

WHITEFISH CHRISTIAN ACADEMY
PARENT AND STUDENT HANDBOOK
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ADMISSIONS POLICY

A. AGE REQUIREMENT FOR CHILDREN ENTERING SCHOOL

1. 3-year-old program – ordinarily should be 3 (three) years old before September 10 and toilet trained.
2. Pre-K – ordinarily should be 4 (four) years old before September 10. Exceptions may be made on a case-by-case basis.
3. Kindergarten – ordinarily should be 5 (five) years old before September 10. Exceptions may be made on a case-by-case basis.

B. ADMISSIONS

Whitefish Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally afforded or made available to students at the school. Whitefish Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions' policies, tuition assistance programs, athletic, and other school-administered programs, nor in the hiring of faculty, support, or administrative staff.

C. DOCUMENTS REQUIRED PRIOR TO ATTENDING CLASS

1. Copy of birth certificate
2. Copy of immunization record
3. Signed financial and service agreement by person(s) responsible for payment
4. FACTS application or payment in full
5. Permission form
6. Registration card or Application
7. Health history
8. Health screening for Pre-K students
9. Cumulative records from previously attended schools
10. Other records as may be required by the school or government

D. ALL NEW STUDENTS AND THEIR PARENTS (OR GUARDIANS) must go through the Application for Admission process, including the admissions test and interview prior to acceptance into the Academy.

E. ASSESSMENT POLICY FOR TRANSFER STUDENTS For many students, WCA is the only school they have attended. Families of those students have come to depend on and expect the spiritual, behavior, academic and personal standards that they have consistently experienced during

their time at WCA. With the purpose of protecting the existing environment, standards, and ethos of WCA, WCA will consider the following when considering the application of a transfer student. Our intention is that only students who demonstrate a character and acumen consistent with that of WCA are invited to attend. This policy may be considered for guidance regarding an enrolled student if that student's continued enrollment becomes an issue. (Please see Promotion Policy under Grade and Progress reporting for additional information).

1. Spiritual Considerations

- a. Acceptance by parents (or legal guardians) and student of Christian values and standards taught at the school.
- b. Willingness of parents (or legal guardians) and student to be supportive of the school's character expectations as set forth in school policy.
- c. Commitment of student and parents (or legal guardians) to the school's Christian philosophy of education. It is important that we maintain unity in our mission and vision. All families that accept enrollment in the school are doing so with the understanding that they will fully support our mission and vision statements. These matters (primary doctrine) are fundamental to our school philosophy. In other spiritual matters (secondary doctrine), WCA intentionally aims to either refer the students to their parents for further discussion, or to dialogue respectfully within the class setting.
- d. Willingness of parents (or legal guardians) and student to support the administration and faculty in carrying out the goals and programs of the school

2. Behavioral Considerations

- a. History of good citizenship in previous school experience. WCA will consider such things as past conduct reports from former teachers/administrators, behavior contracts, detentions, suspensions, etc. WCA may also consider the student's general reputation in the community.
- b. Agreement of parents (or legal guardians) and student to abide by the behavior standards established by the school, and the existence of a belief by WCA that student will in fact be able to behave in a manner consistent with that expected at WCA

3. Academic Considerations

- a. Documented record of acceptable grades in previous school experience
- b. Acceptable scores on achievement tests
- c. Satisfactory result on pre-enrollment assessments conducted by WCA
- d. Belief by WCA that student will be able to accomplish academic success at WCA with the resources provided by the Academy. At the discretion of the Headmaster, a student may be subject to a probationary admission. While we will not support a

parent abdicating their biblical responsibility to educate their children; at the same time, we intend not to usurp it. WCA will make every effort to guide, advise, and recommend resources should a student need help beyond the average scope of the typical WCA student.

4. Personal Considerations (may be utilized more specifically with students in grades 7-12 than PK – 6)
 - a. Student’s special interests, talents, and skills
 - b. Student’s and Parents’ (or legal guardians’) reason or desire to attend WCA
 - c. Consistency of student’s character and habits with a Christian worldview

F. ENROLLMENT PRIORITY FOR A NEW SCHOOL YEAR

1. Current students have first (1st) priority for enrollment for the following school year.
 - a. Current students will be granted a minimum of a one-week “window of opportunity” to enroll for the next school year prior to the opening of registration to new students.
 - b. If a current student does not register during the “window of opportunity” the student forfeits his/her “first priority” place and will be enrolled under the same guidelines established for new students.
 - c. A family’s account must be in good-standing (i.e. current, with no outstanding balance due) to retain the right of “first priority” for enrollment.
2. Siblings of currently enrolled students will have second (2nd) priority for enrollment.
 - a. Siblings of currently enrolled students may be registered in the same “window of opportunity” provided to “first priority” students.
 - b. Siblings must submit a new student application with an application fee by the published deadline.
 - c. Siblings must be placement tested if entering grades K-8.
 - d. A sibling of a current student will only be granted a space in a class if space is available after making assignments to students of “first priority” (see above).
 - e. A family’s account must be in good-standing (i.e. current, with no outstanding balance) to retain the right of “second priority” for enrollment.
3. New students will be enrolled according to our Application for Admission process.

ACADEMY HOURS

- 7:50 a.m. Academy Doors and Office Open, including phones
- 8:15 a.m. School day begins for all grades
- 3:00 p.m. Dismissal for all grades
- 3:45 p.m. Academy Office Closes, including phones

Students need to be picked up promptly after school, i.e., within five minutes of dismissal. There is no supervision of children before 7:50 a.m. or after 3:15 p.m. Any student picked up after 3:15 p.m. will incur a charge of \$1 per minute.

AFFILIATION WITH LOCAL CHURCHES - WCA is an independent, non-denominational, private Christian school. WCA seeks to develop strong ties to Bible believing churches and seeks to assist families from a variety of Christian churches. The Board of Trustees is made up of members from a number of local churches in the community. WCA is a 501(C) (3) non-profit organization.

ATTENDANCE POLICY - ABSENCE AND TARDINESS

- A. Because each class period contributes significantly to the curriculum objectives of WCA, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. WCA is academically rigorous and attendance is essential to success. However, we recognize the authority of parents over their children, and understand that parents may decide it is in the best interest of their child not to attend school on a particular day. This authority must be balanced with both Montana's compulsory attendance laws and the overall academic integrity of the school.
- B. Absences should be avoided. Parents should attempt to arrange medical appointments for after school hours whenever possible. Families are strongly discouraged from planning vacations during school as it adds greatly to our workload. Prearranged absences should not be planned during standardized testing dates (ex. SAT testing). A teacher is not required or encouraged to assume further work or to inconvenience himself or the class on account of the student's absence.
- C. Lower Grades (PS – 5) Guidelines - Students absent more than five (5) days in any quarter may jeopardize their academic progress for the entire quarter. We encourage parents to teach even the youngest students that attendance is an important component to academic excellence.
- D. Upper Grades (6-8) Requirements
 - 1. Five (5) or more absences during the course of any quarter are considered excessive. Absences exceeding this limit may result in the student being placed on probation, given a failing grade in the class, considered for retention and/or dismissed from the

school. A parent conference may (dependent on the situation) be held with the administration to discuss and attempt to correct the situation.

2. A student must complete final exams before a final grade will be given. A student who is absent during a final exam will receive a grade of I (incomplete) in the pertinent course until the missed exam is completed.
- E. Notification to Office of a Student's Absence - For the safety and welfare of the child, it is imperative for parents to notify the Academy prior to 9:00 a.m. on the day their child is absent from school. A message can be left on the Academy's voice mail.
 - F. Prearranged Absences - Students expecting to be gone from class for more than two days must notify the student's teacher and the Academy's office a minimum of two (2) weeks in advance of the student's scheduled absence. This will give the teacher an opportunity to work with the parents on developing a schedule for missed assignments, quizzes, and tests. Failure to notify the student's teacher and office at least two (2) weeks in advance may result in the student losing the opportunity to complete necessary work ahead of time. A teacher is not required or encouraged to assume further work or to inconvenience himself or the class on account of the student's absence.
 - G. Tardy Policy - Punctual, regular attendance is critical to the academic success of each child. Tardiness disrupts the entire class and interferes with the learning process. Parents and students must make every effort to arrive at school on time each day. Any student who enters the classroom after the starting bell rings will be considered tardy. A student who is tardy 5 (five) times in one quarter may need to meet with an administrator to determine the cause of their tardiness. When a student is tardy for the 10th (tenth) time in a quarter, a meeting may be arranged with the parents and the Headmaster to develop a solution to the problem. Should the tardiness continue, a referral may be made to the School Board and/or the Department of Family Services. Tardiness due to circumstances beyond your control, such as inclement weather or illness, will be excused. Simply calling to say that your child will be late does not excuse the tardy.
 - H. Half (½) Day Absences - If a student arrives after 10:00 a.m. or leaves prior to 2:00 p.m. the student will be considered absent for a half (½) day.
 - I. Early Removal of a Student from Class - Students may leave the Academy campus at any time with their parent, legal guardian or other person when written or verbal permission is given by a parent or legal guardian. Send a note to your child's teacher if you need to remove your child early from school. When your child leaves the Academy early make sure he/she is checked out at the office. If your child returns to the Academy on the same day, check your child back in at the office.
 - J. Special Circumstances. Our goal is to support the education of our students in all aspects of life, with the Scriptures at the center of all things as the point of integration. Our

understanding of the Christian worldview does not permit us to always artificially limit a course of training to the mind only. For example, we recognize that the training of the body has been part of the classical approach to education from the very beginning. WCA recognizes that, especially as a student becomes older, pursuing a passion or particular non-school activity may involve missing school. Upon request from the student and parent (or legal guardian), the administration may waive requirements set by other provisions of this attendance policy.

1. It is the student's sole responsibility to get his assignments, submit his homework, complete makeup tests, etc. At the sole discretion of the teacher, the parent and teacher can work to minimize the impact of school absences using such means as email correspondence, recorded lectures, skype, etc. In no circumstance is a teacher required or encouraged to assume further work or to inconvenience that teacher or the class on account of the student's absence.
2. At any time, the Headmaster may request a verbal or written progress report from a teacher to assess the ramifications of absences (subject matter understanding, impact on class, extra burden on teacher, etc.). The student must cooperate as necessary so that such report can be accomplished.
3. The Administration may revoke a special circumstance attendance waiver at any time if it finds it is in the student's or the school's best interest to do so, or if the student has failed to meet certain criteria required of the attendance waiver. In no circumstance should a student's attendance waiver adversely affect the overall academic integrity of the school or that student's class.

ASSOCIATION MEMBERSHIPS - Whitefish Christian Academy is a member of the Whitefish Chamber of Commerce.

BOARD OF TRUSTEES (ACADEMY BOARD) - The Academy Board is responsible for the oversight and spiritual headship of the Academy.

- A. The Academy Board is the policy setting body for the Academy, with the Headmaster responsible to implement decisions made by the Board.
- B. The Academy Board is a self-perpetuating and self-organizing board. They elect from their members a Chair, Vice-Chair, Secretary, and Treasurer.
- C. The Academy Board, by majority vote of its members, is the final arbiter in all matters relating to interpretation of the Academy's policies and Board minutes. The Academy Board is the final authority and arbiter on all matters relating to the Academy's operation.

BUS SERVICES

- A. **WHITEFISH CHRISTIAN ACADEMY BUS** - The WCA bus will be used to transport students on most field trips, to and from P.E., and other school or class activities as needed. Please refer to the Cell

Phone and Electronic Device Policy for rules relevant to those devices on the bus. Bus driver instructions are to be obeyed at all times.

CAMPUS VISITS - For student safety, all visitors (parents or otherwise) who wish to enter the school (beyond the office) for any reason during the school day should sign in at the office and obtain a visitor tag indicating that they have registered in the office. Upon your departure, you should sign out in the office. This practice allows us to know who is on campus at all times.

CELL PHONE AND ELECTRONIC DEVICES - The use of cell phones and electronic devices is generally not allowed on the school campus, in the school bus, or at school activities. Students may only carry a cell phone or electronic device on school premises under the following conditions.

- A. During the school day (including passing periods, lunches, recesses, bus rides, field trips etc.) the phone/device must be off, stored in lockers/cubbies, and not visible to others. Phones are to be turned off prior to entering the building in the morning. Phones must remain off while students are in the school building unless a student has specific permission from WCA staff to use the phone. Phones should not be visible or used outside the building on school property unless the student is standing with his/her parent or has specific permission from a staff member to use the phone.
- B. At no time are phones/devices allowed in restrooms on school property.
- C. At no time can phones/devices be used to intimidate or bully students on school property.

Possession of a cellular phone or other electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular phone or electronic device.

The student who possesses a cellular phone or electronic device shall assume responsibility for its care. At no times shall Whitefish Christian Academy be responsible for preventing theft, loss or damage to cell phones or electronic devices brought onto its property.

An exception to the electronic equipment prohibition may be made by a teacher for a limited time and a limited educational purpose (example would be reading on a Kindle for a specific window of time). However, at no time should the device be used beyond the limited purpose that was granted. Camera and internet features should not be accessed. Any violation of this policy may result in the loss of the privilege to use the device for the rest of the year.

Anyone who violates any of these rules will have their phone immediately confiscated. **ONLY A PARENT CAN CLAIM THE CELL PHONE IN THE OFFICE.** The length of confiscation is dependent on the number of violations.

An exception to the general prohibition of the use of electronic equipment (MP3, gaming devices, cameras, computers, etc.) may occur if the student is under the direct supervision of his parent and school (classroom instruction) is not in session.

While we request that adults be an example to our students, these rules do not apply to adults, staff, parents or adult guests but are intended for those minors who are in our charge. However, the rules do apply to non-enrolled school age minors who are on campus.

Rhetoric Student Laptop Use: Rhetoric students may use a laptop or other electronic device at the discretion and under the direction of a teacher provided that such use is in the presence of that or another teacher who is actively supervising the student use. Laptops are the students' own property, with no WCA liability or loss associated with its use. Use follows a values-based model that conforms to P-S Handbook for appropriate behavior (e.g., no viewing of any questionable material, pornography or communiques with outsiders or other students, etc.)

CHAPEL - Chapel is held on Friday mornings from 8:15 a.m. to 8:45 a.m. at the Nazarene Church.

Pre-K students will attend chapel as determined by their teacher. Parents are welcome and encouraged to attend chapel services. A variety of speakers selected by the administration will speak or perform at chapel.

CHEATING (INCLUDING PLAGIARISM) POLICY - Cheating, including plagiarism, is a serious offense and is in direct opposition to the Christian character that we are seeking to instill in our students. Cheating will be dealt with in a very serious manner. The consequence for cheating will be the failure of the assignment; that will be a "zero" on the test, paper, or assignment. The administration will be the final arbiter of the event.

"Cheating" occurs when a student, without teacher permission avails her/himself of an unfair or disallowed advantage. Cheating may include but is not limited to: using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (notes, textbook, cheat sheets, electronic devices); copying from the work of another student; taking another student's expressed idea for projects or other assignments; using false statements to obtain additional time or other accommodation; or obtaining unauthorized access to an exam, answer key or other graded work from previous course offerings; or plagiarism. Incidents involving plagiarism will be dealt with by the administration and the classroom teacher who will judge the severity of the infraction and determine an appropriate consequence. Teachers will give ample instruction in class on paraphrasing, summarizing, and the proper use of sources and how to cite them correctly.

CHEWING GUM – Students are not allowed to chew gum on campus, including on the playground or at chapel.

CLOSED CAMPUS - No student is permitted to leave the WCA campus during school hours for any reason without being accompanied by a parent or legal guardian or, in the case of unaccompanied rhetoric (grades 9-12) students, without Administrative approval. A dated note with the parent's

signature or parent phone call to the office is required to release an unaccompanied rhetoric student from the campus. Faculty and staff members may take groups of students off campus with parental permission. Exception: Rhetoric students with a permission form on file will be allowed off-campus lunches on designated days. This is a privilege and, if abused, the student(s) will be denied off-campus lunches. All students must sign out when leaving the campus during school hours and sign in upon return.

COMMUNICATION - PARENTS - TEACHERS - ACADEMY

- A. **ACADEMY NEWSLETTER** - A weekly Academy newsletter will be sent home every Tuesday via email. The newsletter will have important information regarding events, activities, and special information relating to Academy business.
- B. **TEACHER WEEKLY NEWS** - Teachers through 6th grade will send home a weekly newsletter regarding upcoming assignments, what is being covered in class, and weekly special events.
- C. **OPEN DOOR POLICY** - Teachers and the other staff are always ready to discuss any issue a parent may have regarding their child or the school. Please call the school to set up appointments.
- D. **PARENT TEACHER CONFERENCES** - There are two scheduled parent/teacher conferences scheduled for the year; one in the Fall and one in the Spring.
- E. **COMMUNICATION WITH EMPLOYEES THROUGH ELECTRONIC MEDIA** - WCA employees are generally prohibited from communicating directly with students through telephone contact, text messaging, e-mail, or social-networking websites, other than posting information on our online grading/communication system. An employee may communicate with a student through electronic means if communicating is directed through the parent (ex. teacher sends a text to parent for student). With prior permission from the Headmaster, an employee may communicate with students for school events (ex. students on field trip) or when more than one student is included on all communication (ex. notification of scheduling change that simultaneously is sent in text to several students). Such communications should never contain topics personal in nature. Students should not initiate or otherwise engage in communications with employees in violation of this policy.

CONFLICT RESOLUTION - Since we are an organization made up of people, it is inevitable that disagreements may occur during the year. It is the goal of WCA's Board, administration, and staff to solve problems in a way that honors God and offers benefit to those involved. Therefore, we seek to resolve conflicts and disputes that arise according to the principles taught in Matthew 18:15-17. The model for conflict resolution used by the Academy is modeled after the book *The Peacemakers* written by Ken Sande. The practical application of this policy is as follows:

- A. **Step One** - Approach the person with whom you are in conflict in an appropriate area for a private conversation. Express your problem or concern in a clear and kind way. Honor the

other person by not talking or gossiping behind his/her back. Attempt to resolve the problem between you and the person without involving others.

- B. Step Two - If the problem remains unresolved involve a school administrator, or if your conflict is with that person, go to the Academy's Board Chair and ask for help in resolving the conflict.
- C. Step Three - If the problem remains unresolved, request the Academy's Headmaster (or Board Chair) to appoint an appeals committee to make a final determination on the matter.

Parents, please exercise caution when your child brings home a story about the Academy that causes you concern. The first step to good problem-solving is to hear both sides of a story before making a judgment (Prov. 18). Please follow-up on your concerns and speak directly with the people involved. Our goal is to help your child succeed as a student and person, but if we have erred we will seek to make it right.

CURRICULUM –

- A. All subjects are taught from a Christian perspective emphasizing the integration of a biblical world view. The school uses a Classical curriculum. WCA encourages parents to become familiar with this system; materials can be obtained from the office.
- B. Summer Reading – Summer reading is a normal part of the curriculum for most quality private and many public schools. With that in mind, students will typically have required reading over the summer to help prepare them for a fuller educational experience in the next grade.

DISCIPLINE PHILOSOPHY - Matthew 7:12 and 22:34-40 emphasize, "Love the Lord with all your heart and love your neighbor as yourself." WCA provides a values-based education where we purpose to establish the following virtues in a student's core value system: love, kindness, honesty, truth, respect, forgiveness, and servanthood. When parents and teachers work together to build the foundation of righteousness in a child, the child is set up for future success as an adult (Proverbs 22:6).

The words "discipline" and "disciple" both come from the same Latin word "discipulus" meaning pupil. At Whitefish Christian Academy, the administration and faculty will serve as a complement to the home in disciplining children to live God-honoring lives, and, as one would expect, discipline will be an important aspect of that discipling process.

All of Webster's definitions of discipline apply in the school's philosophy, such as "training that corrects, molds, or perfects the mental faculties or moral character" and "to train or develop by instruction and exercise especially in self-control." We believe that it is possible, right, and essential to clearly define and teach what is acceptable and unacceptable behavior, as well as what is right and what is wrong--practical rules that can govern our daily lives.

Our discipline philosophy is founded upon the words of Jesus Christ in Matthew 22 when He summed up the Ten Commandments with these two greatest commandments: (1) "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind," and (2) "You shall love

your neighbor as yourself." We believe that this love of which Jesus spoke calls us as a school to teach children how to, first, better honor and value God and, second, better honor and value God's creation of other people and things.

From this establishment by Jesus of valuing God and valuing people is derived our two fundamental concepts of discipline. The first is that we should seek to establish a meaningful relationship with God. The second is that we should love and value other people just as we value ourselves, and we should value God's creation. The overall goal in applying these two fundamental discipline concepts is to teach children how to think for themselves what is right and wrong, and how to govern themselves (self-control) in a way that honors God. We want to avoid a lengthy list of "Do Not Do This" rules; rather, we want to train the children to apply these two honor concepts to the specific issues that arise in daily life. We want to teach them to ask themselves "Does this honor God?" and "Does this honor God's creation?" We believe that the end result will be young people who can make correct choices for themselves and live lives honoring to the Lord.

The two fundamental discipline concepts may be more fully explained as follows:

(1) We should seek to establish a meaningful relationship with God. This concept includes an understanding of what He taught about Himself in the Bible as well as how to relate to Him. Our relationship with God is, after all, the cornerstone of and reason for a believer's personal discipline. The entire curriculum at WCA, from Bible to P.E., will strive to reveal our God of holiness, righteousness, and grace in ways that endear the children to their heavenly Father so that they may accept His correction just as children who love and respect their earthly father accept his correction. We realize that the Lord is the highest and final authority over our children, and that He has given parents the responsibility of raising their children in a God-honoring way. As a school, we see the administration and faculty as being a third level of authority and guidance in a child's life.

(2) We should love and value other people just as we value ourselves, and we should value God's creation. This concept follows naturally from the first in that having a solid relationship with God is essential to establishing good relationships with people. From this fundamental precept, we would strive to teach children about self-control in the way they handle themselves and their own bodies and in the way they handle interactions with others. This instruction and discipline in the area of relationships will involve such things as how people should talk to each other, play with each other, include each other, support and encourage each other, handle disagreements, receive correction, express emotions properly, etc.

In the area of valuing God's creation, we desire to teach responsibility for one's own and others' possessions, and a Scriptural respect for animals and nature that fulfills God's mandate for man to subdue the earth and have dominion over it.

In conclusion, the central discipline principle and truth that we want our students to learn is that we as believers should honor God completely by valuing Him, His creations, and all people and things.

We believe that this principle of honor is among the greatest values they could have, and we desire to teach this principle at every opportunity.

DISCIPLINE MODEL (GRADES PRESCHOOL-4)

*Grades 5-8: Please see the WCA Honor Code and WCA Conduct Code for a more specific discipline model.

- A. **OVERVIEW** - Love and forgiveness, firmness and fairness will be an integral part of the discipline of a student. The school will also seek ways to encourage positive self-discipline characteristics in all students. The kind and amount of discipline (punishment) will be determined by the teachers, and if necessary, the administration. The discipline will be administered in the light of the student's issue, attitude, and age. All discipline will be based on biblical principles, e.g. restitution, reconciliation (public and private), restoration of fellowship, no lingering attitudes, etc.
- B. **PROGRESSIVE DISCIPLINE MODEL** - Under a progressive model of discipline, repeated offenses result in more severe consequences. Most discipline problems will be handled in the classroom between teacher and student, with parents being brought into the process when deemed appropriate by the student's teacher. However, if a student's inappropriate behavior is repeated often and the teacher is not able to make progress with the student, the student will be sent to see the Headmaster. Continual disruption of the educational process that adversely impacts the learning environment for others will result in a student's expulsion from the Academy. Less tolerance will be shown to middle school and certainly high school students with the occurrence of repeat offenses. Repeat offenses resulting in more than 3 visits to the Headmaster's office in one school year will be considered an indication that the student may not be an appropriate fit for the culture of obedience at WCA.
 - a. During the visit regarding discipline, the Headmaster will determine the nature of the discipline. The Headmaster may require restitution, physical exercise (running, push ups, etc.), janitorial work, parental attendance during the school day with the student, or other measures consistent with biblical guidelines which may be appropriate. Students that continually violate school rules will be subject to in-school suspension (or may be assigned a chore to do around the school), out-of-school suspension, or expulsion. Repeated offenses may result in a behavioral contract between the student, parents, and the school.
 - b. Discipline will not be corporal, with corporal meaning to require the person administering the discipline to hit, spank, strike, pinch, or in any way having purposeful physical contact that is intended to inflict pain for the purpose of discipline.

B. **SERIOUS MISCONDUCT** - Some infractions of school rules may result in an immediate dismissal to the Headmaster office. These infractions include:

- a. **Disrespect or insubordination** shown to any staff member. The staff member will be the judge of whether or not disrespect/insubordination has been shown.
- b. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
- c. **Rebellion**, i.e. outright disobedience in response to instructions.
- d. **Fighting**, i.e. pushing and shoving
- e. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.
- f. **Gossip**, rumor or talk of a personal, sensational or intimate nature. Trivial talk or writing about another individual.
- g. **Bullying**. WCA is committed to providing a safe, productive positive learning environment. Bullying, harassment, intimidating, hazing (including retaliating for reporting such behaviors) will not be tolerated.
- h. Serious misconduct that is not able to be remedied (happens on more than one occasion) may result in suspension/expulsion.

C. **SUSPENSION/EXPULSION**

- a. Conduct which threatens the health, welfare, or safety of others can result in immediate suspension or expulsion from the Academy. Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the office-visit process may be bypassed and suspension or expulsion may be imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, violence/vandalism to property, violations of civil or criminal law, bringing weapons or illegal drugs to school, or any act in clear contradiction with scriptural commands.
- b. Students may be subject to school discipline for serious misconduct which occurs after school hours. Please see Off Campus Conduct Policy.
- c. WCA realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. While forgiveness and restitution are fundamental to our overall discipline policy, should a student and their parents not be able to appropriately rectify a discipline problem or other issue that adversely affects WCA to the satisfaction of WCA, the student will be expelled.

D. **BEHAVIORAL CONTRACTS** - Behavioral contracts can be made for, but are not limited to, the following reasons:

1. Poor Academic Performance - May include not turning in assignments, lack of effort to participate in a positive way in the classroom, or an unwillingness of parents to seek professional diagnosis of possible learning disabilities.
 2. Poor Attitude - A rebellious spirit or negative attitude that is having an adverse impact on others or the school environment.
 3. Frequent Disciplinary Problems - A continual disobedience to instructions and directions given by school leaders.
 4. Students violating a Behavioral Contract are subject to immediate expulsion.
- E. **DETENTION** – Detentions can be assigned by individual teachers after consultation with the administration.
- F. **OFF CAMPUS BEHAVIOR** - WCA students represent the Academy both on and off campus. Please see Off Campus Conduct Policy.
- G. **SCHOOL CULTURE** - If in the judgment of the Headmaster, a student’s continued enrollment is a significant negative influence on other students, he has the right to seek to expel the student for that reason, and apart from the process of office visits. Examples of such behavior would include, but not be limited to disobedience to parents, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard of scriptural standards or of school culture. If the Headmaster concludes that expulsion under this provision is appropriate, the parents may be given the option to withdraw their student to prevent expulsion.
- H. **RE-ADMISSION** - Longevity at the school does not guarantee admission from one year to the next. WCA reserves the right to deny admission to any student. At the discretion of the Headmaster, a student may be denied re-admission for the next school year. Such denial to re-admit is not considered a direct disciplinary act, requiring accumulated office visits to be taken. Denial to re-admit is not the equivalent of suspension or expulsion.

DRESS CODE AND GROOMING - Please also see attached uniform policy. The uniform policy is designed to eliminate clothes-related peer pressure and to provide an environment conducive to and supportive of modesty and a Christ-centered lifestyle. WCA seeks to provide an environment free from distractions and one that discourages cliques or foolish fads. We believe that genuine diversity comes from the cultivation of each student’s unique mind and character, and as such, students should express themselves with their intrinsic qualities, not their grooming or dress. The following rules are not exhaustive, but provide guidance relevant to the dress code and grooming:

- A. **UNIFORMS** must be neat, clean, and in good repair. Students should dress in conformance with his or her biological sex.
- B. **SHIRTS** shall be tucked in while in the school building and buttoned no lower than the second button from the top

- C. **SKIRTS** shall come to within two inches above the knee when the student is standing.
- D. **UNIFORM SHOES** must be black and without visible brands/logos.
- E. **HATS, BANDANAS, AND SUNGLASSES** are not to be worn in the building.
- F. **HAIR** – Unnatural hair color and outlandish or disruptive hair styles are not allowed. Facial hair is prohibited except in the 12th grade when it may be allowed with written permission from the Headmaster under certain conditions (i.e., properly maintained and professional looking).
- G. **CLOTHING, JEWELRY, OR SCHOOL SUPPLIES** shall be in good taste, free from negative or unsavory connotations. Body piercings (other than earrings in earlobes) and visible tattoos are prohibited. Outerwear, winter hats and other non-uniform clothing may not contain obvious branding or writing/displays of pop culture (cartoon characters, actors, athletes, etc.) or of a disruptive or divisive nature. Nail polish and make up must be tasteful.
- H. **WHEN NECESSARY**, the Headmaster will make final decisions on appropriateness of clothing, jewelry, hair style, and designs on school supplies. These standards may be tightened for certain students as a disciplinary measure.
- I. **REMEDY** - If an administrator determines that a student’s grooming or clothing violates the school’s dress code, the student may be given an opportunity to correct the problem at school. If not corrected, a parent or designee may bring an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.
- J. PHYSICAL EDUCATION UNIFORM POLICY** - PE attire should be approached with functionality, not fashion, in mind. Logos should be avoided, but if clothing without logos is not easily available, a small visible logo is allowed. The following guidelines apply:
 - a. **Shorts** – Properly fitted, loose, athletic-style shorts (no compression shorts or snug-fitting shorts). Length must be no shorter than 5 inches above the knee. No visible logos larger than 2 inches.
 - b. **Shirt** – Properly fitted, crew neck t-shirts (no v-necks). No form-fitting or transparent (must be opaque) shirts. No tank tops or shirts that expose arms. No visible logos larger than 2 inches.
 - c. **Shoes and socks** – Appropriate athletic shoes and socks.
 - d. **Cooler temperatures** – Loose fitting sweats and sweatshirts may be worn in cooler temperatures. Leggings may be worn under shorts or sweats only (not by themselves). No visible logos larger than 2 inches.
 - e. It should be considered a privilege to wear non-uniform clothing for PE. Students and families should honor that privilege. Students should wear clothing that is consistent

with the ethos of WCA, is functionally appropriate, and demonstrates a high degree of modesty.

- f. The Headmaster shall have the final decision regarding any questions or ambiguity in this policy.

*Please see attached Honor Code for the discipline policy for grades 5-8

EDUCATIONAL PHILOSOPHY

- A. **GOD HAS GIVEN** parents the responsibility for training children in the way that they should go (Eph. 6:4; Prov. 22:6). Therefore, the Academy exists to assist parents with the training their children receive at home and church. The Academy expects parents to be actively involved in their child's education and school, and will consult parents about all major decisions affecting their child at school.
- B. **REVERENCE OF THE LORD** is the beginning of wisdom (Proverbs 9:10; 14:26-27; 19:23; Ps. 111:10). In Jesus Christ, God's Son, are hidden all the treasures of wisdom and knowledge (Col.2:3). WCA promotes reverence for the Lord and trains all students according to a biblically based value system where God is exalted as Sovereign and has authority over all things. WCA promotes a Christ-centered worldview guided by biblical truth.
- C. **TEACHERS, AS CHRISTIAN ROLE MODELS**, are an essential component of the educational experience a student receives at WCA. We seek to employ dedicated Christians who have been gifted by God as teachers and who can relate all areas of the curriculum to God's truth. We seek teachers who model Christian character and have been called by God to serve the Academy as His ambassadors.
- D. **CHRISTIAN EDUCATION** focuses on developing the "whole person" i.e., the heart, mind, and soul. We seek to help children establish a loving relationship with God.
- E. **WE SEEK TO TRAIN** students to develop critical thinking skills that will lay the foundation for their future success as students and in the career they will choose later in life. Good study habits, a disciplined mind and body, a good work ethic, the ability to face challenges with a "can do spirit" and the confidence to stand on one's convictions in the face of pressure are all part of our goal for every student.

ELIGIBILITY OF ATHLETES - Students must be passing each core class (math, history, science, bible, writing, literature, logic or Latin) to participate in extracurricular sports programs sponsored by Whitefish Christian Academy. A student may not practice or participate in games with the team if they are not passing any core class. Grade percentages will be figured for each class on Friday before the close of school. Friday's grades will determine a student's eligibility for the next week.

EMERGENCY DRILLS - Safety is of utmost concern at WCA. Emergency procedures and drills will be conducted throughout the year. Some drills will be announced and others will not.

FIELD TRIPS - WCA seeks to use field trips to enhance a student's educational experience. When the school bus is unavailable for use on field trips parents may be asked to be volunteer drivers. Though a "blanket" field trip permission slip was signed when you enrolled your child, you may be required to provide additional approval for your child's participation on specific field trips. When an additional field trip permission slip is required, your child will not be allowed to participate in the field trip if the appropriate forms are not submitted. If a student exhibits serious misbehavior on a field trip, the parents will be contacted and will be required at their own expense to bring their child home. Parents are expected to provide their own transportation (unless room is available on the bus), food and lodging as applicable. Parents will defer to the school's policies and procedures as well as the teacher's classroom and field-trip rules as the guiding authority for behavior. Field trips are intended to be educational classroom-community events and not family holidays, therefore siblings are not permitted. Infrequently, teachers may ask chaperones/parents to sign up well in advance of the field trip, as limitations sometimes occur. A maximum of 4 hours for being a chaperone may be applied toward service hours. Please check the Cell Phone and Electronic Devices Policy for additional information relevant to field trips.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT - The statement of faith does not exhaust the extent of our beliefs. The Bible itself as the inspired and infallible Word of God is the sole and final source of all that we believe. For purposes of WCA's doctrine, practice, policy, and discipline, our board of directors is WCA's final interpretive authority on the Bible's meaning and application.

FINANCIAL POLICIES

A. REGISTRATION

1. Each student is considered enrolled when **all forms** (New students: Family Application, Student Application, financial agreement, special permission form, immunization form, health history card, health screening (Pre-K only), birth certificate, and record release form; Returning students: financial agreement and information update) **are returned and all fees paid.**
2. **All fees are non-refundable.**
3. All accounts must be current before a family is accepted for re-registration. If registration fees have not been paid in full, any payments made toward tuition will be applied to outstanding registration costs first and any amount left will be applied toward tuition payment.

B. TUITION

1. Our tuition collection is outsourced to FACTS Management Services and is mandatory for enrollment. The only other option is to pay tuition in full prior to the start of school. There is an annual enrollment fee charged by FACTS and payable to FACTS Management

Services as explained on their web page. WCA will not accept tuition payments at the school unless payment is made for the entire school year.

2. Tuition may be paid in nine (9), ten (10), eleven (11) or twelve (12) monthly or semi-monthly installments. Twelve (12) month tuition installments begin in June of the current year and so forth with nine (9) month tuition installments beginning in September of the current year.
3. Tuition payments are made to FACTS Management Services on the date you choose, 5th or 20th of each month or the 5th & 20th of each month via automatic deduction from checking or savings, or credit card (with convenience fees applied for credit cards).
4. Late fees in the amount of \$25.00 will apply to those accounts that become delinquent.
5. There will be a \$25.00 fee for returned checks PLUS the amount of any expenses incurred due to the returned check.
6. A student who is withdrawn, dismissed, or expelled must pay a prorated portion of tuition based on days in session.

C. GENERAL POLICIES AND CONDITIONS

1. Students will not be allowed to begin classes until all previous years' obligations are met.
2. Student records, including report cards and transcripts, will be withheld if the family leaves the school still owing tuition or any other fee. All checks must have cleared the school's account before transcripts or diplomas are released.
3. The school reserves the right to require any account to be brought current for a student to continue to attend classes.
4. Any claim or dispute arising from or related to this agreement, to a child's attendance at WCA, or to any WCA-sponsored activity which cannot be resolved by agreement between the family and WCA shall be submitted to mediation and/or arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries in effect as of the date of this Agreement, which Rules are hereby incorporated into this Agreement by this reference. Any decision of an arbitrator may be entered as a judgment in the District Court of the Montana Eleventh Judicial District, Flathead County, Montana pursuant to the provisions of the Montana Uniform Arbitration Act. The dispute resolution process outlined in this provision shall be the exclusive remedy available to either party for resolution of claims and disputes arising from or related to this Agreement, a child's attendance at WCA, or any WCA-sponsored activity. Each party waives any right to file a lawsuit in any court for the resolution of any such claim or dispute, except for the purpose of enforcing a decision entered by an arbitrator pursuant to this Agreement.

5. Any exceptions to the above financial policies and conditions must be approved by the school board.

D. TUITION ASSISTANCE

1. Tuition Assistance may be awarded to families who qualify for such assistance. Families wishing to apply for financial aid must fill out the financial aid form and provide a copy of their most recent IRS 1040 form. Tuition Assistance forms will be reviewed by the Academy Board or a committee assigned by the Academy Board. Awards will be granted by the Academy Board. Income ceiling limits apply.
2. WCA participates in the ACE and Big Sky Scholarship programs. WCA requires families who meet the income guidelines to first submit an ACE application.
3. Other than multi-sibling discounts, WCA does not currently offer non-need-based tuition assistance.

E. MULTIPLE CHILDREN DISCOUNT Multiple Children discounts are given to families that have more than one child enrolled in grades K - 11.

F. PRORATED TUITION Students registering mid-year will have their tuition pro-rated on a nine month tuition payment plan.

G. VOLUNTEER HOURS The success of Whitefish Christian Academy and the education of the children depend on your commitment to be involved. As WCA continues to grow, the participation of every parent is required to assist the staff in meeting the needs of the children and the facility that God has entrusted to our care. All school families are required to contribute hours during the year on approved projects or contribute the corresponding dollar amount. The deadline for completing service hours is May 1st. Service hours not completed or paid will be billed through FACTS in May on your chosen tuition due date. Service hours are not required for families choosing to pay the actual cost of tuition.

MINIMUM HOURS REQUIRED PER FAMILY 15 HOURS OR \$1,500.00

Hours must be reported to the Office via either a Service Hour Form or email. A maximum of 4 hours may be reported being a field-trip chaperone.

FUND RAISING - Tuition and fees cover approximately 80% of a child's education at WCA. A portion of the 20% not charged in tuition is paid for by donations. The other portion of the 20% is raised through fund-raising conducted through the Development Department. The Whitefish Arts Festival, the Auction, and the Annual Fund Campaign bridge the 20% gap between tuition income and operating expenses. Your charitable donations to the school are critical to the financial stability of the school and maintaining affordable tuition for as many families as possible.

GRADE AND PROGRESS REPORTING

- A. **GENERAL** Whitefish Christian Academy will maintain a quarterly grades progress reporting schedule. These reports should reflect the individual student's academic and behavioral performance over the period reported.
- B. **RATINGS** All academic grading at Whitefish Christian Academy will use a criteria referenced base for evaluation. That is, the students will be judged against an objective standard in each class/subject. Students will not be graded on a curve or against any other overtly subjective or group average. (Annual standardized testing is not considered part of the grade and progress reporting procedure.) This will reduce the possibility of grade inflation.
- C. **PRE-K AND KINDERGARTEN** keep progress reports unique to their level. Letter grades are given to students in grades 3 and up. Letter grades, equivalent percentage range, and meaning are outlined below.

<u>Letter Grade</u>	<u>Percentage Range</u>	<u>Meaning</u>	<u>GPA</u>
A+	97.0-100	Excellent	4.0
A	93-96.9	Excellent	4.0
A-	90-92.9	Excellent	4.0
B+	87.0-89.9	Good	3.0
B	83.0-86.9	Good	3.0
B-	80.0-82.9	Good	3.0
C+	77.0-79.9	Satisfactory	2.0
C	73.0-76.9	Satisfactory	2.0
C-	70.0-72.9	Satisfactory	2.0
D+	67.0-69.9	Poor	1.0
D	63.0-66.9	Poor	1.0
D-	60.0-62.9	Poor	1.0
F	0 - 59.9	Failing	0

These grades are applicable to grades 3 – 12. The corresponding GPA's will not show on quarterly report cards or Jupiter grade for students in grades 3-8, but may appear for students in grades 9-12. The GPA will show on the high school transcript. While the format of a high school transcript may be tailored to best suit a college to which a future graduate will be applying, as a default, the +/- will be displayed on the transcript.

*An F is not automatically equal to a 0. Any credit below 59% will still be factored into the quarterly/semester/year grades. For example, a score of 50% on a test is better than a 0 on the same test.

The following grading scale is used for all grading in grades K-2 and in classes such as art, music and PE in K-8:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Honor Roll recognition will be based on letter grades and not overall GPA. "A' Honor Roll" will be achieved when a student receives no grades below an A- for the specified period. "B' Honor Roll" will be achieved when a student receives no grades below a B- for the specified period.

D. CONDUCT REPORT FORM

In addition to academic grades, WCA practices an intentional values-based education. The criteria are found on the Conduct Report Form, which is to be used quarterly along with the standard grade report.

E. PROCEDURE:

1. Grades will be presented at the end of the quarter according to the annual academic calendar.
2. The teachers responsible will ensure forms are complete and copied correctly.
3. Teachers are responsible for all grades, progress comments, and attendance records for their students.
4. A parent receives a copy and the school keeps a copy.
5. Students should be discouraged from comparing their grades with one another (II Corinthians 10:12).

F. PROMOTION POLICY:

The objective of this policy is to establish a consistent set of standards to be applied in determining grade promotions for all students. The scope of this policy is to be applied to all entering and continuing students.

1. DEFINITIONS

- a. **Promotion** - The advancement of a student from the most recent grade completed to the next successive grade.
- b. **Retention** - Requiring a student to repeat the grade in which he/she was most recently enrolled.
- c. **New students** - Those students entering Whitefish Christian Academy for the first time.
- d. **Current students** - Those students enrolled in Whitefish Christian Academy during the current year.

2. NEW STUDENTS - New students must meet the following criteria to be accepted into the next successive grade level:

- a. Whitefish Christian Academy should be provided documents showing that the student successfully completed the previous grade by a demonstrated proficiency of at least 70% or higher in reading, math and English. The student also should have satisfactorily (60% or higher) completed science and "social studies" (history and/or geography) within the previous curriculum.
- b. Recognizing that many public schools (and some home schools) do not use letter grades (A-F) or percentages to indicate academic proficiency in the elementary grades, the student must receive a mark of "satisfactory" in at a least 90% of the subjects on the student's transcript/report card. However, the student will be tested in the ~~three~~ two critical areas (reading and math) using our in-school metrics, standardized testing and scoring materials. In some cases, a written essay may be required as well.
- c. If the new student has taken any standardized tests, the student should have earned national scores of at least 60% or higher in reading, math and language (as appropriate to age level). If he/she has never taken any standardized tests and there is any doubt as to their abilities, the student will be assessed according to (b) and (d).
- d. As part of the admission procedure, the student will be tested by Whitefish Christian Academy's test administrator. The student must demonstrate national scores of 60% or higher in reading, math, and written language. The results of any in-school testing will be combined with a new student's report card, Whitefish Christian Academy's initial screening results, and any previous standardized testing score to determine the best grade level at WCA for that student to enter. If the combined results are not satisfactory, the parents will be apprised of this and be encouraged to consider having their child retained at the previous grade. (It should be noted that WCA's academic program tends to be a challenge with varying degrees of difficulty for students entering the program. Should a student have had academic difficulties in his previous program,

the likelihood of compounding that difficulty would be great were he/she to be promoted to the next successive grade at WCA.)

- e. The final decision for grade-level placement resides with the Headmaster.
- f. Secondary School/Rhetoric (9-12): The family must complete a rhetoric application when entering 9th grade including the parent and student survey portions. The student must interview with the Headmaster or Principal to confirm that expectations of the student and WCA are consistent and to assess whether the student and WCA will be a good fit. The Principal or Headmaster may request other information supporting admission, such as letters of recommendation.

3. CURRENT STUDENTS

- a. Continued enrollment at Whitefish Christian Academy is not automatic. Those students who continue to have poor academic performance or who persist in negative, uncooperative or non-productive attitudes or behaviors may be denied continued enrollment. These decisions are made only after careful consultation with the student's teachers and parents. The school reserves the right to withdraw any student who does not meet WCA's academic requirements or fails to conform to WCA's rules and regulations.
- b. Current students normally must meet the following criteria to be promoted to the next grade level:
 - i. **Elementary School/Grammar (K-5):** Students must pass Bible, History, Math, Reading/Literature, Writing/Grammar and Latin with at least a 70% average for the year based on report card grades for the year. Student must have no more than one "F" in a subject area for the year based on report card grades for the year.
 - ii. **Middle School/Logic (6-8):** Students must pass Bible, History, Math, Literature, Writing, Science, Language Arts, Latin and Logic with at least a 70% average for the year based on report card grades for all four quarters. Student must have no more than one "F" in a subject area for the year based on report card grades for the year.
 - iii. ***Secondary School/Rhetoric (9-12):** Students must pass Humanities, Math, Science, Logic/Rhetoric, Foreign Language, Government, Economics and Rhetoric Thesis with at least a 70% average for the year based on report card grades for all four quarters. Student must have no more than one "F" in a subject area for the year based on report card grades for the year.
 - 1. The family must complete a rhetoric application when entering 9th grade including the parent and student survey portions.

2. At the sole discretion of the Headmaster, a student may be required to interview with the Headmaster or Principal prior to promotion to the next grade. The purpose of the interview is to confirm that expectations of the student and WCA are consistent and to assess whether the student and WCA continue to be a good fit. The student and parent survey from the application will be reviewed to determine if any changes have taken place.
- iv. Special consideration may be given for students in our Guided Studies Program to be determined by the Headmaster.

*EFFECTIVE FOR THE 2019/2020 SCHOOL YEAR, THE BOARD HAS PAUSED THE RHETORIC PROGRAM.

GRIEVANCE - COMPREHENSIVE POLICY

Objective: To establish biblical guidelines for the resolution of disputes and grievances in the operation of Whitefish Christian Academy (WCA).

Scope: These guidelines are to be followed whenever a dispute or grievance concerning any aspect of WCA operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, Principal, Headmaster, and Board.

DEFINITIONS:

DISPUTE: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of WCA objectives and goals.

GRIEVANCES: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

CONCERNS: The substance and details of the dispute and/or grievance.

GUIDELINES:

- A. **GENERAL:** It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.
- B. **STUDENTS/PARENTS TO TEACHERS:** All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. the problem is not resolved, the parents or student may bring the concern to the Headmaster.
- C. **PARENTS/PATRONS:** If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to

the appropriate administrator. If there is still no resolution, they should bring their concerns to the Headmaster. If there is still no resolution, they should request a hearing from the WCA School Board. This procedure applies to Board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

- D. **STAFF TO PRINCIPAL, HEADMASTER:** All concerns about the standards of the school must first be presented to the Principal. A respectful demeanor is required at all times. If the problem is still not resolved, the staff member may appeal to the Headmaster, and finally the Board in writing and request a hearing, if still unresolved. The request will be passed to the Board through the Headmaster. The Headmaster is required to pass on all such requests.
- E. **VOLUNTEERS TO STAFF/HEADMASTER:** If any volunteer has a concern about the volunteer work, he will present that concern to the Volunteer Coordinator. If the problem is not resolved, then the concern should be presented in writing to the Headmaster, followed by a meeting with him to discuss the concern. If the problem is still not resolved, the volunteer may appeal to the Headmaster, and finally request a hearing from the Board in writing if still unresolved. The request will be passed through the Headmaster. The Headmaster is required to pass the request on to the Board.
- F. **INDIVIDUAL BOARD MEMBERS TO HEADMASTER:** If specific concerns arise during a Board meeting, Board members may not challenge, rebuke, or debate directly with the Headmaster in the Board meeting, but their concerns will be channeled through the Chairman instead. Any Board member may call the Board into executive session if a potential grievance or dispute arises during a Board meeting. If the Board decides that the issue does not warrant executive session, the Board will return immediately to open session. If the Board decides further investigation is warranted, the Headmaster will meet with the Board in executive session to present his perspective and answer questions. If the Board decides against the Headmaster (2/3 vote required), the Board will attach a written description of their decision to the Headmaster's annual job evaluation. If the Board does not decide against the Headmaster any Board member(s) who is (are) still not satisfied will be instructed by the Board Chairman to drop the issue.

HEALTH SERVICES - Students are provided limited health services from the Academy's nurse. These services include:

Vision Screening	Height/Weight Checks
Scoliosis Screening	Hearing Screening

HOLIDAY OBSERVATIONS - WCA celebrates the Christian aspects of annual holidays. At Christmas we celebrate the birth and glory of Jesus Christ, at Easter we emphasize the celebration of the resurrection of Christ. We do not acknowledge Halloween. Though families may celebrate holidays in

a broader scope, we ask that students and parents honor the policy of the Academy when making decisions on how to help the Academy in celebration of holidays.

HOMEWORK - Homework is an extension of classroom learning. Parents will encourage and help to keep your child accountable and responsible for all required Academy assignments. Your active interest in your child's education is a major determining factor in how much effort and importance your child will place on their own education. Students who are new to the school and/or are "catching up" in their studies often need to invest significantly more time as they transition into the school. Special reports, research projects, science fair projects and other types of major projects may require more work at home.

When a student expects to be absent due to a family vacation of more than 2 school days, we ask that, as a courtesy, parents give the office and teachers a minimum of two (2) weeks advance notice.

The Academy strives to provide upper school students with a limited number of teacher-supervised tutorials during the week in order to provide personal assistance to students needing help and to help mitigate homework overload. Our goal is to set your child up for academic success.

IMMUNIZATIONS - The State of Montana requires a copy of the child's immunization records and birth certificate to be on file in the Academy's office. It is necessary for both of these documents to be in the office by the first day of school. All children entering preschool are required to have a physical. Please include this information with your preschool child's immunization record. If parents choose not to immunize, a religious waiver must be signed and given to the school nurse.

IN LOCO PARENTIS ("IN PLACE OF THE PARENTS") - The parents' authority over the education of their own children is expected and respected at WCA. WCA operates as an extension of the family, believing that the education, training and discipline of children are the responsibility of their parents. WCA partners with parents educating their children according to the doctrines and principles of classical and Christian education. WCA will not usurp the parents' God-given authority over the education and training of their children. However, essential to accomplishing our overall purpose and mission is the requirement that students and parents respect the doctrine and policies of WCA.

In loco parentis is best accomplished when a strong partnership exists between home and school. Your involvement in this partnership may include:

- A. Encouraging your child to put a high priority on education and working with your child daily to make the most of the educational opportunities the school provides, while discouraging them from spending excessive time on television, video games, and other inanities.
- B. Utilizing WCA's web-based system for up-to-date information regarding grades, assignments, missing work, etc.
- C. Supporting WCA in requiring that your child follow the spirit and letter of all WCA's policies and procedures.

- D. Ensuring that your child completes all homework assignments and special projects and comes to school each day on time, prepared, rested, and ready to learn.
- E. Monitoring your child's academic progress and contacting teachers as needed.
- F. Attending scheduled conferences and requesting additional conferences as needed.
- G. Becoming a school volunteer (see list of volunteer opportunities).
- H. Participating in WCA parent organizations such as the Parent Teacher Fellowship (PTF).
- I. Being aware of the school's policies and ensuring that your family is complying with them.
- J. Contacting school officials if you are concerned with your child's emotional or mental well-being.
- K. Attending school board meetings.

LUNCHES

- A. **MILK** - Milk may be purchased in the office at the price posted.
- B. **LUNCH** - Families are required to provide lunch for their children. Students may purchase lunches from specific vendors on scheduled days. See the Academy's newsletter for more information.

MEDICATION

- A. **ADMINISTERING ORAL MEDICATIONS** In the event that a student needs oral medication during school hours, a parent must sign a form giving the office permission to administer them. Oral medications include, but are not limited to Tylenol, Ibuprofen, cough drops, cough medicine, and similar over-the-counter medicines.
- B. **STUDENTS AND MEDICATION** Parents must notify the office if their child is required to take medication regularly. If your child is under the care of a physician and required to take prescription medication during school hours, accommodations may be made with the appropriate liability release. See office for details.
- C. **MEDICAL ASSISTANCE PROVIDED** - We will offer first aid care (including ice packs, Band-Aids, etc.), symptomatic screening (taking of temperature), and emergency care as needed (including administering Epinephrine to those allergic to bug bites, CPR, etc.).

MUSIC EDUCATION - Students involved in the music program are required to participate in scheduled performances. Absence from these performances will adversely impact the student's music grade.

OFF CAMPUS CONDUCT POLICY - WCA trains the whole person, i.e., the heart, mind, and soul by providing a values-based education. Student behavior outside of school can affect the ethos of the school, and we reserve the right to take breeches of character into consideration when disciplining students. Parents are primarily responsible for the discipline of students who misbehave inside or

outside of school. In partnering with parents in this regard, WCA has a variety of disciplinary actions at our disposal for 'in school' behavior. For actions occurring outside school, our actions are generally limited to suspension or expulsion. In addition to the other policies contained in this handbook, agreement to the following is required of all WCA families.

The following are some guidelines (not inclusive) for standards for student behavior outside of school:

1. Students should not behave in a manner that openly rejects the standards of conduct or the spirit of those standards as set forth in this handbook. Any immoral or illegal action that rises to the school's attention will be considered for disciplinary action. These actions include: anything which is illegal, sexual impurity, acting or speaking crassly, vandalism, violent or threatening actions, or extreme unkindness.
2. With the advent of social networking, each of our families has a responsibility to protect our community from inappropriate language or images, or unwholesome speech. Our reason for this policy is rooted in 1 Corinthians 15:33, "Do not be misled: 'Bad company corrupts good character.'" Students are prohibited from possessing, sending, forwarding, or posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, damaging to the general reputation of the WCA student body, or illegal. This prohibition applies to conduct on or off school property whether the equipment used to send or receive such messages is school-owned or personally owned. The prohibition of this material applies regardless of its format (electronic or paper).
3. Students who create dissension among the student body by, for example, encouraging other students to engage in bad behavior outside of school will be considered for disciplinary action.

PARENT TEACHER FELLOWSHIP - The Parent-Teacher Fellowship (PTF) is made up of teachers and parents who work together to promote the school, assist in fund-raising, focus on encouraging teachers and staff, and organize Academy fellowships. All parents are part of the PTF and are asked to actively support the work of the PTF. PTF is in charge of various things throughout the year. Among these activities are the organization of teacher lunches, Teacher Appreciation Week and the Staff Christmas Party. The PTF makes a difference, and your help is needed to keep the Academy successful. The monthly meeting date and time will be announced in the Academy newsletter.

PARKING LOT ETIQUETTE - Parents should not stop in the area in front of the school (prime pick-up and drop off area) unless they are loading or unloading kids. Cars are often backed up to Ashar Avenue during the busiest times, so even a 30 second conversation can cause frustration and safety concerns to other drivers. Please find a parking spot (in the WCA lot or on Ashar Avenue) until you see that your child is outside the front door waiting to be picked up. You may need to circle around if you have more than one child and only one is ready to be picked up. Older students can also be picked up at the back of the building. Please ensure you drive very slowly down the roadway and do not block the

road. Children should be picked up within 5 minutes of dismissal times. If you will be a few minutes late, you may attempt to make arrangements with another parent to watch your child until you are there (then notify the office of that permission). Any student picked up after 3:30 will incur charges of \$1/minute. Teachers have very limited prep time; time after school is often needed to conduct parent meetings, to organize classrooms, or to prepare work for the following day. Please respect your teacher's and our staff's time.

PHYSICAL EDUCATION - All students in grades K-8 will be involved in physical education weekly. Depending on weather and the teacher's discretion, PE will be held both indoors and outdoors. All students are required to participate in PE unless they have a valid medical excuse. A doctor's note may be required; medical doctors who have children in the school must provide a note from their child's attending physician. Grades K-4 students do not change clothes, while grades 5-8 change into appropriate PE attire. (See Dress Code and Grooming policy.) PE attire may only be worn during the PE period.

PLAYGROUND - The playground will be used by students during school hours. All scheduled recesses are monitored by a recess duty person. The playground is not monitored before school and after school. Since no adult supervision is provided on the playground apart from scheduled recess time, use of the playground by your child at non-scheduled recess times is at your own risk.

RECESS - It is essential that students have appropriate clothing for recess. Children are required to go to recess as long as the temperature is above zero degrees (adjusted for wind chill). Students wishing to use snow sleds must be wearing a coat, hat, snow pants, boots, and gloves.

Children are expected to cooperate with and obey the recess duty person.

A. RECESS RULES:

1. Students may not throw sand or snow.
2. No name calling. Students will be sent to the office for any vulgarity or mean-spirited name calling.
3. No fighting or inappropriate body contact. Children who are involved in this will be sent to the office.
4. Group games may not exclude any child who wishes to play.
5. Children should work to resolve their own disputes over games. When a dispute is not being resolved, the duty person should step in and direct the children to resolution following the Peacemaker steps conflict resolution.

B. SAFETY RULES (adapted from the recommendations of the American Academy of Pediatrics):

1. The recess duty person must be visible to the children on the playground. The duty person will wear the Recess Duty vest provided by the school.

2. Children are encouraged to play actively without pushing, shoving, punching, pulling, tripping or hitting other children. No “play fighting.”
3. Jump ropes may be used only for jumping, not for playing tug-of-war, tying on to people or things such as sleds or play equipment.
4. Contact sports are not permitted. This includes king of the hill, wrestling, martial arts, ball games with contact, etc.
5. Children on swings must sit in an upright position and not twirl or jump off while a swing is in motion; they may not run in front, under, or in back of the swings. Only one person may be on a swing at a time. No standing on swings.
6. Children must go down slides one at a time, sit in an upright position, and not loiter at the top or bottom. Slides are for sliding, NOT for climbing up.
7. Football: Touch football is the only form of football that is acceptable at school. There is to be no contact between players other than a light touch below the chest. Shoving will not be tolerated. Football will be canceled if the duty person observes rough contact between players.

Remember: Matthew 7:12, “Do to others what you would have them do to you.”

REPORTING - The laws of the State of Montana require educators to report cases of suspected physical or sexual child abuse directly to the appropriate authorities without notifying parents and preserving the confidentiality of the information source that led to the reporting.

SEARCH & SEIZURE -

- A. A student’s person and/or the student’s belongings (including a bag, a car driven to school by the student, or an electronic device) may be searched by a school official if the official has a reasonable suspicion to believe that a search of that student or his belonging will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school officials. Any confiscated items will be turned over only to a parent or the local officials.
- B. Student lockers and desks remain the property of the school, though the school is not responsible for books, clothing, or valuables left in lockers or desks. WCA reserves the right to search student lockers or desks randomly with or without the student present. A student shall not place or keep in a locker or desk any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school.

SOCIAL MEDIA AND CYBER GUIDELINES - WCA advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access social networking (on-line

via computer or phone). There are significant risks associated with all forms of social media, so we expect you will be monitoring your own children's use of it. Similar risks pertain to the unsupervised use of the internet. Studies show that exposure to certain objectionable materials found on the internet can have profound and long-lasting effects on a child. Students are not permitted to be on-line while at school, unless under direct, adult supervision, and then only for purposes related to a class.

SPECIAL NEEDS STUDENTS - WCA does not hire staff trained in special needs education. When it is clear that WCA is unable to provide what is in a child's best interest academically or behaviorally, the student may be withdrawn from class. WCA will do all it can to accommodate the needs of all students.

SPECIAL SERVICES - School District 44 offers special services to WCA students deemed to have learning disabilities, speech problems, fine motor skill deficiencies, or gross motor skill deficiencies. An administrator will assist parents in contacting appropriate people from School District 44 to arrange testing for their child. School District 44 will provide physical therapy, occupational therapy, speech therapy, and other educational programs for qualifying students at no cost to the family.

STATEMENT ON SEXUALITY - WCA is a school for students who are unmarried and who live at home with their parent(s) or court-appointed legal guardian. WCA upholds a traditional Biblical view of marriage and sexual morality (Mark 10:6-9, 1 Thessalonians 4:3-5). We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Behavior that is contrary to a traditional Biblical view of marriage and sexuality is not consistent with the teachings, policies, or ethos of WCA.

STUDENT DRIVER POLICY – Students who drive to school are expected to do so responsibly. Special attention should be paid to elementary students in the parking lot before and after school. Driving to school is a privilege which may be revoked if necessary. The posted speed limit near the school is 15 mph. If a student receives a speeding ticket while in route to or from school, the student must report the ticket to the headmaster immediately. One or more speeding tickets or displays of careless driving in or around school property may be reason to revoke the driving to school privilege. Students driving to school will need to gain permission from the headmaster as to where to park, as our school lot has limited parking.

STUDENT RECORDS - The Academy will maintain attendance records, as well as current cumulative records for each student that shows personal data needed by the Academy for efficient operation, progress a student makes academically, health information, test results, and disciplinary action.

VALUES BASED EDUCATION –

Whitefish Christian Academy (WCA) is dedicated to helping students develop strong Christian character and personal integrity. WCA does this by emphasizing a Values Based Education. Therefore, within the school setting we actively and conscientiously pursue the teaching of character traits that

we want to see developed in a student's life. The following is not an exhaustive list of character traits we seek to cultivate in children, but the list represents a good sampling of what we seek to instill in the heart and character of a child. Your child's teacher will, on a quarterly basis, report to you observations they have made concerning your child's behavior and attitudes. We believe this report is as important as the academic grades your child receives and should be given thoughtful consideration.

MEASURES OF BEHAVIOR

- ❖ C = Consistent - The student consistently demonstrates a commendable spirit that sets a good example for others to follow.
- ❖ M=Mostly - The student usually complies with standards without needing reminders or requiring prodding (remembers to do assigned task(s) on his or her own).
- ❖ S = Sometimes - The student complies with standards but requires reminding and prodding (weekly).
- ❖ R = Rarely - The student rarely complies with standards and puts forth little effort to comply with expectations. He or she often needs correction (daily) and is frequently disruptive to the school environment.

MAJOR ASPECTS OF GOOD BEHAVIOR

- ❖ Love: "Dear friends, let us love one another, for love comes from God. Everyone who loves has been born of God and knows God." 1 John 4:7
- ❖ Integrity: "The man of integrity walks securely, but he who takes crooked paths will be found out." Proverbs 10:9
- ❖ Courtesy: "Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble." 1 Peter 3:8
- ❖ Good Attitude: "Do all things without grumbling or disputing; that you may prove yourselves to be blameless and innocent, children of God above reproach in the midst of a crooked and perverse generation, among who you appear as lights in the world." Philippians 2: 14-15
- ❖ Steadfast/Diligent: "And let us not lose heart in doing good, for in due time we shall reap if we do not grow weary." Galatians 6:9
- ❖ Respectful: "Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God." Romans 13:1

The following behavioral standards are grounded in Biblically based charter attributes. Teachers will thoughtfully observe a child's behavior and attitudes during the quarter and will report to parents their observations. Remember, this is not an exhaustive list of biblical character traits that we teach. However, it is a large enough sample, which should assist

parents in understanding the progress their child is making in positive character development.

DISPLAYS CHRISTIAN CHARACTER AND INTEGRITY BY

Having wholesome behavior and speech.

Having a grateful spirit.

Putting others first.

Seeking opportunities to be helpful.

Being truthful with peers and adults.

Being trustworthy: trusted by authority to do the right thing even when authority is not present.

Working well with peers.

DEMONSTRATES RESPECT FOR AUTHORITY BY

Working well with adults.

Following school rules and classroom rules, such as: wearing the appropriate uniform, following playground rules, etc.

Exercising self-control: responding (in speech and in action) appropriately.

Responding to correction with politeness and obedience (no grumbling and griping).

Resolving individual concerns appropriately and independently.

DEMONSTRATES CHRIST-LIKE COURTESY AND KINDNESS BY

Honoring adults: allowing them to enter or exit the building first, opening doors for them, offering a chair to them, addressing them properly, etc.

Saying please and thank you, etc.

Demonstrating good manners when eating.

Being sensitive to the feelings of others.

Using words that edify and encourage.

Respecting the importance of time (on time, comes prepared to class, responds quickly to directives).

SHOWS GOOD SPORTSMANSHIP

Being a gracious winner or loser: modest in victory and gracious in defeat.

Doing his or her best, no matter what the challenge, and working “with all your heart, as working for the Lord.”

Playing by the rules and being considerate of others.

Interacting well during group activities.

WEATHER EMERGENCY - WCA will follow the lead of Whitefish School District 44 on emergency closure due to severe weather conditions. Please tune into one of the following radio stations to gain information on Academy closures due to weather conditions:

KJJR AM 880; KBBZ FM 98.5; KDBR FM 106.3; KALS FM 97.1

WCA will also send an email or text to the current parent email addresses on file regarding school closures.

Should a severe weather condition develop during the school day we will keep children at the Academy until a parent or person designated by a parent can pick the student up at the Academy.

Board Approved 4/18/2017