



# WINDHAM CHRISTIAN ACADEMY 2021-2022

## STUDENT HANDBOOK

### HOME OF THE "WARRIORS"

**WCA Slogan:** "Warriors for Christ"

**WCA Colors:** Navy Blue / White

**WCA Verse:** "Let your light so shine before men in such a way that they see your good works, and glorify your Father who is in heaven." Matthew 5:16

**WCA Mission:** "Windham Christian Academy exists to glorify God by providing a quality, Christ-centered education that equips students in becoming all that God has created them to be."

**WCA Core Values:** Christ-centered Community; Growth; Compassionate Love; Excellence and Integrity

Windham Christian Academy  
1051 Roosevelt Trail  
Windham, ME 04061  
207-892-2244  
[www.windhamchristian.org](http://www.windhamchristian.org)

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# Windham Christian Academy Student Handbook

Welcome to Windham Christian Academy! We appreciate your investment in our school, and we pray that our time together will be productive for your student(s) and your entire family.

For over forty years, Windham Christian Academy has been a community dedicated to providing for our students, with God's help, a uniquely Christian education. We have always sought to build upon Godly values, which have been established in the home. Since our inception in 1981, WCA has centered its educational standard upon the infallibility of the Bible and thus we have integrated its truth into every area of our school program. Our purpose has always been to produce students who do not compartmentalize the spiritual side of themselves from the rest but embrace a Biblical worldview that goes beyond the limited inward focus of self to the outward emphasis of a life honoring God.

We require and expect our students to strive to maintain Christian standards of behavior and morality, as well as a high level of academic achievement. In the Secondary school, we challenge our students to desire the same degree of academic excellence in their studies as we desire for them.

Although certainly not all-inclusive, this Handbook will give you the basic policies and procedures about our school. Please feel free to call the school office for further clarification of any of the information provided. The contents of this book may be modified throughout the school year. Parents will be notified of any changes.

## **A. General Information**

### 1. Statement of Faith

Windham Christian Academy is a ministry of Windham Assembly of God Ministries (WAGM). Since we have an open enrollment and since it is not our intent to impose our doctrinal distinctives on the adherents of other denominations, we have formulated a Statement of Faith as a basis for unity within our school community. These doctrines will be freely taught as fundamentals of the Christian faith.

When issues of doctrinal distinctives arise, we encourage the student to speak to their parents and/or pastor for their answers. It is our desire to assist the local church in every way, so we encourage our staff and students to support their local church and pastor.

#### STATEMENT OF FAITH

1. We believe the Scriptures of the Old and New Testament to be the inspired and only infallible and authoritative Word of God. (2 Timothy 3:15,16; 2 Peter 1:21)
2. We believe there is one God, eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit. (Genesis 1:1; Deuteronomy 6:4; Matthew 28:19; Mark 12:29; John 5:17-30; John 10:30)
3. We believe in the Deity of our Lord Jesus Christ and in His complete and perfect humanity. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to gather together His saints, which is known as the Rapture of the Church. (Isaiah 7:14; Matthew 1:23; Mark 16:19; Luke 1:35; John 10:33; Acts 1:1, 9, 11, 2:32; 1 Corinthians 15:3,4; 1 Thessalonians 4:16-18; Hebrews 4:15, 7:26; Revelation 19:11)
4. We believe that man was created good and upright in the image of God, but man voluntarily sinned and thereby incurred both physical and spiritual death, which is separation from God. (Genesis 1:26,27; 2:17; 3:6; Romans 5:12-19)

5. We believe that regeneration by the Holy Spirit is absolutely essential to salvation, and His indwelling presence necessary for the living of a Godly Christian life; and that it is only by grace through faith in the precious blood of Christ, that man can be saved from sin and its evil. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Titus 2:11, 3:5-7)
6. We believe in the Holy Spirit as a person, separate and distinct from, and coequal in the triune Godhead with the Father and the Son. He is sent to dwell within the heart of each child of God, to comfort, to teach, to lead into all truth, and to empower us for personal ministry through signs, wonders, and the exercise of miracles. (Luke 24:49; Acts 1:4,8; 2:4; 10:44-46; 15:8,9; Romans 8:13,14; 1 Corinthians 3:16, 6:19,20; 1 Corinthians 12-14; Ephesians 4:30, 5:18)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of the second death. (John 5:28,29)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12,13; Galatians 3:26-28)
9. We believe that God has charged parents with the responsibility of bringing up their children in the "nurture and admonition of the Lord." (Ephesians 6:4)

## 2. Mission and Philosophy of Education

### A. Our Mission Statement

Windham Christian Academy exists to glorify God by providing a quality, Christ-centered education that equips students in becoming all that God has created them to be.

### B. Our Educational Philosophy

The educational philosophy of Windham Christian Academy is based on a thoroughly Christian and Biblical worldview. A worldview is a set of assumptions that one holds about the basic makeup of his world and forms the basis for all that one does and thinks. The Christian worldview is based solely on the Bible, which we hold to be the infallible, inerrant, and authoritative Word of God. The following set of assumptions is derived from the Scriptures and is foundational to all we teach and practice at Windham Christian Academy:

1. God, infinite, yet personal, created an orderly universe out of nothing, sustains that creation, and is the source of its life. All truth, therefore, is God's truth, whether discovered in God's creation or in God's Word. Though man is created in the image of God (and therefore is not the product of an evolutionary process), that image has been defaced by sin, resulting in spiritual death and a tendency to disregard the Creator. Man can be saved from this condition and the eternal punishment in Hell it brings only by grace through faith in the Lord Jesus Christ.
2. God has ordained the Home, the Church, and the State: of these three the responsibility for training and educating children lies with the Home. The Christian school is the cooperative effort of Christian parents attempting to fulfill that responsibility. Without these assumptions it is impossible to have a truly Christian education. Though the Christian worldview and the non-Christian world views deal with the same factual information, it is impossible to interpret that data if the Creator is denied or ignored -- "an education without God is not an education." Every subject area must be viewed through the lens of Scripture; the Creator has the final word on any subject or question.
3. All children are created in the image of God and are worthy of the respect that demands. We follow the example of Jesus who made time for children and called them to Himself. The Bible tells us that God has individually gifted every person. Therefore each child, no matter his or her I.Q., is a "gifted" child. As a result, we seek to help each child discover ways of using and developing their gifts.

It is our goal to:

1. Educate the whole child intellectually, emotionally, socially, physically and spiritually.
2. Provide our students with a blend of traditional and innovative educational experiences that meet the highest standards of excellence.
3. Provide a Christ-centered environment where faith educational pursuits are nurtured.
4. Provide the opportunity for the natural integration of a variety of subjects within a Biblical conceptual framework.
5. Develop positive and caring student-teacher relationships.
6. Encourage a variety of opportunities for family participation.
7. Be fair, consistent and respectful of our students in all matters of discipline and correction.
8. Be Godly role models for all, taking seriously the admonition from Jesus who said, "but everyone who is fully trained will be like his teacher." (Luke 8:40)
9. Develop moral and ethical work habits in students that will carry over into all areas of life.
10. Encourage all to come to know Jesus Christ and learn to walk in His ways, both now and forever.
11. Equip students with a passion to serve others.

### 3. Parent Involvement

We believe that education is the responsibility given to parents by God. Therefore we work in partnership with families and their greater family, the Church, to accomplish this task. **Communication is key in this.** Parents should be updated with any concerns or conflicts in the classroom and likewise, we ask that parents bring any concerns they may have to the teacher or staff member involved first, and then to the principal.

While in the past, we have encouraged parents to observe our program, due to the threat of COVID-19, we are limiting this for the 2021-2022 school year. That said, parents continue to play a vital role in our school and are encouraged to actively participate in our program as able to this year. There are many opportunities for parents to volunteer, and we appreciate parent involvement as we do see this as a partnership.

The relationship WCA works hard to establish with parents is one built on mutual love, trust, respect, help, and support. We believe that parents are the experts with their own children and as staff we respect and seek their valuable insight. We must trust one another to positively uphold each other with friends, family and the community at large. It is imperative to a partnership that each side trusts, respects and supports one another.

*"If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose."* Philippians 2:1-2

### 4. Behavioral Expectations

Our primary function is to educate children in a context of Biblical faith. It is the responsibility of the teachers and support staff to create an environment where children are free to learn and the Holy Spirit is welcome.

We desire to create a school environment where:

- \* God is honored.
- \* Teachers are obeyed.
- \* Children feel safe and secure.
- \* Children feel loved and valued as individuals.
- \* The classroom is conducive to learning.
- \* Each person is respected.

- \* The teachers are the authority figure in the classroom.
- \* Children are actively engaged in their learning.
- \* Children are treated fairly and consistently.

School-wide rules make the student aware of the expectations, allowing each to choose accordingly. Students must learn that all behavior is a choice, and that there are consequences for both good and bad choices (Galatians 5:19). Self-control, a fruit of the Spirit (Galatians 5:22-23), is available to us at all times. WCA works in partnership with parents to uphold and enforce the following rules:

#### GENERAL SCHOOL RULES

The following School Rules have been established to maintain and promote the safest and most effective environment for learning. These school rules will be enforced at all times and are in addition to individual classroom rules, which may vary.

1. All students are to be respectful and obedient to staff and faculty members at all times.
2. Students are to be respectful and kind to one another at all times.
3. Students are to be good examples of Christian young people both on and off campus.
4. Students must adhere to our dress code emphasizing cleanliness and modesty.
5. Students are not allowed to bring or possess on campus fireworks, firecrackers, matches or other flammable materials.
6. Weapons of any kind are not allowed on campus.
7. Alcohol, illegal drugs, marijuana, and tobacco are not allowed on campus. This includes vaping tools.
8. No gum is allowed on campus at any time.
9. Students in grades Pre-K - 11th are not allowed to leave the campus during school hours except with written parent permission and office approval.
10. Tampering with or taking items (theft) from another student and/or the school building is not allowed as is vandalism of the school property.
11. Demonstration of personal affection (i.e., familiar touch, holding hands, full frontal embraces, kissing, etc.) is not allowed.
12. Students are never to lay hands on another student in a threatening manner.

Because we are all sinners living in a fallen world and inclined toward self-centeredness, we should never be surprised when a child is disobedient or rebellious. We need only to look at our own relationship to God to understand these tendencies. The teacher is to deal with each child as God deals with us. As the authority figure, the teacher is to first assure the child that he or she is loved unconditionally, affirming the child as a person; then the teacher must uphold the standard and teach the child a better way. Right behavior will be taught and encouraged, while wrong attitudes and behaviors will be addressed appropriately. No corporal punishment will be administered. The classroom teacher usually handles minor infractions, while major infractions may go directly to the Principal.

Self-discipline is a positive, personal attitude of the heart that God helps us to develop. Discipline provides boundaries, which give the children a sense of safety, stability, and security. Personal discipline allows one to be more productive and creative and is a necessary element in positive conflict resolution. It also promotes ethical work habits, which are an important foundation for good lives.

#### 5. Accreditation and Testing

Windham Christian Academy complies with the state compulsory attendance law and affirms our compliance with its "Guidelines for Equivalent Instruction." It is the goal of Windham Christian Academy to receive accreditation in the future from the Association of Christian School International (ACSI), the largest Christian school accrediting organization. Our Preschool is state-certified.



At least twice during the academic year all WCA students are tested using the Northwest Education Assessment (NWEA) standardized tests. These tests measure students' achievements against national norms and assist our teachers in designing instruction to best meet our students' needs. Our sophomore and junior high school students take the PSAT, helping them score well on the SAT standardized tests for college entrance.

## 6. Grievance Agreement

Problems, conflicts, and concerns are an inevitable part of life. They are neither positive nor negative in themselves but the way in which they are handled can have extremely beneficial or detrimental consequences. God's Word makes clear the steps we are to take in Matthew 18:15-20 when there is a conflict. Based upon that scripture, WCA has a clearly defined process we expect all (staff as well as students and parents) to follow. We want to be informed of any questions, concerns or problems. Please let's all approach it in a way that honors God and builds one another up in the process.

Each family is asked to agree to follow the steps outlined below whenever an inevitable question, problem or conflict occurs. ***It should not be discussed with those not directly involved or portray any parent, student or staff member in a negative light.*** Uphold one another; give one another grace and the benefit of the doubt as you prayerfully seek God's solutions to any conflicts.

1. Pray first, seek God's answer. Pray for all those involved.
2. Contact the person involved. Problems are immediately escalated when others are included in a process that could have been quickly resolved one on one. If you need to call a staff member, please call the school at 207-892-2244 and leave a message. Your call will be returned as soon as he/she is able. Please do not call a staff member at his/her home unless it is an emergency.
3. If, after contacting the person involved, you feel the problem has not been adequately resolved, then please feel free to contact the Principal.
4. If no resolution has been reached after meeting with the Principal, the concern can then be taken to the Superintendent.
5. If still no resolution has been reached, the Superintendent, along with the school board, which is comprised of the Board of Elders of Windham Assembly of God, will meet to decide on the outcome. Because of the confidential nature of the school board meetings, we ask that you please contact the Superintendent for further instructions.
6. The school reserves the right to take the issue under consideration in prayer. Answers and issues may not be resolved immediately and may take a week before resolution is decided upon.

## 7. Admission Policy

### A. Non-Discriminatory Enrollment

WCA recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities of the school. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, tuition assistance programs, and athletic extracurricular activities. As a Christian Academy, we will seek the spiritual growth and maturity of every student in our school. Therefore, we will endeavor to lead every student to a saving knowledge of Jesus as Savior and Lord.

- Each student we accept must have a good disciplinary record and show agreement with the community standards here. No student will be admitted who refuses to comply with these standards.
- Students may be accepted with certain conditions (e.g. tutoring or summer school attendance, or counseling) and be put on probation at the discretion of the Principal.

- Students must meet the State's requirements for health and medical standards. Students must include a current physical, including immunization records in order to be considered for enrollment.
- Any falsification of records or incomplete information could result in a family's dismissal from school.
- Every student who is accepted for admittance must demonstrate by the school's evaluative measures that they can profit from a normal classroom academic setting. Unfortunately, we do not have the necessary resources to be able to educate children with substantial learning needs.

## B. Special Needs Students

Windham Christian Academy is committed to assisting Christian parents in their responsibility to give their children a Christian education. Among God's people there is a wide gamut of spiritual maturity, learning styles, gifts, talents and intellectual levels. Because we are committed to teaching their children, we have a diverse group of youngsters to educate.

Our intention is not only to educate the student but also to help each one discover how he learns best, and thereby become his own advocate in the learning process. Because not one of us is a perfect learner, we all benefit from such knowledge. It is our intent that WCA graduates will have gained a good understanding of their own learning styles, their own learning strengths and weaknesses, their most effective personal study techniques, and will also have acquired the organizational skills necessary to succeed in their post secondary pursuits.

If a student has a learning need, the skills listed above are especially important. Added to the list would be an understanding of their disability and personal learning strategies. The student must learn to be a self-advocate with each new teacher encountered in the future, helping the teacher to understand and make accommodations for individual learning needs and strategies.

Over the years WCA has been open to students who have learning needs, ADD, and/or emotional issues. Our concept-based, active and integrated approach, smaller classrooms, and professional educators, have allowed us to accommodate the special needs of many students. Others, however, have proven not to be a good match for our school. While our hearts go out to families whose children have learning issues, currently WCA does not have the physical resources or staff to meet the needs of many moderate or severe disabilities.

With parental consent, WCA has and will continue to work with local school districts to access testing and support services available to students with special needs. Some families, whose children have mild or even some moderate disabilities, have had the means to hire private teachers and/or tutors to work with their child in a one-to-one or small group arrangement during school hours at WCA. We are happy to provide the space, and feel that this is the best alternative we can currently offer. We are more than happy to recommend gifted teachers, tutors and specialists who have worked well with our students in the past. All students must be able to comply with the admission expectations in order to be accepted and have continued enrollment at WCA.

## C. Entrance Eligibility

To be eligible for entrance into our Pre-K program a child must be 3 or 4 years old by September 1st. WCA may accept students who are born after the "cutoff" date on a case-by-case basis. However, this option is only available if there is room in the Pre-K class. Children who are of age by September 1st receive first preference. All children must be potty-trained in order to enter our program.

To be eligible for entrance into our Kindergarten program a child must be 5 years old by September 1st, and they must pass the Kindergarten screening. WCA may accept students who are born after the "cutoff" date on a case-by-case basis. However, this option is only available if there is room in the Kindergarten class. Children who are five by September 1st receive first preference.

#### D. Requirements for Continued Enrollment

In order to be offered continued enrollment and experience success at WCA, students must be able to function within a normal classroom setting. In order to maximize learning for the entire class, we expect students to meet the following expectations:

- Demonstrate appropriate attention skills.
- Demonstrate the ability to work appropriately within the class.
- Demonstrate the ability to adapt to and function in a variety of instructional settings: large or small groups; independent work; active, hands-on projects, field trips, etc.
- Demonstrate respect for adults and one another.
- Demonstrate age appropriate impulse control, i.e., willing to wait turn, raise hand to speak, ability to be quiet and orderly in quiet situations.
- Possess the ability to take care of personal belongings, i.e. hang up coat, keep track of own school materials, etc.
- Be able to handle transition times in an age appropriate manner, i.e. get necessary materials for each class, follow arrival and dismissal procedures, walk quietly to other areas.
- Record and be responsible for own assignments and homework.
- The ability to work at a table with other students without being distracted or distracting.
- Possess grade appropriate learning skills.
- Maintain academic requirements.

If students are accepted and are unable to comply with the above expectations, WCA reserves the right to put the child on a probationary plan, with regular check-ups, to determine continued enrollment, or, after an unsuccessful probationary period, ask the parents to find a more appropriate school setting. We are willing to do everything within our power to make this setting work for all. However, we will not jeopardize the learning of a classroom of children for the sake of one child.

#### 8. Report Cards

Report cards are issued to students four times a year with updates available throughout each quarter through Gradelink, our online grading portal. Report cards are mailed home approximately one week after the quarter closes. Parents will be given a log in and password to access their student's status in each of their classes, as well as see assignments due/missing, etc.

#### 9. Parent-Teacher Conferences

Teachers or parents are at liberty to request a conference at any time during the academic year. In the middle of the first and third quarter, we hold Parent-Teacher Conferences where progress and concerns are discussed. Students are dismissed at 11:30AM on these days.

#### 10. Homework

Homework is to be purposeful and used for drill, review, enrichment, or project work. An approximate amount of nightly homework is 10 minutes per grade per night. For example, Grade 1 = 10 minutes; Grade 2 = 20 minutes, etc. Nightly reading is included in this estimate, though more reading is always encouraged. Homework assignments vary according to grade level and are given at the discretion of the teacher. Any questions concerning homework assignments should be directed to the individual teacher. A child's involvement in extra curricular activities does not take priority over schoolwork.

## 11. Student Records

WCA will transfer a student's records only when we have a written request signed by a parent/guardian or when requested by the school district if a student transfers to a different school. Please send requests to the school office and allow 10 days for processing time, or longer during the summer.

## 12. Classroom Environment

In order to maintain a classroom environment that allows for maximum learning, teachers establish those standards they deem necessary and will inform each student of their classroom standards of behavior at the beginning of the school year.

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. Methods of maintaining student discipline at WCA include the following:

- The teacher and student will privately discuss the misbehavior.
- The teacher may assign a consequence/demerit(s) to the student. (detention, loss of privilege, etc.)
- The teacher will make contact with the parents.
- The teacher may request a conference to include the parent, teacher, and student.

If, after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, he/she will refer the student to the administration for further disciplinary action. In certain serious misbehaviors, such as disrespect to teachers, student fighting or violations of the Christian lifestyle standards, students will be referred immediately to the administration.

Probation or suspension may be used as part of the discipline procedure. Students may be expelled (withdrawn from enrollment in the school) for continued violations of school standards or if a single offense is particularly serious.

## 13. Detentions

Detentions can come from either the Principal's office or a teacher and are given for inappropriate behavior on the part of a student. Although a detention is not considered as serious as a suspension, it is the first step on the pathway leading there, and thus should be taken seriously. Please note that detentions for tardies are different than detentions based on behavior. A student scheduled for a detention must serve at the time assigned. It is the student's and parents' responsibility to make sure the student is picked up promptly after the detention is over. If a student misses a scheduled detention due to an absence, they will make it up upon their return to school. Office detentions due to tardies will be served with Mr. Berry in the morning.

\*\*\* Note: Participation in athletics, extra-curricular activities, or work are not considered acceptable excuses for missing detention. \*\*\*

## 14. Tuition and Fees Payment

### A. Tuition

Windham Christian Academy is supported by the shared sacrifice of its families, school staff, and Windham Assembly of God Ministries. Our staff works for salaries at a considerably lower scale than their public school counterparts. Parents support the school through their tuition, gifts, and volunteerism. The Finance Committee of Windham Assembly of God Ministries establishes each year, tuition and fees.

Tuition is to be paid either in one payment at a 5% discount when paid before August 15th, OR in 10 monthly payments which are due the first of each month and are payable from September through June. Being that the educational program offered at WCA is funded on a strict operating budget and in order to maintain fiscal stability, it is important that each family responsibly remit tuition and other payments on a timely basis. Tuition is not tax-deductible (although gifts are). Our tuition and fees schedule will give detailed information about all fees.

There is a \$15 fee for returned checks. WCA reserves the right to ask for future payments in cash.

#### B. Arrears

Tuition payments received after the 10<sup>th</sup> of the month will be assessed a late fee of \$25.00. The schedule for contacting delinquencies is as follows:

1. Reminder letter on the 15<sup>th</sup> of the month.
2. Phone call on the 20<sup>th</sup> of the month.
3. Notification from Bookkeeper of being placed on arrears list on the 25<sup>th</sup> of the month.

Accounts will be assessed at the end of each quarter. Accounts behind in tuition payments without an approved plan from the Arrears Committee may result in the student(s) withdrawal from WCA until the balance is paid. It is the parent's responsibility to be in communication with the school if their bill becomes past due.

#### C. Tuition Aid Program

The purpose of the Tuition Aid Program is to assist parents of students attending Windham Christian Academy with a part of their school tuition. This program will allow some students whose families may not be able to afford full tuition an opportunity for a Christian school education. The WCA Tuition Aid application period is March 1st-March 30th. See the office for more details.

The Maine Children's Scholarship fund is another area of potential funding for families. The MCSF is not associated with the school. The application period begins January 1st and the application can be found on their website, [www.mecsf.org](http://www.mecsf.org).

#### D. Re-registration

Re-registration forms will be sent out in March each year. Each family is asked to prayerfully consider their decision to re-register their children for the following year, and return the form with the non-refundable fee. A late fee will be incurred if the deadline is missed. Open enrollment begins April 1st.

#### E. Withdrawal/Refundable Fees

Should a family decide to withdraw their child before the end of the school year, if the decision is made after the 10<sup>th</sup> of the month, they will be charged the full month. The following procedures are expected prior to the withdrawal of a student:

1. An exit interview with the Principal.
2. All monies owed be paid up to date at the time of withdrawal: registration, curriculum fees, tuition, and other fees.

Families who have paid tuition in full and withdraw their student in the first semester will be eligible for a prorated refund, however the 5% early discount will be withheld. After the start of the second semester, no refund of tuition or fees will be granted. If a child is expelled or asked to leave the school for any reason, no refund of tuition or fees will be granted.

## 15. Dress Code

The purpose of the Dress Code is to reflect the standards of our school. These standards reflect modesty, cleanliness, neatness, safety, and concern for others. Neatness, good grooming and modest fashions are appropriate in a school and encourage students to focus attention on more meaningful matters than the latest fashions. This Dress Code offers students several options of comfortable, attractive, and reasonably priced clothing that will reflect well on the student and the school. The key to compliance with the Dress Code is to err on the side of conservative dress, hairstyle and other accessories when it becomes questionable. The Principal and staff are the sole arbiters of the Dress Code and therefore the staff will ultimately determine what is considered neat, clean, appropriate, and modest. We ask for parents' partnership and understanding in this matter, stopping any potential issues before it leaves the home.

<b>Boys' and Girls' Tops:</b>	Shirts <u>with sleeves</u> must be in good repair, not form fitting and <u>fully cover shoulders</u> and under garments. Safety shirts (tank tops) may be worn under any shirt when questionable to ensure that the midriff, cleavage, or back is not shown.
<b>Boys' and Girls' Bottoms:</b>	Pants or jeans should have no holes or rips, and should not expose underwear. Athletic pants are allowed as long as they are not sweatpants. Bottoms are not to be form fitting - no leggings, jeggings, or similarly thin fitting item, even if worn with a long shirt/top.  <b>Girls Only:</b> - Skirts may be worn with leggings and must be no shorter than slightly above the knee.
<b>Boys' and Girls' Haircuts:</b>	Boys' hair should be neat, clean, combed, and of natural color. In the back, hair should be no longer than the collar of a t-shirt. All boys must be clean shaven, unless for a medical reason. Girls' hair is to be neat, clean, combed, and of natural color.
<b>Boys' &amp; Girls' Shoes:</b>	PreK - 3rd Grade: Sneakers should be tied and securely fastened to the feet for playground safety. 4th - 12th Grade: Sneakers or shoes should be securely fastened to the feet. (No backless shoes or flip flops.) Heels must be less than one inch.
<b>Warm Weather Attire:</b>	The month of September and May 1st through the end of school: Students may wear shorts with length no shorter than mid-thigh. When hands are placed at sides, shorts should exceed fingertip length. This is the rule even if worn with leggings. As with other bottoms, these must have no holes or rips and must not expose underwear.
<b>Cold Weather Attire:</b>	During the winter months, students must have proper outdoor clothing. Students will go outside as often as possible for recesses. PreK - 6th Grade: Boots, warm mittens/gloves, coat, hat, snow pants, etc. are all <u>required</u> . Students may not be able to go outside if they don't have proper attire.
<b>Gym Class:</b>	Athletic pants/sweatpants and/or shorts (worn under athletic pants when not in gym class from October-April 30), t-shirts, and a sweatshirt are all acceptable. Sneakers must be worn during gym.
<b>Things NOT to wear:</b>	<ul style="list-style-type: none"> <li>• Any item that exposes midriffs, shoulders, cleavage, back, or underwear including bra straps. Any item that is see-through, low cut, or tight.</li> <li>• Any bottom that is low-rise, see through, tight, or above the knee.</li> <li>• Any item with inappropriate language/pictures (tobacco, alcohol, drug or sexual messages, skulls, violence, racial/ethnic slurs, etc).</li> <li>• Flip flops, heels larger than one inch, or any other shoes that are not securely attached to the feet. .</li> <li>• Hats are to be removed when inside the school building.</li> <li>• Tattoos or gauges. Piercings should not exceed two piercings in each ear; no other piercings are permitted.</li> <li>• Anything that looks disheveled, unclean, or messy.</li> </ul>
<b>How violations will be handled:</b>	<p><u>1st Warning:</u> The student will be pulled aside by a staff member, reminded of the dress code, and asked not to wear the type of item again.</p> <p><u>2nd Warning:</u> The student's parents are notified that the student was previously spoken to about the dress code error.</p> <p><u>3rd Warning:</u> The student's parents are asked to bring in a change of outfit. The student will remain in the office until proper attire can be brought.</p>

## 16. Discrimination and Harassment Policy

Harassment/Sexual Harassment of students by school employees or other students is prohibited on school property, while in attendance at school or at any school-sponsored activity. In order to ensure a safe environment, students are not to engage in harassment and/or discrimination of any other person. Acts of harassment based on race, color, sex, religion, age, national origin, sexual orientation or physical or mental disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws.

Discrimination against and harassment of students include but are not limited to:

- a. Verbal abuse such as offensive racial, ethnic or other comments;
- b. Physical overtures, rude gestures or pressure to engage in sexual activity;
- c. Offensive jokes;
- d. Ridicule, slurs, threats, derogatory action or remarks; and
- e. Basing academic decisions or practices on submission to harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature constitute harassment when:

- a. Submission to such conduct is made with explicitly or implicitly a term or condition of a student's educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include, but are not limited to the following:

- a. Unwelcome sexual advances;
- b. Suggestive or lewd remarks;
- c. Unwanted hugs, touches, kisses;
- d. Requests for sexual favors.

Any student who engages in harassment prohibited by this policy will be subject to discipline, including suspension and, in severe cases, expulsion. Students who feel they have been harassed or discriminated against in violation of this policy should promptly report their concern to the Principal or teacher. Students are encouraged to discuss concerns with the Principal or a teacher even if they are not sure whether discrimination or harassment has occurred. Students may choose to report or discuss their concerns with a person of the student's same sex. Students will not be retaliated against for reporting suspected discrimination or harassment. Parents and other adults are also encouraged to report possible incidents of student discrimination or harassment to the Principal. Employees must report any incident of suspected student discrimination or harassment. WCA does not tolerate the harassment of students.

Complaint Harassment and Investigation:

- a. The Principal shall promptly inform the parents of all students involved and the Superintendent of the complaint.
- b. The Principal will investigate the complaint, unless the Superintendent appoints another person.
- c. The Principal shall keep a record of all parts of the investigation. The confidentiality rights of students and employees shall be carefully observed.

- d. The Principal may take interim remedial measures to reduce the risk of further harassment of discrimination while the investigation is pending. The Principal will consult with the Superintendent concerning any issue relating to the investigation, conclusions and remedial and disciplinary actions.
- e. If, after completing the investigation, it is determined that discrimination or harassment has occurred, the Principal will:
  - 1. Determine what remedial action is required; and
  - 2. Determine what disciplinary action should be taken against the individual(s) who engaged in the discrimination or harassment. Disciplinary action against students and employees shall be kept confidential in accordance with applicable state and federal law.
- f. If the complaining student's parent or guardian is dissatisfied with the Principal's conclusions and/or remedial action, the parent or guardian may appeal to the Superintendent. The Superintendent shall review the report of the investigation and may conduct further investigation if he/she deems it appropriate. The Superintendent's decision shall be final.

## 17. Safety and Security Policy

Windham Christian Academy desires to work in partnership with the student's parents and seeks to maintain a Christ-centered educational environment that is safe and secure for everyone. In the spirit of this partnership, our teachers are empowered with the authority to ensure a safe classroom. To that end, the teacher may confiscate, for the balance of the school day, any item that the teacher judges to be unsafe or that is used in an unsafe manner. We ask that the parents support our teachers by helping their student(s) refrain from bringing any item to school that is, in of itself, potentially unsafe. It is our prayer that every teacher will exercise this authority wisely; in the best interest of the children and that every parent will trust and respect the teacher's judgment.

Windham Christian Academy follows the Standard Response Protocol consisting of lockdown, lockout, evacuate, shelter, and hold. The school will practice lockdown drills and monthly evacuation drills (formerly known as fire drills).

## 18. Self-Harm, Suicide, and Child Abuse

In the event of suspected, reported, or discovered self-harm or suicidal thoughts of a student, staff must report it to the Principal immediately with written documentation. The Principal will then contact the parents and Superintendent. Depending of the nature of the report, the student may be required to be evaluated before returning to school.

As school employees, we are Mandated Reporters to DHHS for any suspected signs of child abuse including emotional abuse, sexual abuse, physical abuse, and neglect.

## 19. Attendance Policy

Attendance at school is expected whenever classes are in session. If your child will be absent, we ask that parents make the office aware by 8:30AM. It is imperative that each child at WCA be accounted for each school day. Because WCA students are driven to school by parents, we will not call to check on their absence. A student who is absent more than 16 days (8 per semester) risks not being promoted or allowed to return to WCA the following year.

Should the school go to remote learning, students are to check in with their teacher daily to ensure that work is still being completed.

The following is a list of acceptable reasons a student can be absent from WCA:

- Illness or Symptom relating to COVID-19



- Funerals
- Medical or dental appointments (Please make every effort to schedule appointments outside of school hours.)

The Principal may determine other acceptable absences. Written or verbal notices must be given to the office no later than one day after the student returns to school with the reason stated in order for the absence to be excused.

Considering that we have over four weeks of vacation time throughout the school year, we prefer that parents not schedule their children to be absent during school time. The academic progress of the student will be disrupted. If, however, a planned absence such as a family vacation or college visit must be scheduled during the school year, please follow these criteria in order for it to be excused.

1. Written notice is sent to the Principal with a minimum of two week's notice.
2. A student's academic and attendance records are strong.
3. Parents need to consider the extra burden placed upon teachers in providing materials and makeup work. It is their responsibility to make arrangements for this at least two weeks in advance.

Students must be present in school in order for course credit to be awarded. Truancy, or "skipping school," will result in a student appearing at a review with his/her parents and Principal in order to determine the course of action that needs to be taken.

## 20. Tardiness

1. It is the parent's responsibility to get their student to school on time.  
*School hours for Grades K-12 are 8:15AM - 2:45PM, Monday-Friday.*  
*Pre-K hours are 8:15 - 11:45AM, days depending on session.*  
*The main building will be open for ALL students to enter at 7:50AM. Pre-K doors open at 8:00AM.*
2. When a student arrives late, he /she must report first to the school office to sign in.
3. Tardiness will be excused for inclement weather, vehicle problems, medical or other family appointments.
4. For the school to excuse a tardy, the office must receive either written or verbal notification from the parent at least one week from the date of the tardiness. If this is not done, it will be considered UNEXCUSED.
5. Students arriving after 11:30 a.m. will be considered absent for the day and ineligible to participate in any extra-curricular activities that day.
6. Students are permitted three unexcused tardies each quarter without discipline. The fourth unexcused tardy, and each additional unexcused tardy within the quarter, will result in a ½ hour detention served in the morning with Mr. Berry for students in grades 7-12.
7. Any family with a large number of tardies will be asked to meet with the principal.

## 21. Absentee Work

If a student will be absent, the parent is expected to call the office by 8:30AM. The teachers will work to gather any work or books needed to complete assignments for the day. Students will be granted as many days as they have been absent to make up work. Fifth through twelfth grade students may be extended an email invitation to join classes online.

## 22. Illness/Allergen Policy

In accordance with Maine Department of Education and the American Academy of Pediatrics guidelines, a child should not attend school if he/she exhibits one or more of the following symptoms or infections.

Fever: A fever is defined as a temperature of 100.4 degrees or higher. Students must stay home from school for 24 hours after they no longer have a fever without the use of fever-reducing medicine, and a COVID test has proven negative.

Conjunctivitis/Pink Eye: Inflammation and/or infection of the conjunctiva / mucous membranes of the eye. Students with suspected conjunctivitis (red eyes with green or yellow drainage) should stay home from school until their health care provider has examined them and approved readmission. Any prescribed medication should be started before returning to school.

Vomiting and/or Diarrhea: Students should stay home and return to school after being symptom-free for 24 hours and a COVID test has proven negative.

Rash: Students with an unexplained rash with fever or behavior change. Students may return to school if a physician has determined the illness is not contagious and the fever is gone.

Strep Throat/Impetigo: Students must stay home from school until 24 hours after antibiotic treatment has been started.

Lice: WCA has a no-nit policy. This means that a student will not be allowed in school if there are any nits (lice eggs) present in the hair, even though there may be no live lice seen. If a student is found to have lice or nits, parents will be asked to pick up the child from school to begin treatment. It is the parent's responsibility to report to the school office that their child has lice or nits or if they have been treated for such. The healthcare consultant will examine each child in the classrooms in close proximity of the infected child. The office will also notify the families within 1 day of receiving notice to make other families aware. Discretion will always be used and we will never name a specific student in our notices.

All students with diagnosed communicable disease or with symptoms of communicable disease may be temporarily excluded from school. The parent/guardian or emergency contact will be notified and asked to take the student from the school. The Center for Disease Control is allowed by law to direct that a child that has a communicable disease be excluded from school. The office manager should be contacted if a parent has any questions, or if your child has been diagnosed with a contagious illness.

In the case of a child's illness, the office will notify the parent and request they take their sick child home. Any student who becomes ill while at school will be sent home at the discretion of the staff. If the student has a fever of 100.4 or above, he/she will be sent home. Any student exhibiting COVID symptoms will be sent home. Students may not return to school until a COVID test has been taken and they are symptom free for 24 hours.

**Due to COVID, parents should be especially aware of the following symptoms. Students exhibiting these are to remain home and parents asked to call the office.**

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

Parents will be made aware by the teacher if there are any food allergies in the class in the beginning of the year or as they become known.

### 23. Medication Administration and Care

At the beginning of the year, a Medical Permission Form is sent home for parents to give permission for any medications to be given to their student. These medicines will be administered only as needed by the office staff. If a medicine is not checked off by the parent, no medicine will be given without parental permission. Parents will be notified if their child is given any medication during the day.

Any necessary prescription medicines must be brought in its original container, which includes the doctor's name, pharmacy, and directions. Prescription medication to be administered during school hours should be brought to the school office at the beginning of the school day with written instructions from the parent. The office can help prepare and give the student the medication but the student must administer it themselves. Students are not permitted to have medicine of any kind in their possession during the school day. Refer any questions or concerns to the school office.

Simple first aid (ice pack, bandages, etc.) will be administered and the parent will be notified, if necessary. In the event of an emergency, efforts will be made to find out from the child's records where to receive help for the child and we will seek this treatment. Windham Christian Academy is not responsible for the payment of hospital, doctor, clinic, or ambulance charges.

If any changes need to be made to the Medical Permission Form, a parent/guardian needs to come into the office to make the changes, or request new forms. To ensure accuracy, emergency information must be in the parent/guardian's handwriting on original forms. This form states the provision for your child in the event of an emergency. The procedure for the school is:

1. Attempt to contact parent or guardian or emergency contacts.
2. Have child taken to an emergency room in the company of a WCA staff person.
3. Call an ambulance (if emergency warrants its use).
4. Call physician (if warranted).

### 25. Physicals

All students must have a current physical (within 2 years) on file at school, including immunization records. It is a good habit to have the doctor print off a form stating the child has received their physical along with immunizations yearly to keep your records up to date. Starting in the fall of 2021, all students must have their vaccination records updated in order to attend.

### 26. Drop Off/Pickup Information

Children are to be dropped off at school no earlier than **7:50AM**. When entering and exiting the school grounds, please do so at the driveway closest to Raymond. From 7:50AM - 8:15AM, students in grades K-12 are to enter the building through the triple doors. After 8:15AM, all doors are locked and students must enter through the office. Pre-K students may enter the Pre-K classroom at 8:00AM. PreK students do not need late passes.

Parents are expected to pick up their children promptly at 2:45PM with the exception of Pre-K students who have a pickup time of 11:45AM. When students are dismissed at 2:45PM, they are to wait at the designated area in the gym until they are picked up. All families will be assigned a pick up number. The pickup line goes around the back of the parking lot and forms at the triple doors with cars facing west. THE PARKING LOT SPEED IS 5MPH. Pre-K 3 and Pre-K 4 will be dismissed from the Pre-K classroom.

Each year the WCA office compiles information for use throughout the school year which includes the name and phone number of any person, other than parents/guardians, who may pick up your child. Please think

ahead to emergency days and include family and friends who might assist you. Car pool forms should be on file in the office and all drivers should be listed. Please update the office throughout the year if any changes occur.

If one parent has legal custody and the child may not be released to the other parent, please notify the office and provide the necessary court records. Current home and business phone numbers must be on file at school for emergencies. Any falsification of records or incomplete information could result in a family's dismissal from school. If there are any changes in your child's usual transportation arrangement for pick up, please contact the office.

Please tell any driver who is not a parent or a guardian at our school that they may be asked to show some identification to the staff car-loaders. Students are not allowed to use the school phone to make plans during the school day for going home with another student. Plans must be made in advance and a note sent in by the parent. If a student does not have a note and someone else is there to pick them up, the driver will be asked to park their car, wait until dismissal is over and go to the office. A staff member will then call the parents of the student to verify the situation. Students will only be released when a WCA staff member has received permission from the parent or guardian.

Please note the times of the flashing lights for your safety and protection:

Mornings- 7:50AM - 8:15AM

Afternoon Pickup- 2:45PM - 3:00PM

## 27. Remote Learning

Should the school have to go to remote learning, the following measures will be taken.

Before:

1. Teachers will practice for remote learning when students are in-person so that everyone is prepared, whether teaching the needed technology or independence.
2. Teachers will look for potential project-based, interdisciplinary learning activities which can provide formative assessment opportunities, high engagement, and efficient delivery of many skills and concepts.

During remote learning teachers will:

1. Create a plan for instruction that provides students with learning opportunities aligned to, and which result in demonstration of achievement towards standards. Plans should include forward movement along learning progressions or through grade level expectations as well as reinforcement of prior learning and necessary intervention.
2. Communicate a daily schedule to include age-appropriate engagement expectations for students including live **daily** contact between teachers and students (and/or caregiver); direct instruction (either synchronously or asynchronously); independent student work; opportunity for questions and feedback during teacher office hours.
3. Communicate a weekly schedule that offers an overview of weekly assignments, expected daily contact times, and specific guidelines for parents/students to return work including specifically what is expected to be returned for assessment.
4. Have an awareness of students who may not have equitable resources and help furnish with necessary materials and resources to support participation and engagement in lessons.
5. Certify student attendance each day in a live daily meet. Track attendance and let the administrator know of a lack of attendance/engagement. *Mandated reporter requirements remain in place in remote learning environments.*

6. Be aware of and able to address social/emotional, behavioral, and mental health concerns. If remote learning is to be months long, we will look at adjusting the schedule so that Fridays would be used for art, music, gym, typing, band, and other special subjects.
7. Coordinate schedules, assignments, and workload when students have different teachers for different subjects.
8. Plan for regular/ongoing formative assessment of student learning and engagement to inform and guide instruction and pacing.
9. Continue to adapt lessons for students with accommodations in the remote learning environment.
10. Plan for grading and for certifying achievement. This plan should take into consideration the uneven/ inequitable conditions in which students will be accessing their educational experiences - including inequitable access to: supervision, technology, materials, quiet study space, adult support, and other basic needs.

## 28. Aftercare

Aftercare runs from 3:00PM - 5:00PM (Pre-K and Kindergarten aftercare is from 12:00PM - 3:00PM. Students should be sent in with a lunch.) Parents must sign their child up for aftercare one week in advance though there may be drop-in care available on a particular day. Students are to bring a snack. Aftercare is a safe place where students are supervised and can play or do homework. Contact the school office for pricing and sign-ups. Aftercare is dependent on staffing ability and may not run for the year.

## 29. Asbestos Policy

The Department of Environmental Protection Agency has approved Windham Christian Academy in regards to asbestos. Our school has been found to be asbestos free. Results of the report from this agency are available in the church office.

## 30. Communications

Each Friday afternoon a weekly newsletter is emailed. These newsletters contain vital information and are the main method used for communicating with our parents. If you do not have Internet access please let the school office know and we will send home a printed copy with your student.

Email is the method most frequently used in communicating updates and changes concerning school events; sometimes throughout the day. Therefore it is important that we have current email addresses from every family. Each teacher has a school email address that they use, however if you have a message which is timely that needs to be communicated, we ask that you call the school office as each teacher may not be able to check and answer emails throughout the teaching portion of the day.

## 31. Spiritual Life

An essential element of the Academy is our focus on spiritual formation.

Students will experience:

- Curriculum based on a Biblical worldview
- Scripture memorization
- Daily Bible reading and prayer
- Bible Study
- Class Ministries and Christian Service Programs
- Chapel Services
- Behavior Accountability

Here at WCA we have the freedom to pray at any time during the school day. Each class day will begin with a class pledge to the American and Christian flags as well as the Bible for students in grades K-6. Teachers and

students will be at liberty to enter into prayer during the school day as opportunity arises, i.e. preceding lunch, an exam, or for any specific need that may arise during the day.

Chapel services will be held twice a month at the Academy. This is a time for us to worship together as a student body. Parents, teachers, missionaries, pastors and people from the community are asked to lead these services. Due to COVID, guest speakers will be limited this year.

### 32. Ministry

We believe ministry is an important part of a comprehensive Christian education; as it provides the opportunity to apply what has been learned in the home, at church, and in the classroom. Our goal for WCA students is to help them make a connection with those around them in the name of Christ and draw closer to the Lord in the process. When students are involved in ministry, they develop Christian maturity, learn about themselves, develop leadership skills, and prepare for their future. Therefore, each class is involved in various ministry efforts throughout the school year.

Service Projects for the year are:

- K-2: Casco Inn Nursing Home
- 3-4: Windham Matters Initiative
- 5-6: Casco Alliance Church Food Pantry
- 7-8: LOL Juggling Ministry
- 9-12: C Squared

Per CDC mandate, all students traveling on the school van must wear a mask.

### 33. Supplies/Textbooks

Students are expected to provide their own school supplies and Bibles. School supply lists are sent out each summer. Students may purchase the NIV Bible in the school office if needed. Bibles must be print versions; digital versions are not allowed.

With the exception of disposable workbooks, students are only renting the textbooks they use and are to keep them in excellent condition. Students who lose or damage either school or library books will be charged for the cost of their replacement.

### 34. Office Telephone and Cell Phone Usage

Students are not permitted to use the office telephone except to call parents as deemed necessary by school personnel. Please make sure you make all transportation arrangements before the school day begins.

Students who have cellular phones are to put them away between the hours of 8:00AM - 2:45PM.

Communication between parents and students should go through the office. At no point during the school day should students be on social media or playing video games. Students are not to take a picture or record a video of another person without their permission.

### 35. Computer Lab/Laptops/Tablets

All students are given the privilege of using the school's computer lab. A teacher and/or adult must be present in the Computer Lab for students to use the computers.

- No food or beverages are allowed.
- Do not touch the computer screens or unplug any equipment in the lab.
- Do not change settings (wallpaper, screen savers, etc.).
- Wash your hands before using the computer.

Please refer to the current Computer System and Internet Use Policy for additional policies regarding use of the school's computer network and Internet access. All students must have a current completed and signed Computer System and Internet User Agreement and Parent Permission Form on file in the school office before they will be allowed to access the school's computer resources.

Possession and use of personal electronic devices such as laptops and tablets is acceptable in the classroom with the permission of the teacher. The school may revoke this privilege at any time at its discretion. Use not associated with what is going on in the classroom creates a disruption to the learning environment and is therefore prohibited. Students are not to be on social media or gaming at any point during the school day. When not in use, devices should be either powered off or in sleep mode and kept out of sight. Students are not to take/use anyone else's device without their permission. Headphones are not to be used with electronic devices unless given permission by the teacher.

### 36. Fund-raisers

Because tuition does not cover the full cost of educating our students, we take on major fund raising projects each year. Families are expected to participate in fund raising events throughout the year.

### 37. Visitors

Due to COVID-19, visitors will be limited in the building. All visitors are required to sign in at the office, complete a health screening survey, and receive a visitor pass, including parents who are helping in the classroom. All visitors must wear mask/face covering. Visitors should sign out at the office and return their pass before they exit the building. Former students are not allowed to visit the building during the school hours.

### 38. Snow Days

WCA's cancellations and delays will be announced on local television stations, which include WGME13, WCSH6, WMTW8. Because our students are commuters coming from many different towns, parents should use their own discretion in inclement weather for either early dismissal or late or no arrival. This will be counted as an excused absence.

Snow packets will go home with students prior to known or suspected snow days. These are expected to be completed at home in order to keep academics moving forward. Students should plan to bring home all needed books before these days. Lessons will not be online on these days due to the potential for power outages.

### 39. Meals

Each student is responsible to bring or order his/her own lunch (including drink). The Academy is not able to provide refrigeration or microwave heating for student meals. There is a hot lunch program that takes place on Wednesdays. A la carte pizza and salad is available on Fridays. To keep costs down and in order to ensure that there is enough food available, parents must pre-register and pay for the meals. Specific information on days, prices and ordering instructions will be sent home in advance.

### 40. Birthdays

Parents may provide a special treat for the classroom on their child's birthday though this is not necessary; treats should be as "neat to eat" as possible, and approved by the teacher before being brought into the classroom. Please consult with your child's teacher regarding potential allergies in the classroom before bringing in a treat. Some parents choose not to provide edible treats but things like stickers and party favor toys to celebrate. This is welcome as well.

No birthday party invitations may be distributed at school unless either the entire class is invited or all students of the same gender within the class are invited.

#### 41. Lost and Found

Students are responsible for all belongings brought to school. Please mark all clothing and belongings your child might use. Items that have been found are kept in a lost and found bin. Parents and students are free to look through the bin at any time in an attempt to find items that may have been lost by the student. Items are displayed in the gym periodically and leftover items are then donated to charity. WCA does not accept liability for any personal item lost on school property due to theft, fire, water damage, or any other reason.

#### 42. Student Activities

Windham Christian Academy is pleased to have multiple activities for students throughout the year. These include but are not limited to:

- Spelling Bee competition with other area Christian schools
- History Fair/ Science Fair
- Art show
- Musical plays and concerts
- See You at the Pole
- Warrior Sports' Celebration
- Live Nativity Celebration

While we plan to strive for the same quality of programming, extra activities may look different this year due to COVID.

#### 43. Printer Usage

The school printer is for the office and staff only. Students are to print assignments at home and we ask that you make every effort to do so. In extenuating circumstances, students may email the document needed to be printed to the administrative assistant who can print the document. The document will be printed at the administrative assistant's convenience and there are no guarantees it will be ready before the class it is needed for.

## **B. Elementary Handbook (K - 6th)**

### 1. Academic Policies

Elementary: From Kindergarten through sixth grade, our elementary program lays a strong foundation for learning. Based on a cumulative traditional curriculum, our students build a solid academic framework, which enables them to succeed as they go into the Middle School level.

### 2. Promotion Policies

Students move on from Kindergarten at the discretion of the teacher. They should be able to complete all Kindergarten requirements before moving on. Generally, a student must pass all subjects to be promoted. If a student shows a considerable weakness in a basic skill or skills, he/she may be required to do remedial summer work. Maturity and social development will be considered in all promotion decisions.



### 3. Grading System

Kindergarten is graded using standard-based grading. The rest of the school uses traditional grading. The grading system used at WCA for grades 1-6 is as follows:

100-99	A+	4.0	82-79	C	2.0
98-95	A	4.0	78-77	C-	1.67
94-93	A-	3.67	76-75	D+	1.33
92-91	B+	3.33	74-72	D	1.0
90-87	B	3.0	71-70	D-	0.67
86-85	B-	2.67	69-	F	0
84-83	C+	2.33			

Elementary Music, Art and Physical Education use the following grading criteria:

- 5= Excellent
- 4= Very Good
- 3= Good
- 2= Fair
- 1= Poor

Work habits are listed under student's Bible grade and focus on executive functioning, personal, and interpersonal skills. These are graded on a 1-4 scale with 4 being the highest.

Incomplete: An incomplete will be given on a report card under extenuating circumstances\* which prevent a student from completing the required assignments in a given quarter. Instead of a zero for such assignments, the student may complete the assignment for credit determined by the teacher under the following conditions:

1. The assignments must be handed in to the teacher by the agreed upon time.
2. The student is totally responsible for finding out all that is incomplete.

\*This is up to the discretion of the teacher in consultation with the Principal.

In regard to our policies for elementary students concerning cheating, plagiarism, probation, suspension and expulsion, please see the secondary handbook information for details.

At the end of the school year, the elementary staff recognizes each student's unique God-given characteristics in a special assembly as well as honor roll achievements. The Kindergarten year culminates in a graduation ceremony.

### 4. Academics Honors

Highest - Students who have achieved a 95 or above in all subjects

High - Students who have achieved a 93 or above in all subjects

Honors - Students who have achieved an 85 or above in all subjects

Honor roll students will be recognized at the end of each quarter. At the end of the year, each quarter will be evaluated and students will be awarded for the year using the above criteria. Kindergarten students are not eligible for honor roll.

### 5. Extra Curricular Activities

We are pleased to offer some activities in which students can be involved outside of academic areas.

Participation involves a commitment on the student's part to the activity in which they're involved. Only when

everyone is seeing it through can an activity fulfill its purpose successfully. Withdrawal, therefore, can only be accomplished after a conference with the leader and a mutual agreement has been reached.

Currently, at the elementary level we are able to offer a co-ed Middle School Soccer program for grades 5-8 in the fall and a co-ed Middle School basketball program for grades 5-8 in the winter.

#### General Procedures:

1. All extracurricular activities must be pre-approved by the Principal.
2. All school rules and policies are effective during any student activity, in school or out.
3. Students involved in these activities are to have arranged transportation for end of activity pick up prior to the activity.
4. Grades must be maintained and held above a 77.

#### 6. Physical Education

Physical education is an important aspect of the growth of young people. Physical education is for students in grades K-6. Each student is expected to participate in these classes. A note from home is needed for a student to be excused. The focus for physical education is keeping students active.

#### 7. Library

All students are given the privilege of using the school library. Library time is scheduled at the discretion of the teacher. Books may be checked out and are to be returned in a timely manner. In the case of overdue books, the student may not check out more books until the books are returned. Students will be asked to either wash hands or use hand sanitizer before and after using the library.

#### 8. Music/Band

All students in grades K-8 attend music class. Music class is held in the library. Students in grades 5 and above may participate in our band program. Band class is held in the gym. We are continuing to research guidelines to hold this in a safe, appropriate way. It is our hope to hold a Spring concert showcasing students' learned skills.

#### 9. Art

All students in grades K-8 attend art class. It is an elective class for 9-12 grade students. Art will be held in the cafeteria.

#### 10. Computers

Elementary computers is for grades 1-4. Students learn typing skills and computer terminology. Students in grades 5-8 regularly visit the computer lab for typing and word processing skills.

Students in grade 5 and up are issued a school email address. Please refer to the current Computer System and Internet Use Policy for additional policies regarding use of the school's computer network and Internet access. All students in grades 5-12 must have a current completed and signed Computer System and Internet User Agreement and Parent Permission Form on file in the school office before they will be allowed to access the school's computer resources.

## C. Secondary Handbook (7th - 12th)

### 1. Academic Policies

Junior High: Courses offered in grades 7 and 8 are predominantly skill oriented. Thus, the program consists almost entirely of required courses in Bible, English, Mathematics, the Sciences, Social Sciences, Physical Education, and limited electives.

Senior High: Students in grades 9-12 earn credit toward graduation. Each major (full year subject required for graduation) has the value of one credit. Subjects which meet less than 180 minutes per week, or which are scheduled for only one or two quarters, receive less than one credit. The minimum program that may be taken is five credits and our community service requirements. Students who have demonstrated strong academic ability are encouraged to take additional courses.

### 2. Promotion Policies

Junior High: Generally, a student must pass all subjects to be promoted. If a student shows a considerable weakness in a basic skill or skills, he/she may be required to do remedial summer work. This is especially true of students in Middle School. Maturity and social development will be considered in all promotion decisions.

Senior High: Students must achieve the minimum of cumulative credit requirements (5 credits per year) to be promoted. A failure in any course required for graduation must be made up before entering the senior year.

### 3. Grading System

The grading system used at WCA for grades 7-12 is as follows:

100-99	A+	4.0	84-83	C+	2.33
98-95	A	4.0	82-79	C	2.0
94-93	A-	3.67	78-77	C-	1.67
92-91	B+	3.33	76-75	D+	1.33
90-87	B	3.0	74-72	D	1.0
86-85	B-	2.67	71-70	D-	0.67
			69-	F	0

Some elective courses may not be included in the GPA. Work habits are listed under Bible for 7-8th grade and under individual core classes for 9-12th grade. Work habits focus on executive functioning, personal, and interpersonal skills. These are graded on a 1-4 scale with 4 being the highest.

### 4. Grade Point Average (GPA)/Honors

A student's GPA (Grade Point Average) is determined by adding the numerical values of each course and dividing by the number of courses for each quarter and/or year. A student's cumulative grade-point average is the total average of all course grades beginning with grade 9.

All grades given for homework, quizzes, tests and papers will be rounded to the nearest whole number using traditional rounding rules at close of each grading period.

Highest - Students who have achieved a GPA of 95 or above in every subject

High - Students who have achieved a GPA of 95 or above and no subject grade less than a 90

Honors - Students who have achieved a GPA of 90 or above and no subject grade less than an 85

\*A student must have 5 gradable classes to be eligible for Honor Roll.

Students in grades 7-8 follow the elementary guidelines for honor roll.

### 5. Minimum Course Load

All high school students must be enrolled in a minimum of five courses each year. Less than five courses must be approved by the Administration. All course changes must be made during the first two weeks of school. Withdrawal after this will be recorded as either "Withdrew Failing" or "Withdrew Passing" on the student's record. Senior students' St. Joseph courses count towards the five credits needed.

### 6. Academic Warning/Probation

Warning: Any high school student with any grade below "C" (77) at the midpoint or end of any quarter will receive an academic warning. The student is then considered ineligible for extra curricular activities. Refer to Eligibility for Extra-Curricular Participation for more information.

Probation: Any student receiving a final grade below "C" (77) in any subject at the end of the school year will enter the new school year under academic probation and will be ineligible for extra curricular activities for the first quarter. If the student's grade remains below "C" (77), a conference with the student, parents, teacher, and Principal will be required to determine a course of action which may include being asked to withdraw from WCA.

### 7. Minimum Graduation Requirements

<u>Courses</u>		<u>Credits</u>
English	(4 years)	4
Mathematics	(4 years)	4
Science	(3 years)	3
Social Studies	(4 years)	4
Foreign Language	(2 years)	2
Bible	(4 years)	4
Physical Education	(4 years)	1
Music / Fine Arts	(2 Sem.)	1
Electives	(2 Sem.)	<u>1</u>
	Total	24

Elective Courses may include the following: Band, Wood-working, Creative Writing Workshop, Computer Applications, Drawing, Fundamentals of Art, Health/Wellness, Worship Team, Robotics, Personal Finance. Elective courses are not guaranteed and depend on teacher availability.

Computer proficiency is required for graduation. Additional course offerings are available for seniors and second-semester juniors through St. Joseph's College Early Scholar's program.

In some cases, when students are transferring to WCA, it may be necessary to review the Bible requirements. At the discretion of the Administration, Bible requirements may be waived, thereby diminishing the credits required to graduate.

Graduating seniors are required to successfully complete a senior project that demonstrates not only what they know but also what they can do. Completed as part of their English course, the projects are designed to expand the skills of all students and are not limited to any area of knowledge. The senior project consists of four parts: a paper, a project, a portfolio, and a presentation.

High school graduation ceremonies shall be held to recognize those students who have successfully completed the required courses of study and fulfilled 48 hours of community service. Students who are course or credit deficient or have not met requirements must confer with the Administration. It is the student's responsibility to ensure that all requirements have been met. Windham Christian Academy cannot be responsible for the inconvenience caused by a senior's failing courses during the last days of school.

No one who has an outstanding balance shall be granted a diploma without the consent of the Finance Committee. Any senior who is not in Dress Code at the Graduation service will not be allowed to participate in the service.

## 8. Valedictorian and Salutatorian Qualifications

A student needs to achieve a cumulative GPA of 3.50 or above for the school year for the first seven semesters of the student's academic career to earn the honor of wearing a gold cord at graduation. To determine eligibility for gold cord status, a student's cumulative GPA will not be rounded to the nearest tenth (i.e., 3.499 will not qualify).

Valedictorian\* status is awarded to the honor graduate with the highest grade point average (a minimum 3.67). Salutatorian\* status is awarded to the honor graduate with the second-highest grade point average (a minimum 3.0).

\*In order to qualify for valedictorian/salutatorian honors the student must attend full-time at Windham Christian Academy for her/his entire junior and senior year. A student must have 5 gradable classes each semester during the first seven semesters to be eligible for Honor Graduate (gold cord) status.

## 9. Student Transcripts

For every high school student, a transcript will be made of the courses taken, grades achieved, and credits earned. Copies of transcripts should be made with a written request. The office has 7-10 days to get the transcript out. Official copies of transcripts get mailed directly to the institution. Non-official copies are not signed and may be handed directly to the parent or student. Students applying to colleges will get six free transcripts. After that, a charge is incurred of \$.50 per transcript.

## 10. Cheating

A core value of an institution that seeks to maintain high moral and ethical standards is the intolerance of cheating in any form. Cheating undermines both the integrity of the perpetrator as well as that of the school. The following will be considered cheating:

- The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
- The above may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data or other information.
- Some examples are: deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

If a student cheats or plagiarizes, she/he WILL receive a zero for the entire assignment and may not qualify for make-up of the assignment subject to the teacher's discretion. The school reserves the right to assign additional penalties based on the severity of the offense up to and including suspension or expulsion.

## 11. Plagiarism

Plagiarism is scholarly theft and it is defined as the unacknowledged use of secondary sources. More specifically, any written presentation in which the writer does not distinguish clearly between original and borrowed material constitutes plagiarism.

Because students, as scholars, must make continuous use of the concepts and the facts developed by other scholars, plagiarism is not mere use of another's facts and ideas. However, it is plagiarism when students present the work of other scholars as if it were their own work.

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgment.
- Some examples are: having a parent or another person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

Suspected or apparent plagiarism will be considered as cheating and will be handled according to the Cheating Policy listed above.

## 12. Tardiness

Tardiness affects not only the tardy student, but disrupts students in the class. It is the parents and student responsibility to be at school and in class on time. The schedule allows for a 5-minute passing period between classes. All students are expected to be in class at the start of the class. If a student arrives after class has begun, they should assume they have been marked tardy. If a staff member or teacher detains a student, they will be given a pass indicating the reason for detainment.

## 13. Suspension Policy

A student may be suspended from school for any serious offense. Very specific changes in attitudes and actions will be expected prior to re-admission. Work missed during any suspension will be treated as an unexcused absence. Any additional suspensions will result in a zero for all classes and a required meeting with the Principal.

The Principal has the authority to suspend a student. The length of suspension will be 1-3 days, unless a longer suspension is determined by the School Board.

## 14. Expulsion Policy

Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school. Expulsion may also be recommended for unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the School Board.

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

Procedure:

- In the case of such an offense, the matter will be referred to the WCA School Board.
- The Board will review the matter and advise the Principal concerning expulsion.
- The School Board has the authority to expel any student for non-compliance with the rules and regulations of the school.

## 15. Extra-Curricular Activities

We are pleased to offer students some activities in which to be involved outside of academic areas. Participation involves a commitment on your part to the activity in which you're involved. Only when everyone is seeing it through can an activity fulfill its purpose successfully. Withdrawal, therefore, can only be accomplished after a conference with the leader and a mutual agreement has been reached.

### General Procedures:

1. All extracurricular activities must be pre-approved by the Principal.
2. All school rules and policies are effective during any student activity, in school or out.
3. Students involved in these activities are to have arranged transportation for end of activity pick up prior to the activity.
4. Grades must be maintained above a 77 average.

### Athletics:

Under the guidance of our Athletic Director, WCA has a very competitive sports program on the secondary level. As in all things which we do here at school, our aim is the development of a Godly character and self discipline. As a member of the Maine Christian School Sports League, we compete in sanctioned sports seasons in the following sports:

JV Soccer, Co-Ed	Grades 5-8
Varsity Soccer, Co-Ed	Grades 8 or 9-12
JV Basketball, Co-Ed	Grades 5-8
Varsity Boys Basketball	Grades 8 or 9-12
Varsity Girls Basketball	Grades 8 or 9-12

Every student must have had a physical within the last 2 years and have written permission from a physician to participate in our athletic programs. To be eligible for participation, a student must meet all of the extra-curricular eligibility requirements listed below:

1. A High School student must maintain an average of C-, 77 or greater in every course.
2. Advisor/Coaches will be provided with a list of students who have not met the academic requirement and who can thus not participate.
3. No student may participate in any extracurricular activity unless they are present in school before 11:30 a.m.
4. Students who are ineligible for any reason are not allowed to attend meetings, practices, or participate in any way.

Academics is the first priority for all WCA students. Therefore, participation in anything else needs to be thought of as an earned privilege. If a student's grade slips below a 77 in any subject, the following action will take place:

Any student who's grade is below 77 is placed on Academic Warning and immediately suspended from participation in sport activities until a plan can be formed or work completed. Students who are ineligible for

any reason are not allowed to attend meetings, practices, or participate in any way. The student, coach, and parents will be notified of student's ineligibility to participate.

A student must apply to the teacher for a re-evaluation of their grade. If the grade is above 77, the student brings the grade from the teacher to the Principal's office. The Principal notifies the coach and parents and the student is allowed to return to full participation. The student's grade will continue to be monitored and if it should fall below 77 again, the student will not be allowed further participation in the activity.

All students are recognized for their extra-curricular participation and achievements at special Awards Nights scheduled throughout the school year.

## 16. Community Service Requirements

Yearly required service hours are as follows:

Grades 9 - 12 12 hours per year (6 per semester)

Students must complete service hours to participate in extracurricular activities and to be promoted to the next grade. Students may work on fall service hours beginning September 7th. Two hours will be accepted from over the summer. Spring service begins on the first day of the third marking period. Students must participate in a designated amount of community service during their freshman, sophomore, junior and senior years. Service hour sheets will become of part of a student's records.

All students are required to submit a reflection paper per semester for completion of service hours. These are submitted to their Bible teacher. The reflection paper should be at least 150 words long and must be typed double space. Consider the following questions when writing the paper: What was one success of your experience? What could be improved upon if you were to do this again? What did God show you as a result of this time of service? Be specific.

## 17. Student Driving

Student drivers are allowed to drive to and park in the designated parking areas at school. Vehicles will be driven in a responsible manner on campus. Inattentive or irresponsible driving as reported to the school office, will not be tolerated and may be subject to restriction and parents will be notified.

Inattentive or irresponsible driving includes, but is not limited to, speeding, rapid acceleration, racing, burning tires, or making illegal turns. Students may not go to their cars or to another student's car during school hours unless they have received permission in the school office. Student's may not ride in another student's vehicle without both set of parent's permission.

## 18. Student Jobs

Students are not permitted to work during school hours. A student should have satisfactory grades in order to keep an after school job. Work permit requests must go through the student's town superintendent.

## 19. High School Banquet

The highlight of the high school year is the banquet in the spring. The school is in charge of the organization of the high school banquet as far as location, dress, food, and costs, with input from the senior class. Students receive awards and recognition for the school year.



## 20. Senior Supper

Our senior supper is held for our seniors, their immediate family members, and their teachers. It is an intimate gathering and time for prayer, food, fellowship with the departing class.

### **D. Programs And Offerings For Home Schooled Students**

#### 1. Day at WCA Program

This program is designed to meet the needs of the home schooling community for extra curricular activities and social stimulation. Each Wednesday, home schoolers are invited to spend the day at WCA. As a group they will receive: physical education, music, art, library, typing, and STEM projects. This program is offered to 1-6 grade students. Please call the school office for more information.

#### 2. Standardized Testing

Homeschooled students are allowed to join the school for any of our standardized testing at a fee of \$50.

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