



PARENT-STUDENT
HANDBOOK

(Revised 06/09)

Walnut Creek Christian Academy

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INTRODUCTION/IDENTIFICATION

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.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Our goal is to educate the whole child – to see him or her continue to grow spiritually, academically, socially, and physically.

GROW SPIRITUALLY

- *A WCCA graduate will be provided the opportunity to come to know the Lord as personal Savior and grow in Him.*
- *A WCCA graduate will have a thorough understanding of what it is to have a personal walk with the Lord.*
- *A WCCA graduate will commit parts of the Word of God to memory.*

GROW ACADEMICALLY

- *A WCCA graduate will be able to*
 - Read effectively.*
 - Write effectively.*
 - Speak effectively.*
 - Exhibit effective thinking skills.*
 - Exhibit effective study skills.*
 - Compute accurately.*

GROW SOCIALLY

- *A WCCA graduate will understand the responsibility Christians have toward mission outreach.*
- *A WCCA graduate will interact appropriately and respectfully with both peers and adults, utilizing the Matthew 18 principle to resolve conflicts.*

GROW PHYSICALLY

- *A WCCA graduate will develop fine and gross motor skills.*
- *A WCCA graduate will strive to be physically fit.*

STATEMENT OF FAITH

Walnut Creek Christian Academy is accredited by the Association of Christian Schools International and subscribes to their 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; 1 Corinthians 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; 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 Cor. 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.

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.

WCCA 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)

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. First Baptist Preschool (FBP) opened its doors in 1985, and has since expanded to multiple classes. Both WCCA and the 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.

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 Christlike 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/First Baptist Preschool staff, 2) children of members of First Baptist Church of Walnut Creek, 3) siblings of students already enrolled at WCCA, 4) First Baptist 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 admission application, furnish references and academic records, sign a **Parent/Student Agreement and Pledge of Support**, and pay the applicable fees. 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 by September 30. Students in first through eighth 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.

PARENT-SCHOOL RELATIONS

PARENT-STUDENT HANDBOOK

This handbook has been prepared for the information and guidance of WCCA parents and students. It is intended to inform families of the procedures and policies most often applied to day-to-day activities. However, it is not all-inclusive regarding policies, procedures, and expectations.

Students in grades 5-8 and all parents are expected to read the *Parent-Student Handbook* and sign a **Statement of Acceptance of Parent-Student Handbook** to affirm their cooperation with the school's policies and procedures.

To assure the school's continued ability to meet its needs and those of its families under changing conditions, WCCA reserves the right to, in its sole discretion, modify, augment, suspend, or revoke any and all of its policies, procedures, practices, and statements contained in the *Parent-Student Handbook* at any time with reasonable notice.

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. Teachers may be contacted by calling the office and leaving a message and phone number. The teacher will return the call in a timely manner when he or she is available. Many times items can be handled over the phone, or 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.

Another valuable avenue of communication is through e-mail. Parents may contact individual teachers through the e-mail addresses posted on the school's web site or directly through RenWeb. To enhance the school's ability to communicate with families, parents are asked to complete a **WCCA E-Mail Authorization Form**, giving WCCA permission to electronically communicate school business such as the *WCCA Update* and special notices from the office, teachers, and PTF. The e-mail address will also be entered into RenWeb which 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 (Safeway, Kmart, etc.), coordinating the lunch program, 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, which meets every other month, offers exciting opportunities for both service and fellowship with other WCCA parents and teachers. Moms in Touch (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 program 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 forty hours during the school year. At the beginning of each quarter, a **PPP Volunteer Log** is e-mailed to parents. The form is also available in the school office. 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 Touch	PTF fundraisers/activities
e-Scrip program	Sports—driving, scorekeeping
School maintenance	

ROOM PARENTS

Room parents are a link between the classroom and the home. Working closely with the teachers, the 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. In addition, 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.

PARENT INFO NIGHT/ALL-SCHOOL NIGHT

An informational **Parent Info Night** is held annually in August. Faculty is introduced and parents may visit classrooms and chat with any or all of our teachers. Please make every effort to attend, as teachers share their policies, procedures, curriculum, and expectations for the school year. Although this is a **parents-only event**, the information shared will prove valuable to both you and your child(ren) throughout the year.

All-School Night is scheduled in May. This is an opportunity 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.

STUDENT LIFE

LENGTH OF DAY

All grades, including kindergarten, attend school from 8:30 a.m.- 2:50 p.m. To allow time for junior high students to change clothes after P.E., pick-up time for junior high students is 3:00 p.m.

Students may arrive on campus as early as 8:00 a.m. and may stay on campus as late as 3:15 p.m. with no additional charges. The quad (U.S. map) area is supervised from 8:00 - 8:30 a.m. and then again from 2:50 - 3:15 p.m.

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. In general, extended care charges for the previous month are posted on the family's RenWeb account during the first and third weeks of each month. Since this charge is for service rendered the previous month, it is important to pay by the 15th of the month to stay current and to continue to use this service. Extended care bills are not to be carried over to the next month. It is the parents' responsibility to access the family account on RenWeb on a regular basis.

All parents using extended care must sign the **Extended Care Parent Agreement**, and must personally sign in and sign out their child(ren) each day. Park your car in the designated parking spaces; do not leave your car running on school property or block the traffic lanes. Please do not expect extended care personnel to sign your child in/out, as they must supervise the children in their care. Write your name and the sign-in or sign-out time on the appropriate line of the sign-in/sign out sheet. Anyone not signed out in the afternoon may be charged until 6:00 p.m.

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

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.

If you do not plan to use extended care often, it would still be wise to explain to your child what would happen if you were to be late. Remember, students are automatically signed in at 3:15 p.m.

PLEASE BE AWARE THAT WHEN THERE IS NO SCHOOL, THERE IS NO EXTENDED CARE AVAILABLE.

However, extended care is available on half days of school from 12:15 to 6:00 p.m., and all are reminded to bring a lunch on these days.

Be sure to alert the office or extended care personnel if someone new is picking up your child. To contact the extended care staff after 3:15 p.m., call (925) 765-6705.

STUDENT CONDUCT

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, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe

differently, while enrolled at WCCA, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school, including support of the biblical moral principles espoused 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. The school's educational philosophy, statement of faith, objectives, and policies need to receive the support of the student and parents at and away from school.

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 students are expected to obey all rules and policies of the school, recognize the authority in any situation; be constructive, not destructive; and respect the rights of others. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

The school expects and teaches biblical respect for authority, property, and the rights and privileges of others. Students are expected to have a courteous, respectful, and cooperative attitude toward administrators, teachers, staff, and all students in the school. Submission to authority and obedience to the policies and rules of WCCA are required of every student. Students must treat school property with respect and do their part in maintaining a neat campus. Parents will be charged for damages to or loss of school property attributable to their child.

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.

Students are to remain on campus from the time they arrive in the morning until a parent, guardian, or approved adult arrives to pick them up.

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.

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.

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.

Parental cooperation is needed in monitoring irrelevant items students bring to school or school-sponsored events, focusing on items that have educational value.

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

THE FOLLOWING ITEMS ARE NOT TO BE BROUGHT TO SCHOOL OR SCHOOL-SPONSORED EVENTS: Weapons (real or fake); electronic entertainment (radios, CD/mp3 players, iPods, electronic games, Gameboys, etc.); 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 (Star Wars, Harry Potter, etc.); 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.

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.

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

Disciplinary Notices and Referrals - All Departments

Using the Matthew 18 principle, students will be counseled on disciplinary issues by the classroom teacher. 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.

Disciplinary Notices and Disciplinary Referrals accumulated during the last two weeks of school will count toward a student's total in the current school year and will carry over to the next school year.

Intermediate and Junior High Discipline Policy

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

- 4th Disciplinary Notice – parent will be contacted
- 6th Disciplinary Notice – one-day suspension from school
- 9th Disciplinary Notice – three-day suspension from school
- 12th Disciplinary Notice – 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.

WCCA 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.

It is our conviction that the educational atmosphere in our school is enhanced by student appearance that is neat and orderly. Most of the rules in our dress code reflect our attempt to maintain a balance between student comfort and the structured atmosphere that we desire.

Lands' End, the approved campus vendor, has worked with WCCA to provide a school logo for clothing and accessories. Students are not required to purchase clothing or accessories from Lands' End, but if you choose to order school clothes, you can do so at their web site: LandsEnd.com. All attire must meet dress code standards. If you want to order a Lands' End item with the WCCA logo, include the following info: Logo #9957823K, Preferred school #900027699.

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.

It is the responsibility of the parents and students to know, understand, and adhere to the WCCA dress code. As the primary educators of their children, parents who support school policies model valuable lessons of respect for authority. One very practical evidence of this cooperation is through a parent's commitment to support the school dress code, particularly by exercising supervision over a student's choice of clothing each school morning. Disciplinary Notices may be issued to students in violation of dress code, and parents may be called to bring in appropriate clothing for students who come to school in inappropriate attire. However, it is our sincere desire that with full cooperation from parents and students, such corrective actions will rarely be necessary, and faculty and staff will be able to concentrate on their primary ministry responsibilities instead of on monitoring student dress.

If you are uncertain as to how these criteria apply, the teachers or staff will try to answer your question, but please ask before you wear an item in question. We are aware that not all guidelines will please everyone. WCCA is conscientiously attempting to follow guidelines of modesty and propriety and, therefore, your cheerful cooperation will be greatly appreciated.

SHIRTS/BLOUSES: Boys and girls must wear either loose-fitting, collared short- or long-sleeved polo shirts with buttons at the neck OR loose-fitting, collared short- or long-sleeved buttoned dress shirts/buttoned dress blouses. Shirts must be buttoned to reflect modesty. Shirts with straight hems need not be tucked in; all other shirts must be tucked in. All shirts and blouses must be long enough to cover the midriff in any posture. Turtlenecks may be worn under appropriate shirts/blouses. School-provided WCCA T-shirts (not including WCCA P.E. shirts) and loose fitting store-bought, distinctively Christian T-shirts may be worn every Friday and for occasional special events as designated by the administration.

- ~ For girls' tops that have an under layer either sewn in or worn as a separate garment (camisole, etc.), or that have an additional piece of neckline sewn in to a traditional polo shirt or dress shirt/blouse, it is important that the outer shirt or main portion of the shirt be in adherence with the dress code even without the under layer, camisole, or attached piece of fabric.
- ~ Shirts that are sheer or revealing due to thin fabric are not acceptable even with a camisole or undershirt. Again, it is the top shirt that must be in adherence with the dress code. Camisoles and under layers worn under an appropriate shirt simply for a layered look are acceptable, as long as they are not being relied upon to make the total appearance modest or otherwise meet dress code.
- ~ Whether attached or a separate garment, layers at the hem line which extend beyond the hem of the outer shirt may be worn, provided they look like a layered top and not like underclothing or lingerie.

SHORTS: Shorts/cargo shorts must be "walking shorts" length (knee level to no more than 3 1/2 inches above the knee). Bib shorts and cut-offs may not be worn. Athletic shorts, including those that resemble sweatpants and windbreakers, may not be worn. The exception is for junior high P.E., which requires students to wear solid royal blue or navy athletic shorts with no stripes. The Physical Education Handbook contains additional information regarding the junior high P.E. dress code.

PANTS: Boys and girls may wear a variety of types of pants, **not including** athletic/jogging/windbreaker/sweat pants. The "destroyed" look is not allowed. Pants/shorts must not sag or ride low. They must be able to stay up during any type of activity. Pants must not drag on the ground or have a tight fit. Leggings are not to be worn as pants, but may be worn under an appropriate skirt. Overalls may not be worn.

SKIRTS/CULOTTES/SKORTS: 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: Dresses must be no more than 3 1/2 inches from the floor when kneeling in an upright position. They 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. To promote safety, the style must provide adequate protection and be appropriate for the age and activities of the student. Students in grades K - 5 must wear closed shoes that are safe for play. Junior high students must wear athletic shoes for P.E.

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 is to be neatly trimmed to present a masculine profile, and 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.)

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. Students must change back into school clothes after P.E. (junior high only).

A student's appearance should not attract undue attention or be a distraction to others (i.e., no radical dress and/or hair styling, gang-affiliated jewelry or clothing, excessive make-up, temporary or permanent tattoos, body piercing, ear jewelry for boys, etc.). The style should not be one that is obviously copied from a group whose lifestyle and philosophy are un-Christian or are expressing displeasure with what is generally accepted as normal.

Backpacks, buttons, clothing items, caps, stickers, etc. depicting questionable or double-meaning slogans, music artists, groups, pictures, designs, or words that do not support a Christian lifestyle are not to be worn.

Clothes must be worn in such a way that undergarments are not revealed (i.e., no undershirts extending below an outer shirt, etc.).

Clothing should fit properly. Items should be neither too large and baggy nor too small and tight. All clothing must not be form fitting, tight, or revealing.

All clothing should be neat and clean. Items should not be frayed, have tears or holes, and must be hemmed.

All dress should reflect modesty. Sexually suggestive clothing, revealing, and form-fitting/tight clothing is not acceptable.

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 with no French cuts or side openings, 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. Parents will be called to bring another bathing suit if students are not dressed appropriately.

CHAPEL

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

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

THE 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, and videos 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. Weekly **Overdue/Bill Notices** are sent home with the appropriate students each Wednesday. Replacement costs for damaged or lost items will be charged for all students K-8. All library fines are to be paid to the librarian as soon as possible, but no later than the end of each quarter. Shortly before the end of the school year, you will receive a notice stating the total replacement costs for any missing items; this charge is due to the librarian by the last day of school. Fines/charges not paid by a week after the last day of any quarter will be charged to the student's tuition account.

There is always a need for outside help in maintaining a well-functioning library. Interested parents who have time to help are encouraged to volunteer for either one-time projects or regular assignments.

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 must complete the **Computer/Internet Acceptable Use Policy** form granting or denying permission for their children to use the school computers and Internet.

MUSIC

Kindergarten through fifth grade students also 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 as an elective.

LUNCH PROGRAM

Hot lunches, milk, and juice are provided daily, with some exceptions such as the first and last days of school, and the last few days before Thanksgiving and Christmas break. Watch for menu changes which are published in the *WCCA Update*. Crustless peanut butter and jelly sandwiches, whole wheat grilled cheese sandwiches, and bean and cheese burritos are available any day of the week.

Parents are encouraged, but not required, to put a minimum of \$25.00 into each student's lunch account at the start of the school year. Lunch checks may be given to the teacher, school office, or the lunch coordinators on any day of the week. As a student purchases a lunch/drink, the cost will be deducted from his or her account. If the account has a negative balance, the student will be charged a higher price for his or her lunch/drink. Please make regular deposits to the lunch account to keep it current. If a current e-mail address is on file in the school office (**WCCA E-Mail Authorization Form**), parents will be reminded via e-mail when their account is approximately \$10 or less. If their account has a negative balance that exceeds \$35 or more, the student will be unable to purchase lunch until that debt is paid. It is the parents' responsibility to access RenWeb to be sure there is enough money in each student's lunch account.

Parents may call the lunchroom phone (935-1587, ext. 24) in the mornings to order lunch directly for a student who will be arriving late or with questions about the lunch program.

Volunteers in the lunch program earn PPP hours, as well as earn credit in their children's lunch account. Complete details may be found in the **WCCA Lunchroom Facts and F.A.Q.'s** brochure.

FOOD AND DRINK

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

WELLNESS PLAN

Recognizing that God is our Creator (Psalm 139:13-14) and that He calls us to honor Him with our bodies (Romans 12:1; 1 Corinthians 6:19-20), WCCA desires to support the health and well being of our students. To that end, students engage in health, nutrition, and physical education that encourage lifelong healthful practices. While God has established parents as the primary educators of their children, WCCA fulfills an important role in health promotion through campus guidelines that promote balanced nutrition and physical activity. The complete Wellness Plan, including guidelines for classroom parties, is available in the school office.

TEXTBOOKS & SUPPLIES

All textbooks are supplied by the Academy. Consumable books (workbooks) are included in the entrance fee.

Supplies such as paper, pencils, erasers, crayons, glue, ruler, colored pens and pencils, 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 keep the same locker through their junior high years. A combination lock will be sold to each student by the Academy and may be taken when the student leaves the Academy. In order to keep the lockers neat, students may not tape, glue, write, or stick anything on the lockers. Lockers are to be kept neat and orderly. Inspection of lockers may be held periodically. Because of the possibility of vandalism, the school

cannot be responsible for items in the lockers, and students must never leave their belongings in the locker area overnight.

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.

BOOKS ARE TO BE COVERED AT ALL TIMES. TEACHERS NOTING AN UNCOVERED BOOK WILL CHARGE THE STUDENT \$1.

LOST AND FOUND

Students should practice good stewardship by caring for their own property, as well as school property that has been issued to them. Such items must be securely stored or taken home at the end of each day.

Most lost and found articles are placed on the coat rack outside of room B-11. Smaller or valuable items are sent to the library, where they may be identified and claimed each school day during library hours. Please sew in a name label or write your child's name in all clothing. Items remaining in lost and found after the close of the school year may be donated to charity.

SCHOOL PICTURES

Each fall, school pictures of the individual student and his/her class are made available for purchase. Individual picture packets are received well in advance of Christmas.

In spring, all students are photographed in a more informal pose.

In spring, graduation pictures of individual eighth graders and his/her class are also made available for purchase.

FIELD TRIPS/PARENT DRIVERS

Educational field trips may be taken by our students during the year. The trips are related to an area of study in the classroom, providing curriculum enrichment. 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.

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 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. Volunteer drivers must have a minimum amount of liability insurance. Please update your application when you renew your insurance during the school year. A new **Volunteer Driver Application** must be filled out each year.

Prior to the trip, you will be given a copy of the **Driver and Chaperone Instructions**. To ensure a safe and enjoyable experience for all, please read and follow the guidelines carefully.

OUTDOOR EDUCATION WEEK

Students in the sixth grade attend a mandatory week-long Outdoor Education program in the fall. Parents will be informed in the summer of the extra cost necessary to provide for meals and lodging during this unique educational program.

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.

P.E. CLOTHES

P.E. clothes are required for boys and girls in sixth through eighth grade. An official P.E. shirt is to be purchased from the athletic director. 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 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 **Physical Education Handbook** 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 handbook.

SPORTS

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 **P.E. Handbook**. Players must attend school at least four periods on game days to be eligible to play in a game. The general schedule includes practices immediately after school on Mondays and Fridays, with games on Tuesdays and Thursdays.

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. Many forms of athletic competition result in intense physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. It must be understood that no amount of instruction, precaution, or supervision will totally eliminate all risk of injury. Please note that WCCA's insurance is secondary to the parents' insurance.

We appreciate parental assistance in transporting students to and from games. Any parents wishing to help in this way must annually submit a **Volunteer Driver Application** form to the office prior to driving students.

CELL PHONES AND ELECTRONIC DEVICES

Students' electronic devices (pagers, cell phones, 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.). 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.

SCHOOL-SPONSORED EVENTS

WCCA provides a number of opportunities for events outside the classroom, and a great deal of consideration is given to planning events that appeal to our families and honor our Lord. We know that within the family of God, there are varying views on entertainment choices such as social dancing, social drinking, types of music, etc. with many holding conservative views. While the Bible does not always address such specific issues, it does teach that we are not to offend others in our choices, but are to promote unity among our brothers in Christ. Accordingly, WCCA chooses to be quite intentional in planning school-sponsored activities that can be enjoyed by all our families, ever mindful of our responsibility to encourage harmony in our school community. For events that are not school-sponsored, we trust that those planning and supervising the events see them as opportunities to be a blessing to each family and a credit to the Lord.

ACADEMIC LIFE

ATTENDANCE AND ON-TIME ARRIVAL

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. The school program is designed to provide each student a quality education; for optimal learning, the student must be in school on time and every day he is healthy. While a student will benefit from completing assignments at home during an absence, vital in-class learning activities cannot be replicated at home. Only the student who is in attendance will benefit from the day's demonstrations, discussions, group work, and presentations. In addition to jeopardizing a student's own achievement, absences and tardies are detrimental to the functioning of the class as a whole. Tardies delay the start of class and interrupt the learning environment by requiring the teacher to repeatedly take attendance and lunch count, give directions, collect papers, etc. This waste of valuable classroom time negatively affects the

learning environment for all students. It is expected that all parents will help protect the quality educational environment that each student deserves by complying with the following absence and tardy policies.

TARDIES

We recommend that students arrive by at least 8:20 a.m. This provides time for students to use the restroom, go to their lockers, and otherwise prepare for the school day.

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.

There will be no differentiation between an excused and an unexcused tardy. Please allow extra time for traffic delays and unforeseen obstacles that may contribute to late arrivals.

Primary and Intermediate Departments: 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. On a daily basis, students learn new concepts and practice foundational academic skills that must be mastered for future success.

Parents are expected to call the office or send a note for student absences.

If a student misses more than half a day (four periods for junior high), he is considered absent for the day.

Primary Department:

Parents are expected to make a serious effort to ensure that make-up work is completed. Students who exceed twenty absences (excused or unexcused) in a semester may be required to attend the WCCA academic summer school in order to be considered for promotion to the next grade level. After the fifteenth absence in a semester, a warning notice via RenWeb e-mail will be sent to parents. Unused absences may not be rolled over to the next 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.

Intermediate Department:

Students who exceed twenty absences (excused or unexcused) in a semester will be required to attend the WCCA academic summer school in order to be considered for promotion to the next grade level. After the fifteenth absence in a semester, a warning notice via RenWeb e-mail will be sent to parents. Unused absences may not be rolled over to the next 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:

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.

A student may be absent (excused or unexcused) from any class twenty times in a semester without loss of credit. Unused absences may not be rolled over to the next semester. After the fifteenth absence in a semester, a warning notice via RenWeb e-mail will be sent to parents. Students who exceed twenty absences

in a semester from any class will receive no credit for that class. 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.

All Departments:

At the discretion of the administration, disciplinary action, up to and including student suspension and/or dismissal, may be taken for students who continue to accumulate excessive absences beyond twenty in a semester.

EXCUSED 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. In order for such an absence to be considered excused, a parent must send a note or call the school office.

Due to the detrimental effect on a student's academic achievement and the additional burden on the teacher, parents are asked to keep even excused absences to a minimum, scheduling medical appointments, family vacations, and other activities after school or during school vacations. The school provides the calendar well in advance to help parents plan ahead.

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.

UNEXCUSED ABSENCES

Intermediate and Junior High Department: 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.

CRITERIA FOR STUDENT GRADES

A+	97% - 100%	B+	87% - 89%	C+	77% - 79%	D+	67% - 69%	F	0% - 59%
A	93% - 96%	B	84% - 86%	C	74% - 76%	D	64% - 66%		
A-	90% - 92%	B-	80% - 83%	C-	70% - 73%	D-	60% - 63%		

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.

HONOR ROLL/EAGLES' NEST

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

Students whose curriculum is modified in one or more subjects do not receive an overall grade average and are not eligible for Honor Roll, Eagles' Nest, and Honors Day.

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. Junior high handouts not available on RenWeb will be given to the student when he returns.

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 average for each group.

Grades 1 & 2	15-20 minutes	Grades 5 & 6	50-60 minutes
Grades 3 & 4	30-40 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. In general, no school functions, including athletics, are scheduled which involve students beyond 4:15 p.m. on Wednesdays.

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 if the teacher or parent feels they are needed.

Through RenWeb, parents can access lesson plans, homework, and grades for only their student(s) 24 hours a day. All grade levels post weekly lesson plans and homework, and grades one through eight also post grades.

Parents will receive an e-mail three and six weeks into each quarter as a reminder to check grades.

LATE WORK POLICY

It should be the goal of each student to turn in every assignment when it is due. Optimal learning occurs when students are faithful in completing quality work on time. Homework standards and procedures have been implemented that correspond to the progressive development of the students. 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.

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 less 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.

ENRICHMENT/REMEDIAL OPPORTUNITIES

A variety of during- and after-school programs are available for enrichment as well as remedial opportunities. All are offered at very economical rates. Please contact the office for more information regarding classes, times, and fees.

WCCA SUMMER CLUB

WCCA offers a summer program for students who have completed kindergarten through fifth grade. The program focuses on fun activities, games, and nearby field trips. Students must register separately for this program before summer begins, and space is limited. Information will be included in the appropriate *WCCA Update* and enrollment forms will be available in the school office and at the extended care table in the lobby.

ACADEMIC SUMMER PROGRAM

Summer programs focusing on academic remediation and enrichment are available to children who have completed kindergarten through fifth grade. Registration information will be provided in the *WCCA Update*.

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

JUNIOR HIGH SUMMER SCHOOL POLICY

A student who fails (59% or lower) a **semester** of any of the six basic subjects (Bible, English, math, history/geography, science, and physical education) 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 summer 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

Students in the eighth grade will be evaluated on their academic progress to determine if they qualify for a Diploma of Graduation, Certificate of Attendance, or Certificate of Graduation upon graduation from eighth grade. 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 Certificate of Attendance will be granted to all eighth graders who have accumulated 70% or lower. A Certificate of Graduation is given to students who have been granted appropriate accommodations and modifications to graduation requirements.

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, physical education, 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.

Please note the academic probation and junior high summer school policies above, which are additions to the graduation requirements.

STANDARDIZED TESTING

In the spring of each year, the Stanford Achievement Test (SAT) is given to each student in kindergarten through eighth grade. Since it is very important that every student be in attendance that week, the testing dates are announced early. Please do not schedule vacations or morning appointments during SAT week. The tests are sent away for scoring, but are returned to WCCA by June. Parents will be provided a copy of the test results.

SAFETY/HEALTH

EMERGENCY CARD

For each enrolled student, families are provided 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. Contact the office if you need an additional form so that each parent may list contacts and pertinent information.

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. The form basically gives the administration the power of attorney to take emergency action in threatening situations. The decision to exercise this authority will rest with either the principal or the acting principal in the absence of the principal. This authority is very important in the event that a serious sickness or accident happens at school, and we cannot reach the parent. It is important for us to know if your child is on medication on a regular basis. Also, we need to know if your child is allergic to anything, so when and if we must use this emergency authority, we can alert the physician. **If you need an additional form so that each parent 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.

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 sent home in the summer packets, and are also available in the school office and on the school web site.

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.** With the exception of certain emergency medication, children must not carry medication. Students must never share any type of medication with other students.
5. Students may carry **only EMERGENCY MEDICATIONS** (such as asthma inhalers, insulin, severe allergic reaction kits and anti-convulsives) and self-administer under the supervision of school personnel, provided 1) the student has been instructed at home or by the doctor and **is deemed physically, mentally, and behaviorally capable by the parent, physician, and school personnel**; 2) the medication is necessary to the student's **health and must be taken during school hours, and 3) both the completed Physician Statement of Need and parental Request for Medication Administration** have been **filed with the school office and both forms indicate the need for the student to have medication on his/her person at all times.** Parents must recognize the limited responsibility of the school for supervising self-administration.
6. The school office will maintain a written log of medication administered for each student needing medication during regular school hours. Parents may view their child's log during office hours.
7. 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.
8. 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 (often shown by above-normal temperature) should be kept home. To minimize exposure to others, children 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.

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. Emergency minor 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. **Any time there is a change in phone numbers (work, home, or cell), address, or emergency contacts to whom the child may be released, please notify the office immediately so those changes can be made on the student's Emergency Card and Annual Field Trip Release/Emergency Medical Form.**

IMMUNIZATIONS

Every child ages 5-14 years entering California public and private schools for the first time is required to present evidence that he 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 first graders must have a physical no earlier than 18 months prior to entering the first grade.

STUDENT SAFETY

Parents, please help us impress upon your child the importance of safety while traveling to and from school, as well as while working and playing at school.

Students must remain on the school grounds at all times during the school day unless picked up by a parent/guardian. If a student is being picked up early, he/she must wait in the school office and be signed out by the parent/adult picking him/her up.

Students must not leave school grounds to retrieve play equipment. Students are to be in designated work or play areas only.

Students riding bicycles must wear a protective helmet and bring a chain and lock to ensure that the bicycle will not be taken.

SKATEBOARDS, ROLLER BLADES, ROLLER SKATES, ROLLER SHOES, AND SCOOTERS ARE NOT TO BE BROUGHT TO SCHOOL OR TO ANY SCHOOL-SPONSORED EVENT.

Shoes must be worn at all times while on campus.

Play equipment that lands on the roof is to be retrieved by the custodian only.

PARKING LOT PROCEDURES

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 do not park across the street and cross Buena Vista on foot. It is a very busy street, and we want you and your children to be safe. Also, do not park out front in the red curb zone. Parents exiting the parking lot cannot see traffic coming from the left when cars are parked in the red zone.

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.

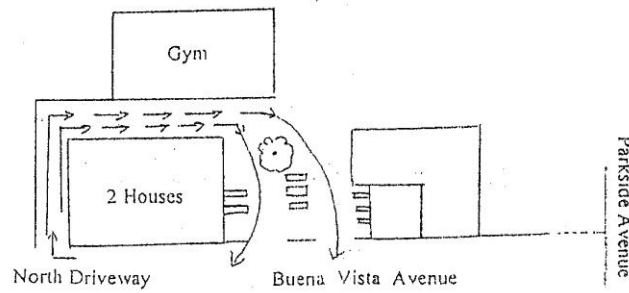
If you arrive from 7:00 - 8:00 a.m., you will need to pull into a parking space and escort your child into the gym, where your child will be signed into extended care. If you arrive between 8:00 and 8:30, you may remain in your car, and an aide wearing a safety vest will assist your child in exiting the car 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 from the classroom (for kindergarten through fifth grades) or the flagpole area (for junior high). Your child will then be dismissed to wait in the safe area behind the metal fencing until an aide is available to escort your child 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. **Please note that junior high students should be picked up at 3:00 p.m. to allow them time to change out of their P.E. clothes.**

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.

PLEASE BE CONSISTENT IN ENTERING THE NORTH DRIVEWAY SLOWLY, PARTICULARLY WHEN TURNING THE CORNER BY THE FIELD AND DRIVING BY THE GYM. PLEASE NOTE THE "CHILDREN AT PLAY" SIGNS, AND 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.

Fire and earthquake drills are held regularly. Other emergency preparedness drills, such as intruder drills, are scheduled periodically.

In the event of an emergency, the school staff is prepared to attend to the students until they can be picked up. The PTF supports the school's emergency preparedness by maintaining the supplies in the teachers' emergency backpacks and in the storage bins. These provisions include such items as first aid supplies, emergency food and water, blankets, etc.

In our ongoing efforts to further our emergency preparedness, it is important to keep you informed of the school policies and procedures designed to manage crisis situations as efficiently as possible. Please read this informational sheet carefully, and note parental responsibilities both before and during an emergency.

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.** We must have current information, including your address and phone numbers; out-of-state contacts; insurance, physician, and hospital information; your child's medical history; and contact information for adults authorized to pick up your child in the event of an illness, injury, evacuation, or emergency. 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.
- **When selecting someone to whom you authorize the release of your child, consider the following:**
 1. **Would your child feel safe and comfortable with this person and family?**
 2. **Could this person care for your child for several days?**
 3. **Is this person prepared to handle any special medical needs required by your child?**
- **It is vital that you notify the persons designated as emergency contacts so that they are aware that such authorization has been given and are aware of any medical needs of your children. Be sure to give pertinent information to each emergency contact, including such items as your phone number(s) and address; the child's medical insurance provider, policy information, and preferred hospital; other emergency contacts; and lists of the child's medications, allergies, and other medical, physical, or emotional conditions.**
- 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 AND TIE UP THE SCHOOL PHONE.** Phone lines will be needed for emergency communications.
- You may call **Albany Christian School in Oregon at (541) 928-1110.** WCCA will attempt to 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.
- If you live close to WCCA, walk from your home, if possible. Leave the streets free for emergency vehicles. You may get to school faster by foot or bicycle.
- **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. **No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian, or the individual is designated on the student's Emergency Card.**
 4. All parents or designated adults who come to pick up students must be prepared to show a photo ID.
 5. Come to school as soon as it is safe to pick up the child and others for whom you are authorized.
 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. 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.
 9. Pick up all students for whom you are authorized.
 10. 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.
 11. Leave the campus immediately after being reunited with your student(s).
 12. Talk to the Parent Information Officer if you have any questions. This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Tables.

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

Please remember that if your child has medication that he could not do without in a prolonged disaster, you must bring a supply to the office along with the completed **Request for Medication Administration** and **Physician Statement of Need** forms.

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.

Employee-student sexual harassment is prohibited.

Student-student sexual harassment is prohibited.

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, primary department chairperson, intermediate department chairperson, or junior high department chairperson. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials listed above.

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 expulsion or termination. 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 are calling when the office is closed, you may leave a message. If you need to contact extended care staff after hours, please call 765-6705.

SCHOOL PHONES

Our phone lines give you direct access to different departments. Once the WCCA greeting begins, you may enter any of the numbers below for direct contact.

Bookkeeper	3	Preschool	4
Librarian	5	Secretary	0
Junior high	6	Lunchroom	24

To reach teachers of kindergarten through fifth grade, you will need to leave a message with the secretary. If you get an extension's voice mail, please leave your message, and someone will get back with you soon. All departments check their messages throughout the school day.

In order to keep the lines open, student use of school phones should be limited to matters of importance, such as illness or other emergencies. Students are not to use the school phone to arrange play dates, request assignments to be delivered, etc.

CHANGES TO YOUR CONTACT INFORMATION

Please call the school office as soon as you have a change of address or phone number (to include cell phone and work phone numbers). Any correspondence that goes home is sent to the address on file. **For emergency purposes, we must have current phone numbers.** Parents need to alert the office with changes to their e-mail addresses in order to continue accessing RenWeb and receiving information from the school office, teachers, and PTF.

PAYMENTS/FORMS & WHERE TO TURN THEM IN

Money for lunches, yearbooks, and PTF-sponsored fundraisers/activities go directly to the school office.

All other payments (i.e., tuition, extended care, P.E. shirts, reenrollment, sports, etc.) go directly to the bookkeeper.

Payment for many items can be made through RenWeb.

Please note that the bookkeeper is at lunch from approximately 11:30 – 1:00 p.m. each day.

EARLY DISMISSAL

STUDENTS WHO MUST, FOR ANY REASON, LEAVE CAMPUS BEFORE 2:50 P.M. MUST BE SIGNED OUT IN THE SCHOOL OFFICE BY AN APPROVED ADULT, WHO THEN ASSUMES RESPONSIBILITY FOR THAT STUDENT. Students must wait in the school office for their parent to arrive and sign them out.

If you know in advance that your student must leave campus prior to the regular dismissal time of 2:50 p.m., please send a note to the classroom teacher stating why the student is to be dismissed early (dental or medical appointment, etc.). Any student who returns to campus later the same day must come to the office and 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 to 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. Particularly if you are sending someone who is not already on the list of authorized persons to pick up your child, it is imperative to let the office know his/her identity.

If the change occurs during extended care hours (3:15 - 6:00 p.m.), please call extended care at (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 dates your child will be leaving campus on his/her own.

WCCA UPDATE

Every other Wednesday the *WCCA Update* is e-mailed to each family with a signed **WCCA E-Mail Authorization** on file. Parents who do not submit the form may pick up the newsletter in the office, access it on the school web site, or request the office to mail a weekly copy for a \$25 annual fee. The *WCCA Update* is also available on RenWeb under "Newsletters." The *Update* 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.

WCCA WEB SITE

WCCA's web site is www.wccaeagles.org. It contains helpful information for both current and prospective parents. Links include ACSI, Berean Christian High School, and First Baptist Church.

RENWEB

WCCA utilizes RenWeb, a school management software system, which enhances the communication and connection between school and home. In order to access your student's information (grades, class attendance, homework, and lunch, extended care, and tuition accounts on RenWeb, a **WCCA E-Mail Authorization** form must be on file in the school office. 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.

HOLIDAYS, HALF-DAYS

Dates for school holidays and special half days of school will be published in the *WCCA Update* in ample time for parents to make arrangements for care and/or transportation. The yearly school calendar is given to each family in the Summer Packet as well as being posted on the web site. 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 insects will be allowed on campus only when the principal and teacher grant specific prior permission.

COPIER

The office will assist students in making copies of pages in our library reference books that are needed for reports. The price for copies is \$0.15 per page.

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.

Students currently enrolled may register early for the following year, provided they are invited to re-enroll. Normally, re-enrollment packets are distributed in January, to be returned by the middle of February. New registrations are accepted beginning mid-February.

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. 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 form, circulate it to the student's teachers, librarian, and athletic director (junior high students only). 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.

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 Entrance 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, a portion of the Entrance Fee will be refunded.
2. Tuition begins on August 1. Tuition paid in full by August 1 receives a discount.
3. Current WCCA and First Baptist Preschool families may receive tuition credit when, upon their recommendation, a family new to WCCA and FBP completes their enrollment in either WCCA or FBP. 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. New for the 2009-2010 school year: Monthly tuition payments are collected on the tenth of the month from August through May using PayEasy, RenWeb's automatic scheduled payment service. Either the Bank Draft Payment Option form or the Credit Card Payment Option form must be filled out and turned in to the bookkeeper's office. For parents who choose the bank draft, the associated fee will be paid by the school. For those who choose the credit card option, there is a 3.75% fee per transaction, payable by the parents.
6. Tuition payment received after the tenth of the month will be subject to a \$15 late fee.
7. Childcare 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; the fee for a credit card PayNow payment is 3.75% of the amount paid.
8. **PARENTS ARE RESPONSIBLE TO CHECK CHILDCARE AND LUNCH ACCOUNTS 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 ITEM 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. The schedule of tuition (and other fees) will be sent to you in the summer packet. This is your handy reminder of the amount owed.
13. 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.
14. Parents will be charged for damages to or loss of school property attributable to their student.

PARENT PARTICIPATION FEE

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 a prescribed number of hours during the school year.

This is a per-family fee, regardless of the number of children a family enrolls. does not change for the number of children in school. 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 number of hours 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.

The PPP requirement is 40 hours of volunteer service per family per year.