staff member receiving the information;
- B. Written reports may be provided on an Incident Reporting Form made available in the fall orientation packet, in the office, and/or on WCA’s website.
- C. Duty to Report

1.WCA staff: Upon becoming aware of any and all information concerning conduct in violation of this policy WCA staff shall record and report the information to the School Administrator in a timely manner (usually within 24-48 hours).

- a. Duty to record: WCA staff member(s) shall write down details surrounding the conduct in issue on an Incident Reporting Form promptly giving the Form to the School Administrator. Information recorded should include but not be limited to the following: identify the reporter, actions observed, statements heard, demeanor, other individuals present;

b. Duty to report: Applies whether staff observes reportable circumstances or receives the information from another individual. This duty does not limit the authority and responsibility of the staff member(s) to respond to behavioral/disciplinary incidents consistent with school policies governing behavior management and discipline.

2. Other reporters: WCA expects anyone (including but not limited to students, parents, guardians, and volunteers) who witnesses or becomes aware of any conduct in violation of this policy involving a WCA student to promptly report the information to the School Administrator and/or any WCA staff. Any individual who reports such information may request and shall receive assistance from a WCA staff member in order to properly report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or the School Administrator.
3. Anonymous Reporting: Although anonymous reports may be filed they will not form the sole basis of disciplinary action. An anonymous report will be investigated in the same manner as other reports filed under this policy.

IV. Investigation Procedure:

- A. Investigator in charge: The School Administrator shall be responsible for the investigation, determination, notification and disciplinary implementation procedures concerning all reports alleging prohibited conduct.
- B. Preliminary Determination: When the School Administrator receives a report alleging a violation of this policy, s/he shall initially determine whether a violation may exist by obtaining an understanding and statement of the alleged facts by reviewing the report and conferring with the individual making the report. The preliminary findings shall be dated and documented on the Incident Reporting Form. Specifically, findings shall indicate whether the conduct in issue appears to violate this policy warranting further investigation.
- C. Investigation: If the Preliminary Determination finds that the alleged conduct may violate this policy, then the School Administrator shall begin an investigation in a timely manner (usually within 24-48 hours), while promptly determining if an immediate intervention is needed. The School Administrator shall take the following steps during the course of the investigation:
 1. Conduct interviews of any student(s), staff member(s), volunteers, witnesses, and any other individual deemed relevant to the alleged conduct in issue;
 2. Determine the nature of the alleged conduct and whether it violates this policy;
 3. Document in writing the findings of the investigation, the determination, and the basis for the determination on the Incident Reporting Form.

4. Complete the “Investigative Procedure” in a timely manner (usually not to exceed a period of 15 days).

D. **Confidentiality:** The School Administrator shall maintain confidentiality during the investigative process and shall not disclose unnecessary information to interview individuals.

1. All communications occurring during the investigative process shall remain confidential except where necessary to make appropriate notifications listed below and to insure the safety of the school community
2. Corrective action shall be taken if it is determined that there was an inappropriate breach of confidentiality

V. **Notifications Procedure:**

- A. **Notice to Parties:** The School Administrator shall deliver a Notice of Investigative Findings to the target, accused, and the parents/guardians of each party respectively. The Notice shall advise whether the alleged conduct violates this policy. If the conduct is determined to violate this policy, then the Notice will also describe the procedure for responding to the Notice.
- B. **Notice to Law Enforcement:** The School Administrator will notify the appropriate local law enforcement agency if there is a reasonable basis to believe that the conduct in issue may also be considered criminal behavior. This determination may be made in consultation with an individual possessing relevant knowledge and experience, and deemed appropriate by the School Administrator.
- C. **Notice to another School or District:** If the conduct in issue involves students from another School and/or School District, the School Administrator shall promptly notify the other School and/or School District about the conduct in issue. Notification may be made via telephone, however the conversation shall be documented in writing on the Incident Reporting Form.

VI. **Records:**

- A. The School Administrator shall keep and maintain all documents related to reports of alleged prohibited conduct notwithstanding whether a violation was substantiated;
- B. The School Administrator shall keep and maintain all documents related to actions taken by WCA to address prohibited conduct;
- C. The School Administrator shall deliver to the WCA Board a monthly written report reflecting all prohibited conduct in violation and all corrective actions taken.

VII. **Corrective action:** all conduct determined to be in violation of this policy is subject to corrective action. All corrective action is designed to balance accountability with safety, as well as the need to teach appropriate behavior while promoting a safe learning environment.

- A. Corrective action factors: prior to determining the appropriate corrective action, consideration shall be given to the following circumstances which shall include but are not limited to:
- nature of conduct
 - age/development/maturity/unique circumstances of student(s) involved
 - degree of harm, surrounding circumstances
 - prior behavioral issues
 - relationship between involved parties
- B. Corrective action measures: all corrective action measures shall be imposed in accordance with school policies. These measures shall include but are not limited to the following:
- Reprimand
 - participation in a class designed to teach alternative behavior
 - temporary removal from the classroom
 - loss of privileges
 - classroom/administrative detention
 - detention
 - in-school suspension during school week or weekend including a fine of \$25.00 out-of-school suspension
 - expulsion
 - legal action
 - any other measure deemed appropriate under the circumstances.
- C. Record keeping: all corrective action factors and measures shall be recorded and attached to the documents reflecting the investigation of the prohibited conduct.
- D. Monitoring corrective action: within a reasonable period of time following the determination and implementation of corrective action, the School Administrator will contact the target and his/her parents/guardians to determine whether there has been a recurrence/occurrence of prohibited conduct and whether additional supportive measures are needed.

VIII. Education & Training: WCA has adopted a school wide based approach to ensuring a 'safe learning environment' for our students. As part of this approach WCA has developed this Anti-bullying Policy. Further, WCA will provide education and training to our staff, students, and families.

- A. **Policy**: WCA has developed and implemented this Anti-bullying Policy. It will be distributed annually at orientation, posted on the WCA website, and available in the school office.
- B. **Staff**: Anti-bullying prevention training will occur on an annual basis for all WCA staff members. New staff hired after the training has been offered will be required to participate in the training during the school year they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

- C. **Students**: All students shall participate in an age and grade appropriate anti-bullying curriculum implemented by WCA.
- D. **Families**: WCA will offer education programs for parents and guardians that focus on the parental components of the anti-bullying curricula implemented during the school year.

**This policy was drafted through the efforts of the WCA Anti-Bullying Committee. It was necessary to research and refer to a number of sources. The following sources were relied upon in order to draft the policy contained above: Michigan Statutes- MCL380.1310b, MCL 750.411a, MCL 750.219a, Michigan State Board of Education 'Model Anit-Bullying Policy', Southbridge Christian Academy Bullying Prevention and Intervention Plan (MGL c.71 sec. 370), Saline School District, and WCA current Anti-Bullying Policy.*

Washtenaw Christian Academy
Anti-Bullying Policy Form

Incident Reporting Form

Date: _____

Reporter's name: _____
(name of individual filing report)

Reporter's contact information: _____

Please check:

Reporter's status: Student Teacher Staff Parent Volunteer

Other (please specify) _____

Incident Information:

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Target's name: _____

Accused's name: _____

Please describe the incident including: names of people involved, what occurred, statements made by who and when, specific words.

***Please list any person(s) that was/were present during the incident and circle their status:
If you need additional space, please use the reverse side.***

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

_____ Date: _____
Reporter's signature

Form given to: _____

Position: _____

Date received: _____

_____ Date: _____
Recipient's signature

_____ Turned over to School Administrator Date: _____

Washtenaw Christian Academy
Anti-Bullying Policy Form

Incident Reporting Form: Investigative Process

Preliminary findings:

Conduct in issue: _____ does not violate WCA's Anti-bullying Policy

_____ does appear to violate WCA's Anti-bullying Policy
warranting further investigation

Formal Investigation:

1. Interview all witnesses and individual(s) deemed relevant to alleged conduct in issue.
2. Determine nature of alleged conduct and whether it violates WCA policy.
3. Document on an attached sheet the following information:
 - a. findings of the investigation
 - b. determination, and
 - c. basis for the determination

Washtenaw Christian Academy
Anti-Bullying Policy Form

Notice of Investigative Findings

Date: _____

To: _____

From: _____

RE: Incident of conduct determined to violate the WCA Anti-Bullying Policy

Incident Details:

Incident Date: _____

Parties involved: Target- _____

Accused- _____

Incident location: _____

Incident findings: _____

Determination:

Based upon the above findings it has been determined that the conduct in issue violates our Anti-bullying policy and the accused will be subject to corrective action. Please be advised that the following corrective action measure(s) shall be imposed:

Updated October 22, 2013

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 (cont.)

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.

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. 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.
- 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.

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

PRINTED NAME

Parent(s) / Legal Guardian(s) signature

Date

PRINTED NAME

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.

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

ADDENDUM 1: WCA 2014-2015 School Calendar

August	TBA	Shared Services Teachers report	
	25	New Staff Orientation/	
	26-27	All Staff Orientations	
	28	All Staff Orientation	
September	28	Parent Orientation 6:30	
	1	NO SCHOOL, Labor Day	
	2	1 st Day of School	
October	4-5	High School Retreat	
	11	Back to School Picnic 3:30pm, Fine Arts Fundraiser 6:00pm	
	13-14	School Pictures	
	15	PSAT/PLAN Testing for Juniors and Sophomores	
	16-17	NO SCHOOL, ACSI Convention	
November	17	End of 1 st Quarter	
	29-30	Hearing and Vision Screening	
	3-7	Scholastic Book Fair	
	3	NO SCHOOL/Parent-Teacher Conference 12:00 pm – 8:00 pm	
	7	Elementary Grands Day: am, Servathon: pm	
	7	Secondary Servathon; am, Rake – n – Run: pm	
	14	Fall Sports Banquet	
December	26-28	NO SCHOOL/Thanksgiving Break	
	2	Bring Your Pastor To School Event 8:30-10:30 AM	
	4-5	PTF Christmas Store	
	9	Preschool / Elementary Christmas Concert 7:00 pm	
	17-18	FULL DAYS FOR ELEMENTARY & PRESCHOOL; ½ Day for Secondary- Exams	
	17-18	FULL DAYS FOR ELEMENTARY & PRESCHOOL; ½ Day for Secondary- Exams	
January	19	NO SCHOOL for Elementary or Preschool; Secondary ½ day exams	
	22-1/2	NO SCHOOL Christmas Break	
	5	School Resumes	
	19	NO SCHOOL, Martin Luther King Jr. Day	
	20-23	Spirit Week	
	24	Homecoming Event	
	25	Special Friends Homecoming Event	
	26	NO SCHOOL, Professional Development	
	February	16	NO SCHOOL, President's Day
		17	NO SCHOOL, Professional Development
March	26	Kindergarten Round-Up and Whole School Open House 6:30 pm	
	13	End of 3 rd Quarter	
April	16	Annual Parent Meeting 7:00	
	2	NO SCHOOL Professional Development	
	3	NO SCHOOL Good Friday	
	6-11	NO SCHOOL Easter Break	
	16	Preschool Parent /Teacher Conferences 12:30-7:00	
May	24	WCA Auction	
	4	Praise Band Concert	
	7	National Day of Prayer	
	9	Jr./Sr Banquet	
	11-22	AP Testing	
	15-16	School Play 7:00pm	
	18	Elementary Music Spring Program 7:00 PM	
	18-20	Senior Exams	
	21-27	Senior Trip	
	25	NO SCHOOL, Memorial Day	
	28	Graduation Practice and Senior Chapel	
June	29	Graduation 7:00 pm	
	3-4	FULL DAYS FOR ELEMENTARY & PRESCHOOL; ½ Day for Secondary- Exams	
	4	Preschool Spring Program 7:00pm	
	5	Last Day; ½ day: Secondary Exams; Elementary Field Day; Preschool at the Park	
	5	End of 4 th Quarter	

ADDENDUM 2: Washtenaw Christian Academy Teachers, Staff & Administration

Bleitz, Joy	Science, Math Teacher	ibleitz@washtenawchristian.org
Bobbitt, Kitty	Secondary Science Teacher	kbobbitt@washtenawchristian.org
Brendtke, Amber	Directed Studies, Secondary Teacher	abrendtke@washtenawchristian.org
Campbell-Nunez, Laurie	Marketing & Development/Office Mgr	lnunez@washtenawchristian.org
Castle, Julie	First Grade Teacher	jcastle@washtenawchristian.org
Elie, Rebecca	Fourth Grade Teacher	relie@washtenawchristian.org
Fahlstrom, Ann	Preschool Teacher	afahlstrom@washtenawchristian.org
Falk, Julie	Secondary English Teacher	jfalk@washtenawchristian.org
Fredenborg, Jason	MS Bible	jfredenborg@washtenawchristian.org
Harris, Michelle	3 rd Grade Teacher	mharris@washtenawchristian.org
Hill, Nakisha	Business Manager	nhill@washtenawchristian.org
Houpt, Amy	Elementary Principal/Preschool Director/ 2 nd grade Teacher	ahoupt@washtenawchristian.org
Jernigan, Carrie	Music / Music History	cjernigan@washtenawchristian.org
Lapres, Jessica	Administrative Assistant	jlapres@washtenawchristian.org
Laugen, Pete	Head of School / Secondary Principal	Plaugen@washtenawchristian.org
Lund, Stephen	Social Studies/History Teacher	slund@washtenawchristian.org
McFerren, Marilyn	Resource Administrator/Educational Therapist	mmcferren@washtenawchristian.org
Odegard, Kara	Administrative Assistant	kodegard@washtenawchristian.org
Russell, Jim	Community Relations Representative	jrussell@washtenawchristian.org
Strine, Sarah	9/10 Bible, PE/Health Teacher	sstrine@washtenawchristian.org
Styles, Kate	Secondary Math Teacher	kstyles@washtenawchristian.org
Taylor, Elizabeth	Librarian/Computer Teacher	etaylor@washtenawchristian.org
Wheeler, Christine	Latin Teacher	cwheeler@washtenawchristian.org
Windeler, Kimberly	Fifth Grade Teacher	kwindeler@washtenawchristian.org
Zambeck, Dana	HS Counselor/Athletic Director	dzambeck@washtenawchristian.org