

# West Chestnut Academy

A Christian school where diversity excels!



Student Handbook

2017-2018

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## **Introduction:**

West Chestnut Academy (WCA) is an educational initiative with a heart for children's ministry and a desire to serve the families of our diverse community.

WCA professes the historic Christian faith in God, incarnate in Jesus Christ for our salvation and ever at work in human history in the Holy Spirit. We share a common heritage with Christians of every age and nation. This heritage is grounded in the apostolic witness to Jesus Christ as Savior and Lord, which is the source and measure of all valid Christian teaching.

WCA is a member of the Association of Christian Schools International (ACSI) and is a state-approved private school. We relate to the United Methodist church through appointment of our Pastor/Administrator. Our primary funding is through tuition receipts, gifts, and fundraising. We receive federal funding for free and reduced lunch costs.

## **Mission Statement:**

The purpose of WCA is to provide a quality education in a safe, nurturing Christian environment, at an affordable price.

## **Vision Statement:**

We believe all children have the potential to learn and achieve academically in a safe, quality, educational program. The objective of a Christian academy is to enable students to achieve and excel, preparing them for higher educational opportunities and successful vocation. The Bible verse found in Proverbs 22:6 says: "Train children in the right way, and when old, they will not stray." A Christian academy is an extension of the home in training young people. School staff will work with families to train the whole child. We believe that parents, as the primary teacher in a child's life, are commissioned to "train up" a child in a community of Christian believers. Therefore, we strongly encourage worship attendance as a regular pattern of family life. If you do not have a church family, please join us at Westpark.

## **Admissions:**

Admission to WCA is contingent upon student/parent covenant with WCA policies and compatibility with its educational program and ethos. **WCA does not guarantee that its program is the "right fit" for every student.**

WCA admits students of any race, sex, color, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at WCA. WCA does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, admissions, scholarship programs.

However, admission and attendance at WCA are a privilege. Acceptance into WCA is determined following a parent/guardian interview. The program is designed for students who are self-motivated, who demonstrate a real desire to learn and to achieve excellence. The learning environment may not be the optimal setting for children with special behavioral/social needs. **Students must be amenable to school policies and rules to remain enrolled.**

## **Admissions Procedure:**

- Family requests a brochure and application packet.
- Family tours facility and has initial interview.
- Family submits application packet and **fee of \$100 with immunization and birth records.**
- Appointment made with administrator. **(Bring latest report card)**
- Final approval by WCA is determined.
- Family attends parent orientation.

## **Supervision**

Children will be supervised at all times. All paid staff and volunteers will be trained in the school plan and made aware of the policies of the Pacific Northwest Annual Conference regarding working with children (i.e., Washington State Patrol background check, sexual abuse reporting, adequate supervision). Staff uses 2-way radios to communicate with each other during the school day. A Safe Sanctuary Policy is in place.

### **WCA Staff:**

#### **Full-time**

Rev. Colleen Sheahan, Certified; BA Elementary Ed; MA Ed, .....Administrator/Elementary Teacher  
.....Safety Officer/Title IX Coordinator  
Kay Siegel, AA Chemical Dependency, BA Pastoral Studies .....Dean of Student Services/Secondary Teacher  
Rev. Gary Starkey, BA English, MDiv .....Secondary Teacher  
Katy Scofield, Certified, BA Elementary Ed, Sped.....Elementary Teacher  
Michele Piguet, Ashworth College Student .....ECE Primary Teacher  
Bernice Trevino .....Administrative Assistant

#### **Part-time**

Belinda Gaudette, Certified, BA Ed.....Secondary Teacher  
Angelina Garcia, BA Science .....Secondary Teacher  
Dorothy Brodrick, Certified; L.A. 4-12.....Reading/Math Tutor  
Taryn Pitt-Cardenas, WCA Alumni.....Teaching Assistant  
Barbara Gefroh, STARS, YVCC Student.....BASE Supervisor  
Jessa Sutherland, AA Graphics .....Food Service Coordinator  
Carol Mourey, BA Music Ed .....Instrumental Band  
Jonella Leadon, Music Ed .....Piano Instruction  
Jamina Jones, BA Art Ed .....Fine Arts

### **Communication:**

The school communicates with parents utilizing school app (School Stream), phone, website, email, progress reports, and teacher conference schedules.

It is very important that parents seek to be informed by taking note of what is provided.

### **Parent/Staff Conferences:**

Conferences will be scheduled during the months of November and April.

Families are welcome to confer with WCA staff and are encouraged to do so. **Please give 24 hours notice to discuss your child's academic or behavioral progress in person.** Email is preferred method of communication for ordinary requests or questions.

### **Volunteering:**

Family participation supports the educational endeavor by keeping program costs low. Each family is asked to donate ten (10) hours of volunteer time to the school per student (15 hours for two or more). Hours are to be recorded (form located in reception area). Training will be provided for a variety of volunteer opportunities. Adults volunteering in the school building will be required to complete a Washington State background check every two years.

**Parent Club** organizes Open House, Christmas Cookie sale, and Annual Dinner & Auction, Grandparents' Tea, and other fundraising events. We collect Box Tops for Education and partner with Fred Meyer.

## Educational Basics

**Schedule:** First day of school is September 5, 2017...last day is June 14, 2018.

Preschool (T/W/Th) .....	8:30 AM - 11:30 AM
Kindergarten – 12 <sup>th</sup> (M-Th).....	8:30 AM - 3:00 PM
All Fridays .....	Noon dismissal
BASE – Before and After School Enrichment (M-Th) .....	7:30 - 8:30 AM; 315- 5:15 PM
Children’s Chapel (Wednesdays).....	11:00 AM
Family Chapel (2 <sup>nd</sup> Sundays – at Westpark) .....	10:00 AM

### Curriculum:

Our Preschool program is center-based providing opportunity for children to learn Biblical truths and academic skills through teacher-planned "play" activities. Early Childhood curriculum (K-2<sup>nd</sup>) includes ABeka, ACSI's Purposeful Design, Houghton Mifflin--StoryTown, and Handwriting without Tears.

Our 1<sup>st</sup> -12<sup>th</sup> grade core curriculum includes ABeka, ACSI's Purposeful Design, Houghton Mifflin, Alpha & Omega (Computer based Ignitia) which integrate positive biblical character traits such as morality, self-discipline, scholarship, and citizenship.

Students must be motivated to learn and cooperate with the school plan to succeed. Criterion-referenced diagnostic testing will be provided for new students to determine their academic level and placement in the program.

**Grading Scale:** 7<sup>th</sup> - 12<sup>th</sup> grade

Letter Grade	Percentage Range	Letter Grade	Percentage Range
A+	97 - 100	C	73 - 76
A	93 - 96	C -	70 - 72
A -	90 - 92	D+	67 - 69
B+	87 - 89	D	63-66
B	83 - 86	D -	60 - 62
B-	80 - 82	F	59 and below
C+	77 - 79	I	Incomplete

Scores falling below 70% in core curriculum will require reissue of unit to be repeated.

### Graduation Requirements:

General		College Prep		Vocational	
Subject	Credits	Subject	Credits	Subject	Credits
English (L.A.; Etymology; Speech)	3	English ( <i>English; Etymology</i> )	4	English (L.A.; Etymology; Speech)	3
Math ( <i>General</i> )	2	Math ( <i>Algebra; Geometry</i> )	3	Math (General)	3
Science (General)	2 (1lab)	Science (Bio, Chem, Phys)	2 (1lab)	Science (General)	2 (1lab)
Social Studies ( <i>WA State History; US History; Economics; Geography</i> )	3	Social Studies ( <i>WA State; US History; Civics; Government; Econ.; Geog.</i> )	3	Social Studies (WA State History, General)	3
Health & Fitness	2	Health & Fitness	2	Health & Fitness	2
Occupational Education ( <i>business; typing</i> )	1	Occupational Education ( <i>business; typing</i> )	1	Occupational Education	1
Arts ( <i>visual; performing</i> )	1	Arts ( <i>visual; performing</i> )	1	Art	1
Electives	8	Foreign Language	2	Electives	5
		Electives	7		
<b>Total =</b>	<b>22</b>	<b>Total =</b>	<b>25</b>		<b>20</b>

## Report Cards:

Progress reports will be provided quarterly. The first quarter report will be reviewed at fall parent conferences. **At the end of the year a permanent record will be sent home when all tuition and fees have been paid.** Please be advised that **all accounts must be current** to receive progress reports.

## SAT Testing:

WCA employs the online Stanford Achievement Test to all 4<sup>th</sup>, 7<sup>th</sup>, & 10<sup>th</sup> grade students in April.

## Awards:

Special awards will be presented at an Awards Ceremony or Academy Awards night at end of school year:

- **Attendance Award**--given for perfect attendance. Any absences or late enrollment disqualifies a student from this award.
- **Character Trait Award**--given to each student representing a biblical trait expressed in their personality.
- **Outperformer Award**--given to a student who exceeds all expectations.
- **Christian Example**--given to a student who models over-all biblical character traits.
- **Academic Excellence**--given to the student with the top GPA.
- **Eagle Spirit Awards**--given to the student who exemplifies Eagle student leadership.
- **Student of the Year**--given to a student, who excels in all academic areas, maintains an "A" average (93%).

## Double "AA" Day:

The last day of each quarter is designated as "AA Day" for students who have completed all assignments and academic objectives for the previous quarter and present each day (3 excused absences allowed). Students earning AA Day will be invited to a special event planned by classroom teachers. Students needing to finish incomplete assignments or improve grade point will attend class.

## Financial Items

**Tuition and fees are due by the 10<sup>th</sup> of each month and all accounts must be paid by June 10<sup>th</sup>.** School records or diploma will not be released if there is a balance due on student account. All accounts must be paid in full to reregister for the following school year. Please place tuition payment in a marked envelope and place in the tuition box in the reception area or mail directly to the school, WCA 1214 W. Chestnut Avenue, Yakima, WA 98902.

## Tuition Payments:

It is the responsibility of those receiving this educational service to pay for its benefits.

1. Tuition payments are **due** by the 10<sup>th</sup> of each month.
2. **Partial payments** are considered "past due" until paid in full.
3. A **late fee** of 10% of outstanding balance may be assessed on the 25<sup>th</sup> of the month.
4. Past due accounts must be **paid in full** by the last day of the month for continued admission to class. Students will be **automatically suspended** for non-payment.

## Transferring from WCA

**Thirty days written notice shall be given to withdraw during the school year from WCA and be released from future tuition obligations.** Academic records will be released to requesting school when all tuition and fees have been paid for services received.

## Other Fees:

- **Piano lessons** are offered at the rate of \$40 per month, due on the 10<sup>th</sup> of each month (Sept. – May).
- **Before and after-school care** is provided at the rate of \$3.00 per hour. Morning hours are 7:30 - 8:30 am and afternoons from 3:15 - 5:15 pm. You may sign-up through the school office. Students remaining at school uncollected at 3:15 will be assessed a minimum of one hour (\$3.00) and placed in after-school care. **Students left behind on Fridays will be charged a \$10 fee.**

- **Hot lunches** will be prepared onsite and available for \$3.00/3.25 per meal (K-5, \$3.00; 6<sup>th</sup>-12<sup>th</sup>, \$3.25). Lunch calendars will be sent home each month. All lunches must be paid for at the time of ordering. Lunch tickets are available for \$48/\$52. Federal free and reduced lunch applications are available. Lunches are to be paid for in advance.
- **Lost materials:** Core curriculum is included in the tuition fee; however, lost or damaged textbooks and library books will be charged at cost.
- **Computer Lab:** Cost of computer tech (\$65 per hour) for damages to computer from inappropriate use.
- **Damage to property:** The cost of damage to school property will be the responsibility of the parents/guardian of the student(s) responsible; WCA administrator, in consultation with St. Paul Board of Trustees will determine restitution.

### Fundraising:

Parents are encouraged to participate in our fundraising events during the school year to meet funding objectives. Fundraising may include a Christmas Cookie sale, Annual Dinner & Auction. Coordinating meetings will be scheduled as needed.

### Conduct Policies

#### Expectations of Conduct:

Students will participate in chapel sessions; recite the Pledge of Allegiance to the National & Christian Flags, and the Bible; participate in a daily devotional; and pray before meals and special events. Families are welcome and encouraged to attend at 11:00 AM on Wednesdays.

WCA students are expected to act in an orderly and respectful manner, to be courteous, and to maintain biblical standards of moral behavior, acceptable language, and honesty. Student conversation among peers will not include mature movie or video game topics. WCA students will not cheat, swear, smoke, gamble, drink alcoholic beverages or use narcotics. **Students will check-in cell phones and all electronics each day in the office.**

#### Cell Phones:

**Students will not be permitted the use of or to carry personal cell phones** or pagers during the WCA day. Cell phones will be checked in to the office at the beginning of the day, and returned at the end of the day. Any phones used by a student will be confiscated and returned to *parent* at the end of the day and student assigned to detention.

#### Dress Code:

**School dress policy is one of modesty and support of the educational process.** Students must be amenable to the dress code requirements to attend WCA.

#### **Daily Wear**

- **Shirts** with school logo\* must be worn each day (covering midriff with hands raised).
- **Jeans** (no holes or "skinny jeans"), **navy, black, grey, or khaki pants** (no yoga pants or leggings without a skirt; no camouflage, athletic shorts except for P.E.). Walking shorts, knee length skirts and capris are acceptable.
- **Sweatshirt/sweater** with school logo (if worn in the building)
- **Shoes** - non-skid tennis shoes or flat dress shoe (i.e. Mary Jane); no sandals or flip-flops.

#### **Modest Appearance**

- **Hair** shall be clean, neat, natural colors, and trim (out of eyes). Shaved emblems are not allowed. Boys' hair must be above eyebrows, back of collar, and middle of ears; **no hats indoors**
- **Jewelry:** Appropriate jewelry such as a cross necklace or petite "**post**" earrings are acceptable for girls (piercings limited to earlobe); boys may not wear earrings
- **Makeup:** Natural look for girls only.
- No visible tattoos (real or applications) or writing on skin.

- **P.E. Attire (5<sup>th</sup>-12<sup>th</sup>)**
- Navy T-shirt with school logo from Lands End
- Navy or black shorts or sweats
- Tennis shoes with socks

\* Order school shirts and P.E. shirt at [www.landsend.com/school](http://www.landsend.com/school) or call 1.800.469.2222. All colors are approved. Two logo styles are available for daily wear: 0620437K and 0620464K.

Our objective is modesty and suitability for learning and outdoor recreation. While it is possible for a student's attire to meet the dress code as stated, the attire may not be appropriate as worn. If a staff member determines that the guidelines are not met for modesty, the student will be required to change into school issued uniform for the day. Repeat offenders will be charged for a school shirt at cost. In minor cases, a Dress Code Violation form will be emailed to parents. **All clothing must be in "good repair."**

## **Computer Lab Internet Use Policy**

Access to the Internet is available at **WCA**. There is a wealth of information available through the Internet that can serve to enhance and augment the core curriculum. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, **WCA** is providing access to students after their parent or guardian and student has read, agreed to and signed this Internet Use Policy.

**WCA** has taken all reasonable precautions to ensure safe access to the Internet. A filter is utilized to limit access to questionable material. The computer lab is set up so that the instructor can view all monitors from one position. Students will not be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have a continual discussion on their internet use at home and at school throughout the year.

### Expectations

1. Students must abide by all school rules as outlined in the Student Handbook and Internet Use Policy.
2. Students agree to participate in all class activities and assignments as directed by their teachers.
3. Students agree to be responsible for the proper care and use of the computers in the lab.
4. Students and Parents agree that any inappropriate use of the computers will result in school discipline that may include loss of internet privilege and school suspension according to the Student Handbook. Inappropriate use includes but is not limited to the following:
  - a. Visiting inappropriate websites (including facebook, email accounts)
  - b. Sending inappropriate messages (private emails)
  - c. Possessing inappropriate pictures and/or media files
  - d. Cheating
  - e. Installing unapproved applications
5. Students and Parents agree that all applications and content to be installed on school computers will honor Christian tenets and only be installed by school administration.
6. Parents agree to monitor student use of the internet when doing online homework assignments (Ignitia).
7. Students and Parents agree to pay for damages to computer hardware/software including but not limited to computer tech fees (\$65 per hour).



## **Absence:**

Approved absences include illness or health condition, a religious observance, school-approved activities, and family emergencies. Advanced permission may be given for family requests by administrator.

1. To report an absence, please use school app form or call/email WCA before 8:00 AM and leave a message.
2. **Send or email a written excuse to WCA upon the student's return stating the reason for and date of the absence, signed by parent/guardian.**
3. Missed schoolwork will be assigned as homework. Assignments may be picked up at the WCA office at 3:15 PM.
4. Make-up work is the student's responsibility. A student is allotted one make-up day for each day of absence.
5. A doctor's re-entry slip is required for special cases.
6. One (1) unexcused absence will result in one (1) hour of detention. Because excessive absences inhibit the student's progress, unexcused absences of three consecutive days or **five cumulative** days per semester will initiate an automatic probation and conference with the family and the WCA staff.
7. Time spent in medical and dental treatments is called "Medical Absence" and the child is considered legally present. Dated, signed slips must be brought from the doctor for authorized "Medical Absence."

## **Tardy Policy:**

Students are expected to arrive by 8:30 am each morning. Tardy (late) arrivals interfere with the educational process. Excused tardies are defined below. Unexcused tardies will be recorded as a partial-unexcused absence.

- Second tardy within one month – parent will be called.
- Third tardy within one month – parent conference with Dean of Student Services
- Fourth tardy – conference with Administrator
- Fifth tardy – In-school suspension

### Definition of an Excused Tardy

**Student illness or health condition; school initiated; religious observance; emergency**

To verify an excused tardy, parents(s)/guardian(s) must notify the school either by phone, written note, or in person when the student arrives at school; however, a signed note may not constitute an excused tardy.

### Examples of Unexcused Tardiness/Absence

**Frequent car trouble; oversleeping; babysitting; missing ride to school, etc.**

Parents(s)/guardian(s) are strongly encouraged to make appointments (doctor, dentist, etc.) for their child after school to avoid interruption of the school day. If a student's tardiness becomes excessive (6 or more in a quarter), a parent conference will be required.

**Discipline Policy:** Students will be rewarded through a merit system, which encourages cooperation and personal achievement. Minor disciplinary problems will be handled immediately by the teacher/supervisor, always looking for root causes and biblically-based remedies. **The school reserves the right to dismiss any student who does not: 1) respect and observe spiritual and/or behavior standards and 2) cooperate in our educational program.**

**Discipline Steps (Yellow Zone):** carrying a cell phone/electronics\*, disruptions, breaking rules, excessive talking, inappropriate talk, inappropriate behavior, borderline disrespect, and other minor offenses:

The teacher's example of self-discipline along with genuine love toward children must be followed by:

1. **Teacher's** instruction in matters of respect, responsibility, and restraint (conversation with student);
2. **Student** to fill out **Reflection Form** describing their behavior, willingness to conform to WCA policies;
3. If behavior or situation continues, **parents** will be notified through a **phone call** or **email**.
4. **Student** may be assigned to detention or in-school suspension depending on severity of problem;
5. **Parent** conference scheduled and student covenant agreement signed and probation period determined;
6. Removal from program.

\* Cell phones will not be returned to the student. Parents must retrieve the phone from the teacher.

**Incomplete Academic Assignments (Blue Zone):** Each student is required to complete daily assignments and may be given homework to accomplish daily tasks. Steps for incomplete assignments:

- 1<sup>st</sup> Incomplete: Parent Notification sent home (email or phone call)
- 2<sup>nd</sup> Incomplete: Teacher conference with student; Parent phone call/email
- 3<sup>rd</sup> Incomplete: Dean of Student Services conference with student; Parent phone call/email
- 4<sup>th</sup> Incomplete: In-school suspension until all work is current
- 5<sup>th</sup> Incomplete: Parent conference; probationary contract agreement or suspension

**Detention:** Students assigned to detention may serve after school for one hour (3:15 - 4:15 pm) and complete light duty custodial tasks. A note will be sent home with student one day ahead of scheduled detention. Students arriving habitually late to school may be assigned to an immediate detention hour (first hour of the day).

**Serious Offenses (Orange Zone):** using cell phone during school day, cheating, stealing, unsafe driving on campus, forgery, fighting, sexualized language:

- 1<sup>st</sup> offense: Teacher or Administrator calls parent to explain incident; incident report completed (detention, or suspension results)
- 2<sup>nd</sup> offense: Disciplinary probation begins (parent phone call, conference) Two options: student withdraws from program or student given one more opportunity to correct behavior.
- 3<sup>rd</sup> offense: Automatic expulsion.

Immediate removal from the program will be necessary if a student is determined to be dangerous to self or others. If student is dismissed from the program following the 5<sup>th</sup> of the month, that month's tuition will be forfeited. **WCA will not administer corporal punishment for any reason.**

**Zero Tolerance (Red Zone):** for egregious acts disregarding school policies: assault, arson, sexual harassment, use/possession/selling/distribution of illegal substance (including marijuana) or weapons; criminal activity. Drug testing may be administered without notice. Students bragging about drug use to classmates or posting said behavior online will be tested (UI):

- 1<sup>st</sup> offense: Automatic expulsion. Student can expect to be expelled immediately for the following: assaulting a staff member or student; arson; use, selling, distribution or possession of alcohol or illegal substance; possession of weapons.

### **Student Reporting of Sexual Harassment and/or Bullying under Title IX Rights:**

Harassment, intimidation, or bullying shall be reported as soon as possible after any incident of abuse by peer, staff, or volunteer. Steps include:

- A reporting of an incident of harassment, intimidation, or bullying (verbal or written) may be given to any trusted adult on staff, counselor, and/or administrator. Report may be made by either a student or parent.
- The report will be given to the Title IX Coordinator and initiate a fair investigation of the allegations. The complainant has the right to present his or her case to the Title IX coordinator. Both parties involved may request opportunity to provide additional evidence and have access to the same appeal process.
- The complainant will be notified of the time frame that the investigation is expected to be conducted with opportunity to appeal a decision.
- A letter of appeal may be forwarded to the Church Council, while understanding that attendance at WCA is a privilege which requires amenability and cooperation to school policy and educational program.

## **Policy on Sexuality and Pregnancy:**

WCA affirms the sanctity of the marriage covenant that is expressed in love, mutual support, personal commitments, and shared fidelity between a man and a woman. We believe that sexuality is God's good gift and is intended to be experienced within the bond of marriage; this is in accord with Holy Scripture as well as United Methodist Social Principles.

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) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

WCA believes that "dating" practices are to be reserved for young adults who are of the age to enter into a marriage covenant. Therefore, **WCA does not condone boyfriend/girlfriend relationships while at the academy or during school functions.** WCA **will not release** a student under the age of consent (16) to leave the premises with an older student. Under no circumstances may a student over the age of 16 seek out a relationship with a child under the age of consent. Such behavior will be cause for suspension.

At WCA, we seek to nurture healthy, moral relationships. Therefore, we believe that unmarried parenthood is an inappropriate choice for students enrolled in our program. As a matter of policy, when confronted with a case of student parenthood, WCA will respond in a manner which attempts to avoid the appearance of condoning student parenthood, but which at the same time supports the student parent in the pursuit of his or her education.

An important principle of the school's discipline system is that WCA distinguishes between the person and the behavior and believes it can support the student without condoning the behavior. Therefore, if a student should become pregnant or become a parent while enrolled, WCA may allow the student to continue his or her education, provided the following conditions are met:

- 1) Student parent agrees to outside counseling paid for by the parent/guardian of the student involved. A report and associated referrals is to be provided by the counselor given to WCA.
- 2) Student parent and their parent(s)/guardian(s) agree to abide by the decision of WCA in: (a) The date at which the pregnant student should cease attending classes prior to the birth (end of second trimester); (b) The date of the student's return to school. It is understood that the teachers will provide work for the remainder of the term for the student to complete at home and receive credit if work completed is satisfactory.
- 3) To avoid giving the appearance of sanctioning student parenthood, WCA specifically disallows school facilities or program time being used for publicizing or celebrating "student parenthood" (i.e. birth announcements, baby showers).

## **Medical Guidelines**

### **Immunizations:**

Students are to meet Washington State immunization requirements or have a waiver on file.

If your child(ren) needs additional vaccines, please contact your physician, local Health Department, or Community Clinic. Health records are kept at WCA for each student.

### **Medications:**

It is illegal for **any** student to have in possession any medication of any type, including aspirin/Tylenol while on school grounds. Therefore, all medicines (including cough drops) must be kept and administered by the school office. Written doctor/parent/guardian authorization must be on file to administer. The written request for administration of oral medication is valid only for the medication listed and the dates indicated on the request and in no case would such requests exceed one school year.

### **Lice Prevention:**

Head lice are very contagious. They are spread through the sharing of personal items such as combs, brushes, scarves, hats, headphones, jackets, and stuffed animals. To minimize outbreaks, **remind your children NOT to share these items.** Treatment must be completed before infested child is readmitted.

### **Illness or Injury at WCA:**

Students who are ill or recovering from an illness should remain at home. If a student is injured or becomes ill at WCA, a staff member will take the child's temperature and have the child recline. If a fever is present or the condition does not improve, an attempt will be made to contact the student's family or emergency contact person. In an emergency, the student will be taken to a local medical facility (as authorized by parent/guardian). All students who are injured or become ill during school hours must be signed out before leaving WCA. *Please keep your Emergency Information up to date. If your cell phone number changes, please let us know immediately.*

### **Insurance:**

Should a student become injured on WUMC property during a WCA related function, family insurance will be the primary. WUMC maintains only liability insurance for school and field trip activities in the event of negligence.

## **Safety Concerns**

### **Authorized Pickup:**

For safe dismissal, students will be released only to the responsibility of adults who have been authorized by a parent or guardian.

### **Early Release:**

Students are dismissed only through the WCA office for illness or appointments. A written request is necessary for medical appointments during the school day. If you need to pick up your child near the end of the day, please arrive in the office before 2:45 pm. The office will call the student from their classroom. After 2:45 pm, you will be asked to enter the pickup line and wait to avoid congestion. PLEASE ARRANGE REGULAR CHECKUPS AFTER SCHOOL.

### **Transportation:**

FAMILIES are responsible for **punctual** transportation of their children to and from WCA.

Enter the designated "Drop-off/Pick up Zone" in south parking lot. Enter at 12<sup>th</sup> Avenue and Walnut and drop off at playground entrance. A staff member or volunteer will be present between 8:20 – 8:30 am each morning to greet students.

Students are to be picked up at 3:00 PM. Students not collected by 3:15 PM will be placed in after-school care and charged a minimum of one hour (\$3.00). Children not picked up by 12:15 on half-days will be charged a \$10 fee. A diagram of pickup procedures is available. All parents are to use the drop-off and pickup system as outlined.

**Students walking, riding their bikes, or driving to school must have a release signed by parent on file.** Students are to remain until dismissed by staff. Student drivers are to park in the designated parking lot only.

### **Snow Days:**

We will follow the delay/closure schedule of the Yakima School District. When road conditions are hazardous, please visit our school app (School Stream) for final announcements.

### **Closed & Secure Campus:**

Students are to remain on the school grounds from the time they arrive at school until they leave the grounds after school dismissal. Students may not leave the campus during school hours without written permission. The school assumes no liability for students on the grounds not associated with a school function. Visitors who do not check in with the office at arrival, or unknown to staff, will be asked to vacate the premises.

### **Field trips:**

The WCA sponsored field trip is an activity, which contributes to the educational growth of the student. Educational field trips will be properly planned and supervised so that the trip provides an opportunity to aid in the total growth of the individual. Written consent and signed liability release will be required for field trips.

## Miscellany

### Lunches:

Students may bring a **cold lunch** from home or purchase a hot lunch Monday-Thursday. Lunch boxes may be stored in the refrigerator. Please **mark clearly** with student's name. Students are requested to bring a healthy lunch including protein, fruit or vegetable. Limited microwave access (less than 3-minute reheat time) for reheating leftovers is available. Please send food in a microwavable container. Please do not pack **unprepared entrees, energy drinks, soda pop, red drinks or candy**. If lunch is forgotten, one will be provided and family billed.

### Snacks:

**Preschool/Kinder** parents will be invited to sign-up to bring snacks for their child's classroom. Birthdays will be recognized for each student; however, because of a variety of food allergies, we are recommending parents provide a "birthday book" of the child's choice that can be added to the classroom library.

### Telephone Use:

Phone messages, from family members only, will be forwarded to students as soon as applicable. It is the policy of WCA not to permit students to use the phone for forgotten items (lunch, homework, P.E. clothes) or make after-school plans with another student. A STAFF PERSON WILL MAKE ALL CALLS HOME when urgent. **Students will not be permitted the use of or to carry personal cell phones** or pagers during the WCA day. Cell phones will be checked in with the office at the beginning of the day, and returned at the end of the day. Any phones that are not checked in will be confiscated and returned to *parent* at the end of the day and student assigned to detention.

### Library:

Use of the school library is on a modified honor system. Students are responsible for lost or damaged books. Families are asked to work with their children in the proper care of and in returning all library materials.

### Lost and Found:

Lost and found articles may be turned in or claimed at the WCA office. Articles properly identified will be returned to the owner. Periodically, unclaimed clothing is cleared out and given away.

## Addendum

Parental Commitments  
2017-2018 School Calendar

### Parental Commitments:

- We agree to demonstrate (begin) a commitment to a local church by regular attendance and involvement.  
Church Affiliation: \_\_\_\_\_ Pastor: \_\_\_\_\_
- We appreciate the standards of WCA and do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, or disrespect to the personnel of the school. We hereby agree to support all regulations of the school on the applicant's behalf and authorize WCA to employ such discipline, as it deems wise and expedient for the training of our child. (per student handbook)
- We understand that the school reserves the right to dismiss any student who does not: 1) respect and observe spiritual and/or behavior standards and 2) cooperate in our educational program.
- Failure to report psychiatric counseling, any prescribed program of medication or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
- We understand that tuition payments are due by the 10<sup>th</sup> of each month and become past due if not received by the 25<sup>th</sup> of the month resulting in a 10% late fee. Past due accounts must be paid in full by the last day of the month for continued admission to class. Students will be automatically suspended for non-payment.
- We agree to sign a Financial Pledge Agreement, and fulfill the required volunteer hours.
- We agree to give thirty (30) days written notice prior to withdrawing our child during the school year. Account will be prorated at that time to determine tuition obligation for services rendered. Academic records will be released when all tuition and fees have been paid including 30-day notification period.
- We give permission for our child to go on field trips arranged by the teacher and approved by the administration. These educational trips will be properly supervised.
- We give permission to use our child's photos to promote WCA. \_\_\_\_ yes; \_\_\_\_ no  
We are willing to have our contact information printed in a student directory. \_\_\_\_ yes; \_\_\_\_ no
- We pledge our cooperation to keep doctrinal controversy and division out of WCA.
- We understand that the school personnel hold a commitment to each family to be of any help possible in cooperating with the family in the academic, social and spiritual nature of each child.
- We agree to uphold and support high academic standards of the school by giving our child encouragement in the completion of any homework or assignments.
- We agree that if our child should become involved in any trouble with other children at WCA, we will, in the love of Christ and with prayer, register necessary complaints with the teachers or administrator.
- We understand that assessments will be made to cover damages to the school (including the breakage of windows, replacement of playground equipment, and abusing other personal property).
- In the event that our child becomes ill or sustains an injury while in the care of West Chestnut Academy, we give our permission to those in charge to take whatever steps are necessary. If it is not possible to reach the child's doctor or to receive instructions for his/her care, consent is given to any licensed physician to administer drugs or medicines; and/or perform such surgical procedures as he shall think the existing emergency requires for the relief of pain and to preserve his/her life or health.

This is the copy of the registration commitment form.

# West Chestnut Academy

# 2017-2018

Printed: 7/14/2017

## August 2017

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## September 2017

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## October 2017

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## November 2017

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## December 2017

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## January 2018

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## August

- 29 Staff In-service
- 31 Mandatory Parent Orientation

## September

- 4 Labor Day – No School
- 5 First Day K-12
- First week—Noon dismissal
- 12 First Day of Preschool
- 28 Open House

## October

- 9 Columbus Day — No School

## November

- 10 1<sup>st</sup> Quarter Ends
- 13-17 Parent Conferences/Noon dismissal
- 22 Noon Dismissal
- 23-24 Thanksgiving Break

## December

- 14 Christmas Program
- 18 Christmas Break begins

## January

- 2 Classes Resume
- 15 Martin Luther King, Jr. —No School
- 26 2<sup>nd</sup> Quarter Ends

## February

- 16-19 Winter Break (Snow Makeup Days)

- 14 Ash Wednesday

## March

- 10 Annual Fundraiser
- 30 3<sup>rd</sup> Quarter ends

## April

- 1 Easter
- 2-6 Spring Break
- 9-13 Parent Conference Week/Noon dismissal
- 23-27 Stanford Testing (SAT) 4th, 7th, 10th

## May

- 3 Grandparents' Tea
- 17 Music Recital

- 28 Memorial Day - No School

- 31 Last Day Preschool

## June

- 7 All School Assembly—1:30 pm
- 8 Graduation/Awards—6:30 pm
- 3 Fishing Day at Lazy F—2:00-5:00 pm
- 13 4th Quarter ends
- 11-14 Noon dismissal
- 14 Last day

## February 2018

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

18 days

## March 2018

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22 days

## April 2018

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

16 days

## May 2018

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

22 days

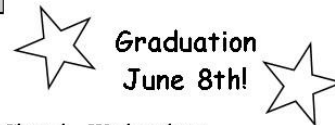
## June 2018

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

10 days

180 Total

- First/Last Day
- No School
- Noon Dismissal
- ⊕ Quarter Ends
- ★ Graduation/Awards Night



Chapel—Wednesdays  
Mods 1 & 2 — 11:00 am  
Mods 4-6—1:30 pm (every other week)

Fridays—½ day—noon dismissal