

West Chestnut Academy

Yakima's Neighborhood Christian School!



Student Handbook

2019-2020

Introduction	3
Mission Statement/Vision Statement	
Admissions/Procedures	
Supervision	4
Staff	
Communications/Conferences	
Volunteering	
Educational Basics	5-6
Schedule	
Curriculum/Grading	
Graduation Requirements	
Report Cards/SAT Testing	
Awards/Merit Store, Grace Day	
Financial Items	7
Tuition	
Transferring from WCA	
Other Fees/Damage to Property	
Fundraising	
Conduct Policies	8-11
Expectations	
Cell Phones	
Dress Code	
Absences/Tardy	
Discipline Policy	
Detention: Yellow/Orange/Red Zones	
Internet Use Agreement	
Sexuality & Pregnancy Policy	
Medical Guidelines	12-13
Immunizations	
Lice Prevention	
Illness/Injury	
Insurance	
Safety Concerns	11-12
Authorized Pickup	
Transportation	
Closed Campus	
Snow Days	
Miscellany	12
Early Release	
Field Trips	
Lunches/Snacks	
Telephone Use	
Library	
Lost and Found	
Addendum	14
School Calendar	

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. Our primary funding is through tuition receipts, gifts, and fundraising. We partner with the Yakima School District to provide special education and reading assistance programs.

Mission Statement:

The purpose of WCA is to provide an excellent 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.

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 tours facility and has initial interview.
- Family submits application 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
Alissa Gutierrez, BA Psychology, WCA AlumnusElementary Student Teacher
Michele Piguet, Certificate, ECEECE Lead Teacher
Katie Krainick, BA Psychology, WCA Alumnus.....ECE Student Teacher
Flora Steinman, ECE studentECE Student Teacher
Bernice TrevinoAdministrative Assistant

Part-time

Kay Siegel, AA Chemical Dependency, BA Pastoral StudiesDean of Student Services/Secondary Teacher
Rev. Gary Starkey, BA English, MDivSecondary Teacher
Belinda Gaudette, Certified, BA Ed.....Secondary Teacher
Blanca Gonzales, Certified, BA SpanishSecondary Teacher
Bruce Warren, BA ScienceSecondary Teacher
Sheri Rynd, Certified, Speech Pathologist, SpedElementary Teacher
Dorothy Brodrick, Certified; L.A. 4-12.....Reading/Math Tutor
Robin Coffin, Speech pathologistRead Right Specialist
Taryn Pitt-Cardenas, WCA AlumnusTeaching Assistant
Kat Piguet, YVC studentTeaching Assistant
Carol Mourey, BA Music EdInstrumental Band
Jonella Leadon, Music EdPiano Instruction
Jamina Jones, BA Art EdFine Arts
Sarah Pimentel, 21st Century specialist.....ECE P.E., BASE

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 twenty (20) hours of volunteer time to the school per student (25 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.

Parents opportunities: Open House, Christmas Cookie sale, and Annual Dinner & Auction, Grandparents event, and other fundraising events. We collect Box Tops for Education and partner with Fred Meyer.

Educational Basics

Schedule: First day of school is September 3, 2019...last day is June 11, 2020.

Preschool (M-Th)8:30 AM - 11:30 AM; 12:00 - 3:00 PM; 8:30 - 3:00 all day
 Kindergarten – 12th (M-Th)8:30 AM - 3:10 PM
 All Fridays Noon dismissal
 BASE – Before and After School Enrichment (M-Th)7:30 - 8:30 AM; 3:10- 5:15 PM
 Children’s Chapel (Mondays).....1:10 PM
 Youth Chapel (Fridays-monthly) 8:45 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-1st) includes ABeka, ACSI's Purposeful Design, Houghton Mifflin--StoryTown, and Learning without Tears.

Our 2nd -12th 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: 7th - 12th 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:

Subject	Credits
English	4
Math	3
Science	3 (2 lab)
Social Studies	3
Health & Fitness	2
Occupational Education	1
Arts	2
World Languages	2
Electives	4
Total =	24

Report Cards:

Progress reports will be provided quarterly; however, grades may be viewed online at gradelink.com throughout the year. 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 4th, 7th, & 10th 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%).

Financial Items

Tuition and fees are due by the 5th of each month and all accounts must be paid by June 5th. 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 5th 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 15th 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 \$50 per month, due on the 5th 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 - 5:30 pm. You may sign-up through the school office. Students remaining at school uncollected at 3:10 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.**
- **School lunches** will be prepared onsite and available for \$3.00 per meal. All lunches must be paid for at the time of ordering. **Lunch tickets are available.**
- **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.

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** purchased from Lands' End with school logo* must be worn each day (covering midriff with hands raised).
- **Jeans** (no holes or "skinny jeans", 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** purchased from Lands' End 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 (5th-12th)**
- Navy or Black 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 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 are posted on Gradelink.
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:

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

- 1st offense: Teacher or Administrator calls parent to explain incident; incident report completed (detention, or suspension results)
- 2nd offense: Disciplinary probation begins (parent phone call, conference) Two options: student withdraws from program or student given one more opportunity to correct behavior.
- 3rd 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 5th 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):

- **1st 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.

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 during a WCA related function, family insurance will be the primary. WCA 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 12th Avenue and Walnut and drop off at playground entrance. A staff member or volunteer will be present between 8:15 – 8:30 am each morning to greet students. Speed limit is 5 mph.

Picked up time is 3:00 pm for preschool. Parents are to park in the lot and come into the classroom. K-12th pick up time is 3:10 PM. Students remaining at 3:15 will be placed in after school care at our hourly rate.

Snow Days:

We will follow the delay/closure schedule of the Yakima School District. When road conditions are hazardous, please visit our school app 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-1st graders 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

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 5th of each month and become past due if not received by the 15th 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.
We are willing to have our contact information printed in a student directory.
- 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.