



WCA SECONDARY HANDBOOK 2015-16

LOVE *the*

Lord *your* **GOD** *with all your*

heart *and with all your* **SOUL** *and with all your*

MIND *and with all your* **STRENGTH.**  **MARK 12:30**

GRADES 6-12



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INTRODUCTION

It is my pleasure to welcome you to Washtenaw Christian Academy (WCA)! I am encouraged that God continues to bring families who share our vision to “prepare and equip servant-leaders to positively impact a world in need of Christ” as they join together in community with like-minded families.

This handbook is designed to help parents and students to become familiar with the philosophy, practices and operations of WCA and to forge a healthy, strong relationship with the WCA board, teachers and families. Our hope is to deliver the finest classical Christian education possible in the context of Christ-centered, academic excellence.

Please take time to read through the handbook so you are familiar with the expectations and distinctions of being a Wildcat! If you have any questions, concerns, or insights, please feel free to contact the wonderful staff in the WCA office. I have already discovered that they will do their best to take care of your need. We stand ready to help and assist those who give us a call!

I look forward to getting to know each family throughout the school year to learn about the exciting work God is doing in your lives. Thank you for joining in the good work God is doing at WCA!

For the glory of Christ,

Mr. Eric VanDerhoof
Head of School/H.S. Principal

Now may the God of peace who brought up our Lord Jesus from the dead, that great Shepherd of the sheep, through the blood of the everlasting covenant, make you complete in every good work to do His will, working in you what is well pleasing in His sight, through Jesus Christ, to whom be glory forever and ever. Amen. Hebrews 13:20-21

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GENERAL INFORMATION

VISION

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

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.

CORE VALUES

The core values of WCA reflect the desire to fulfill the mission statement. Our core values are founded on the awareness of sin, the fallen nature of humanity and the gift of redemption from God. Essential to our values and mission is the recognition of a need for a life-giving relationship with Jesus Christ. Foundational to this blessed transformation is a thorough knowledge of God's Word which declares that "His divine power has given us everything we need for life and godliness through our knowledge of Him..." II Peter 1:3.

We value the authority of the Scripture.

The Scriptures, Genesis to Revelation, are the final source of authority for all of life. We affirm the importance of incorporating biblical truth into all classes, activities, and programs at WCA. *2 Timothy 3:15-17*

We value life as God's creation.

The human being, as an image bearer, is to be respected and recognized as a unique creation which reflects the mystery and wonder of God's mind. *Genesis 1:27, Psalm 139:13-16*

We value prayer.

WCA is committed to the enhancement of the prayer life of staff, students, and families of WCA. Prayer is a vital force in developing our relationship to God and in shaping our future. *Luke 11:9-10, Philippians 4:6*

We value partnership with parents and the Church.

The family unit is designed by God for the greatest benefit to children. The family is recognized as the primary teacher of the children. *Deuteronomy 11:19-21*

The Church is recognized as being instituted by God for the training and development of believers in their Christian walk. The church is essential for the full experience of the believer's walk with Christ. *Ephesians 4:11-13*

WCA works in the shared responsibility of the education of children. This partnership nurtures the student's spiritual and educational development. *Proverbs 22:6*

We value integrity and accountability.

The board, administration, teachers and staff set high standards for fulfilling our mission and working ethically. We have a system of checks and balances in place to ensure that we honor God in all we do. *James 3:1, Proverbs 14:2*

We value academic excellence.

WCA is committed to excellence in the pursuit of all areas of education. WCA is devoted to provide instructional strategies designed to meet the unique developmental patterns of students. Each student is nurtured in order to maximize the gifts given by God in order that they serve God to the best of their ability—developing to the full potential that God intended. *Luke 2:52*
WCA is committed to instilling a desire for excellence in all staff and students. We are dedicated to developing habits which use God-given talents in order to best serve and glorify God.
Colossians 3:17 and 23

We value the depth and breadth of an educational experience that provides for the needs of the whole person.

WCA is dedicated to providing students with a strong, solid foundation in core subject areas. WCA is committed to providing a broad educational experience, through class experiences, extracurricular activities, and community outreach. *Philippians 2:4*

We value responsible stewardship.

WCA recognizes the wondrous blessings given by God. WCA is committed to responsible stewardship of the human and material resources provided by God. This stewardship is guided by prayer and governed by Scripture. *Galatians 6:7, Malachi 3:10*

STATEMENT OF FAITH

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

PHILOSOPHY OF EDUCATION

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

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

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

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

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.

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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. Grade and Transfer Policies:

Grade Policy

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

Transcripts/Grades:

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

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

- Will not be included in class ranking first year of enrollment.
- Students must be enrolled at WCA for 4 consecutive semesters to be considered for valedictorian or salutatorian.

Senior year:

If a student is enrolled in only one class:

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

If a student is enrolled in two or three classes:

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

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

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

If a student is enrolled at homeschool rate:

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

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

G. 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

H. 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.

I. 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.

J. 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. 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. Any academic support services beyond the general curriculum carry fees. These services may include, but are not limited to: NILD Educational Therapy or Search and Teach, tutoring, individualized instruction, independent study monitoring, and implementing an Accommodation Plan for students that receive no direct special services. These additional fees, when applicable, will be added onto the family’s regular tuition costs, and can be included in the monthly statement or paid up front, at the discretion of the family.
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.

C. 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.

D. 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.

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

F. 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.

G. Scholarships: Small discounts are occasionally granted by the Finance Committee.

H. 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.

I. 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.

J. 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.

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 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.
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.

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. High School and Middle School students must go to the student lounge area until 8:05 a.m. After 8:05 a.m., students may go to their lockers to prepare for the school day.

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:** Secondary students are dismissed at 3:30 p.m. All Secondary students must be out of the building by 3:45 or under the direct supervision of an approved adult.

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

When there is a change to a child's regular pickup up schedule, please send in a note to your child's 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.

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. Class Trips / Senior Trip Information:** All officially sanctioned WCA student trips shall be led by the class faculty sponsor. The sponsor shall, for all intents and purposes, be considered the lead person in decision-making on the trip. Potential senior trip locations must be presented to the Board by the November 2014 Board meeting. The senior class must present a location that is located within the continental United States.
- L. 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. Secondary students must remain in the building, during school hours, unless with an adult faculty/teacher doing a class related activity.

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 Kindergarden 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.
- 2. In addition, the following tests are administered to secondary students:
 - a. 10th graders – PSAT test (October 14th) not required
 - b. 11th graders - PSAT test (October 14th)

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 two weeks from the day they are checked out. Materials not returned on their due date will incur a fine of **10 cents per day per item** until the materials are returned. Note: The student will not be able to check out any other library materials until the overdue materials have been returned and all fines are paid.
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.

SECONDARY ATTENDANCE POLICIES

****While it is the intent of WCA to have the following policies regarding attendance apply to the overwhelming majority of everyday situations, it is important to note that WCA grants the Head of School the express authority to waive or amend any of the policies as he or she sees fit in rare or exceptional cases including, but not limited to, critical illness/injury, or family emergency.**

A. Tardiness: Since WCA is a fairly small campus in terms of distance from one classroom to another, student tardiness is almost always inexcusable and a disruption to normal classroom activities. Therefore, tardiness will be addressed just like any other violation of the Student Code of Conduct. A student arriving to class after the bell has rung is considered to be tardy, unless he/she has a pass from another teacher or an Administrator. A student arriving to class more than 10 minutes after the bell has rung is considered truant and absent unexcused for that class. In both the case of a tardy (<10 minutes late), and an unexcused absence/truancy (>10 minutes late) the student shall report to the Middle School/High School office for an admit slip. All tardies the first hour are considered unexcused.

Penalties for tardies will be as follows:

- 1 Tardy –Teacher warning
- 2 Tardies – Parent phone call / Classroom discipline
- 3 Tardies – Office Referral – After- school detention assigned
- 4 Tardies – After-school detention
- 5 Tardies – Saturday detention
- 6 Tardies – Suspension (when necessary)
- 7 Tardies – Expulsion (when necessary)

B. Ordinary Absences: Regular school attendance is required by law and is necessary for good leadership. There are three types of absences at WCA:

1. **Excused Absences:** An absence is excused when it is due to (a) illness (b) professional services in connection with student's health and welfare (medical, dental, and optical) (c) approved absence in writing one week in advance for vacation, church retreats, and college/university visits and (d) emergencies with approval from the administration. For 10th through 12th grade students, there will be a maximum of 2 college visits per semester.

2. **Unexcused Absences:** All other absences including those approved by parents are considered unexcused. After three unexcused absences, a student will receive 50% of grade earned for work done or due that day.

Truancy: Truancy is a type of unexcused absence. Truancy occurs when a student is absent for reasons which are neither acceptable to the school nor approved by the parents or where evidence shows facts have been misrepresented regarding the absence or failure to bring a signed parent's note. **If a student is 10 minutes late to class without a pass, it is truancy.** Truancy can be cleared with an appropriate call or note from a parent within three days of the absence. Even with parent approval the absence may remain unexcused (although not considered a truancy). After three days, a truancy cannot be cleared. Students will not receive credit for work due on the day(s) he/she is truant. Truancies are tracked by the semester.

3. **Parents are asked to call** the school by 8:00 a.m. if their student is going to be absent for the day. If you do not call the school, you will need to send in a written excuse with your student when he/she returns to school. A student will not be readmitted to a class if the office has not been notified by the parent. **NO ABSENCE CAN BE EXCUSED WITHOUT A NOTE SIGNED BY A PARENT/GUARDIAN OR DOCUMENTATION OF A PHONE CALL.** Upon returning to school, the student should report to the school office,

where he will be issued an **Admission Slip**. The Admission Slip indicates whether the absence was excused or unexcused. The student should carry the Admission Slip to each class and have it initialed by each teacher.

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

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

E. Absences Resulting in Lost Credit (Grades 6-12 only):

1. A student who misses more than **10 days of a class for middle school (both excused and unexcused) per semester**, not including school-related activities, will result in failure for semester.
2. Absences of a block class will count as 2 absences for that class

F. Excused Absences:

The following reasons are considered valid for student absences:

1. **General**

- a. Personal illness of student. If a student is out sick more than 3 days a doctor's note is required.
- b. Death within the family
- c. Family emergencies – this includes hardships and unexpected circumstances. Because of the nature of these cases, the administration reserves the right to make individual judgments concerning validity of requests. Whenever a student is to be absent, the school requests that the parents call the office indicating: (1) the expected length of absence, and (2) the reason for the absence. After two days without a note or call, the absence can be considered unexcused.

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

- Since the school calendar allows ample time for vacations around the holiday seasons, it is suggested that whenever possible, parents arrange their vacations to coincide with school vacation time.
- a. Pick up an "Approved Absence Form" from the office two weeks before the planned absence. (Only follow this procedure if you are asking to be excused for 3-10 consecutive school days). A student may have no more than 10 pre-approved consecutive absences per semester. (5 days of A and 5 days of B for high school.)
 - b. The student presents the form to each teacher for approval and/or comments.
 - c. The student then presents the form to the office personnel for final approval & signature from the Secondary Principal.
 - d. Present the form to parents for signature and return it to the office.
 - e. The teacher will gather work in advance; the student must hand in the work upon the day of return.
 - f. The student checks with teachers(s) upon return to see if all the work is completed.

3. **Professional and Doctor's appointments**
To the extent possible, doctor's appointments should be made after school hours. If an appointment is needed during school hours, a note should be submitted prior to that appointment. The administration reserves the right to request a doctor's note confirming the appointment if needed.
4. **Partial Day Absences**
If a student arrives late, he/she must have a note explaining the reason for the lateness. All students are expected to be present for at least four periods on the day which they have a sport's event, class event, or an extra-curricular activity after school. If not present for 4 hours, they will not be able to participate in the event. Students are considered absent if they arrive 15 minutes late or leave 25 minutes early to a class. Exceptions are subject to the Athletic Director's or Administrative approval.
5. **Make-up work for Excused Absences**
 - a. All make-up work will be given to students upon their return to school. Since it is impossible to make up missed classroom time, every effort should be made to limit absences. The student may have one school day for every day missed to complete the make-up work. If a student is absent, it is his/her responsibility to pick up his/her homework from his/her teacher.
 - b. 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, when they return.
 - c. All absences, excused and unexcused, as well as suspensions will count toward the 10 School days allowed absences.
6. **Students are expected to attend all school related events**, including field trip activities and concerts. Students not attending will be counted absent. Events like retreats and class trips are considered academic time. Students not attending will have an academic make-up plan to make up for lost time.

SECONDARY ACADEMIC POLICES

A. Homework:

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

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

- Get the information missed on days of absences.
- Write that the assignment is late due to absence on their paper before turning it in.

No make-up work, missing assignment, etc., except those due to a prolonged absence can be handed in after the close of a marking period.

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

B. Extra Credit:

Bonus questions, additional writings, and other forms of extra credit will be used sparingly, if at all, at the Logic School and Rhetoric School level. These type of rewards should never have a cumulative effect of raising a student's grade by more than $\frac{1}{2}$ a grade on any given assignment, or in any given grading period (e.g. a student would not be able to move from a 'B' to an 'A' via extra credit...however, they could move from a 'B' to a 'B+').

C. Progress Communication with Parents

1. Secondary Progress Reports are available on RenWeb and are e-mailed weekly.
2. **RenWeb** is available via the internet for parents to follow their student's progress. Teachers will update reports by Monday of each week.
3. Teachers are given 24 hours to respond to parental phone calls or email during the school week or the next scheduled day of school.

D. Final Exams

At the end of each semester, final examinations will be administered in each academic class. These examinations are to be comprehensive in nature and will be worth 20% of the semester grade at the Rhetoric School level. At the Logic School level, the examinations will be worth 10% of the semester grade. Final examinations may be taken late with a doctor's note excusing an absence on the originally scheduled date. Final exams may NOT be taken prior to the scheduled date.

E. Secondary Report Cards:

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

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

F. Secondary Grading Scale (August 2014 to present):

| Percentage | Grade | GPA Equivalent | Weighted GPA |
|------------|-------|----------------|--------------|
| 97-100 | A+ | 4.0 | 5.3 |
| 93-96 | A | 4.0 | 5.0 |
| 90-92 | A- | 3.7 | 4.7 |
| 87-89 | B+ | 3.3 | 4.3 |
| 83-86 | B | 3.0 | 4.0 |
| 80-82 | B- | 2.7 | 3.7 |
| 77-79 | C+ | 2.3 | 3.3 |
| 73-76 | C | 2.0 | 3.0 |
| 70-72 | C- | 1.7 | 2.7 |
| 67-69 | D+ | 1.3 | 1.3 |
| 63-66 | D | 1.0 | 1.0 |
| 60-62 | D- | .7 | .7 |
| 00-59 | F | 0 | 0 |

G. Honors Grading Scale

Honors classes are provided at each level when there are enough students. Honor courses are designed for students who can work independently and cooperatively on a wide variety of challenging topics. These classes will go into more depth, stress proofs and have more challenging problems. Students in honors classes must have a "B" average or teacher recommendation. Students must be approved by their instructors in order to take honors classes. A student will receive a weighted grade point in a Honors course.

H. AP Grading Scale

Advanced Placement courses are college level classes. A student may receive college credit for passing the AP exam with a score of 3, 4, or 5 and high school credit for passing the course. A student will receive a weighted grade point in an AP course.

- I. **Honor Roll:** Honor Roll recognition for students in grades 6-12 will occur after each marking period. High Honor Roll students are those who have earned a 3.75 or higher GPA. Students who have earned a 3.5 or higher GPA will appear on the regular Honor Roll.

J. Secondary Drop and Add:

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

3. Students are not allowed to drop a class that is offered as a yearlong class at the midyear point in the year.

K. Part-Time Student Guidelines:

1. Only students entering grades 6-12 are eligible to attend WCA part time.
*Exceptions may be made to this rule at the sole discretion of the Head of School
2. All admission procedures apply.
3. Part-time seniors must enroll for half of their class load or take 4 classes (Bible, Math, English and Social Studies) to receive a diploma.
4. Newly enrolling students may be tested for ability before grade placement unless adequate, recent testing results are submitted.
5. All school rules such as dress code, discipline policy, etc. apply.
6. Proper planning must take place to minimize problems resulting from schedule conflicts. Students are expected to request exceptions from both institutions on an even basis. (For example, when WCA holds afternoon classes in the morning due to a half-day of school, the classes should be attended or permission for absence should be requested ahead of time. All assigned work must be completed even when a class must be missed).
7. Home Schooled Part-Time Students: All of the above guidelines apply also to those students who receive their primary source of education as a home-schooler, with the following exceptions:
 - a. They may enroll for one or more classes.
 - b. They may participate in the sports program if enrolled in a minimum of four classes. There will be a charge of **\$275** per sport for the part-time students.

L. Guidance

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

The counselor will assist students in establishing yearly schedules. Regular testing in achievement and aptitude will be conducted.

M. Promotion within Logic School: Students in grades 6-8 must pass their three academic subjects (history, science, English) in order to be promoted to the next grade. If they fail math, they can still be promoted, with the understanding that they will repeat the same math class in the upcoming year.

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

N. Promotion from Logic School to Rhetoric School

1. Students who fail one subject will receive provisional promotion to the ninth grade.
2. Students who fail two subjects may be retained in the eighth grade upon the recommendation of the teacher(s) and the Principal.
3. If provisional promotion to the ninth grade is granted, the student may be required to retake one or both subjects failed. If such is the case, the failed subject(s) must be scheduled first; then the available ninth grade subject(s) may be added. The school is

not responsible for scheduling problems incurred during the freshman or subsequent years in this instance. *Provisional promotion means that students may find that activities are restricted if they continue to do poorly the following year.

4. Students failing three or more subjects shall be retained in the eighth grade.
For transfer students, see policy on page 10.

O. Promotion within Rhetoric School: A high school student must accumulate the following credits to be promoted: (*For transfer students, see policy on page 10*)

1. A 9th grader will be promoted to 10th grade if he/she has earned 7 credits.
2. A 10th grader will be promoted to 11th grade if he/she has earned a total of 14 credits.
3. An 11th grader will be promoted to 12th grade if he/she has earned a total of 21 credits.
4. Senior students may be exempt from taking a **final exam** (2nd semester) in any class if they have received a letter grade of an A as the final grade in that class. This policy is in effect for Senior students only.
5. To graduate, a total of 28 credits must be earned in the required subjects as stated below. This will be prorated for students who previously attended WCA under the block schedule
6. Valedictorian and Salutatorian requirements are:
 - a. A student must have a minimum grade point average (GPA) of 3.8 (for valedictorian) and 3.5 (for salutatorian), based on all high school semesters at WCA up to and including the first semester of the senior year.
 - b. The senior meeting the above qualifications and having the highest GPA will be declared the valedictorian. The senior meeting the above qualifications and having the second highest GPA will be declared the salutatorian.
 - c. Graduation honor cords are based on the first 7 semesters of high school only; 3.5 honors; 3.75 high honors.

P. Graduation Requirements: A total of 28 credits are required for graduation. The Principal in conjunction with the Head of School may modify graduation requirements in exceptional circumstances. Students who have not completed the full prescribed course required for graduation will not be awarded a diploma, permitted to take part in commencement ceremonies or take part in the Senior Trip. Any student who is pursuing an alternative course of graduation (e.g. a Certificate of Completion) must have that plan approved by the High School Counselor, High School Principal, and Head of School before the start of Senior Year.

| Graduating classes of 2016 & 2017 | |
|--|-----------|
| English | 4 |
| Social Studies (US History, World History, Gov. & Econ.) & 1 additional credit | 4 |
| Math (Alg 1, Geo, Alg 2, including 1 credit Sr. Year) | 4 |
| Science (Bio, Physics or Chem, 1 additional credit) | 3 |
| Bible | 4 |
| Phys. Ed/Health** | 1 |
| Fine Arts | 1 |
| World Language (same language for 2 years) (suggested for 2015 and 2016) | 2 |
| Computer | ½ |
| Electives | 3½ – 5½ |
| TOTAL CREDITS | 28 |

| Graduating Class of 2019 and beyond (anticipated) | | | |
|--|----------------------|-------------------------|-------------------------------|
| 9 | 10 | 11 | 12 |
| Intro to Literature | British Literature | American Literature | Rhetoric |
| Ancient History | Medieval History | Modern Euro History | US History / Govt. |
| Algebra 1 | Geometry | Algebra 2 | Trig, Calc or Statistics |
| Biology | Chemistry | Physics | Bio 2 or Anatomy & Physiology |
| New Testament | Old Testament Survey | World Religions | Apologetics |
| Latin 1 / Logic | Latin 2 | Modern Foreign Language | Modern Foreign Language |
| Elective | Elective | Elective | Elective |
| | | | |
| 7 | 7 | 7 | 7 |
| | | | |
| TOTAL CREDITS | | | 28 |

WCA Logic School Course Offerings: Please note that this list may change depending upon the enrollment in a class

Logic School Grades 6-8

Bible
 General Math, Pre-Algebra or Algebra 1
 Life / Earth Science
 English
 History
 Latin
 Fine Arts
 Physical Education
 Music

A more-detailed description of these courses at the individual grade level will be added in the near future.

Q. Writing Expectations: The ability to use proper writing skills is an expectation of all students at Washtenaw Christian Academy. It is highly important to write well in all classes in order to communicate answers, ideas, and information. In seeking academic excellence at Washtenaw Christian Academy we have set the following guidelines for all 6th - 12th grade students:

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

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.

S. Senior Trip Eligibility: In order to be eligible for the Senior Trip, a student must have passing grades in all classes in which they are currently enrolled, and on course to graduate. No refunds of any monies will be given in the case of a student being ineligible for Senior Trip.

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

SECONDARY STUDENT CODE OF CONDUCT

A. General School Rules:

1. All students are expected to respect the rights and property of others, as well as school property.
2. Students will be held financially responsible for deliberate damage and neglect to property.
3. Running and excessive noise will not be permitted in the halls.
4. Hallways are to be clear of objects and trash, especially in the locker areas. Nothing is to be stored under or on top of the lockers
5. 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 can be rented for a deposit of \$5.00 from the school office. If a student brings a lock from home, the combination must be given to the school office.
 - b. Locks should be returned to the school office for their deposit back. If the lock is lost or not returned, student will be responsible for replacement cost.
 - c. Students are cautioned not to leave money or valuables in their lockers. The school will not be liable for damaged, stolen or missing property.
 - d. Students who damage lockers will be charged.
 - e. Inappropriate pictures or language on lockers will be subject to disciplinary action.
 - f. Attachments inside the lockers should not leave permanent marks.
 - g. Entering another student's locker without permission from that student will result in disciplinary action
5. Food and beverages are not to be consumed in the hallways or classrooms. Beverages and food kept in lockers must be in containers that close securely. Students will be allowed to have pop at lunch hour and after school as long as containers are properly disposed of in the recycling box. Students may have water during class.
7. Gum chewing is not permitted at WCA. The careless disposal of gum on drinking fountains, furniture and floors presents sanitation and cleaning problems that result in costly repairs and upkeep. Breath mints are acceptable.
8. **Cell phones, MP3 players, iPods, iPads or other electronic devices are not allowed during the school hours, nor are these items allowed on school-sponsored trips unless otherwise noted. Similarly, headphones or ear buds are not to be seen at any time during normal school hours. Any items confiscated in class must be picked up by a parent from the Secondary Principal or the Head of School. Laptops may be used for online classes or with the expressed approval of the classroom teacher in a specific class for a specific academic purpose.**
9. Students are not permitted to leave school property during the school day without written permission from a parent and an Administrator approval. **Washtenaw Christian Academy operates with a closed campus policy.** Students may leave for official appointments only. Students must sign in and out at the main office.
10. Students must demonstrate respect for the opposite sex and ARE NOT permitted to engage in public displays of affection (holding hands, arm around opposite sex, sitting overly close, etc.) in the school building, parking lot, and school playgrounds, grounds and all school sanctioned events.
11. Students who start the day at second hour will not be allowed in the hallway before 9:00 a.m. Halls are closed to students at 3:45 p.m. All students must vacate the hallways, or be under the direct supervision of an adult staff member (teacher, study hall monitor, coach etc.) after 3:45 p.m.
12. No sports equipment may be used in the hallways or classrooms.
13. Card games are allowed, but no gambling or poker chips will be allowed on campus.

B. Student Drivers:

1. Students who will be driving a car to school must register the car at the office before beginning to drive it to school. Additionally, parents are expected to be familiarized with all MI laws pertinent to teen drivers.
2. Cars must be locked upon arrival at the school.
3. Full-time students will not be allowed to go to their cars at any time or move their cars during the school day.
4. Part-time students who regularly need to leave the campus during the school day must provide the office with a permission slip signed by a parent before the first day on which they will need to leave the campus. They should sign out at the office, and sign in again at the office when returning to the school. Failure to sign in/out may result in unexcused absences.
5. Student drivers are not allowed to transport other students to any location, except for students who provide transportation to and from home for other students in a car pool that has been approved by a parent. There must be a letter on file in the school office from both the parents of the driver and the parents of the student being transported which authorizes such transportation and for which the parents assume all responsibility and liability. In addition, student drivers are not allowed to drive students to and from any school sanctioned events.
6. Violation of the above policies will be considered a major offense under the disciplinary code.

C. Chapel: Chapel is required for all full-time students. Part-time students are expected to attend once a month. Students are expected to show proper respect while participating in chapel.

D. School Assemblies:

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

E. Search and Seizure: To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search student lockers, desks, and cars at any time without notice, without student consent, and without a search warrant.

A student's person and personal effects (purse, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or prohibited materials, such findings may be seized and, if illegal, shall be turned over to proper legal authorities. To the extent that it is possible, a search of a student or their personal effects will be performed by an administrator in the presence of another adult employee with the idea of protecting the rights of both the administrator and the student.

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

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

- In random searches of school facilities for contraband;
- In specific searches of school facilities or at school-sponsored events for contraband where the administration has some indication of the existence of contraband or illegal activity at school facilities or school sponsored events;
- In search of individuals, the administration will take into consideration, to the extent possible depending on the circumstances, that the search be conducted in a private place;
- In searching an individual's possessions, cars or other vehicles, backpacks, purses, bags, etc., the administration will take into consideration, to the extent possible depending on the circumstances, that the search be conducted in private;
- Upon entering a school facility or school sponsored event at the discretion of the administration where everyone entering is subject to such a search.
- The Administration reserves the right to review all contents on confiscated cell phones or other electronic devices.

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

F. Cheating:

Definition: All incidents of cheating are to be considered a major violation under the school discipline policy and will be treated as such. All offenses are to be reported to the Administrator. Cheating will result in a zero for the assignment, test or project.

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

Plagiarism: The use of information from another source (text, encyclopedia, internet, and research information) without proper documentation or footnoting. Plagiarism on reports is considered cheating.

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

SECONDARY BEHAVIOR GUIDELINES AND WCA DISCIPLINE POLICY

WCA considers a student an official member of the student body from the day of said student's acceptance until he/she withdraws, is removed, or graduates. Thus, there is a definite "24-7-365" aspect to the WCA Code of Conduct. WCA reserves the right to discipline for both on-campus and off-campus misbehavior during the time the student possesses official enrollee status.

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

WCA DISCIPLINE POLICY

- A.** "Discipline" and "disciple" come from the same root word, and **the purpose of our discipline policy is to build up, train and encourage students in behavior patterns, which will benefit them as productive members of society and of the body of Christ.** In administering this discipline policy, it is our intent:
1. to clearly describe the types of behavior that is 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.
- E. Note to Students:** One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is just as important. As you develop self-control, character, orderliness, and efficiency, you are learning these lessons and becoming more mature. Make it your goal to have a correct attitude toward discipline, and to do your part in making our school an effective place to learn.
- F. Note to Parents:** Good discipline originates in the home. The parent is the first teacher of his child, and should develop in him good behavior habits and proper attitudes toward school. A parent should:
1. recognize that the teacher takes the place of the parent while 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 Guidance for Community Life at Washtenaw Christian Academy found in this document. **If there is a conflict with the Head of School, it should be addressed first with the Head of School. The Board of Directors will only become involved in situations where there is a founded concern that the Head of School has acted in a manner that is capricious, arbitrary, immoral, or illegal. Parents and students should not approach board members to appeal a decision made by the Head of School with which they simply do not agree with.**

H. The Right to Know

In a closely-knit school community like WCA, all students and parents believe they have a vested interest in knowing about specific acts and details of student misbehavior. Occasionally, such information may be communicated to students and parents. Such communication will hopefully be accomplished with the highest degree of care and concern for the student and his/her family and with the utmost professionalism. There are other times, however, when specific misbehavior cannot be communicated due to a simple application of Matthew 18 or by concluding that, due to legal concerns, divulging such information is simply not in the best interest of the student(s), his/her family, or Washtenaw Christian Academy. Therefore, please do not assume that there is a "right to know" regarding details about any act of wrongdoing. Please be assured that this same principle of operation will be applied to you/your family should it ever become necessary.

MINOR AND MAJOR VIOLATIONS OF THE WCA DISCIPLINE CODE

Minor Violations:

Generally speaking, appropriate behavior is expected at all times from WCA students. Some minor offenses of this Code of Conduct, however, are inevitable. Such offenses will be addressed by disciplinary responses commensurate with the infractions. The determination of what constitutes a "minor offense" will be made by the Head of School or other administrator. Since minor offenses take many forms, some anticipated and other quite unique, it is not a priority of this publication to present an exhaustive list of possible offenses. Most dress code violations, tardiness issues, food or gum violations, talking out of turn, and other various acts of misbehavior in the classroom will probably fall under this category. Please understand, however, that the cumulative disciplinary system of this school regards repetitive minor offenses as major offenses. Students, then, are required to simply avoid any misbehavior that, in the judgment of reasonable people, is unacceptable.

Major Violations:

WCA students shall not engage in any immoral, illegal, or unethical activities or any other activities that have a detrimental effect on the student, other students, WCA personnel, the normal operation of the school, the community, the reputation of the school, or the name of the Lord Jesus Christ.

A partial listing of major offenses is important to emphasize that certain actions by students will not be tolerated, resulting in serious disciplinary actions, including immediate expulsion. To stress the importance of major offenses, the following list is offered for your careful review.

A. Alcohol

While it is true that Christians differ regarding Biblical proclamations relative to consuming alcohol, there should be absolutely no confusion as to WCA's position related to the possession, consumption, or facilitation of consumption of alcohol. The fact that it is illegal for anyone under age 21 in Michigan to possess, or consume alcohol (regardless of the amount and from whom permission is secured) settles the issue from a legal point of view. Thus, WCA will comply fully with the law and, when an alcohol related issue occurs, refer the issue to civil authorities for possible prosecution.

Possession or Use of Alcohol--(off-campus/not at an official WCA-sponsored activity): At least a five-day suspension and probation (specific provisions determined by the Head of School) for first time offenders. A second occurrence will result in immediate expulsion from WCA.

Possession or Use of Alcohol--(on-campus/at an official WCA-sponsored activity/before or after an official WCA activity), in terms of suspected consumption of alcohol, "under the influence" is defined as any identifying odor and/or unusual acts or actions by a student that would cause reasonable people (i.e., Administrators) to surmise that alcohol was recently consumed: Immediate expulsion from WCA.

Parental Supply or Facilitation of Access to Alcoholic Beverages--WCA parents shall not provide or knowingly facilitate access to alcohol beverages to an WCA student. "Facilitating access" includes a failure of parents to adequately safeguard any alcohol that they possess or provide reasonable supervision standards in order to significantly minimize the possibility of alcohol brought into the home or to another location the parents choose for a social gathering. Violation of this policy shall result in the immediate termination of the relationship between that family and WCA.

Alcohol Testing--WCA reserves the right to use alcohol testing measures to determine if a student has indeed recently illegally consumed alcohol. The ultimate measure employed by WCA will be to notify civil authorities and let them make an accurate and final determination.

B. Drugs (Illegal, Synthetic, and Non-Prescribed Prescription Drugs)

Illicit drug usage is a scourge in American society and literally ruins or significantly impacts the lives of our citizens. Our commitment at WCA is that students live and learn in an environment that is totally drug-free, and that students understand and live according to the teachings of I Cor. 6:19 (i.e., viewing/using their bodies as a "temple of the Holy Spirit"). Therefore, the Board of Directors, Superintendent, and the Administrative team take a proactive position regarding preventing the use of illegal drugs or the abuse of prescription drugs. This school is firmly committed to a "zero tolerance" policy for its students. Simply put---any WCA student who uses, knowingly possesses, sells, or helps facilitate access to illegal drugs or prescription drugs not legally prescribed by a licensed physician, will result in immediate expulsion. Similarly, possession, sale or consumption of synthetic drugs (Spice, "bath salts" etc.) will be treated in the same manner.

C. 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.

D. Cheating

WCA students should not lie, cheat, or tolerate those who do. Honesty is, of course, at the very core of a Christian educational organization. WCA students are expected to work independently on tests, projects, homework, and all other assignments unless directions provided by faculty members dictate otherwise. Any cheating ("borrowing" answers or material, sharing answers or material, or declaring another's work to be your own) will not be tolerated. Whenever there is a verified cheating incident, a grade of "zero" will result and the student will face disciplinary action which may include suspension. The same penalty will be invoked for the one providing the information and the one receiving it. This policy also applies to the purchase/use of a Teacher's Edition of a textbook and/or a Solutions Manual.

E. Criminal Activity Under the Law

Obviously, any violation of the law will be regarded as a major behavioral offense. As such, the disciplinary response will be swift and in direct proportion to the wrong doing, including suspension or expulsion.

F. Disrespect to Any WCA Employee

Any student guilty of willful disrespect, toward an employee of Washtenaw Christian Academy, whether on or off campus, will be subject to disciplinary measures. This includes any derogatory statements or images that are transmitted electronically via text, Internet, or a website such as Facebook. Any disrespect that rises to a high level of seriousness, belligerence, and/or involves physical contact may result in expulsion from the school.

G. Electronic Media Violations

A very specific Electronic Media Policy is in place at WCA (included in the Addendum of this Student-Parent Handbook). This policy must be carefully read and signed by every WCA secondary student. All such policies requiring signatures must be submitted to proper school personnel during the Walk-Through Registration prior to the official beginning of the school year.

The essence of this policy states that a student will be held totally responsible for inappropriate electronic postings (e.g., words, pictures, signs, etc.) and, when such postings become public, a disciplinary response by the Academy will be forthcoming. Therefore, WCA students should refrain from all inappropriate electronic media activities and should take extra caution to prevent other students from accessing one's personal cell phone, computer, or social networking sites.

H. Fighting/Assault

Fighting or any other act of assault will not be tolerated at WCA. Any student who initiates/provokes a physical confrontation (by actions or words) or one who does little to avoid a physical confrontation will be dealt with harshly, including the possibility of expulsion.

I. Gambling

Any participation in an act or game of chance whereby a student exchanges money and/or things of value for the possibility of more money and greater things of value is strictly prohibited. If there are any questions relative to whether or not an activity is considered "gambling," please ask an administrative staff member before you participate. Also, student visits to any casinos are strictly prohibited.

J. Immorality

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

K. Inciting Student Disorder

WCA students enjoy a very pleasant environment in which to learn and grow. Any attempt by any student to introduce an element of chaos into this environment, including encouraging/facilitating disorderly conduct on the part of others, is forbidden. The one(s) doing the encouraging/facilitating will be treated in the same manner as the one(s) being disorderly.

L. Theft

Theft or stealing, defined simply as taking something that does not belong to you, WCA will not tolerate such actions. Any and all forms of disciplinary responses to such activity will be utilized.

M. Possession/Distribution of Vulgar Material

Vulgar material (printed or electronic) at WCA will be treated as a major violation of this Student Code of Conduct. For purposes of this policy, "Vulgar" will be defined by administrative personnel and addressed with disciplinary measures in line with serious behavioral offenses.

N. Possession of a Weapon

Any WCA student having in his/her possession and/or displaying/using or threatening to use any weapon or any instrument that could be classified as a weapon shall be terminated from the school and reported to appropriate law enforcement personnel.

O. Possession or use of Tobacco Products

The possession or use of tobacco in any form is prohibited while a student is officially enrolled at WCA. The first offense will result in a suspension, and repeat situations may result in expulsion.

P. Profanity/Obscenity

Profane and/or obscene words, gestures, and actions will not be tolerated at WCA. Any violation related to profanity and obscenity will be dealt with in proportion to the nature and scope of the violation.

Q. Repeat Violations of the Dress Code

It is anticipated that very little time will be spent by faculty and administrative members dealing with dress code issues. Simply put, a college-preparatory school does not have enough available class time to warrant dealing with constant student violations of the established dress code. Therefore, whenever the number of individual student dress code violations becomes excessive (defined by the Principal), subsequent violations will no longer be addressed by assigning detentions. Suspensions and perhaps even exclusions or expulsions will be the responses in the case of repetitive dress code violations.

R. Repeat Violations of the Attendance Policy (aka Truancy)

Missing school without parental permission or without the school categorizing the absence as excused is defined as truancy. Truancy, in addition to being a violation of law, is not permissible at WCA. In the case of any confirmed truancy situation, the disciplinary response of the school will be, as a minimum, suspension from school. If necessary, other additional steps, including exclusion or expulsion, will be taken to address truancy issues.

S. Repetition of Minor Offenses

WCA utilizes a cumulative discipline system. A repetition of minor offenses will eventually be regarded as a major offense. Also, repeat major offenses (not necessarily of the same kind), frequently addressed by suspension, will be considered expellable in nature. Therefore, it is extremely important that students carefully adhere to Biblical standards of decent and orderly behavior in all aspects of school life.

T. Sexting

Sexting is the act of sending, receiving, or forwarding explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

U. Sexual Harassment/Sexual Misconduct

WCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to address any situations related to sexual harassment and/or sexual misconduct. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

SECONDARY DISCIPLINARY DETENTION / PROBATION / SUSPENSION POLICY

A. Secondary Detentions

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

B. Purpose of Probation: Probation is invoked when a student has a serious problem giving him an opportunity to correct his/her problem. If he/she does not improve to a satisfactory level, he/she may be dismissed or asked to withdraw from the school.

C. Reasons for Probation:

1. **Academic:** Insufficient academic progress as determined by Principal and Guidance Counselor. Failure of the parents to get recommended professional help for exceptional children.
2. **Attitude:** A rebellious spirit which is unchanged after much effort by the teachers. A continued negative attitude and/or bad influence upon the other students.
3. **Disciplinary:** Continued deliberate disobedience; Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony. Failure of the parents to comply with the disciplinary procedures of the school.

D. Invoking Probation:

1. Student study forms must be filled out by all teachers concerned with the student who has the problem.
2. Following a meeting with the student's teachers, the Secondary Principal and Guidance Counselor will make the decision whether or not the student will be placed on probation.
3. A conference is held with the parents, the student and the principal to give notification and explanation of the probation.
4. A written letter explaining probation, making suggestions for parental action including disciplinary measures during the probation is sent to the parents and a copy to the chairman of the Executive Board.

E. The Probation Period:

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

F. Evaluation at End of Probationary Period:

1. A student may potentially be removed from probation following a meeting with the student's teachers, with the final decision coming from the Secondary Principal or Head of School.
2. If the student fails to improve the behaviors or academic performance described in the conditions of probation, the Head of School will recommend a course of action to the Executive Board that may include measures up to and including expulsion.
3. Parents have opportunity to share relevant information affecting the decision at any point of the procedure.

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

H. Future Probation: Administrative action placing a student on probation for the second time in two consecutive semesters may constitute a recommendation by the Principal or Head of School to the Executive Board that the student be dismissed or withdrawn from the school.

I. Secondary Suspension

1. Suspension Procedures

- a. The student shall be informed by the school Administrator of specific charges which could be the basis of disciplinary action to be taken against him. The student will have the right to present to the school Administrator any relevant information that will support his defense.
- b. In the event suspension occurs, we will attempt to notify parents by telephone. Before the student returns to school, contact between parent and Administrator must have taken place.
- c. All schoolwork must be completed before the student returns to school. Students will have a 1% deduction to their grade in each class for each day of suspension.
- d. Students who are suspended are not to be on the school premises or attend school related activities during their suspension.
- e. Short term suspensions (1-9 days) are **not** appealable.

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

1. Written notice of charges against a student shall be supplied to the student and his parent(s) or guardian. Included with this notice shall be a statement of the time and place of the hearing before the Head of School and at least one representative of the school board.
2. Parent(s) or guardian shall be present at the hearing.
3. The student shall be given an opportunity to give his version of the facts and their implication.
4. The student shall be allowed to observe all evidence offered against him. Because in most cases, we will be dealing with minor children, evidence presented may be redacted to protect the privacy of other children.
5. Upon completion of this hearing, a recommendation for expulsion or continued enrollment with a penalty less than expulsion will be presented to the board by the Head of School. The school board shall state its concurrence or rejection of the Head of School's recommendation within a reasonable time after the hearing (no later than the next school board meeting).
6. The findings of the school board shall be put in writing and sent to the student and his parents or guardian.

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

WCA SECONDARY DRESS CODE POLICY

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

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

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

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------|--------------------|--------------------|--------------------|---|
| Regular Dress Code | Regular Dress Code | Regular Dress Code | Regular Dress Code | Regular Dress or Wildcat Spirit Day / College / Jeans |

Regular Dress Code Guidelines

Pants & shorts:

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

Shirts:

- Collared polo, oxford, or rugby shirt. Shirts may be in solid colors, stripes or patterns. Long or short sleeves are permitted.
- Top 2 buttons on an oxford may be unbuttoned.
- Top 3 buttons on a polo / rugby may be unbuttoned (unless modesty is compromised)
- Small, appropriate logos are allowed. (2” x 2”)
- All visible undershirts must be crew neck style (girls and boys)
- NO see-through tops or blouses. Cami-style undershirts should not be visible
- Girls: all tops must fit properly by being loose fitting across the chest, showing NO cleavage or midriff.

Skirts for girls:

- Girls may wear skirts (**no more than 2 inches** above the top of the knee while standing).
- NO leggings (worn with long tops) are allowed. No fishnet stockings. Leggings may be worn under a dress code skirt or dress.

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 and Jackets:

- 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:

- NO flip flops, athletic sandals, beach footwear, or heels over 2" tall
- NO hats allowed during the school day
- NO visible tattoos (permanent or henna / temporary)
- The only pierced jewelry that is permitted to be displayed will be earrings for girls

Hair:

- Hair for both boys and girls should be of a natural occurring color.
 - Highlights in a naturally occurring color are permissible
- Hair for boys should be above the eyebrows in the front, above the middle of the ear, and not past the collar in the back.
 - Hair restraints may not be used to meet these guidelines
- Hair style, even if it conforms to the above regulations, must not be distracting in its appearance (Mohawks etc.).
- Boys are to be clean shaven (no stubble, beards or mustaches) and sideburns are to be kept no longer than the bottom of the ear.
- Lines or patterns are not to be shaved or "razor cut" into hair.

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 or Casual for a Cause Day:

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

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

Casual days occur twice per month on Thursdays for all students who choose to pay \$3 for the "Casual for A Cause". Additional casual days may occur as rewards for students. The Administration will send notification to parents regarding any additional casual days by phone or e-mail.

Gym Class/Sport Attire:

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

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

All gym shoes must have non-marking soles

Inappropriate words or pictures on clothing will not be allowed.

Waistbands must NOT be rolled down.

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

Special Occasion Attire for Secondary Events:

For all special occasions, girls' attire must be pre-approved by a female staff member, appointed to this task. Any dress that needs alterations must be rechecked for final approval. Special occasions include all formal events. T-shirts and Blue Jeans are not considered proper attire for special occasions.

Extracurricular School Activities:

The same basic dress code standards that apply to the normal school day also apply to extracurricular activities. To be specific, please note the following:

- Pants, skirts, shorts and shorts should meet the level of the WCA standard of neatness and modesty in all aspects of appearance, and must be no more than 2 inches above the top of the knee.
- Low-cut, backless, halter, spaghetti strap, tight fitting, or see-through garments are not acceptable.
- Undergarments and/or midriffs must not be visible.
- Some latitude will be provided relative to the size of athletic/stylistic logos, and the material in athletic shorts, shoes, t-shirts, and, of course, reasonable latitude regarding outerwear.
- Jeans are permissible at any WCA athletic contest etc. except where otherwise noted.
- Students must wear shirts at all times.
- Yoga pants are NOT appropriate attire to wear to any school-related events.

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.*

***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.**

Handbook Receipt and Review Signature Page

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

Parent Signature

Student Signature (Secondary Only)

PRINTED NAME

Parent Signature

Student Signature (Secondary Only)

PRINTED NAME

Additional forms are available in school office.

ADDENDUM 1

WCA 2015-2016 School Calendar

| | | |
|-----------|---------|---|
| August | 31 | New Staff Orientation/Shared Services Teachers report |
| September | 1-3 | All Staff--Report/Orientation |
| | 1 | All Staff Picture Day |
| | 3 | Parent Orientation 6:30 |
| | 7 | SCHOOL, Labor Day |
| | 8 | 1 st Day of School |
| | 10-11 | High School Retreat |
| | 15 | All Students Picture Day |
| | 16 | Preschool (M/W/F) Students Picture Day |
| | 18 | Back to School Picnic |
| | 23 | See You at the Pole |
| October | 28-10/9 | MAP Testing |
| | 14 | PSAT Testing for Juniors and Sophomores |
| | 15-16 | NO SCHOOL, Professional Development |
| November | 23 | End of 1 st Quarter |
| | 2 | NO SCHOOL/Parent-Teacher Conference 12:00 pm – 8:00 pm |
| | 6 | Elementary Grands Day: am, Servathon: pm |
| | 6 | Secondary Servathon; am, Rake – n – Run: pm |
| December | 25-27 | NO SCHOOL/Thanksgiving Break |
| | 1 | Bring Your Pastor to School Event 8:30-10:30 AM |
| | 14-15 | PTF Christmas Store |
| | 15 | Elementary Christmas Concert 7:00 pm |
| | 15 | Preschool Christmas Concert 6:30 pm |
| | 16-18 | FULL DAYS FOR ELEMENTARY & PRESCHOOL; ½ Day for Secondary- Exams |
| | 18 | NO SCHOOL for Elementary or Preschool; Secondary ½ day exams |
| | 18 | End of 2 nd Quarter |
| January | 21-1/1 | NO SCHOOL Christmas Break |
| | 4 | School Resumes |
| | 18 | NO SCHOOL, Martin Luther King Jr. Day |
| | 19-22 | Spirit Week |
| | 23 | Homecoming Event |
| | 24 | Special Friends Homecoming Event |
| | 25 | NO SCHOOL, Professional Development |
| | 28 | Whole School Open House 7:00 pm |
| February | 15 | NO SCHOOL, President's Day |
| | 16 | NO SCHOOL, Professional Development |
| March | 25 | Showcase Event/Kindergarten Round-Up and Whole School Open House #2 6:30 pm |
| | 21 | Annual Parent Meeting 7:00 |
| | 23 | End of 3 rd Quarter |
| | 24 | NO SCHOOL Professional Development |
| April | 25 | NO SCHOOL Good Friday |
| | 28-4/1 | NO SCHOOL Easter Break |
| | 4-15 | MAP Testing |
| | 12 | Preschool Parent /Teacher Conferences 12:30-7:00 |
| | 13-15 | 5 th Grade Science Camp @ Michindoh |
| May | 22 | WCA Auction |
| | 5 | National Day of Prayer |
| | 7 | Jr./Sr Banquet |
| | 4-12 | AP Testing |
| | 16-18 | Senior Exams |
| | 16 | Elementary Spring Program 7:00pm |
| | 18-24 | Senior Trip |
| | 26 | Senior Chapel |
| | 27 | Graduation 7:00 pm |
| | 30 | NO SCHOOL, Memorial Day |
| June | 1-2 | FULL DAYS FOR ELEMENTARY & PRESCHOOL; ½ Day for Secondary- Exams |
| | 2 | Preschool Spring Program 7:00pm |
| | 3 | Last Day; ½ day: Secondary Exams; Elementary Field Day; Preschool at the Park |
| | 3 | End of 4 th Quarter |

ADDENDUM 2

WASHTENAW CHRISTIAN ACADEMY
GRADES 6-12 BELL SCHEDULE
2015-16

| | | |
|----------|---------------|---------------------|
| PERIOD 1 | 8:15 – 9:10 | (55 min) |
| PERIOD 2 | 9:14 – 10:06 | (52 min) |
| PERIOD 3 | 10:10 – 11:02 | (52 min) |
| PERIOD 4 | 11:06 – 11:58 | (52 min) |
| LUNCH | 11:58 – 12:33 | (35 min) |
| PERIOD 5 | 12:33 – 1:25 | (52 min) |
| PERIOD 6 | 1:29 – 2:21 | (52 min) |
| PERIOD 7 | 2:25 – 3:30 | (65 min) Wed Chapel |

ADDENDUM 3

Washtenaw Christian Academy Teachers, Staff & Administration

| | | |
|------------------------|---|--|
| Berry, Julianna | Elementary Art Teacher | Jberry@washtenawchristian.org |
| Bleitz, Joy | Secondary Science & Math Teacher | jbleitz@washtenawchristian.org |
| Bobbitt, Kitty | Secondary Science Teacher | kbobbitt@washtenawchristian.org |
| Brendtke, Amber | Secondary Math & English 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 |
| Fredenburg, Jason | MS Bible Teacher | jfredenburg@washtenawchristian.org |
| Harner, Matt | Athletic Director / PE / Bible Teacher | mharner@washtenawchristian.org |
| Harris, Michelle | Third Grade Teacher | mharris@washtenawchristian.org |
| Haupt, Amy | Elementary Principal/Preschool Director | ahaupt@washtenawchristian.org |
| Landis, Bill | Fifth Grade Teacher | blandis@washtenawchristian.org |
| Landrum, Kristi | Kindergarten Teacher | klandrum@washtenawchristian.org |
| Lund, Stephen | Secondary Social Studies Teacher | slund@washtenawchristian.org |
| McFerren, Marilyn | Resource Administrator/Educational Therapist | mmcferren@washtenawchristian.org |
| Odegard, Kara | Administrative Assistant | kodegard@washtenawchristian.org |
| Styles, Kate | Secondary Math Teacher | kstyles@washtenawchristian.org |
| Taylor, Elizabeth | Librarian / Computer Teacher | etaylor@washtenawchristian.org |
| Zalewski, Adam | Music / Music History | azalewski@washtenawchristian.org |
| Zambeck, Dana | School Counselor / Secondary Assistant Principal Elementary Music Latin Teacher | dzambeck@washtenawchristian.org |