



Parent Student Handbook

Walnut Creek Christian Academy
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WELCOME TO WCCA

It is a pleasure to welcome you to Walnut Creek Christian Academy. We are delighted that you are part of our school community, and are thankful for the trust that you have placed in us.

The Lord has had His hand of blessing on WCCA since its inception in 1949. Through building projects and the addition of new classes, staff, and our Preschool, our goal has remained constant – to educate the whole child by cultivating the mind, heart, body, and soul for Christ. Accredited with the Association of Christian Schools International (ACSI) since 1971 and with the Western Association of Schools and Colleges (WASC) since 1990, WCCA is committed to providing a quality, Christ-centered education. It has been our privilege to contribute to the development of many graduates who go on to use their talents and skills for God's glory.

We recognize the home as the first and foremost teacher, and we consider it a privilege to partner together with you in providing a biblical education for your children. To this end, we desire to address the needs of the whole child, including guidance and instruction in the academic, social, and physical areas. Foundational to the mission of the school is our commitment to the spiritual development of each child, as we strive to help each student establish and grow in a personal relationship with Jesus Christ.

This handbook details policies and procedures that have been developed with prayer and careful thought. These standards provide a framework to ensure uniformity and efficiency. Above all, the policies and procedures assist in maintaining an environment that honors Christ in all we do and say.

We look forward to another year of growth and achievement. We invite your active and supportive participation in our school family this year as we work together in this awesome and rewarding ministry to children.

In Christ,

A handwritten signature in black ink that reads "Kristi McComas". The signature is written in a cursive style with a large initial "K".

Kristi McComas
WCCA Principal

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Walnut Creek Christian Academy
Organizational Chart



ADMISSION PHILOSOPHY, POLICIES, AND PROCEDURES

WCCA is open to anyone desiring a Christian education, whom the school finds qualified for admission, and who agrees (and whose parents agree) that he or she shall abide by WCCA's rules. All students must desire to attend WCCA and agree to honestly and wholeheartedly apply themselves to "study to show (themselves) approved unto God" (II Tim. 2:15). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates. Attendance at WCCA is a privilege and not a right.

WCCA's biblical mission is to work in conjunction with the home to develop Christ-like students. Therefore, WCCA requires parents and students seeking enrollment, as well as parents and students desiring to maintain enrollment, to support and cooperate with the school's educational philosophy, Statement of Faith, objectives, and policies. If it is evident that the attitudes and actions of a student and/or the home do not support the school's ministry, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Priority enrollment privileges are in this order: 1) children of WCCA/Preschool staff, 2) children of members of First Baptist Church of Walnut Creek, 3) siblings of students already enrolled at WCCA, 4) WCCA Preschool students, 5) children of Berean Christian High School staff, and 6) children of alumni.

The process of enrollment prior to final acceptance includes several steps. Parents must complete an application online and pay the Application Fee. Parents may be asked to submit references, report card, and immunizations. Students may be tested prior to admission. All applicants for kindergarten entry are given a kindergarten readiness assessment. In order to enter kindergarten, a child must be five years old on or before September 1st. Students in 1st through 8th grades who have incomplete or deficient testing or academic records may be tested prior to admission. An interview is conducted to determine that the family and student desire a Christian education, support the philosophy and objectives of the school, and demonstrate a willingness to cooperate with WCCA administration and to abide by its policies. Student selection is also dependent on records of satisfactory academic progress and citizenship.

Upon completion of the designated steps, parents will be notified as to whether their child has been accepted into the school. Students may be accepted with conditions (i.e. the student attends summer school, receives tutoring, repeats a grade, etc.) Students who are accepted must have their files complete and their account current in order for them to begin school on the first day. This includes having completed necessary physical examinations where required. All students must have immunization and emergency information forms on file prior to the first day of school.

All incoming students are admitted on a probationary basis for the first quarter. During this time, teachers monitor the students to assess performance. If deficiencies are noted, a conference may be called to determine a course of action. If the teacher, department head, and principal agree that the deficiencies will likely be corrected, probationary admission may be extended.

WCCA admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions, policies, scholarships, athletics, and other school-administered programs.

Re-enrollment in WCCA is by invitation, contingent on the student's desire to attend and support the school's objectives, satisfactory student citizenship record and academic progress the previous school year, and parental support of the school ministry and mission. In some cases, a student's re-enrollment may not be determined until the end of the school year.

FINANCIAL POLICIES

The Academy operates with no financial margin, and its budget is projected solely on the basis of fees and tuition. We count on your cooperation in keeping all accounts current.

Please read and make sure you are familiar with the following:

1. The Application Fee is non-refundable. If, after testing and/or an interview with the administration, it is recommended that your child not be accepted for enrollment at the Academy, the Enrollment Fee will be refunded.
2. Tuition begins on August 1. Tuition paid in full by August 1 receives a discount. All families are automatically set up on the 10-month payment schedule. Families needing to use the 12-month payment schedule must let the bookkeeper know before July.
3. Current WCCA Preschool through 8th grade families may receive tuition credit when, upon their recommendation, a family new to WCCA completes their enrollment with WCCA. Multiple referral credits may be earned. See the **New Student Referral Credit** information sheet for complete details.
4. A family that qualifies for both the early payment discount and the referral credit may choose one credit to apply to their account.
5. Monthly tuition payments are collected on the tenth of the month from August through May (10-month plan), from August through June (10-month plan skipping February), or from July through June (12-month plan) using FACTS, RenWeb's automatic scheduled payment service. Parents are responsible for inputting their financial information directly to FACTS at <https://online.factsmgt.com/sihnin/49TSX>. The associated fees for bank drafts will be paid by the school.
6. Tuition payment received after the tenth of the month will be subject to a \$15 late fee.
7. Extended care and lunch charges may continue to be paid by check, cash, or RenWeb's PayNow option. The fee for a PayNow draft against a checking account is .85 cents per draft added directly to the charged amount.
8. **PARENTS ARE RESPONSIBLE TO CHECK EXTENDED CARE, LUNCH ACCOUNTS, AND TUITION (FOR ADDITIONAL FEES) ON RENWEB. THE SCHOOL DOES NOT SEND STATEMENTS.**
9. If the account is not up-to-date by the end of the month, parents must contact the bookkeeper's office to make arrangements for payment. If a family gets two months behind in tuition, and no arrangements have been made, the family will be asked to withdraw until the bill is paid.
10. **THE FEE FOR A RETURNED PAYMENT IS \$25.00.**
11. Outstanding tuition and other fees are due and payable in full when a student withdraws or is dismissed for any reason. Fees and some tuition are non-refundable in case of withdrawal or dismissal.
12. **Tuition and fees are to be fully paid on or before the last day of school. A student's account must be current before that student is allowed to attend the following year and before a graduating eighth grader receives his/her diploma.**
13. Parents will be charged for damages to or loss of school property attributable to their student.

SCHOOL HISTORY

Since 1949, WCCA has been dedicated to providing a quality, Christ-centered educational program that addresses the spiritual, academic, physical, and social needs of our students. It was over sixty years ago that the congregation of First Baptist Church of Walnut Creek saw the need for a local Christian school. The first year's enrollment was fifty-five, and the first graduating class consisted of six students. In 1964, a high school was added. Seeking room to grow, the high school moved in 1970. It now operates independently as Berean Christian High School. Given timely submission of their applications and meeting the entrance requirements, graduating eighth graders from WCCA are given preferred consideration for admission to Berean. The Lord has had His hand of blessing upon us as we have continued to grow. Our Preschool (Formerly known as First Baptist Preschool) opened its doors in 1985, and has since expanded to multiple classes. Our K-8 and Preschool are blessed with a dedicated team of qualified, caring teachers and support staff who view their work as a ministry.

SCHOOL SPONSORSHIP AND ACCREDITATION

WCCA is sponsored by First Baptist Church of Walnut Creek.

WCCA is dually accredited by both the Association of Christian Schools International (ACSI) and by the regional accrediting agency, the Western Association of Schools and Colleges (WASC). WCCA has maintained accreditation with ACSI since 1971 and with WASC since 1990, demonstrating the school's ongoing significant commitment to rigorous standards. Though three year terms are often the norm, WCCA consistently earns a full six-year term of accreditation with a midterm review.

EDUCATIONAL PHILOSOPHY

The educational philosophy of WCCA is based on the conviction that God exists and that He has revealed Himself to man. God's revelation to man is three-fold: He has revealed Himself through creation (Romans 1:20), through the Bible (Hebrews 1:1), and through His Son, Jesus Christ (Hebrews 1:2).

Because God has revealed Himself through creation, we believe that school subject matter should be revelatory of God (Psalm 19:1, 2). Since all subject matter is revelatory of God, there is no such thing as a "secular" subject.

God has revealed Himself even more particularly through His Word, the Bible (I Corinthians 2:9-13; II Peter 1:20-21). The Bible is therefore taught as a school subject and is considered to be verbally inspired and authoritative (II Timothy 3:16). The Bible is a source book for all subjects and is considered the final authority when it touches upon any subject (John 17:17).

God's final and most complete revelation of Himself is through His Son, Jesus Christ. We believe the way to God is through Christ (John 14:6) and that every student needs to establish a personal relationship with Jesus Christ as Savior.

We believe that truth stems from God and is absolute in character. Therefore, we desire every student to reach the following goals: (1) discern the truth based upon God's Word, (2) master the facts involved, and (3) apply these truths to his or her own life and circumstances.

OUR MISSION – TO EDUCATE THE WHOLE CHILD BY CULTIVATING THE MIND, HEART, BODY, AND SOUL FOR CHRIST

WCCA, guided by the infallible Word of God and inspired by the Holy Spirit, is dedicated to providing a Christ-centered educational program that addresses the spiritual, intellectual, physical, and social needs of its students. We believe the way to God is through Christ (John 14:6) and that every student needs to establish a personal relationship with Jesus Christ as Savior. We are pledged to teach the knowledge and skills required for future study or for occupational competence, and to teach the application of biblical principles to every part of daily life.

VISION STATEMENT

It is the vision of Walnut Creek Christian Academy to engage students in a quality Christ-centered education that equips and challenges them to reach their unique potential spiritually, academically, socially, and physically. Following Christ's call to excellence, WCCA aspires to be an exemplary Christian school ministry characterized by innovative and engaging curriculum and teaching practices, well-rounded programs, and appropriate facilities. We endeavor to foster a nurturing, mutually supportive school community of students who enthusiastically pursue learning and Christian character, parents who wholeheartedly support the school's mission, Bible-believing churches who actively reinforce a biblical worldview, and qualified, caring Christian faculty and staff who sacrificially invest in the lives of students. Ultimately, WCCA desires to prepare and inspire students to impact their world for Christ through a life of service to Him.

EXPECTED STUDENT OUTCOMES

As we strive to attain our vision and mission to educate the whole child, Walnut Creek Christian Academy aims to produce graduates with a Christian worldview who meet developmentally-appropriate expectations as...

W – Well Equipped Christians who

- Demonstrate a growing personal relationship with Jesus Christ as their Savior
- Know, understand, and apply God’s Word as the authority and standard for all areas of life – spiritual, social, mental, and physical
- Understand that their purpose in life is to glorify God and impact their world for Him
- Exhibit an increasing ability to articulate and defend their faith

C – Critical Thinkers who

- Identify worldview assumptions and presuppositions, discern the truth based on Scripture, and apply biblical wisdom to daily life
- Understand, apply, analyze, and evaluate information
- Employ higher level thinking skills to create sound independent thoughts or products
- Utilize logical and effective problem solving strategies and decision making skills

C – Capable Communicators who

- Interact with others in a Christ-like way, utilizing the Matthew 18 principle and The Young Peacemakers program to resolve conflict Biblically
- Demonstrate the interpersonal skills necessary to work cooperatively in both leadership and supporting roles in diverse situations
- Read, write, speak, and listen effectively and critically
- Gather, organize, assimilate, and effectively communicate pertinent information through speaking, writing, and technology

A – Academic Achievers who

- Exhibit self-discipline and responsibility for their own actions and learning, setting and achieving realistic goals
- Demonstrate a desire to learn and to pursue excellence in all endeavors to the glory of God
- Create quality intellectual, artistic, practical, and physical
- Possess the necessary skills, knowledge, tools, and academic competencies for future success in school and in life

CORE VALUES

Centering in Christ – Revelation 4:11; 5:9

- Providing a Christ-centered, God-honoring environment (Colossians 1:18)
- Ministering as a team of board, administrators, faculty, and staff united in allegiance to Christ and the mission of a distinctively Christian education (Colossians 1:28-29)
- Encouraging each student to develop a personal and growing relationship with Jesus Christ as Lord and Savior (Colossians 2:6-7; Hebrews 10:24; 2 Thessalonians 5:14-15)

Teaching the Truth – John 17:17; 2 Timothy 3:16

- Recognizing that all truth is God's truth, and that the Bible is the verbally inspired, inerrant, and authoritative Word of God (John 17:17; 2 Peter 1:20-21; 1 John 5:20)
- Integrating a biblical worldview into all areas of the curriculum and school program (Psalm 19:1-6; Proverbs 1:7; John 14:6; Romans 1:20)
- Affirming the worth of each individual as an image-bearer of God (Genesis 1:26-27; James 3:9)
- Developing students who hide God's Word in their hearts, discern the truth based on Scripture, and apply biblical wisdom to every part of daily life (Psalm 119:11; Proverbs 3:5-6; 1 Corinthians 2:15-16; James 2:17; 2 Peter 3:28)

Striving for Excellence – 1 Corinthians 10:31; Colossians 3:23

- Pursuing excellence in who we are and all that we do to the glory of God (Colossians 3:17)
- Promoting the spiritual, academic, social, and physical well-being of each student (Psalm 139:13-16; Matthew 22:37; 1 Timothy 4:8)
- Equipping students to develop the thinking, communication, study, and academic skills needed for future educational and occupational success (Ephesians 4:11-15)
- Providing a quality learning experience that engages students, encourages them to reach their full potential in Christ, and focuses on what is best for each student (Philippians 2:12-15)

Leading through Service – Matthew 20:28

- Following Christ's example of service and love in our relationships with others (Mark 9:34-35; Luke 22:26)
- Serving as Christian role models at all levels of leadership, including the board, administration, faculty, and staff, so that others may follow our examples (Matthew 5:14-16; Philippians 2:3-4)
- Fostering a faithful board, administration, faculty, and staff who choose to operate not from obligation to a job but from commitment to the ministry (Ephesians 6:6-7; Colossians 3:23)
- Preparing effective servant leaders who will desire to follow biblical principles in their interactions with others, fulfill their responsibility toward good citizenship and mission outreach, give their lives in service to God, and impact their families, communities, and world for Christ (John 12:26; Acts 13:36; Colossians 4:5-6)

Partnering with Parents – Proverbs 22:6

- Recognizing the home as a child's primary educator (Deuteronomy 6:7)
- Collaborating with parents who affirmatively support and cooperate with the school's Christian philosophy of education, core values, mission, and vision (Ephesians 4:1-3)
- Encouraging families in their affiliation with a local Bible-believing church (Hebrews 10:24-25)
- Following biblical principles in relationships and interactions (Matthew 18:15-17)

STATEMENT OF FAITH

WCCA's complete statement of faith, upon which all teaching is based, is as follows:

1. THE SCRIPTURES

- ★ We believe the Bible is the inspired word of God and without error in the original writings.
- ★ We believe that this divine inspiring extends equally to each word and to all parts of the sixty-six books of the Bible.
- ★ We believe that all the Scriptures center on Jesus Christ, both the Old and New Testament and that they are the believer's sole authority.
- ★ We believe that all Scripture is to be taken in its natural and literal sense, all the while recognizing the interpreter must take into account the metaphors of the Bible.
- ★ We believe that all Scripture was designed for our practical instruction.

2. MAN/SIN

- ★ We believe that man is the product of the direct creative act of God, made in the image of God.
- ★ We believe in the sanctity of human life that begins at the point of conception.
- ★ We believe that all sexual relationships must pattern themselves after a faithful heterosexual relationship within marriage.
- ★ We believe that man fell from his original position through sin, and, as a consequence, became separated from God in fellowship and became subject to the power of Satan.
- ★ We believe that sin has been transmitted to the entire human race so that every child of Adam is born into the world with a fallen nature devoid of spiritual life and no power to recover oneself from this condition.

3. THE TRUE GOD

- ★ We believe there is only one living and true God existing as three persons, the Father, the Son, and the Holy Spirit.
- ★ We believe that the members of the Godhead have the same nature and attributes and are worthy of the same worship and honor.
- ★ We believe that the Father is the source of all things and the one who sent the Son as His gift into the world.
- ★ We believe that Jesus Christ is the Son of God, eternal and equal with the Father, born of the Virgin Mary, and that He is both true God and true man.
- ★ We believe that Jesus Christ died for our sin on our behalf.

- ★ We believe that Jesus Christ rose physically from the dead and ascended to the right hand of the Father, where He is now ministering on our behalf.
- ★ We believe that Jesus Christ will receive us unto Himself at His coming and will return to establish His earthly kingdom.
- ★ We believe that the Holy Spirit is a divine person who is co-equal with the Father and Son and that He was active in creation, convicts the world of sin, reveals Christ and unites all believers as one body along with such work as indwelling, empowering, and gifting.
- ★ We believe that revelatory and sign gifts of the Holy Spirit were given to the early church for the primary purpose of authenticating its ministry.

4. SALVATION

- ★ We believe that salvation is entirely of God, by grace, through personal faith in the death and resurrection of Christ, wholly apart from any human merit, works, or foreseen faith.
- ★ We believe that believers were chosen sovereignly by God before the foundation of the world for salvation and are enabled by the Spirit to believe.
- ★ We believe that the new nature and eternal life are communicated to believers by a supernatural work of the Spirit.
- ★ We believe that believers have a right standing before God in that their sins were put on Christ and His righteousness was accredited to us.
- ★ We believe that all believers were set apart at the point of salvation and the believer is progressively brought closer to conformity to the holiness of God, a process culminating at the return of Christ.
- ★ We believe that all who are truly born again will be kept by Christ and will persevere in faith unto the day of complete redemption.

5. THE CHURCH

- ★ We believe that all who are united to the risen and ascended Son of God are members of the church that began fifty days after the crucifixion.
- ★ We believe the local church is a congregation of immersed believers, associated in the faith, the body of truth embodied in Scripture, for the spreading of the gospel, and worship of God.
- ★ We believe that the ordinances of the church are baptism by immersion as the identifying symbol of one's belief in Christ's death and resurrection, and communion that is a commemoration of Christ's death until He comes.
- ★ We believe the church has the responsibility to take the gospel message to all nations of the earth and to be a voice for justice and truth in the world.
- ★ We believe in separation from all sinful practices and all spiritual apostasy.

6. ANGELS

- ★ We believe angels are spirit beings created to serve and worship God.
- ★ We believe Satan was created holy but rebelled against the Creator, involving numerous angels in his fall, and introducing sin to the human race by the temptation of our first parents.
- ★ We believe Satan was defeated in the death of Christ and will be tormented forever.
- ★ We believe Satan's control over Christians is limited to external influences that may be resisted by the believer.

7. FUTURE EVENTS

- ★ We believe in the any moment coming of Jesus Christ for His church at which time all church saints will be raised, glorified and rewarded.
- ★ We believe that Christ will return at the second coming to set up His kingdom, to overthrow Satan, and to re-gather Israel to their promised land.
- ★ We believe in the physical resurrection of all the dead; the saved to life eternal, the unsaved to eternal judgment and separation from God in the lake of fire.
- ★ We believe the eternal state will begin following the judgment for the lost with believers of all time enjoying God forever.

Doctrinal Statement Verses:

1. THE SCRIPTURES
2 Timothy 3:15-17; 2 Peter 1:20-21, 3:15-16; 1Corinthians 2:13; John 14:26, 16:13, 17:17;
Hebrews. 1:1-2.
2. MAN/SIN
Genesis 1:26-27, 2:7; Romans 3:1-24, 5:12-14.
3. THE TRUE GOD
John 4:24; Deuteronomy 6:4; Genesis 1:1; Colossians 2:9; Hebrews 1:1-2; John 1:1, 18; John 8:58;
Philippians 2:5-8; 1 Peter 2:24, 3:18; Hebrews 7:25; Matthew 28:19; 2 Corinthians 13:14;
Matthew 1:18-25; John 14:26, 16:7-14; Psalm 139:7-12; Acts 5:3,4; Romans 8:9; 1 Corinthians 6:19,
12:13; 2 Corinthians 12:12.
4. SALVATION
Ephesians 2:1-8; Titus 3:5-6; Acts 16:31; John 3:3-7; 2 Corinthians 5:17; 1 Peter 1:23; 2 Peter 1:4;
Eph. 1:4-11; 2 Thessalonians 2:13; Romans 5:1; 1 Corinthians.1:2; Philippians 1:6; Romans 8:33-39;
John 10:27-29.
5. CHURCH
2 Corinthians 6:14; Matthew 6:15-16; Ephesians 1:22-24, 4:11-12; 1 Corinthians 11:23-28;
1 John 2:15-16, 4:1-3; 2 Corinthians 5:20; Matthew 18:15-17; Acts 2:41-42; Matthew 16:18.
6. ANGELS
Hebrews 1:6; Revelation 5:11; Genesis 3:1-5; Matthew 4; 1-11; Revelation 20:10.
7. FUTURE EVENTS
1 Thessalonians 4:13-18; 1 Corinthians 15:22-24; Revelation 1:5-7, 19:11-16, 20:1-7; John 5:22,
Romans 14:10-13; Revelation 21-22; John 14:1-3.

STUDENT LIFE

LENGTH OF DAY

Full-day for all grades, K-8, begins at **8:30am** and ends at **2:50pm**.

Early dismissal time on selected **minimum days** is **11:50am**.

Students may arrive on campus as early as 8:00am and may stay on campus as late as 3:15pm (or 12:15pm on minimum days) with no additional extended care charges. The extended care office opens at 7am and closes at 6pm on school days.

DRESS CODE STANDARDS

WCCA has developed a dress code standard with the following goals in mind: 1) To help students practice biblical principles of modesty, sensitivity to others, and moderation; 2) To help make the school environment as conducive as possible to Christian education and values; and 3) To provide guidelines for appropriate school attire. The WCCA dress code provides opportunities for students to develop sound judgment within limited parameters. The administration reserves the right to make the final decision about what is acceptable or unacceptable dress. Students and parents agree to abide by the administration's final decision. If necessary, the school will modify the dress code as needed.

GENERAL GUIDELINES: Regular school dress is to be worn at all times a student is on campus and when attending school-sponsored events, unless an exception is made for a special reason. All clothing should be neat and clean. Items should not be frayed, have tears or holes, and must be hemmed. Clothing should fit properly and clothing items should be neither too large and baggy nor too small and tight. All dress should reflect modesty and clothing must not be form-fitting, tight, or revealing.

SHIRTS/TOPS: Collared polo shirts or collared button down shirts are worn Monday – Thursday (and Fridays if you choose not to wear a Christian T-shirt.) Christian T-shirts may be worn every Friday and for occasional special events as designated by the administration.

The collared/polo shirt must be the top layer. Turtlenecks or tank tops may be worn under appropriate shirts and not in place of the collared shirt.

SHORTS: Shorts and cargo shorts must be no more than 3 1/2 inches above the knee. Cut-offs or athletic shorts may not be worn. (The exception is for junior high PE, which requires students to wear solid royal blue or navy athletic shorts with no stripes – please see PE syllabus for details.)

PANTS: Jeans, khakis, and similar pants are appropriate. Students may not wear athletic, sweat pants, or overalls. The "destroyed" look is not allowed. Pants and shorts must not sag or ride low, they must be able to stay up during any type of activity. Leggings are not to be worn as pants, but may be worn under an appropriate dress or skirt.

SKIRTS/DRESSES: Skirt and dress length must be no more than 3 1/2 inches from the floor when kneeling in an upright position. This length also applies to slits in dresses/skirts. Dresses may not be backless, sleeveless, or strapless. The neckline must not be revealing or low-cut.

SHOES: Shoes must be worn at all times when on campus. For safety reasons, students in grades K-5 must wear closed-toe shoes that are safe for play. Junior high students must wear athletic shoes for PE.

HAIR: Hair must be neat at all times to avoid a shaggy, unkempt appearance. Unnatural hair coloring or radical or faddish hair styling is unacceptable. Boys' hair must not extend beyond the bottom of the shirt collar or ears. It is to be combed off the forehead or cut to fall no lower than the eyebrows. Designs may not be shaved in the hair. Girls' bangs must be cut or fastened back so they do not fall lower than the eyebrows.

CAPS/HATS: Caps/hats must be removed when entering buildings or classrooms.

OUTERWEAR: Campus dress must be worn under all outerwear (sweatshirts, sweaters, jackets, coats, etc.).

BACKPACKS AND ACCESSORIES: All accessory items should adhere to the campus environment and lifestyle. Any accessory that depicts double-meaning slogans, music groups, designs, and pictures that do not support a Christian lifestyle should not be brought to school.

DRESS FOR SPECIAL ACTIVITIES: The above dress code applies to all school-sponsored athletic events, parties, drama/music productions, Activity Day, Honors Day, and field trips. Exceptions are made for trips where students will be swimming. Swimwear must display modesty. Girls must wear modest one-piece swimsuits and boys must not wear bikini or Speedo-style swimsuits. Students must dress in regular school attire when meeting at school to leave for a swimming event and must change back into school attire before returning to school after swimming. No bathing suits are to be worn on campus.

CELL PHONES AND ELECTRONIC DEVICES

The general policy is that students' electronic devices such as cell phones, notebooks, iPods, video games, radios, CD/mp3 players, etc. are a distraction to the learning environment, and **may not be used or be visible** at school during school hours (7:00 a.m. – 6:00 p.m.). When requested by a teacher, the use of these devices will be restricted to the purpose for which they were brought to school and used only in that class. A violation of this policy will result in a **Disciplinary Notice** and the item being turned in to administration. The item will be returned only to the parent of the student. Parents who need to contact their children for emergencies may do so through the school office. Students who must contact their parents for illness or other emergencies may obtain permission to use the school phones.

FOOD AND DRINK

In general, eating or drinking in classrooms or in the gym is prohibited, except at scheduled times or on rainy days. Students may keep a bottle of water in the classroom. Gum is not to be chewed on campus.

LOST AND FOUND

Most lost and found articles are placed on the coat racks in the hallway of the quad (US map) area. Smaller or valuable items are sent to the library, where they may be identified and claimed each school day during library hours. Please write your child's name in all clothing. Items remaining in lost and found after the close of each quarter may be donated to charity.

LUNCH PROGRAM

The lunch program is committed to enhancing the nutritional value of the foods offered to students at the school, while trying to keep them appealing and attractive. The Dietary Guidelines for Americans recommend that children eat: a variety of foods; choose a diet low in fat, saturated fat, and cholesterol; select plenty of vegetables, fruits, and grain products; and use sugar, salt, and sodium in moderation. WCCA strives to follow these guidelines as well as others, such as providing meals that do not contain trans-fats, offering whole grain and low-fat dairy options, and increasing fiber content.

Hot lunches, milk, and juice are provided daily, with some exceptions such as minimum days of school. Watch for menu changes which are published in the *Eagle Forum*. Crust-less peanut butter and jelly sandwiches, whole wheat grilled cheese sandwiches, and burritos are available any day of the week.

Complete details may be found in the **WCCA Lunchroom Facts and F.A.Q.** brochure.

STUDENT CONDUCT

The school's code of conduct is based on biblical principles. Attitudes and activities which honor Christ are encouraged, while those that are detrimental to spiritual growth and Christian testimony are to be avoided. WCCA desires a wholesome and stimulating educational atmosphere that focuses on building godly character through a Christian education. In short, students are here to learn in a Christ-honoring environment. To that end, we strive to place tools in the classrooms and in the play areas that will enhance the godly development of mind, soul, and body.

Christian education is a cooperative effort involving the parents, students, and school. The biblical and philosophical goal of Walnut Creek 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 WCCA, all students are expected to exhibit the qualities of a Christ-like life promoted and taught by the school, including support of the biblical moral principles adopted by WCCA. If it becomes apparent that a student's influence is detrimental to the progress of others or that a student remains unsympathetic toward the objectives of WCCA, WCCA retains the right, within its sole discretion, to expel him/her. The school also reserves the right, within its sole discretion, to refuse admission of an applicant who does not exhibit support of the school's objectives, philosophy, and policies.

Students are to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. Students are expected to have a courteous, respectful, and cooperative attitude toward administrators, teachers, staff, and all students in the school. In keeping with our Mission, Vision Statement, and Educational Philosophy, WCCA will expect that students represent the school appropriately both on and off the campus. Parents and students agree that internet use, social media, or other electronic communication whether created in or out of school will positively reflect the values of the school. Although the school does not actively monitor such outside media use, any inappropriate items which are brought to our attention will be dealt with as though they were created on campus.

Boy-girl relationships must be wholesome and in good taste. Any outward display of affection (hand-holding, inappropriate embracing, kissing, etc.) is considered inappropriate conduct for school or school activities.

Individual teachers or departments may set additional policies specific to the students in their care.

The administration, faculty, and staff will encourage each student to develop self-discipline, but the responsibility of the choices and consequences rests upon the student. Serious offenses or an accumulation of offenses are dealt with by the principal or chairperson, who may then place students on probation. Serious misconduct (including, but not limited to possession, use, or selling of illegal drugs, alcohol, or tobacco products; attendance at activities where drugs or alcohol are being illegally consumed; possession, use, or selling of any weapon or instrument designed to do bodily harm; vandalism; profanity; sexual misconduct; expression of violent, threatening behavior; immoral, vulgar, and/or obscene behavior or language; possession of pornography; and any activity of an illegal nature) may result in dismissal from WCCA.

THE FOLLOWING ITEMS ARE NOT TO BE BROUGHT TO SCHOOL OR SCHOOL-SPONSORED EVENTS: Weapons (real or fake); electronic entertainment (radios, iPods, electronic games, iphones, ipads, etc.); cameras; voice recorders; questionable comic books or magazines; laser pointers; remote control vehicles; irreplaceable family “treasures”; collectable cards, toys, books, etc.; fantasy-based toys, magazines, cards, or other items; large sums of money; and expensive items. Inappropriate items will be confiscated and must be picked up by a parent. Please note that the above list is not meant to be exhaustive, but is designed to provide a representative sampling of inappropriate items.

CONFLICT RESOLUTION

All grades use *Peacemakers*, a program adapted from Corlette Sande’s [The Young Peacemaker](#). More information can be found on the WCCA website, www.wccaeagles.org. Following are the 12 key principles that young peacemakers need to learn:

1. Conflict is a slippery slope.
2. Conflict starts in the heart.
3. Choices have consequences.
4. Wise-way choices are better than my-way choices.
5. The blame game makes conflict worse.
6. Conflict is an opportunity.
7. The “Five A’s” can resolve conflict. Starting in kindergarten, students learn these five steps.
 - a. Admit what you did was wrong.
 - b. Apologize for how your choice affected the other person.
 - c. Accept the consequences for your wrongdoing without argument or excuses.
 - d. Ask for forgiveness.
 - e. Alter your choice in the future.
8. Forgiveness is a choice, not a feeling.
9. It is never too late to start doing what’s right.
10. Think before you speak.
11. Respectful communication is more likely to be heard.
12. A respectful appeal can prevent conflict.

DISCIPLINE POLICY

God clearly demonstrates in His Word that discipline is a valuable and necessary tool designed to help us lead godly lives. Following this principle, WCCA seeks to discipline as deemed wise and expedient for the student, to counsel the student biblically, and to counsel parents biblically when matters of a student's welfare arise (Prov. 19:18; 29:17; Eph. 6:1-2; Heb. 12:5-6). Parental involvement and cooperation are essential to maintaining proper student discipline in school. WCCA recognizes that God has ordained the home as the primary teacher, and desires to partner with parents in the biblical development of well-disciplined students. It is our desire to keep you informed and enlist your assistance in working together to help your child.

WCCA faculty and staff employ a variety of techniques to bring about the desired results in the student’s life. Each teacher develops a classroom management plan and policies to maintain an atmosphere conducive to learning. The classroom teacher handles most discipline. If additional support is needed, the chain of command (teacher to department head to principal) will be followed. Appropriate conferences may be scheduled with students, parents, and school personnel.

Bullying: At Walnut Creek Christian Academy, we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation, and hurt. We all share a responsibility to foster, promote and restore right relationships. We believe that bullying is unacceptable and we (students, faculty, staff, and parents) all share a responsibility for preventing it.

At Walnut Creek Christian Academy we adopt the following strategies to prevent bullying:

- Explicit teaching of positive behaviors embedded within the Peacemakers curriculum addressing positive relationships, conflict resolution, resilience, and bystander action
- Regularly recognizing and acknowledging students who demonstrate appropriate behaviors that promote and restore right relationships, aka Star Students
- Vigilant classroom, playground, and transition supervision
- Provision of safe and structured playground spaces and activities at break times

How do we respond to bullying at Walnut Creek Christian Academy? Bullying is viewed as a major breach of the school rules and behavioral expectations and therefore follow-up action will align with our school Discipline Policy. Any reports of bullying will be investigated and appropriate action will be taken promptly.

Disciplinary Notices and Referrals – All Departments

Using the Matthew 18 principle, students will be counseled on disciplinary issues by the classroom teacher and each department has steps in place preceding Discipline Notices and Referrals, such as “Stop and Think”, “My Action Plan”, and detentions. Since parental support is essential in improving student conduct, **Disciplinary Notices** may be sent home to be signed by the parent and must be returned the next school day. **Disciplinary Referrals** are used for more serious offenses; therefore, they will be handled by the department chairperson or principal as deemed appropriate. A student may be suspended or expelled on the first Disciplinary Referral, depending on the offense. An accumulation of disciplinary actions, including **Disciplinary Notices** and **Disciplinary Referrals**, during the last month of school may result in the student losing the privilege of attending Activity Day. There may be no refunds if funds have already been spent.

Intermediate and Junior High Discipline Policy

An accumulation of Disciplinary Notices for the school year will result in the following:

- 4th Disciplinary Notice/Disciplinary Referral– parent will be notified
- 6th Disciplinary Notice – one-day suspension from school
- 9th Disciplinary Notice – three-day suspension from school

A student's disciplinary record will have a bearing on re-enrollment.

An accumulation of 6 Discipline Notices in a single semester will result in expulsion from school.

SUSPENSION POLICY

A student who is suspended will be responsible to complete all school work done on the day(s) of the suspension. The student will receive a “0%” for that homework/class work. In the event that no assignment was done on that date(s), the student will receive a “0%” for the homework/class work assignment nearest the date of the suspension. The student will be allowed to take tests and/or turn in major projects for full credit. This will apply to all classes except the elective and mini classes in junior high. Students may not attend school functions or participate in extracurricular activities on the day(s) of the suspension.

EXTRA-CURRICULAR ACTIVITIES

CHAPEL

Chapels are planned so our students may learn how to worship. Quiet attention and appropriate response contribute to personal and group blessings.

Chapels are held on Mondays for the primary department (K – 2nd) and on Wednesdays for the intermediate department (3rd – 5th). The junior high department (6th – 8th) holds its chapel every other Monday. This schedule varies occasionally due to special circumstances.

LIBRARY

The library at WCCA is a wonderful collection of well over 10,000 books plus numerous audio-visual materials. It is open from approximately 8:30 a.m. – 2:50 p.m. each school day. The librarian teaches a full-scale program of library skills to kindergarten through fifth grades, and is available to give teachers any assistance they may need in supplementing their programs. The library is open to all students during recesses, breaks, and at scheduled times with their teachers.

Books, magazines, videos, and DVDs may be checked out for a three-week period and may be renewed. There are no overdue book fines for kindergarten and first grade; second through eighth grades are charged \$0.10 per day each day the library is open. The maximum overdue fine is \$2.00 per item.

COMPUTER LAB

Kindergarten through fifth grade students participate in weekly computer classes which focus on keyboarding, math and language skills, and various software applications. Junior high students may enroll in the computer elective. The lab computers are equipped with filtered Internet access. All parents are required to complete and sign the **Internet Acceptable Use Policy Consent and Waiver** form in the enrollment packet.

ART

Kindergarten through fifth grade students take part in weekly art education classes which include instruction in color, line, shape, and texture. Student work is collected in a portfolio and sent home at the end of the school year. Junior high students may choose drawing and advanced drawing as an elective.

MUSIC

Kindergarten through fifth grade students take part in weekly music education classes which include instruction in music theory, simple instruments, and performance. Students perform in an annual Christmas program and Spring Concert. Junior high students may choose choir/beginning guitar as an elective.

SPANISH

Kindergarten through fifth grade students attend Spanish class weekly. Junior high students may choose Spanish as an elective. Through instruction in our Spanish program, students experience a different culture and expand their understanding of languages. (Other languages, including American Sign Language and German, are offered in the after-school program.)

PE

Kindergarten through fifth grade students attend PE class two to three times per week depending on the individual class schedule. Junior high students attend PE every day, it is their 7th period class.

PE CLOTHES (FOR JUNIOR HIGHERS)

PE clothes are required for boys and girls in sixth through eighth grade. An official PE shirt is to be purchased from dynamocustoms.com. Parents are to purchase loose, walking-shorts-length, solid navy or royal blue athletic shorts (no stripes) at a sportswear/department store of their choice. Shorts are also available to purchase at dynamocustoms.com. Shorts will be subject to the approval of the junior high teachers. Sweatpants and sweatshirts may be worn over P.E. clothes during cold weather.

Junior high students will be given a **PE Syllabus** at the beginning of each school year, both the student and parents must sign an **Acknowledgement Form** stating that they have received, read, and agree to abide by the policies in the syllabus.

SPORTS (FOR JUNIOR HIGHERS)

Sixth, seventh, and eighth graders may try out for interscholastic sports activities. Girls' sports include softball, basketball, soccer, and volleyball. Boys' sports include flag football, basketball, soccer, and volleyball. Players must meet minimum academic eligibility requirements as stated in the **Athletic Syllabus**. Players must attend school at least four periods on game days to be eligible to play in a game.

All parents of students participating on interscholastic teams must sign the **Parental Consent Form**. Parents and students must assess the risk involved in competitive athletics and make the choice to participate in spite of those risks. Please note that WCCA's insurance is secondary to the parents' insurance.

FIELD TRIPS

Educational field trips may be scheduled on a school day two or three times throughout the year. Field trips are related to an area of study in the classroom, providing curriculum enrichment and parents may be invited to join. Nominal fees for admission costs and transportation may be charged. Information and permission forms regarding specific trips will be sent home in advance of each field trip. An **Annual Field Trip Release/Emergency Medical Form** must be completed annually in order for a student to attend the field trips.

EXTENDED CARE

Extended care is available from 7:00 – 8:00 a.m. and from 3:15 – 6:00 p.m. REGARDLESS OF AGE, STUDENTS ARRIVING ON CAMPUS PRIOR TO 8:00 A.M. OR REMAINING ON CAMPUS AFTER 3:15 P.M. MUST BE SIGNED INTO EXTENDED CARE, WHERE A CHARGE WILL BE ASSESSED. Fees are charged per child per hour, billed in 15-minute increments, or portion thereof. A late fee, which is owed at the time of service, applies for pick-up after 6:00 p.m.

All parents using extended care must personally sign in and sign out their child(ren) each day. Be sure to alert the office or extended care personnel by email if someone new is picking up your child. The extended care email is club@wccaeagles.org. To contact the extended care staff after 3:15 p.m., call (925) 765-6705 or (925) 935-1587 ext. 211. It is a good idea to send an extra snack and a drink for after school, since it can be a long day for some of the children.

Students who stay to watch after-school athletic games must be signed into extended care or be under their parents' supervision at the game.

Please be aware that when classes are not in session, HOLIDAY EXTENDED CARE may be available. Please see the extended care director for the Holiday Extended Care Schedule.

AFTER SCHOOL CLUBS

These after school enrichment activities are usually scheduled to meet for one hour once per week or every other week:

Computer Club: Students enjoy creating projects in different programs such as creating their own CD, calendar, and cards. Class includes supplies and one large project a month.

Cooking Club: Love to bake and cook, but don't know how? Here is your chance to learn! WCCA introduces a fresh, tasty, and mouth-watering cooking class.

German and American Sign Language (ASL): Learn basic conversation, vocabulary, and grammar skills through fun and engaging activities. These classes also meet weekly. Spanish is taught as part of the school curriculum for grades K-5.

Piano: Offered to all students from preschool through 8th grade through an independent contractor on campus. Lessons can be scheduled before, after, or during school. For an additional traveling fee, the piano teacher, Gjertrud Davis, will give lessons in your home.

Science Club: If you enjoy hands-on science experiments, Science Club is for you!

Violin Class I or II: Violin Class I meets on Tuesdays and is designed for beginning violin students of any grade. Violin Class II meets on Thursdays and is designed for advanced violin students. Both classes meet from 3:15-4:15 pm.

Violin Orchestra: This class is designed for advanced students and meets every Friday from 3-4 pm.

Students may sign-up for one or all classes. The instructor, Mrs. Heekyung Park, has a Master's Degree in music and has performed with various orchestras.

ANNUAL CALENDAR OF EVENTS

AUGUST

KINDERGARTEN MEET AND GREET

Kindergarteners are invited to an informal meet and greet evening to visit their classrooms and teachers in order to familiarize themselves with the people and environment before the first day of school.

JUNIOR HIGH ORIENTATION

A mandatory event for sixth graders and new students to our junior high program. During the junior high orientation, students will receive their locker assignment, class schedule, and take a tour of their classrooms and visit with their teachers.

BACK TO SCHOOL NIGHT

An evening event for parents of Kindergarten through fifth grade students to meet with their child's teacher and hear about classroom instruction and expectations for the year.

FALL PICTURES

All students will be photographed in the fall and the pictures will be used in the annual yearbook. If a parent wishes to order copies of the photos, packages must be ordered and paid for in advance. A make-up picture day is also scheduled.

SEPTEMBER

LABOR DAY HOLIDAY

Classes are not in session on the first Monday of September in observance of the Labor Day Holiday.

PARENT TEACHER CONFERENCES

One day in September is set aside for parent teacher conferences. Parents of students in grades K-5 are expected to meet with the teachers at this time and parents of students in grades 6-8 are scheduled as needed.

TEACHERS CONVENTION

The school will be closed for two days near the end of September (and sometimes scheduled at the beginning of October) as these days are set aside for teachers to attend a Teachers Convention. This convention is sponsored by the Association of Christian Schools International and provides a professional development forum where Christian School teachers can learn best practices in education.

OCTOBER

GRANDPARENTS DAY

Grandparents of all WCCA students (preschool through 8th grade) are invited to visit our campus, enjoy a delicious breakfast/brunch meal prepared by the parents, and a special program honoring them given by the students.

OUTDOOR EDUCATION WEEK

Students in the sixth grade attend a mandatory week-long Outdoor Education program in the fall. Parents will be informed of the extra cost necessary to provide for meals and lodging during this unique educational program. In order for parents to plan ahead, an approximate cost is found on the **Tuition and Fees** information sheet in the acceptance packet and annual reenrollment packet.

WASHINGTON, D.C., TRIP

Every other year, seventh and eighth graders may opt to join a weeklong fall tour of Washington, D.C. This hands-on history lesson provides a once-in-a-lifetime opportunity to study American history in the places it was made. Information on the agenda and costs are made available well in advance.

NOVEMBER

THANKSGIVING HOLIDAY

Classes are not in session for the week of the Thanksgiving holiday. Holiday Extended Care is typically available Monday – Wednesday and must be reserved in advance with the Extended Care Director.

DECEMBER

CHRISTMAS PROGRAMS

Three Christmas programs celebrating the birth of Jesus are presented each year. One presented by the students in the Preschool department and one presented by the students in our Primary department are both scheduled during the school day. A special evening program is presented by the students in our Intermediate department. Parents and extended family and friends are invited to attend each program. Videos of each program will also be made available.

CHRISTMAS BREAK

Classes are not in session for two weeks during the Christmas and New Year holidays. Holiday Extended Care may be available on the days before and after the actual holidays and must be reserved in advance with the Extended Care Director.

JANUARY

MARTIN LUTHER KING JR HOLIDAY

Classes are not in session on the third Monday of January in observance of the Martin Luther King, Jr. holiday. Holiday Extended Care may be available, please see the Extended Care Director for details.

VISITOR/PREVIEW DAYS

WCCA teachers and staff open the school gym and the classrooms to prospective families. To show our appreciation for our WCCA families who spread the good news about our school, current WCCA families who, through their referral are responsible for enrolling a family new to our school, will earn a new student referral credit which will be applied to their tuition account.

FEBRUARY

PRESIDENTS DAY WEEKEND HOLIDAY

Classes are not in session on the Friday and third Monday of February in observance of President Washington's birthday. Holiday Extended Care may be available, please see the Extended Care Director for details.

MARCH

SPRING PICTURES

All students will be photographed and students are also photographed with their WCCA siblings. Picture packages are automatically sent home to each student. If parents are purchasing photos, simply return payment (or unwanted photos) to your classroom teacher or the school office.

Also scheduled in the spring are 8th grade graduation pictures. Students in 8th grade will be photographed in a cap and gown. If a parent wishes to order copies of the photos, simply return payment (or unwanted photos) to your classroom teacher or the school office.

EASTER PROGRAM

A special evening program is presented by all of the students in our Primary department and selected students from the Intermediate and Junior High departments. Parents and extended family and friends are invited to attend this musical celebration of Jesus. Video of the program will be made available.

APRIL

SPRING BREAK

Classes are not in session for one week in observance of Easter. Holiday Extended Care may be available during the week and must be reserved in advance with the Extended Care Director.

TERRA NOVA TESTING

One week of April is set aside for all students K-8 to participate in standardized testing. The results of these tests are scored both locally and nationally, meaning the test scores will show a student's individual score and also how that score compares with other students across the nation who are in the same grade taking the same test. Please do not schedule vacations or morning appointments during testing week.

MAY

OPEN HOUSE

WCCA teachers and staff open the school gym and the classrooms to recognize student accomplishments and demonstrate classroom achievements as the school year comes to a close. Many families also visit next year's classroom(s) to get a glimpse of coming activities.

ACTIVITY DAY

All students in kindergarten through eighth grade participate in Activity Day. This fun day traditionally takes place on the day before the last day of school. Each department celebrates in their own special place. Primary students stay on campus, where the gym is turned into a ranch, a carnival, or a circus. Intermediate students traditionally travel to Scandia. Junior high students usually spend the day at Boomers.

8TH GRADE GRADUATION

Our 8th grade graduation is a traditional ceremony where students are adorned in caps and gowns. This special evening ceremony takes place the day after the last day of school.

JUNE-JULY

ACADEMIC SUMMER PROGRAM

This summer program can help your child with academic enrichment or remediation and are open to students who have completed kindergarten through fifth grade at WCCA.

At the discretion of the teacher, department head, and principal, individual students may be required to attend the academic summer program in order to continue at WCCA the following year.

SUMMER CLUB

WCCA offers a summer program for primary and intermediate students. This program focuses on fun activities, games, and field trips.

ACADEMIC LIFE

ATTENDANCE

Daily attendance is essential to consistent academic progress and is required by law. Please make every effort to make school attendance a priority and limit absences to illnesses and matters of great importance that cannot be accomplished at any other time.

TARDIES

A student is considered tardy to school when he is not in his seat when the 8:30 a.m. bell rings. A tardy student should go directly to class until 8:45 a.m., where the teacher will record the tardy and lunch count. A tardy student who arrives after 8:45 a.m. should come to the school office, where the school secretary will record the tardy and lunch count and will complete an **Admit Pass**, which the student will give to the classroom teacher.

Primary and Intermediate Departments (grades K-5): Tardies are recorded only at the start of the school day.

- A warning notice via RenWeb e-mail will be issued for any student who accumulates nine tardies in a quarter.
- Parents of primary students (Kindergarten – 2nd grade) who accumulate ten tardies in a quarter will have a conference with administration to encourage punctuality.
- Intermediate students (grades 3-5) who reach ten tardies in a quarter will be issued a **Disciplinary Notice**. Additional tardies in a quarter will result in more serious disciplinary action at the discretion of the administration.

Junior High Department (grades 6-8):

- Attendance is recorded every class period. A student is considered tardy when he is not in his assigned seat and prepared for class by the time the bell rings signaling the start of class.
- For first period tardies, a warning notice via RenWeb e-mail will be issued for any student who accumulates nine tardies in a quarter. The tenth tardy will result in a **Disciplinary Notice**. Additional tardies in a quarter will result in more serious disciplinary action at the discretion of the administration.
- For second through seventh periods, a **Disciplinary Notice** will be given for every five tardies. In addition, participation points may be deducted for every tardy to a class.

ABSENCES

Regular attendance is vital to academic success. **Parents are expected to call the office or send a note to report student absences.** Excused absences include illness or health conditions, religious observances, medical or dental appointments, family emergencies, bereavement, and, with prior administrator's approval, family trips.

All Departments: At the discretion of the administration, summer school or disciplinary action, up to and including student suspension and/or dismissal, may be required for students who continue to accumulate excessive absences beyond twenty in a semester. If there are extenuating circumstances such as extended illness, parents may appeal in writing to the school board. A doctor's evaluation may be required in conjunction with the parents' appeal.

Junior High Department: If a student misses more than half a day (four periods for junior high), he is considered absent for the day. **A student is considered absent for any class if he misses more than 15 minutes of that class.** (A student who misses less than fifteen minutes will be marked tardy.)

Students who play on school athletic teams must attend at least four periods on game days to be eligible to play in a game. Exceptions for emergencies or medical appointments must receive prior approval by the athletic director.

ABSENCES AND MAKE-UP WORK

Lesson plans and homework can be accessed on RenWeb. Parents and students are responsible to check RenWeb and confer with the teacher regarding absent work. The student is to make up all absent work, unless otherwise directed by the teacher. If the office is notified by 10:00 a.m., books for third through fifth graders can be brought to the office for pickup. Junior high students can pick up worksheets from their teachers upon their return to school.

For excused absences, the student is allowed to complete assignments, tests, quizzes, and projects for credit, provided the work is completed within the specified time frame. For each day of an excused absence, the student will be given two school days to make up the absent work. After that time, the work will be considered late and will suffer the appropriate late-work penalties unless special arrangements have been made. At a parent's request, a teacher may extend the time given to make up a particular assignment if extenuating circumstances exist.

If a student has an excused absence only on the day of a quiz, test or project, he is expected to make up the work the first day he returns to class.

For planned and/or extended absences, parents are to send a note or call the school office before the absence. Every effort should be made to confer with the teacher(s) to gather the needed assignments and instructions before the absence so that the work is completed when the student returns to school.

Intermediate and Junior High Departments: If a student misses a class or any mandatory school activity without school approval of the absence, it is unexcused. Work that is due during an unexcused absence will receive a zero. The work may still have to be made up for no credit at the discretion of the teacher. Work that is assigned during an unexcused absence is due at the expected time. Examples of unexcused absences include, but are not limited to, the following: at-home or in-school suspensions, cutting class, family vacations without prior approval, and shopping excursions. Classes missed because a student was sent home or waiting in the office due to dress code violations or other disciplinary action will be unexcused.

TEXTBOOKS & SUPPLIES

All textbooks are supplied by the Academy. Consumable books (workbooks) are included in tuition. Students must consistently practice respect for textbooks and supplies. Any lost or seriously damaged textbooks or workbooks must be replaced at the parent's expense. Damaged textbooks will be assessed a fee based on the amount of damage incurred.

Supplies such as paper, pencils, erasers, crayons, glue, ruler, colored pens and pencils, binders, binder paper, scissors, etc. are to be supplied by the student. Students in third through eighth grade are to bring their own Bible (New International Version) to class.

Junior high students will be assigned a locker. In order to keep the lockers neat, students may not tape, glue, write, or stick anything on the lockers without permission from the Junior High Vice Principal. The students, and not the school, are responsible for items in their lockers and students should never leave personal belongings in the lockers overnight.

Books are to be covered by the start of the second week of school and for each day thereafter, students will be charged \$1 per day that a book is uncovered.

HOMEWORK

Parents can be a vital key to a child's success with homework. Show your support of your child's endeavors by providing a quiet, uncluttered homework environment with no distractions. Encourage your child to take pride in his work, and praise all genuine efforts. Ask your child to explain what is expected, and follow up if needed by daily checking his assignment book. Be ready to help when asked, but never do your child's homework or projects.

Students in third through eighth grades will be provided an assignment book at the beginning of each school year. Students are encouraged to be accurate, thorough, and consistent in their use of the assignment book. Weekly lesson plans and homework are available on RenWeb.

Although there are few formal homework assignments in kindergarten, it is expected that children and their parents will review each day's activities and papers together. In other grades, the following represents an approximate amount of daily homework time. Of course, individual students vary in the pace with which they complete work; the times are approximate for each group.

Grades 1 & 215-20 minutes

Grades 5 & 6..... 50-60 minutes

Grades 3 & 430-40 minutes

Grades 7 & 8..... 90 minutes

Since students are encouraged to attend the midweek services of their church, homework assignments which are due on Thursday, are limited, except for junior high honors classes. In addition, major tests and projects are scheduled so as not to require heavy preparation on Wednesday evenings.

Students are expected to do their own work to the best of their ability and to the glory of God (Col. 3:23). Cheating and plagiarism are unacceptable, and subject to appropriate disciplinary action which may include a **Disciplinary Referral**, loss of credit on the assignment, and/or completion of an additional assignment.

LATE WORK POLICY

It should be the goal of each student to turn in every assignment when it is due. As the students mature, the level of expectations and responsibility increases, ultimately readying the students to meet the rigors of high school academics.

Primary Department Late Work Policy: All children are encouraged to complete assigned work on time. The teacher will work with students and parents to help each child achieve this goal.

Intermediate Department Late Work Policy: Work will be considered late if it is not turned in when it is due. Late work will be docked 10%. Each grade has additional specific guidelines appropriate for that level.

Junior High Late Work Policy: Work will be considered late if it is not turned in when it is due. The penalty for late work is as follows: The first three late assignments in each class for each quarter will be docked 20%. After that, all late assignments will receive a 0%. All assignments that are more than one day late will receive a 0%. The teacher may decide if the assignment still needs to be completed. Major projects/book reports will be docked 10% for each school day they are late. **Disciplinary Notices** may be given for excessive late work.

CRITERIA FOR STUDENT GRADES

In general, students who desire to earn an A should consistently do more than is required; actively participate in class; practice good study habits; and present prompt, neat, thorough, and accurate work. Students may be asked to re-do work that is messy or of poor quality.

A+	97% – 100%	B+	87% – 89%	C+	77% – 79%	D+	67% – 69%	F	0% – 59%
A	93% – 96%	B	83% – 86%	C	73% – 76%	D	63% – 66%		
A-	90% – 92%	B-	80% – 82%	C-	70% – 72%	D-	60% – 62%		

HONOR ROLL/EAGLES' NEST

Each quarter, fifth through eighth grade students will be recognized for academic excellence. Students whose grade average is 90% to 94% are placed on the WCCA Honor Roll. An average of 95% and above entitles those students to be added to the Eagles Nest roster.

As an incentive for students to achieve and maintain a superior academic record, a special Honors Day event is planned in spring. (Students whose curriculum is modified in one or more subjects are not eligible for Honor Roll, Eagles' Nest, or Honors Day.)

REPORTING STUDENT PROGRESS

Report cards will be issued approximately every nine weeks. During the first quarter in kindergarten through fifth grade, a parent/teacher conference will be scheduled to discuss the student's progress. For students in junior high, a parent/teacher conference may be scheduled at this time. Additional conferences will be scheduled as needed.

Through RenWeb, parents can access lesson plans, homework, and grades for their child(ren) 24 hours a day.

ACADEMIC PROBATION FOR INTERMEDIATE AND JR HIGH

Students in third through eighth grade may be placed on academic probation when they receive three or more grades of 59% or lower on their report card in a quarter or their GPA is 69% or lower in a quarter. At that time, a letter of academic probation will be sent home and a conference may be set up with the parent(s). At the discretion of the administration, the following options may be considered whenever two or more letters of academic probation are sent home:

- recommend the student have one quarter to raise his/her grades to an acceptable GPA (as defined by the academic probation letter), **or**
- recommend the student for immediate withdrawal, **or**
- recommend the student for non-re-enrollment the following year.

JUNIOR HIGH SUMMER SCHOOL POLICY

A student who fails (59% or lower) a **semester** of any of the six core subjects (Bible, English, Math, History, Science, and PE) will be **required** to take the appropriate subject(s) in summer school. Students may elect to take these courses through our summer school (when offered) or at a local public school. In order to get credit, courses other than those offered through WCCA must be approved in advance. At the completion of summer school, a report of the student's grades earned during summer school will be attached as an addition to the student's transcripts.

REQUIREMENTS FOR EIGHTH GRADE GRADUATION

A Diploma of Graduation will be granted to all eighth graders who have accumulated a minimum average of 71%. Students who fail one of the six basic subjects are given a Certificate of Attendance. A Diploma is issued when they make-up the failed courses in summer school.

A student's GPA (grade point average) will be calculated by finding the average of all classes. The classes will be weighted as follows: Bible, English, History/Geography, Math/Pre-algebra/Algebra, PE, and Science will count for five credits; all elective classes will count for three credits; and all mini-classes will count for one and one-half credits.

SAFETY/HEALTH

EMERGENCY CARD

For each enrolled student, families are required to complete an **Emergency Card** that must be on file in the office before the first day of school. Please complete this form carefully and comprehensively, as it provides important information the school will use in an emergency situation. Remember to update this form throughout the year if your contact information changes (phone numbers, address, etc.) or you need to add or delete information from the list of persons who may pick up your child. Information on allergies or other medical conditions must be complete and current.

MEDICAL RELEASE FORM

At the time of registration, each parent is asked to sign an **Annual Field Trip Release/Emergency Medical Form**. This form gives the school permission to take emergency action in the event of serious sickness or injury at school or school function. Every attempt will be made to contact the parents before the school assumes primary care responsibility. If you need an additional form so that both parents may list contacts and pertinent information, please contact the office. **It is imperative that you immediately inform the office of any changes to this form: phone number, address, medical information, etc.**

Each student enrolled at WCCA is covered by limited medical insurance for school-related injuries. This insurance is secondary to the parents' insurance. In the event of an injury, an **Accident Report** is completed and filed in the school office.

FIRST AID

Students who are hurt, injured, or ill in any way while on school grounds must report their condition immediately to the staff member in charge or the office. First aid will be provided in the school office. If further attention seems needed, the office will call the phone numbers listed on the student's **Emergency Card** and an **Accident Report** may be filed. It is most important that the office has a current set of numbers, just in case they are needed.

MEDICATION

Please note this important information regarding medication guidelines. According to the California Education Code Section 49423 (Administration of Prescribed Medication for Pupil), "Notwithstanding the provisions of Section 49422, any pupil required to take during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district (county) receives (1) written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement."

We strongly urge you and your physician to develop a medication schedule that falls outside school hours. However, we recognize that such a schedule may not always be possible, and that certain emergency medications must be available to some children. If your child must receive medication while at school, the following procedures must be followed:

1. For **all medications, including over the counter**, both the ***Request for Medication Administration*** (filled out by the parent) and the ***Physician Statement of Need*** (completed by the child's doctor, who must be licensed in California) must be on file with the office **prior to** the administration of the medicine. These forms are available in the school office and on RenWeb.
2. It is the parent's responsibility to **update the authorization forms annually**, and whenever there is a change in medication, dosage, or time schedule.
3. The medication must be in its **original container, with the child's name and dosage written on it**.
4. The medication must be **delivered to the school office personally, by the parent or designated adult**. Children must not carry medication. Students must never share any type of medication with other students.
5. The school office will maintain a written log of medication administered for each student needing medication during regular school hours.
6. Parents should take any remaining medication home at the end of the school year. Medications not claimed at the end of the school year will be discarded.
7. If your student needs to have a supply of medication in the office for emergency purposes (earthquakes, shelter in place, etc.) please make sure the office has a few days' supply of medication along with the completed **Request for Medication Administration** and **Physician Statement of Need** forms.

ILLNESS

Sick children should be kept home in order to minimize exposure to others. Students must be free of fever, vomiting, or diarrhea for twenty-four hours before returning to school.

Please inform the office if your child has signs of a communicable disease or condition (i.e. chickenpox, strep infections, whooping cough, head lice, etc.). Any child with a confirmed case of head lice must be treated and all nits removed prior to returning to school. Upon re-entry, the student must be examined by school personnel.

IMMUNIZATIONS

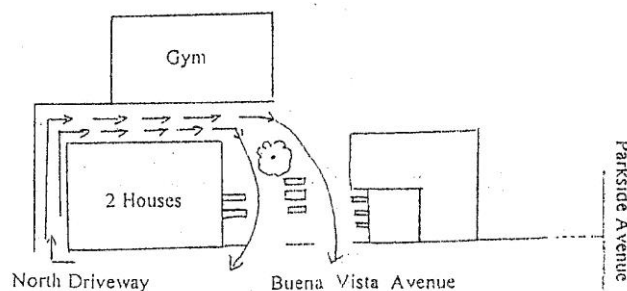
Every child ages 5-14 years entering California public and private schools for the first time is required to present evidence that he/she is immunized against measles, mumps, and rubella (MMR); polio; diphtheria; whooping cough; tetanus; and hepatitis B. Children entering school must show proof of a chickenpox immunization or disease history.

All students entering 7th and 8th grade must have had a whooping cough vaccine on or after their 7th birthday. This requirement must be met in order for a student to attend the first day of the new school year.

All first graders must have a physical no earlier than 18 months prior to entering the first grade.

PARKING LOT PROCEDURES

Due to the high volume of traffic into/out of our parking lot, it is very important for every parent to be aware of and follow the pattern shown below. **Enter the parking lot via the north driveway only** both a.m. and p.m. The north driveway is marked with a blue sign stating WCCA Entrance. If you enter in any other manner, you will be directed to move your vehicle and enter through the north driveway.



If you arrive between 7:00 – 8:00 a.m., you will need to pull into a parking space and escort your child into the extended care room and sign them in. If you arrive between 8:00 and 8:30, you may remain in your car and an aide wearing a red shirt or safety vest will assist your child in exiting the vehicle and walking to the safe area behind the metal fencing.

If you arrive for after-school pickup between 2:50 and 3:15 p.m., follow the traffic pattern and wait in line. An aide will call for your child and he/she will be escorted to your car. If you will be staying on campus, please pull into a parking space; do not block traffic.

If you are picking up after 3:15 p.m., you will need to pull into a parking space and come in to sign your child out of extended care.

NO DOUBLE PARKING! For both drop off and pick up, please pull forward as far as possible, unload or pick up your student(s) quickly, and move on. Do not leave your car unattended in the traffic lanes.

Students must remain under school supervision while waiting for their parents to pick them up. They may not wait for their parents in front of the school. For safety, we recommend that parents not park off campus. Parents who choose to park off campus must escort their children on and/or off campus by using the walkway and must check their children in and out of school. Students are not to walk unattended to or from a parent's car, regardless if it is parked in the WCCA parking lot or off campus.

PLEASE BE CONSISTENT IN ENTERING THE NORTH DRIVEWAY SLOWLY, PARTICULARLY WHEN TURNING THE CORNER BY THE FIELD AND DRIVING BY THE GYM. PLEASE BE ALERT AND CAUTIOUS AT ALL TIMES WHEN DRIVING ON SCHOOL PROPERTY.

EMERGENCY PREPAREDNESS

We recognize that in any disaster our ultimate strength and provision come from God. Psalm 91:1-2 reminds us, "He who dwells in the shelter of the Most High will abide in the shadow of the Almighty. I will say to the Lord, My refuge and my fortress, my God in whom I trust." Yet we also believe that God desires us to be prudent stewards of all that He has entrusted us, being "prepared in and out of season" (II Timothy 4:2) to provide for the needs of the students and staff.

In the event of an emergency, the school staff is prepared to attend to the students until they can be picked up. Fire and earthquake drills are held regularly. Other emergency preparedness drills, such as intruder drills and shelter in place, are scheduled periodically.

While every emergency situation is unique and may require modifications to the emergency plan, here are a few guidelines to keep in mind:

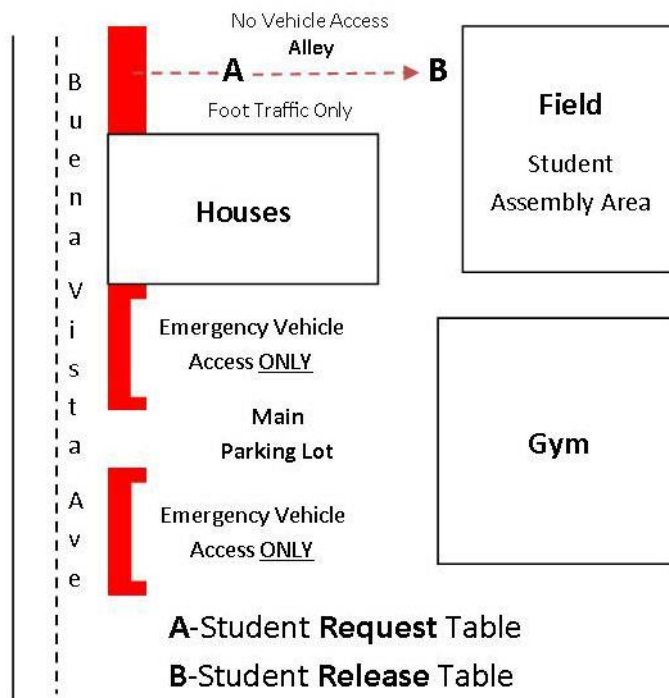
Before an Emergency:

- Prepare your child. Children who are prepared experience less fear and hysteria. Let your child know who can pick him/her up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
- **Keep your child's Emergency Card up to date.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on your student's Emergency Card. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
- Keep emergency supplies in your car, including comfortable walking shoes, water, and warm jackets.

In an Emergency:

- Remain calm. School personnel have been trained in CPR, first aid, and emergency preparedness. In the event of a disaster, school staff are designated as disaster service workers and must remain with your children at all times for up to 72 hours after the emergency.
- **DO NOT CALL THE SCHOOL.** Phone lines will be needed for emergency communications.
- You may call **Albany Christian School in Oregon at (541) 928-1110.** WCCA will update Albany with information regarding the school's condition.
- Turn your radio to **KCBS 740 AM** for emergency updates, including the condition of streets leading to WCCA.
- After one hour, emergency information may be available by calling the County Office of Emergency Services at (925) 228-5000.
- **Note the following student release procedures:**
 1. All students will remain under the supervision and care of the school until released to a parent or authorized designee. Students who are not picked up or transported for medical care will be kept at the school or at the designated alternative shelter.
 2. No student will be released from school unless a parent, guardian, or authorized adult comes for the child.
 3. All parents or designated adults who come to pick up students must be prepared to show a photo ID.
 4. Do not attempt to pick up your child directly from the Student Assembly Area (the athletic field). Parents and authorized adults must first report to the school office or designated Student Request Table (see map below).

Emergency Site Plan



5. At the Student Request Table, you will be asked to complete a Student Request Form for each child you are picking up. You will then proceed to the Student Release Table, where staff will bring your child to meet you. No student will be released without a parent/authorized adult's signature, noting time of release, destination, and phone number.
6. Do **NOT** come to the school to pick up your child in a shelter-in-place event, as we will be keeping everyone indoors. Current information about the event should be available on the radio (KCBS 740 AM) and television broadcasts. For your own safety, follow the Shelter, Shut, and Listen steps.
7. Because it is vital that there is adequate room for emergency vehicles to park and turn around, it is likely that parent vehicles may not be allowed on campus, or may be allowed in designated areas only. In some cases, parents may need to park off campus and walk to the school to allow emergency vehicle access. Follow the direction of the traffic/crowd controller.
8. Leave the campus immediately after being reunited with your child(ren).

Should it be necessary to evacuate off-campus, a sign will be posted directing parents to the reunion area.

EMPLOYEE-STUDENT AND STUDENT-STUDENT HARASSMENT POLICY

WCCA 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. WCCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment: *Sexual harassment* means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment: Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, display sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature; graphic commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations;
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

What to Do if You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of these school officials: principal, vice-principal, or department chairperson.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parents, guardian, and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal. The principal will direct an investigation as deemed appropriate in each case. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

OFFICE PROCEDURES

OFFICE HOURS

During the school year, the school and bookkeeper's offices are open each weekday from 8:00 a.m. to 4:00 p.m.; they are closed on school holidays. If you need to contact extended care staff after hours or in the summer, please call (925) 765-6705 or (925) 935-1587 ext. 211.

During the summer, please call or stop by the office from 9:00 a.m. to 1:00 p.m.

CHANGES TO YOUR CONTACT INFORMATION

Please alert the office immediately with changes to your phone number(s) and/or e-mail address(es) in order to continue receiving information from the school office, teachers, and PTF.

PAYMENTS

Payment for many items (i.e., tuition, extended care, lunch, reenrollment, sports, etc.) can be made through RenWeb or directly to the bookkeeper.

Money for PTF-sponsored fundraisers/activities goes directly to the school office.

EARLY DISMISSAL

Students who leave campus before 2:50 p.m. must be signed out in the school office by an approved adult. As a courtesy to your teacher, please let them know in advance that your child must leave campus prior to the regular dismissal time of 2:50 p.m. Any student who returns to campus later the same day must come to the office to sign back in.

CHANGE IN TRANSPORTATION HOME

If there is a change in the usual way your student leaves WCCA (i.e., bus, carpool, person picking up, etc.), please send a note or e-mail to extended care or the school office. If the need for a change is last minute or an emergency, please call the school office at (925) 935-1587, and your student will be notified.

If the change occurs during extended care hours (3:15 – 6:00 p.m.), please call extended care at ext. 211 or (925) 765-6705 with the information.

If you wish to give your child permission to leave campus after school without an adult (walking, biking, taking public transportation), it is imperative that you send written permission to the school office. Please include the date(s) your child will be leaving campus on his/her own.

HOLIDAYS, HALF-DAYS

The yearly school calendar is posted in RenWeb and available in the school office. Dates for school holidays and special half days of school will also be published in the *Eagle Forum* in ample time for parents to make arrangements for care and/or transportation. Remember that the office is also closed on school holidays.

VISITORS

Visitors must sign in at the school office and receive a **Visitor's Pass** prior to entering a classroom or visiting the campus.

Pets, animals, and other creatures will be allowed on campus only when the principal and teacher grant specific prior permission.

EAGLE FORUM

Every other Wednesday the *Eagle Forum* is e-mailed to every K-8th parent listed in RenWeb. Parents may pick up the newsletter in the office or request the office to mail a weekly copy for a \$25 annual fee. The *Eagle Forum* is also available on RenWeb under "Newsletters." The *Forum* contains valuable information to keep parents informed throughout the school year.

SCHOOL DIRECTORIES

The school directory is available on RenWeb and is intended for your personal use only. Many families may want to use the listings to arrange parties, play dates, car pools, etc. The directory is not to be used in solicitation of business, nor should it be shared outside our WCCA community. Please help us protect the personal information of each of our families.

RENWEB

RenWeb is a way to access your student's information (grades, class attendance, homework, and lunch, extended care, and tuition accounts). The school office has step-by-step instructions on how to receive your personal password via e-mail. Parents log onto www.RenWeb.com to begin the procedure.

RE-ENROLLMENT FOR THE FOLLOWING YEAR

Re-enrollment in WCCA is by invitation, contingent on the student's desire to attend and support the school's objectives, satisfactory student citizenship record and academic progress the previous school year, and parental support of the school ministry and mission. WCCA retains the right to refuse re-enrollment to any student whom the school feels has not made a satisfactory adjustment to the WCCA program. In some cases such as a student's poor citizenship, insufficient academic progress, or lack of student and/or parental support of the program, a student's completed re-enrollment may subsequently be declined or a student's re-enrollment may not be determined until the end of the school year.

STUDENT TRANSFER PROCEDURE

Parents finding it necessary to withdraw their child(ren) from WCCA any time before the end of the year are asked to observe the following procedure:

1. For each student, pick up a **Student Withdrawal Clearance** form in the school office. This form is used to signify that all school materials have been returned and that financial responsibilities have been met.
2. After completing the top of the form, circulate it to the student's teachers, librarian, athletic director (junior high students only), and the after-school programs director. Staff members will sign off on their area of responsibility.
3. When the form is complete and all obligations have been met, return it to the bookkeeper for her signature. Withdrawal is then complete.

PARENT-SCHOOL RELATIONS

SCHOOL/HOME COOPERATION

Walnut Creek Christian Academy's educational mission and biblical role is to work in partnership with the home to provide Christian education designed to mold students to become Christ-like. Faculty and staff are privileged to assist parents in their primary role of training their children in the Lord (Proverbs 22:6). On occasion, this cooperation between the school and home may become difficult or strained. To avoid such situations, the school requires parents enrolling their children or desiring to maintain enrollment to affirmatively support and cooperate with the school's educational philosophy, Statement of Faith, objectives, and policies.

It is essential that parents support the school with their prayers and with a positive attitude. It should be the goal to settle grievances quickly at the lowest level and according to Scriptural principles. Complaints or negative comments are to be shared with the teacher, administrator, or person involved and not with students or other people, following the principles found in the Bible in Matthew 18.

Communication between the home and the school on both positive and negative concerns is essential to a well-disciplined school. The basic "chain of command" is as follows: student/parent to teacher; then student/parent and teacher to department chairperson; followed by student/parent, teacher, and department chairperson to principal; and finally to the WCCA school board.

If it becomes clear that the actions or attitudes of the home do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school reserves the right, within its sole discretion, to discontinue enrollment of a student. However, it is the school's sincere desire to establish and maintain a positive working relationship with each family.

SCHOOL/HOME COMMUNICATION

Our staff is committed to open communication with parents. Many times items can be handled via email or over the phone, otherwise a convenient conference time can be scheduled to discuss lengthier topics. Please be mindful that since teachers must give their full attention to their students during the school day, their availability to conference with parents during that time is quite limited. On most days, teachers are available after they check their students into extended care at 3:15 p.m.

Parents are encouraged to check their emails regularly for school business such as The Eagle Forum, and to check their RenWeb accounts for billing items such as Lunch Account, Extended Care Fees, and Library Fees. The e-mail address entered into RenWeb will enable parents to access their student's grades, homework assignments, class attendance, tardies, lunch account balances, and tuition/extended care balances.

Parents who have concerns about children in other families are to address those concerns to parents of those children or to the appropriate school staff member, and not to the children themselves.

PARENT TEACHER FELLOWSHIP (PTF)

The PTF is a service group that works with the faculty and administration. The PTF is instrumental in a variety of avenues, including sponsoring the annual fundraising events and merchant-driven fundraisers (AmazonSmile, Escrip, etc.), and overseeing the Parent Participation Program (PPP). Through the efforts of many volunteers and the support of WCCA families, finances are raised which benefit the school to accomplish an annual major project. The PTF budget also supports numerous other areas including science, computer, classroom, and scholarship funds.

This organization of parents offers exciting opportunities for both service and fellowship with other WCCA parents and teachers. Moms in Prayer (a weekly prayer group) and the Back-to-School Breakfast are just a couple of the PTF-sponsored activities. Additional PTF information, including their yearly calendar, is available in the school office.

PTF also organizes regular All-School Fellowship nights at area restaurants and businesses. These events provide relaxed opportunities to promote fellowship and friendship among WCCA parents and students. While these are PTF-sponsored events, please note that parents must supervise their own children, as WCCA teachers/staff and PTF leaders are not on hand as chaperones.

PARENT PARTICIPATION PROGRAM (PPP)

The PPP is designed to offer families a variety of ways to fulfill their service commitment at WCCA and be more involved in the lives of their students. At the start of each school year, each family pays the PPP fee, which is fully refundable for families who work a minimum of 40 hours during the school year. Parents are to log in volunteer hours when performed and submit the form to the bookkeeper at the end of each quarter. At the end of the quarter in which the hours are completed, parents may choose to have the fee refunded or may roll it over to the next school year.

The following is a partial list of possible areas of service:

School office	Library
Campbell labels/Box Tops	Assist teachers
Prepare/serve lunch	School grounds beautification
PTF officer/committee member	Attend PTF meetings
Moms in Prayer	PTF fundraisers/activities
e-Scrip program	Sports—driving, scorekeeping
School maintenance	Emergency Response Committee
Decorate/sew for school programs	Help at special events

PARENT PARTICIPATION FEE

Each year, each WCCA family will be billed for the Parent Participation Program (PPP). This fee is due by the first day of school and is refundable by working 40 hours of volunteer service during the school year. This is a per-family fee, regardless of the number of children a family enrolls. Grandparents and other family members (21 years and older) may volunteer their time, and it will be counted toward the total.

The family who completes the required 40 hours of volunteer service and turns in the PPP log(s) will receive a refund of the fee, or they may choose to roll the fee over for the next school year. The family who works only a portion of its hours will receive a refund based on the number of hours actually worked. A family may opt to do no volunteer service at all, in which case there would be no refund (or roll over) of the fee.

ROOM PARENTS

Room parents are a link between the classroom and the home. Working closely with the teachers, the room parents assist at classroom parties, on field trips, and with fundraisers. This service increases a teacher's effectiveness and enriches class experience.

CLASS CELEBRATIONS

Celebrations are enjoyed in classrooms at various times throughout the year, as arranged by the teacher and his/her room parent. Holiday celebrations intentionally focus on the school's desire to provide a distinctly Christ-centered education. Therefore, classes will celebrate fall, Christ's birth and resurrection, and spring instead of Halloween, Santa Claus, and the Easter Bunny. In order to promote healthful eating habits, the school has adopted a Wellness Plan that sets guidelines for parties. Within these guidelines, parents may be asked to contribute food and drinks for celebrations. Please consult with the classroom teacher before sending treats for the students.

Please mail birthday invitations when you are unable to invite the whole class. A child handing out invitations at school to only a select few may lead to hurt feelings.

VOLUNTEER SCREENING PROGRAM

Someone (adult or parent) who is scheduled to volunteer in a situation in which he/she will be in regular contact with students or in which he/she may not be directly supervised. This includes all volunteers who participate in:

- overnight school activities (6th grade outdoor education, 7th & 8th grade Washington, D.C. trip)
- any off-campus activities (including transporting students to or from sporting events, and attending or chaperoning field trips)
- any on-campus activities in which they may not be directly supervised and/or which include regular contact with students (including those who regularly volunteer in the kitchen or in the classrooms)

WCCA volunteers are required to be fingerprinted and have a state and federal background check clearance through Live Scan. **The school cannot accept background checks completed by other organizations.**

All volunteers must have the following completed and on file with the school:

1. Completed Volunteer Application with references
2. Signed Volunteer Code of Conduct
3. Current negative tuberculosis test
4. Any official government or state issued identification with photograph (i.e. driver's license, passport, visa, military ID, etc.)
5. Volunteer ID badge (provided by the school)
6. Live Scan background check (state and federal fingerprint clearance)
7. Please note that volunteers who would like to drive on school-sponsored events must also **annually** complete the Volunteer Driver Application and must provide a copy of their driver's license and current proof of vehicle insurance.

We often need help in transporting students on field trips or for sporting events. Our school parents have been generous in their assistance. To promote safety and to reduce the liability of the school and volunteer drivers, we are proactive in the selection of parent drivers. If you are an approved volunteer, and are interested in helping with such needs, please fill out a **Volunteer Driver Application** form and return it to the school office along with a copy of your driver's license and current vehicle proof of insurance card.