



WHITE MOUNTAIN
CHRISTIAN ACADEMY

White Mountain Christian Academy
Student/Parent Handbook
2023 - 2024

Student Name: _____

School Colors & Team Mascot: Crimson/Gold - Warriors
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WMCA: An Affiliate Ministry of White Mountain Bible Church, WMBC

The Student/Parent Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of White Mountain Christian Academy (or the “School”). Although the *Handbook* is not intended as a definitive statement on all subjects, it is written to answer the most frequent questions asked about the policies and procedures of WMCA. It is important to realize that our policies and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient and consistent approach to problems.

Commitment to these policies and procedures by students, parents and staff enables WMCA to run in a smooth, orderly manner. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, guardians, students and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

MISSION STATEMENT

White Mountain Christian Academy exists to serve Christ and His Kingdom by sharing the Gospel and partnering with parents to train students by way of Scripture and the traditions of Classical education.

White Mountain Christian Academy Statement of Faith

1. We believe in the Scriptures of the Old and New Testaments as being verbally inspired and completely inerrant in the original writings and of supreme and final authority in faith and life (Psalm 119:89; Isaiah 40:8; Matthew 5:17-18; Luke 24:27, 44; John 10:35; 2 Timothy 3:16-17; 2 Peter 1:21).
2. We believe in God, eternally existing in three Persons: Father, Son and Holy Spirit (Genesis 1:26; Deuteronomy 6:4; Isaiah 44:6; Matthew 28:18-19; John 6:27; Acts 5:3-4; Hebrews 1:1-8; 2 Corinthians 13:14).
3. We believe that Jesus Christ was begotten of the Holy Spirit and born of the Virgin Mary and is true God and true man (Isaiah 7:14; Matthew 1:16, 20-25; Luke 7:48; John 11:35; Philippians 2:5-8; Titus 2:13).
4. We believe that man and woman were created in the image of God and their sexual identity is given by God according to their DNA at birth; that he sinned and hereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature (Genesis 1:26-27; Genesis 2:16-17; Genesis 3:1-7, 22-24; Psalm 14:1-3; Psalm 51:5; Ephesians 2:1-3).
5. We believe that God ordained marriage as a life-long relationship between one man and one woman for the purpose of sexual intimacy, companionship, and procreation. Marriage is a picture of Christ’s sacrificial love for the church and the church’s joyful submission to Christ. (Gen 2:18-25; Matt 19:3-9; Eph 5:22-33)
6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as the representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood (Isaiah 52:11-53:12; John 1:29; John 3:16; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Hebrews 9:22).
7. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life for us as High Priest and Advocate (Isaiah 53:12; John 20:19-20; Acts 1:9-11; Hebrews 4:14; Hebrews 7:25; 1 John 2:1).

8. We believe in “that blessed hope,” the personal, bodily return of our Lord and Savior Jesus Christ (John 14:1-3; 1 Thessalonians 4:13-18; Acts 1:9-11).
9. We believe that all who receive by faith the Lord Jesus Christ, are born of the Holy Spirit and thereby become children of God, a relationship in which they are eternally secure (John 1:12; John 10:28-30; Acts 16:31; Romans 8:28-39; Ephesians 2:8-10; Titus 3:5).
10. We believe in the bodily resurrection of the just and of the unjust, the everlasting blessedness of the saved and the everlasting conscious punishment of the lost (Isaiah 53:12; Luke 16:19-26) John 5:25-29; Revelation 14:10-11; Revelation 20:11-15).
11. We believe that the gifts of the Spirit are given to (1) glorify God and (2) edify the body of believers (1 Corinthians 12:1-11; 14:1-12), and that any gift used within the church must be in total agreement with God’s Word.

All WMCA teachers, administrators, and staff, in their respective roles as an extension of the ministry of White Mountain Bible Church (WMBC) and must agree to the affiliated ministry requirements for employment. Thus, every WMCA teacher, administrator, and staff is critical to pursuing and achieving the mission of White Mountain Christian Academy, which is to impact the world for Jesus Christ by partnering with Christian families, faculty and churches to maximize each student's God-given potential helping them become more like Christ.

This Statement of Faith does not exhaust the extent of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of human affairs.

For purposes of the organization’s faith, doctrine, practice, discipline, and policy, WMCA recognizes and understands that the duly elected Elders of WMBC are the organization’s final interpretive authority on the Bible’s meaning and application.

I understand that WMCA is a affiliated ministry of WMBC which is accountable to the duly elected Elders of WMBC and all doctrine and policies shall serve as the foundational and guiding principles for all of WMCA’s policies (i.e. hiring, training, and curriculum development) and practices (i.e. teaching and worship).

Having read the above Statement of Faith, I sincerely receive and adopt it as containing the system of doctrine taught in the Bible and agree that if at any time I find myself out of accord with this Statement of Faith, that I will, on my own initiative, make known to the WMCA Board Chairman the change that has taken place in my views since my last written affirmation of this Statement of Faith and, if requested, quietly and voluntarily remove myself from employment or enrollment at, or affiliation in any capacity with, WMCA. I understand and affirm that this requirement is a material term and a condition precedent to my continued employment, enrollment, or other affiliation with WMCA.

Human Nature, Marriage, and Sexuality

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of White Mountain Christian Academy.

We believe that man and woman were created in the image of God and their sexual identity is given by God according to their DNA at birth; that he sinned and thereby incurred not only physical death, but also spiritual

death which is separation from God; and that all human beings are born with a sinful nature (Genesis 1:26-27; Genesis 2:16-17; Genesis 3:1-7, 22-24; Psalm 14:1-3; Psalm 51:5; Ephesians 2:1-3).

We believe that God ordained marriage as a life-long relationship between one man and one woman for the purpose of sexual intimacy, companionship, and procreation. Marriage is a picture of Christ’s sacrificial love for the church and the church’s joyful submission to Christ. (Genesis 2:18-25, Matthew 19:3-9; Ephesians 5:22-33)

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, and bisexual conduct) is sinful and offensive to God (Matthew 15:18-20, 1 Corinthians 6:9-10).

We believe that to preserve the function and integrity of White Mountain Christian Academy and to provide a Biblical role model to the student body and the community, it is imperative that all persons employed by or enrolled in White Mountain Christian Academy in any capacity or who serve as volunteers, adhere to and abide by our Statement of Faith and Statement on Human Nature, Marriage, and Sexuality.

It must be understood that regardless of age no one will be allowed to practice, open or hidden, behaviors that go against the Scriptural stance we have presented above. Staff, volunteers, visitors, parents, and students will at all times live in obedience to the Bible’s stance on human nature, marriage, and sexuality. Anyone acting or speaking in contradiction to Scriptural principles on these subjects will immediately be asked to leave the premises. Those possessing status as faculty, volunteers, or students will automatically be reviewed for the revoking of their affiliation with WMCA.

I. ACADEMIC PROGRAM

CURRICULUM

GRADUATION REQUIREMENTS

A minimum of twenty-four (24) units of credit are required for graduation if a student attends WMCA all four years. Adjustments are made for transfer students by waiving Bible credits and/or the fourth History credit for any previous years in other schools.

Transferring students will have their transcripts evaluated in light of our requirements. GPA Transfer Policy: WMCA accepts transferring grades as indicated on the official transcript. This school has the final discretion as to whether or not to accept the transferring course. All transferring course grades will be weighted consistent with WMCA standards.

1. While a student must complete a minimum of twenty-four (24) credits for graduation, they must also complete the minimum requirements within each discipline of study, including electives.
2. Electives: A student is required to complete a minimum of four (4) units of electives (a unit is two complete semesters). The state requirement of 1 unit of Fine Arts does not count toward the minimum four (4) elective units. However, any courses taken beyond the WMCA minimum requirements will be considered “elective” courses.
3. Students may only use summer school and online courses for credit recovery or grade replacement. **All classes** offered at WMCA, except in special circumstances with approval from the Headmaster.

MINIMUM GRADUATION REQUIREMENTS

The following table shows the minimum White Mountain Christian Academy graduation requirements, university entrance requirements, and minimum Arizona requirements for graduation, for reference. For a student to receive a WMCA College Preparatory Diploma, he or she must qualify for an unconditional acceptance to a state university. D’s in core subject areas will not qualify a student.

Subject Area	WMCA High School Diploma Minimum graduation requirements	WMCA College Preparatory Diploma Requirements (*4-year University Entrance Requirements)	AZ State Minimum Graduation Requirements
Bible	4 credits	4 credits ^ (*None)	None

English	4 credits	4 credits (*4 Units)	4 credits
Math	4 credits**	4 credits* (*4 Units)	4 credits **
History	4 credits^	4 credits^ (*3+ Units)	3 credits
Science (lab science)	3 credits	3 credits (*3+ Units)	3 credits
Fine Arts	1 credit	1 credit (*1 Unit)	1 credit
Foreign Language	0 credits	2 credits (*2+ Units)	0 credits
Electives	4 credits	2 credits	7 credits

^Indicates requirements to graduate from White Mountain Christian Academy that are above minimum requirements for the state of Arizona.

**Must include Algebra 1, Geometry, Algebra 2 and one other approved course.

Students unable to graduate their senior year will be notified before the end of the second semester of their senior year. Any senior who does not meet graduation requirements will not be allowed to go on the Senior Trip or walk at graduation. In the event of extenuating circumstances that cause a student to not be able to complete a course, or a failure of one core class in the second semester of senior year, the Headmaster and the teacher of the course will come together to decide if the student will be able to participate in the end of the year Senior activities (Senior Trip and/or Graduation). If the student is allowed to participate in these activities, they will sign a contract stating when coursework must be completed and their diploma will be held by the Headmaster office until official transcripts are received and/or other requirements are met.

<u>Standard Diploma:</u>	<u>College Prep Diploma:</u>
Class of 2023 and beyond: English 4 credits Math 4 credits (must include Algebra 2) Science 3 credits History 4 credits* Fine Art 1 credit Bible 4 credits* Foreign Language 0 credits <u>Electives 4 credits</u> 24 credits *Indicates requirements to graduate WMCA that are above minimum requirements for the state of Arizona.	- Meets minimum state requirements (Standard Diploma) with the addition of 2 years of foreign language and one math course beyond Algebra 2 - Meets grade minimum requirements by obtaining a C- or above in every core or credited course

VALEDICTORIAN/SALUTATORIAN CALCULATIONS

All four years of high school (and only courses taken during the four years of high school) will be manually calculated using the 5 core classes; Bible, English, Math, Social Science, Science. In the event that a student chooses not to take 5 core classes, an elective will be used as the 5th class. Valedictorian/Salutatorian designation will be based on the manual calculation, but the cumulative GPA shown on transcript will be an accumulation of ALL classes taken in high school. All classes will be worth the GPA points assigned to the grade earned. A weighted GPA will be used for ranking. Only students that have attended WMCA full time for their Junior and Senior years, taking all of their core classes at WMCA, are eligible for these honors.

GRADING SYSTEM

<u>Grade</u>	<u>Numerical Equivalent</u>	<u>GPA Point</u>
A+	97 – 100	4.3
A	93 – 96	4.0
A-	90 – 92	3.7

B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	65 – 66	1.0
F	64 and Below	0

“P/F” (Pass/Fail) will be given to students serving as teacher’s aides and for study halls. Students receive a credit for teacher aide, but not for study hall.

“INC” (Incomplete) will be given to students who fail to fulfill the minimum essentials required, but whose deficiencies are such that they can be made up either by special examinations or some other manner rather than by repeating the course. This grade automatically becomes a failure at the end of two weeks after the grading period unless the student has completed the additional work assigned. The responsibility for removing the “INC” is placed entirely on the student.

WITHDRAWAL FROM WMCA

Withdrawal grades are issued at the time of withdrawal. Credit is only awarded for completed semesters of course work.

ACADEMIC ACHIEVEMENT STANDARDS

Students are required to pass the core subjects and applicable elective classes that are necessary for graduation. The core subjects are: Bible, English, Math, History, and Science. Students receiving a failing grade in any of these five core subjects will be placed on probationary status and the failed class must be made up before they are restored to good standing. Students must complete their assigned class, or receive a failing grade, if the drop/add deadline has passed. If a student receives a “D” or “F” in a core class and it is not improved in a summer or correspondence class, the student will not be eligible for the WMCA College Preparatory Diploma. Only high school semester grades are reported on transcripts. Each final semester grade for High School Courses is calculated with 80% from the semester grade and 20% from the Final Exam grade.

For 7th and 8th grade courses the Final Semester Grade is calculated with 90% from the semester grade and 10% from the Final Exam grade. 6th grade will not have Final Exams.

SCHOOL SUPPLIES

Students are required to bring notebooks, paper, pens, and pencils to all classes. At WMCA, your Bible is an important textbook; students should be prepared to bring their Bible to every class. We require students to use the Legacy Standard Bible (LSB), which is a “literal” translation Bible.

MIDDLE SCHOOL HOMEWORK

What kinds of schoolwork are students to do at home? Homework is an intentional and purposeful exercise designed:

- To prepare/supplement for an activity/lesson,
- To extend learning beyond the activity/lesson, and/or
- To practice skills by which the student has not yet demonstrated mastery,
- To reinforce skills / learning,
- To practice learning habits,
- To build towards something that is to come.

Teachers will assign homework on a regular basis. Nightly reading of the bible and literature, as well as a regular practice of math concepts, are valued expectations for middle school. Students should organize their schedules, prioritize time appropriately, and take advantage of time given in a wise manner. Teachers will strive to provide meaningful experiences that do not consume the time of a child after 7+ hours of learning throughout the school day. Homework promotes habituation of virtue and fosters growth in a child’s self-discipline, organizational skills,

responsibility, and larger independence. As such, the completion and submission of all homework assignments, projects, recitations, papers, and readings *by the deadlines assigned* is essential for all students.

How much time should a student at WMCA spend on homework? The length of time that students need to complete a homework assignment will vary widely depending on the student.

Parents and students can expect faculty members to bear the following guide in mind:

- 6th Grade students can expect assignments, in addition to reading, for an average of 60 minutes a day*
- 7th Grade students can expect assignments, in addition to reading, for an average of 75 minutes a day*
- 8th Grade students can expect assignments, in addition to reading, for an average of 80 minutes a day*
- On weekends, students can expect some math, reading, and perhaps the completion of an on-going class project. It is our hope homework will not exceed 60 minutes total on any given weekend*

** While teachers intentionally attempt to avoid overloading students, there may be times when the workload is heavier than others. In addition, a student's familiarity with the content and management of class time to complete work will vary from student to student which will also contribute to a student's homework load.*

HIGH SCHOOL HOMEWORK

Homework is an important factor in the development of responsible students. However, as a covenant school, which seeks to partner with the family, we also understand and appreciate the importance of time spent at home with the family and in extracurricular activities, as well as the need for adequate rest. Families should be intentional in planning their students' schedules to help students find a healthy balance.

Homework assignments will be designed as a preparation, practice, or extension of classroom instruction. Homework may include re-working notes, studying for a test, completing a project, preparing for a presentation and required reading. From long-term assignments requiring pacing and managing one's time calling for more time and effort on the student's part, many factors affect homework on the High School level. There is no established guideline for the amount of time that should be devoted to homework at this level. On the night before a major test, or in preparation for completion of a major project, a student may spend more time. Additionally, a student's potential involvement in several extracurricular activities necessitates excellent time-management skills. It is in the student's best interest for future success to develop such skills. If a student struggles with time-management issues, homework on any given night may require additional time. The student who keeps up his/her work on a daily basis is the most successful.

In scheduling homework and exams, WMCA faculty will be guided by the following norms. These teachers are also encouraged to carefully consider their requirements over holiday periods.

1. Students should be notified of major homework assignments and dates for exams at least five days in advance of the due date. Research and other long-term projects should be assigned at the beginning of the semester or quarter.
2. Homework assignments (excluding assigned reading in English classes) will not be due nor any quizzes or exams scheduled during the first two days back in school following a long vacation (i.e. fall, winter, and spring breaks).
3. The three days prior to the semester final exams are designated for reviewing for finals. No major assignments should be due (unless connected to the review process) nor exams scheduled during this period.
4. Teachers will make every effort to coordinate assignments and exams to ensure that students are not being overloaded. In general, students should not have more than two major tests, essays, or projects (counting for more than 25% of grade as a category) due on the same day, although on rare occasions students may have three, particularly in short weeks leading up to or following vacation periods or unique school calendar events.

HIGH SCHOOL LATE WORK

It is our desire to train our students to be dependable people of integrity in preparation for Christian adulthood. Hebrews 12:11 tells us, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

Each High School teacher may have a distinct late work policy that works best within that context. It is our expectation that all assignments will be turned in on time. In the rare case where this is not possible, then one of the following alternatives will be applied:

1. The teacher will make a professional decision based on the context of the situation and personal discretion.

2. Students will contact the teacher **before the due date** when work cannot be handed in on time, and they will work out an alternative plan.
3. Work turned in late, but within a time limit set by the teacher, may receive partial credit. If work is turned in after the late time limit set by the teacher, it may receive a zero.

GRAMMAR SCHOOL HOME ASSIGNMENTS

Home assignments connect school to home, reinforcing the habits of attentiveness, timeliness, orderliness, and responsibility. Home assignments enable parents to apply the principle, “education is a discipline.” We also believe that education is a “life.” The whole of the child’s life should be filled with living ideas and books. The child has a natural craving for ideas, knowledge, and learning, and this need for nourishment must occur both at home and school.

Following are some guidelines with regard to home assignments:

General guidelines:

- Parents establish a set time and place for the completion of home assignments.
- Allow for snack and playtime prior.
- Attempt consistency in time and place.
- Create learning “space” which enables concentration and is free of personal distractions. This “space” should include both an appropriate location and an appropriate time. Wise families establish a home-wide “reading hour,” as adults model the value of reading and study alongside their children.
- Check daily your child’s homework calendar/folder to see what may be assigned.
- On a day with no home assignments, the child may read or do a personal project (puzzles, games, math facts, etc.). In keeping with the covenant philosophy of Grammar School’s founding, no homework will be assigned to any student on Wednesdays, except for a limited amount of math, in order to support the family’s choices in evening church attendance and/or other family priorities.
- Reading should be a daily activity of twenty to thirty minutes, whether a pleasure book, school assignment, or family book.
- Grades 1-3: Plan to read twenty to thirty minutes, combining “read by,” “read with,” and “read to.”
- Grades 4-5: These students should read a minimum of thirty minutes. A thirty-minute reading period prior to bedtime is an excellent habit to establish in these grades.

Survey your family’s weekly schedule to note time commitments and activities (sports, music lessons, church, etc.) and compare them relative to assignments. This will help in the creation of a daily routine for follow-through and completion of home assignments.

Home assignments may consist of the following:

- Kindergarten:
 - Daily reading and recitation practice.
- Grades 1-3:
 - Daily reading.
 - Types of home assignments may include: mathematics, narrations, recitations, memory verses, and practice in certain areas such as math or special theme-related projects.
- Grades 4-5:
 - Daily reading.
 - Types of assignments may include: mathematics, recitations, memory verses, book reports, theme related writing, reading, research or project, math practice, or review.
 - Independent-type work - Parents should be less directly involved, depending on the child’s ability. However, the parent is to provide accountability in work quality and completion.
 - These assignments are designed to instill the habits of study, independence, and responsibility.

STANDARDIZED TESTING

The use of standardized testing at Grammar School is fourfold:

- 1) To provide the school with baseline information regarding the child's progress in reading and mathematics.
- 2) To provide a method of tracking and addressing curricular and methodological issues within the grades.
- 3) To make possible comparisons with other schools in the basic curriculum areas.
- 4) To enable accountability for the quality of the educational programs within the school.

Grammar School utilizes standardized testing for grades 2-5, which includes sub-tests entitled verbal reasoning, vocabulary, reading comprehension, writing mechanics, writing concepts and skills, quantitative reasoning, and mathematics. Parents receive the results of their children's scores at the end of the school year along with the final Report Card. Copies of the scores are placed in the student's cumulative permanent record.

GRAMMAR SCHOOL LATE, INCOMPLETE, AND 'SLOPPY' ASSIGNMENTS

As each of us in the Grammar School community has full lives, we understand that "life happens" and that, on occasion, unexpected events may prevent a child from completing his/her assignments when they are due. As we seek to partner with you to instill the habits of respect and responsibility, however, these should be just that – on occasion.

The habit of responsibility is taught when we encourage children to stick to a task until completed well and on time. The habit of respect is taught as the student learns that the teacher has asked for an assignment at a particular time and has scheduled time in his/her day to provide feedback for the child on that assignment.

It is our expectation that all assignments will be turned in on time. In the rare case where this is not possible, then one of the following alternatives will be applied:

- The teacher will make a professional decision based on the context of the situation and personal discretion.
- Students will contact the teacher before the due date when work cannot be handed in on time, and they will work out an alternative plan.
- Students will hand in whatever work is completed for partial credit.
- Work turned in late, but within a time limit set by the teacher, may receive passing credit. If work is turned in after the late time limit set by the teacher it may receive a zero.

Additionally, such events as sports team practice and other previously scheduled extra-curricular's cannot be used as an excuse for a child's not completing work in a timely manner. If work is late due to such events, the policy above applies.

Further, as we want our students to "aspire to excel," close attention will be paid to detail when evaluating students' work. Times will arise when students are asked to correct work or to rewrite an assignment with neater handwriting. This does "go against the grain" of our culture that practices "anything goes," but as we are partnering with you to train up children in the way that they should go, children must learn that, as they become mature adults, if they want to honor God with gifts and talents with which He has blessed them, they should "aspire to excel" in every way and always do their best. On that note, having small classes makes it feasible over time for teachers to understand when a student is truly putting forth his/her best efforts. A student should never be held to an impossible standard but encouraged to always put forth his/her best effort.

ELECTRONIC RESOURCES AND USE OF NETWORK

The goal at White Mountain Christian Academy is to promote academic excellence by providing students Internet access. WMCA endorses the Internet as an educational tool and encourages the use of databases and educational websites. Email access is also allowed as a tool for saving and sending student work. WMCA offers access to its website and/or where applicable, computer and Internet access for educational and instructional purposes.

The School recognizes that access to technology gives students greater opportunities to learn, communicate and develop skills to prepare them for future work and life in general. The School may provide the privilege of Internet access, access to computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email and more.

Use of any computer, other device or any School wireless or wired network, servers, website, or other equipment or materials are expressly subject to the School's handbook and any other School policies and procedures,

including, but not limited to any Electronic Use Agreement or Acceptable Use Policy which is included, as appendix 1, as a part of this Handbook and incorporated herein by reference. Parents agree upon enrollment and/or re-enrollment to abide by the terms and conditions of WMCA's Handbook, including the Electronic Use Agreement.

Reasonable precautions have been taken to limit inappropriate use and restrict access to offensive or questionable material through our web filtering software, however, due to the nature of technology, absolute control of all online activities is impossible. Therefore, the ultimate responsibility of Internet activity rests in the hands of the user.

All WMCA students are expected to comply with student conduct standards and the Electronic Use Agreement and/or any Acceptable Use Policy. This also applies to laptop computers and handheld devices brought by the student on campus. WMCA reserves the right to log and monitor the use of all systems. Students must not attempt to circumvent the web filter to access sites deemed inappropriate or seek to harm, modify or destroy hardware or any system relating to electronic information or resources. Students are prohibited from downloading or uploading any executable file on the School's network.

As set forth in the Electronic Use Agreement, all network equipment and information thereon is the property of the School. There is no expectation of privacy in the contents of any computer files on the School's network or equipment or to information received or transmitted over the School's network. The School reserves the right to monitor, inspect and search the use of any of its equipment or information stored or transmitted over its network and to take disciplinary action based upon any violation of School policies or conduct standards. Infractions of these standards may result in termination of access privileges and/or appropriate disciplinary action as deemed by the administration. If parents do not wish their child to have access to the Internet or email, they must notify the School Office.

REPORT CARDS AND CONFERENCES

Progress reports will be available on the Gradelink at the end of every quarter. In order to keep a student informed of his/her progress, grades will be regularly posted on Gradelink. Please contact the teacher if you have a question about your student's progress or grades. The teachers are usually available for conferences after 3:00 pm. Please contact the teacher via email to arrange a conference. All meetings between teachers and parents need to be pre-scheduled in order to respect teacher classroom time.

FINAL EXAM GUIDELINES

Parents and students should take this into consideration when scheduling appointments, vacations, etc. Any rescheduling of final exams **must** be approved by the Headmaster. Under certain circumstances, individual students will be granted permission to reschedule examinations. Students who have emergency situations such as serious illness or family tragedy can apply to reschedule an exam. Also, students can apply in advance to reschedule an examination for verifiable school-sponsored or education-related reasons such as a conflict with a make-up AP exam. Except in extreme circumstances, travel convenience, personal vacation plans, or other personal commitments will not constitute a reason to reschedule exams.

EXTRA CREDIT

WMCA recognizes that teachers may desire to give students extra credit for extra work done. When this extra credit is given the following principles should be adhered to:

1. Extra credit should be academic in nature and of an educational value. The number of points given should reflect the difficulty of the assignment. Extra credit should not be worth more than five percent of the total quarter grade.
2. Extra credit should extend, stretch and expand the student's understanding of a concept.
3. Extra credit should be just as it is labeled, "Extra credit" and not, "In place of credit". **Consequently, students must have all other assignments in before they are allowed to receive points for extra credit.**

MATH PROGRESSION

GRAMMAR SCHOOL

Students in grades 2-5 must receive an overall year-end math grade of 75% or better in order to continue on to the next math level. If a student receives below 75% for the year, parents, teacher and administration will meet together to determine the best course of action for the following year for the student. Our desire here is to have students show mastery of their math course before moving on to the next level.

High School Progression Policies

- 1) **Low Grades:** If a student receives a D (Below 70%) in a math class he/she will receive credit toward graduation but will not be able to continue in the math sequence until that class is retaken and passed with a C or better. On an individual basis, administration may choose to progress a student in math.
- 2) **Taking Courses Above Grade Level:** Students taking a math course above grade level must receive a semester grade of B (83%) or better to progress to the next math course. If they do not, students must repeat the course at WMCA.

Middle school Progression Policies

- 1) **Low Grades:** Students not maintaining a C or better in middle school math (Course 1, 2 or 3) will be required to retake the course if they are ahead of grade level. The math teachers may choose to progress a child, even if his/her grade is low if he/she would be behind grade level. If a student has progressed, tutoring will be required to be successful at the next level. Our desire here is to ensure that your child will be on track to maintain graduation requirements as set by the state of Arizona (4 years of high school math and must include Algebra 2). Colleges generally require 4 years of high school math including Algebra 2 and one class beyond.
- 2) **Testing out of a course:** MS students who wish to move ahead in the math sequence may attempt to test out of a middle school course (Course 1, 2 or 3) over the summer by taking the second semester final exam for that course. The Headmaster and Math Department must be notified. Students are responsible for studying for this exam on their own. Students must score over 90% on that exam to be permitted to move to the next course in the math sequence. No student will be permitted to test out of a high school math course (Algebra 1 or higher).
- 3) **Taking Courses Above Grade Level:** Students taking a math course above grade level must receive a semester grade of B (83%) or better to progress to the next math course. If they do not, the student must repeat the course at WMCA.
- 4) **Taking High School Courses:** MS students taking Algebra 1, Geometry or Algebra 2 must receive a B or better to progress.

Students must earn at least 90% in their previous math class in order to go into the honors track. Once in honors classes, students need to maintain an 83% to stay in honors courses.

MIDDLE SCHOOL STUDENTS TAKING HIGH SCHOOL COURSES

All middle school students who complete a core high school course (Math and/or Foreign Language only) will receive credit on their high school transcript toward graduation, and this grade will be calculated into their high school GPA. Credit completed in Middle School will not be factored into the calculations to determine Valedictorian/Salutatorian (see separate policy entitled Valedictorian/Salutatorian Calculations). Middle school Parents and Students will be fully informed prior to enrollment that these are high school courses and will count for high school credit*. Middle school math students wishing to take a high school math course are required to have a teacher recommendation prior to enrollment.

* If a student is unsatisfied with their grade in a high school course taken during middle school, they may retake the course in high school and elect to leave the course taken in middle school off of their high school transcript.

Note: Students are required to complete four credits of high school math in order to graduate; this includes: Algebra I, Geometry, Algebra II, and one advanced math course. It may be possible for a student to have completed their minimum math requirements earlier than their senior year. If this is the case, please realize it is a WMCA requirement that students take math all four years of high school in order to maintain their math skills for college. Otherwise, students enter their fall semester of college having taken no math course for two summers and an entire academic year. However, students who have completed the minimum math requirements may petition a

board (composed of Headmaster and High School Teacher) to override this requirement with a different academic course (science, for example) or other approved learning opportunity. Students completing high school credits in middle school also understand that the completion of these credits does not exempt students from the 6 course requirement for their senior year at WMCA.

HONOR ROLL

High Honor Roll:

Any student earning a weighted grade point average of 3.75 or better in a semester.

Honor Roll:

Any student earning a weighted grade point average of 3.5 to 3.74 or better in a semester.

GRADE REPLACEMENT OPPORTUNITY (GRO)

As part of our desire to educate redemptively, each high school student will be given the opportunity to replace grades for a maximum of two classes during their high school career at White Mountain Christian Academy. Both grades for a course will appear on the transcript, but only the higher of the two will calculate into the GPA and only one will be counted for credit toward graduation. For courses taken off campus, the same rule will apply; however, if a student should receive a grade lower than they had received at WMCA, the school or the student may opt to not declare this grade on their WMCA transcript (most colleges will require an official transcript from all learning institutions where grades were received upon admissions). The exception to this rule is middle school students who take a high school level course and then retake that same course in high school. In this case, the grade earned while in middle school will not appear on the high school transcript. Transfer students cannot apply the GRO policy to work taken and retaken at another institution. Students must receive prior approval from the Headmaster before retaking a course at WMCA. The deadline for Seniors to submit the GRO form to be considered in ranking for Valedictorian or Salutatorian is the end of the 1st semester of their senior year.

CREDIT RECOVERY

Students must make up failed classes through an accredited summer school, accredited online program, or by retaking a course at WMCA (See Grade Replacement Opportunity). **All classes to be counted for credit towards graduation from WMCA must receive prior approval from the Headmaster.** Students failing classes in any given school year totaling two or more credits in core subjects may find it necessary to withdraw. Seniors who fail more than one core class in the 1st semester may have to withdraw from school. A senior entering his/her second semester must have 20.5 credits in the required classes to continue at WMCA. This policy ensures that students are maintaining at least the minimum academic progress needed to be moving toward graduation. If the school administration determines it is unlikely a student will graduate from WMCA due to failed classes, that student may be withdrawn from school.

ACADEMIC PROBATION and CONDUCT PROBATION

II. STUDENT LIFE

UNIFORM AND DRESS CODE POLICY K-8

The WMCA Uniform and Dress Code Policy has been designed to benefit our students and help us better achieve our mission in three primary ways.

1. To Foster a Unity of Believers: Over time, school uniforms will help temper the material prejudice evident in a school community by helping us to look past the outward appearance, and encourage us to better appreciate others for who they are, not what they wear. "...The Lord does not look at the things people look at. People look at the outward appearance, but the Lord looks at the heart." (1 Sam. 16:7) By reducing material distinctions of a passing nature, the distinctions of truth and opinion can be heard more clearly.
2. To Encourage a Unity of Purpose: School uniforms will demonstrate a unity of purpose, for the same reasons as those in professional organizations and those on athletic teams. Our prayer is that uniforms will help to release students from the pressures of superficial cultural standards, allowing them to grow in their ability to pursue wisdom and virtue.

3. To Provide a Greater Clarity of Expectations and Increased Focus in the Classroom: By simplifying our expectations for student dress, the need for enforcement and discipline will be lessened, thus improving the focus of instruction for students and teachers.

General Guidelines

- Clothing must be in good repair. Finished hemlines are required. They should not have any rips, frays, cuts, or raw edges.
- Undergarments may not be visible at any time, at any WMCA event on or off campus.
- Shorts/Skorts/Skirts are not to be rolled up in any way.
- Alterations to any clothing items must be approved by Headmaster.

Tops

- A WMCA logoed collared polo shirt, either short or long-sleeved, must be worn Mondays through Thursdays but is optional when approved spirit wear is permitted. Previously purchased WMCA logoed polo shirts are allowed.
- Uniform polo shirts must be purchased through One 45 Designs.
- All shirts must be large enough in cut to cover from the neck to below the waistband whether the student is sitting, standing, or walking through the halls with a backpack.
- T-shirts or any other shirt may not be worn over the daily uniform shirt.

Pants

- Pants approved color is Khaki.
- Khaki Dockers-type or cargos are acceptable.
- Ladies may wear Capris.
- Pants may not be oversized, baggy, or too tight.
- Must be always worn at waist height.
- Leggings or tight-fitting stretch pants may only be worn under a skirt/skort/Jumper, not as pants.
- Pants/Khakis for both Ladies and Gentlemen, may be of any brand.

Shorts

- Shorts approved color is Khaki.
- Shorts must be mid-thigh in length or longer, not to exceed the bend of the knee, and must be worn at the waist.
- Shorts must fit properly, not overly baggy, or too tight.
- No Spandex/bike, athletic, or sweat shorts are allowed.
- Shorts for both Ladies and Gentlemen, may be of any brand.

Skirts/Skorts/Jumpers

- Skirts/Skorts/Jumpers approved color is khaki, burgundy/crimson, and plaid. The plaid must incorporate colors of burgundy/crimson, gray and gold or white only.
- Approved length of all skirts/skorts/Jumpers must be no shorter than 4 inches above the knee.
- Leggings or tight-fitting stretch pants may only be worn under skirts/shorts/Jumpers in the approved colors – burgundy/crimson, white and gray.
- Skirts and Jumpers are to be worn with black or gray spandex or bike shorts, fingertips in length.
- Fishnet stockings are not allowed.

Sweatshirts/Zip Ups/Pullovers/Hoodies

- WMCA-approved sweatshirts, zip ups, pullovers, and hoodies, must display an official WMCA logo. Certain hoodies and pullovers purchased as part of WMCA-sanctioned trips, events, and athletic events are also approved to wear daily.
- WMCA-approved sweatshirts, zip ups, pullovers, and hoodies must be worn over the collared polo shirt that displays the official WMCA logo.
- Sweatshirts/Zip Ups/Pullovers/Hoodies displaying a WMCA logo must be purchased through the WMCA Spirit Store. These types of clothing items may or may not be available for purchase at any given time.
- Hoods of sweatshirts may not be worn up overhead during classroom settings.

Physical Educations Uniform

- Physical Education uniforms are required for grades 5th through 8th
- A complete change from school uniform clothing is required. No school uniform clothing may be worn over or under physical education clothes.
- Each student is required to wear sneakers (secured), socks, and an official WMCA P.E. Shirt and official WMCA P.E. shorts or active pants.
- All P.E. shirts must be large enough in cut to cover from the neck to below the waistband whether the student is sitting, standing, or participating actively.
- Official colder weather WMCA P.E. attire may be worn. P.E. hoodies or pullovers, joggers or sweatpants may not be oversized, baggy, or too tight. Additional information to come.
- Official WMCA P.E. attire must be purchased through the WMCA Spirit Store.
- Ladies are required to wear black or gray spandex or biker shorts fingertip in length under the required uniform P.E. shorts. May be any brand.
- Athletic shoes are required. Flip flops, ballet flats, dress shoes, slides, and boots are examples of footwear that are not appropriate for physical education and can result in an injury.
- P.E. uniforms should be kept clean and in good condition. They will be treated just like schoolbooks; students will have to plan ahead and make sure they have their P.E. uniform.
- Students who fail to change for physical education are subject to Unsatisfactory work habits. Continual refusal to dress properly for class may result in a failing grade for physical education.

Coats/Jackets

- Coats and jackets with full zippers or buttons may be worn during the colder months but must be worn over a WMCA polo shirt. Full-zip or full-button coats or jackets must not have inappropriate logos nor logos larger than the student's fist.

Spirit Wear/Casual Day

- Blue denim jean pants are allowed on approved spirit or casual days, with an approved WMCA spirit wear top or polo. Not allowed: Colors other than blue denim, Jean shorts, holes, rips, or frays on the jeans. Finished hemline only.
- Spirit Wear shirts may be purchased through our spirit store. Shirts acquired through WMCA clubs, athletics, or school activities may be worn on Spirit or Casual Day as well.

Miscellaneous

- Socks of neutral colors with no designs or images are allowed.
- Girls should wear jewelry and make-up in moderation.
- Boys are not allowed to wear makeup or paint their nails. ● Facial piercings, and/or earplugs are not allowed.
- Girls may wear earrings.
- Boys may not wear earrings or nose piercings.
- Tattoos (permanent or otherwise) must not be visible.
- Shoes are required to be worn at all times. House shoes and slippers and open toed/sandals are not allowed.
- Hair that is unusually styled or dyed an unnatural color is not allowed.
- Boys hair must be neatly groomed, no longer than collar length; no ponytails and/or buns are allowed. The hair must also remain out of the eyes. When it becomes necessary to notify a gentleman to cut his hair, he must comply before returning to school.
- Boys must be clean-shaven. Mustaches and beards are not allowed. Sideburns must not extend below the bottom of the ear lobe.

Hats, Caps and Sunglasses

Hats caps and sunglasses are not to be worn in buildings during school hours.

Hats, caps, and sunglasses may be worn outside during after school sport activities or special outdoor events only, that will be announced. Prior approval for these days will be given by the Headmaster. Guidelines for dress code will then be established and communicated to the students and parents.

Spirit Days, Game Days and Special Events

- Several special event days are planned throughout the school year which allow for students to dress in costumes (e.g. spirit week). With prior approval by the Headmaster, athletic wear or spirit wear may be

worn for spirit, or game days. Prior approval for these days will be given by the Headmaster. Guidelines for dress code will then be established and communicated to the students and parents.

Chapel Day/Formal Events

- Chapel day and some WMCA events will require students to be dressed in appropriate uniform or formal attire to be admitted. Dress Code Guidelines will be approved by the Headmaster and communicated before the specific event.

Disciplinary Procedure for Infractions

When a student is observed by a staff member to be out of compliance with the uniform/dress code, he/she will be sent to the office or asked to return home so they can change (if before 8:10 AM). Before returning to class, the student must change or correct what caused him/her to be out of compliance with the dress code.

The following discipline policy for dress code infractions is based on the number of infractions in a given semester:

- 1st Infraction in a given semester: Student changes or takes care of compliance issues.
- 2nd Infraction in a given semester: Student changes or takes care of compliance issues and receives a 1-hour detention.
- 3rd Infraction in a given semester: Student changes or takes care of compliance issues and receives a 2-hour detention.
- 4th Infraction in a given semester: Student changes or takes care of compliance issues and is suspended from school. Upon returning, the student and his/her parents may need to meet with the Headmaster.

UNIFORM AND DRESS CODE POLICY 9th-12th GRADE

As a Christian institution, we believe it is vitally important for our students to learn how to apply God's Word to every area of life. We believe the focus should be on teaching principles that apply in dress code and grooming issues. The goal is to enable students to dress in a spirit or attitude that reflects the values of Jesus.

Policy

- The principles from God's Word that we believe should govern our dress and grooming.
- Students should honor the Lord and their parents in their dress grooming (I Corinthians 10:31, Ephesians 6:1-3).
- Students should dress and groom in a modest way (I Timothy 2:9, Romans 14:13-15). 2.3 Students should dress and groom in a manner that focuses on learning and being a student. This means a student should dress in a manner that is appropriate to what they are doing, just as an athlete wears a uniform for a particular sport (II Timothy 2:4-5).
- Students should dress and groom in a gender appropriate manner (I Corinthians 11:14).
- Students should not be trying to focus attention on themselves by their dress or grooming. Nor should students dress or groom in a manner that would be a hindrance to the work of the Gospel.
- Students should not dress or groom in a manner that would be a stumbling block to others. Students should not dress in a way that would cause another student to disobey God (Romans 14:13).
- Students should be humble and teachable in their dress and grooming (James 4:6).

General

- Clothing must be neat, clean, in good repair, and appropriately sized. Clothing articles with holes, rips, or tears may not be worn.
- Hats may not be worn in the building by students.
- Footwear must be worn at all times
- Unnaturally colored hair (blue, green, etc.) is not acceptable except for spirit week
- Tattoos must be covered up.
- Emblems or jewelry with new age or occult symbols, punk or rock slogans that are secular, worldly, or carnal may not be worn. No body piercing are allowed.
- There is to be no undergarment-type clothing showing, such as bras, sports bras, boxers, or long underwear. Shorts must be no shorter than fingertips hanging at your side. Athletic shorts are not approved shorts for classroom instruction. Volleyball/Compression shorts may not be worn outside of practice and competition and must meet proper length for shorts.

- Sweatpants and joggers are only allowed on specified days by the Athletic Director.
- Outerwear constituting jackets, sweatshirts, fleeces and equivalents may be worn to and from school or when outside during the school day. If logos are worn, they should not endorse alcohol, violence or any other sinful activity. Vests or knitted sweaters may be worn during class time as a part of appropriate instructional attire. If a garment is in possession of a hood that hood will not be worn covering the head while inside the building.

Standard for Girls:

- Blue jeans or khakis may be worn but there may not be any skin showing between pants and the top.
- A collared button down shirt, polo, placard shirt, or blouse will be worn. A placard shirt is a “henley” style garment, with no printed graphics, consisting of at least three buttons. If logos are worn, they should not endorse alcohol, violence or any other sinful activity. A “blouse” is any stylish top as commonly understood by the Godly female faculty of WMCA. A blouse is not a tank top in any form. If a blouse or dress has a sleeveless effect it must be wider than a credit card going over the shoulder.
- Dresses and skirts must be no shorter than the kneecap. If the outfit has a slit, it must be modest and no higher than the knee. Compression shorts will be worn under all dresses and skirts. Necklines must be modest (no cleavage). Blouses, skirts, or dresses that can be seen through may not be worn.
- Girls may wear a total of 4 earrings. No nose or lip piercings may be worn.
- Banquet dress length must comply with the school dress code and the neckline must be modest.
- When allowable to be worn, leggings, tights, yoga pants, athletic pants, and compression pants require front and back coverage down to the fingertips hanging at your side.
- Shoes should be sensible and allow normal movement from one class to the next, ie: no high heels. Sandals are acceptable, flip flops and slides are not. Crocs or equivalent style shoes are not appropriate for instructional attire. If socks have logos, they should not endorse alcohol, violence or any other sinful activity.

Standards for Boys:

- Piercings and necklaces (chains) may not be worn.
- Hair must be neatly groomed.
- Male students will shave as is necessary, no facial hair is permitted.
- Shirts for boys will be button down collared, polo, or placard. A placard shirt is a “henley” style garment, with no printed graphics, consisting of at least three buttons. If logos are worn, they should not endorse alcohol, violence or any other sinful activity.
- Shoes should be sensible and allow normal movement from one class to the next. Sandals are acceptable, flip flops and slides are not. Crocs or equivalent style shoes are not appropriate for instructional attire. If socks have logos, they should not endorse alcohol, violence or any other sinful activity.

Standards for P.E. and Sports Practices:

- T-shirts, tank tops, and athletic shorts or pants are to be worn. Shorts must be no shorter than mid-thigh. Gym or sport appropriate shoes must be worn. Specified WMCA P.E. uniforms will be worn during P.E. and should be clean daily.
- Please note: If your student is not appropriately dressed for school, parents will be contacted and asked to bring appropriate clothing to the school for the student.
- Student visitors need to be in dress code when they come to our campus.

Chapel Dress

Standards for boys:

- No shorts of any kind may be worn during chapel unless directed ie: (Spirit Week).
- Long pants in good repair will be worn (jeans are ok, joggers and sweats are not).
- Collared button down shirts will be worn and tucked in with a belt. If logos are worn, they should not endorse alcohol, violence or any other sinful activity.

Standards for girls:

- No shorts of any kind may be worn during chapel unless directed ie: (Spirit Week).
- Long pants in good repair will be worn (jeans are ok, no joggers, leggings and sweats).
- An appropriate shirt or blouse may be worn.

- Dresses/skirts must meet standards.
- Girls should endeavor to dress more professionally than usual on Chapel Day.

TARDY REGULATIONS AND CONSEQUENCES

There is no excused tardiness, except if arriving late from a scheduled appointment or car trouble confirmed by the parents or guardian. A student arriving late (after 8:10 a.m.) is counted tardy and must sign in at the office.

Students are expected to be in class and in their seats at the scheduled start of class. A student not in their seat at the scheduled start of class, is considered to be tardy, unless he/she has a pass from another teacher or a staff member. If a student receives a tardy detention, it is their responsibility to inform their parent(s).

The following disciplinary measures are in place to teach responsibility and good stewardship:

- On the ten (10) tardy per semester, a one hour after school detention will be assigned and a detention form is sent home with the student for parental signature to be returned to the school.
- On the 15th (15) tardy per semester, a one hour after school detention will be assigned and a detention form is sent home with the student for parental signature and be returned to the school. A \$25.00 fee is assessed for each after school detention, due and payable at time of scheduled detention.
- After the eighteenth (18) tardy per semester, the student will be suspended for two consecutive days and a faculty review will be conducted to determine if the student should continue at WMCA.
- Any student athlete arriving back to WMCA after 11:00pm, from a mid-week game, must sign in at the front office by 9:00 am the next morning. If the student arrives at school after 9:00 am, they will not be able to attend practice or participate in a game for that day unless otherwise approved by the athletic director.
- If a student does not attend a detention, or is late, he or she must serve an extra detention of equal consequence. All tardies and absences are readily accessible on the Gradelink. Now is the time to establish a record of responsibility.

ATTENDANCE POLICIES

It is important that parents and students recognize the direct relationship that exists between regular school attendance and academic success. A student coming in tardy interrupts the class and the learning of other students. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replaced; the benefit of lectures, discussion, and participation is lost forever. In keeping with the scriptural mandate of faithful stewardship in making good use of our time (I Cor. 4:2, Luke 16:10) regular, on-time attendance to all classes is expected. Timely attendance is essential for academic success. Since most of the benefits of being in class can never truly be made up. The following conditions apply to absences:

1. Absences

- Absences shall not be counted against the student for the purposes of this policy when they result from the student's participation in a school-related activity. All other absences are considered "unexcused" and will appear that way in Gradelink. This includes doctor's appointments, illness, family trips, etc.

2. Attendance Criteria

- To receive credit for being present to a class, a student must be physically present for two-thirds of the class period.

3. Absence Limits

- Students are allowed to be absent five (5) class periods/days in any particular class in a semester.
- After eight (8) absences in one class/day during a semester, credit will not be given for the class, which will be communicated in writing from the Headmaster. The school administration understands there are extenuating circumstances that arise, such as an extended illness or injury, and will assess situations like these by individual cases. These cases will be evaluated by the Headmaster. However, a physician must substantiate extended illnesses or injuries. Extended absences due to severe illness/injury, with a doctor's note, as well as verified family emergencies of 3 or more days, will not count toward this absence limit.

4. Pre-arranged Absences

- Advanced, 24-hour minimum written notice to the office is required for any absence that a parent or legal guardian deems necessary. This could include, but may not be limited to, doctor/dental appointments, family weddings, funerals, etc. Students will be required to fill out a pre-arranged absence form. These are available in the office.

5. Extended Absences

- If a student is going to be absent for an extended period of 2 or more consecutive school days, the following conditions will apply:
 - Written notification (pre-arranged absence form), signed by a parent or guardian, should be provided to the teacher and school office prior to the absence.
 - All make-up work will be arranged and obtained prior to the absence.

6. College Trips

- Juniors and Seniors are encouraged to take days during the year to visit college campuses.
- These days are not to be used as “vacation” days or for any other purpose than the one stated.
- At least 24-hour notification from the parent/guardian stating the days absent and college visited should be provided to the teacher and school office.
- All make-up work should be obtained prior to the absence.

7. Make-up Work Guidelines

- The student will have as many days as he/she was absent to make up work (with the exception of long-term assignments).
- All tests and quizzes will be made up either at lunch or after school at the teacher’s discretion. Teachers may keep a student from athletic practice to make up work, if the student is near academic ineligibility.
- It is the responsibility of the student to arrange a time to make up tests and work.
- If tests were assigned prior to the absence, the student is responsible for the test upon returning. Long term assignments are due on the date assigned. Make arrangements for someone to bring it on the due date.

8. Leaving School Early

- All students must sign out of the office prior to leaving school early. No student may leave early without a note with explanation signed by a parent/guardian, telephone contact or personal contact from the parent/guardian.
- No off-campus lunch passes will be issued unless the student is signed out with a parent, or adult relative or adult friend (parent permission required). When a student returns, he/she is to sign in at the office and is expected to be to class on time.
- If a senior on early release is involved in athletics, he/she may stay on campus as long as his or her behavior is courteous and non-disruptive. This is a senior privilege.

9. Truancy

- A student is considered truant when he/she is absent from a class or school without permission.
- Any student who arrives to class after 1/3 of the period has passed without a valid written excuse may be considered truant.
- Any student who is found to be truant will have his/her parents notified and may serve a two hour Friday school detention. If a student who is truant leaves supervised areas of the campus or the campus boundaries, they may also be suspended for a period determined by school administration.
- Parental Monitoring: Parents are responsible for monitoring the attendance of their student(s) through Gradelink.

ATTENDANCE TELEPHONE

If your child is absent for any reason, please call the office by 9:00 am at (928) 207-6134 or email contact@azwmca.org. If the school has not received a call from a parent or guardian by 9:00 a.m., the office will try to initiate contact to verify the student’s absence. No written excuse is needed if the telephone call is made, received and recorded. If the parent calls to notify the school of a student’s absence, then a written note is not required for a student to be readmitted to school. Parents must call each day that a child will be absent. If a student is so late to Period 1 that an absence is incurred, please call the office or send a note with your student. If the

parent fails to call, then a written note or a phone call is required on the day the student returns to school. If a student knows he/she is going to be absent, a note (or phone call) is to be brought to the Office. All long-term assignments are due on the date assigned; otherwise refer to the Make-up Work Guidelines above. If a student is going to be absent, please make arrangements to have the work delivered to the school.

P.E. EXCUSES

Following is the protocol if a student is unable to participate in a Physical Education class due to sickness or injury. Students must have a note from a parent or legal guardian stating why the student cannot participate in their Physical Education class. The note must also have the parent or legal guardian's phone number, where they can be reached and for how long the student will be excused from the physical education class. After 4 days (one school week) of missing class, the student must produce a note from a doctor stating why they are being excused from physical activities in class and for how long they will be missing class. Failure to follow this protocol will result in a zero for that particular physical education class.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not allowed to have cell phones, iPods, headphones or any other electronic devices that are a distraction to the learning environment in the classroom. This School policy on electronic devices, cell phones, or other similar devices is designed to make sure that electronic devices do not interfere with learning, instruction, and student compliance with student conduct standards. All use of electronics must be exclusively for educational purposes. Students and families insisting on having a cell phone must turn the cell phone into the Office Staff daily. Activities such as texting, talking, taking pictures or video on any electronic devices are prohibited during the school day. Cell phones may be used only for phone calls and only out in front of the school entrance after school has concluded for the day. Cell phones being used during the school day or inappropriately after school will be taken and given to the office.

Consequences for failure to comply are as follows:

- 1st infraction, phone will be taken and kept at the school office. Student's parents may retrieve the phone by 4:00 PM.
- 2nd infraction, phone will be kept at the school office to be retrieved by Student's parents by 4:00 PM. Student will receive a detention and parents will meet with the Headmaster to discuss the necessity of the phone policy.
- 3rd infraction, phone will be kept at the school office to be retrieved by the student's parents by 4:00 PM. Student will receive an appropriate suspension.

If necessary, students may make calls to Parents/Guardians with phones provided at the school office. Similarly, Parents/Guardians may leave messages for students through the school office.

If a student violates this policy, then the School reserves the right, and Parents/Guardians and students agree and consent to the School's searching of any of the content on the phone or electronic device, including, but not limited to, call history, photos, text messages, e-mails, instant messages and other data or information. Students and Parents/Guardians agree to cooperate and provide any necessary information for the School to complete such a search. The School may also proceed with discipline against the student and other students implicated in any misconduct, based upon the content reviewed if it reveals a violation of the School's conduct standards or if the student and/or parents do not cooperate with the School to allow the School to complete a search. Parents and students understand that bringing such items to School is a privilege, which may be forfeited by failing to abide by this policy. Students are personally responsible for the security of their cell phones and any electronic devices.

The School also reserves the right, and Parents/Guardians and Students agree that the School may, at its sole discretion, search and review the contents of a student's cell phone, tablet, or other electronic device in other circumstances, where the School has a reasonable basis to believe the particular item demonstrates a violation of student conduct standards and to provide information necessary and cooperate with the School. Failure of a student or parent to comply with a request to search a phone under this paragraph, to provide the information or cooperation necessary for the School to complete a search or the intentional destruction of information requested by the School, entitles the School to proceed as though the student has engaged in the conduct alleged and take appropriate discipline, which may include, but is not necessarily limited to, suspension and expulsion.

SEXTING

In keeping with the school's responsibility to provide a Christ-like learning environment for all students, school administration has established the following policy regarding the issue of "sexting." Sexting is the act of sending sexually explicit or suggestive messages, photos, or images via any electronic device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion and the notification of local law enforcement. **Students are required to immediately report any such activities to a teacher or a school administrator.**

ON-CAMPUS VEHICLES

Driving to school and parking on the premises of the School is a privilege and not a right. Each student driving to school must sign appropriate registration forms along with their parents/guardians. Students and Parents do not have any expectation of privacy to vehicles parked on School premises. The School reserves the right, at any time, to inspect any parked vehicles, including the trunk, and any purses, backpacks, or other bags located within the vehicle in order to protect the health, safety and welfare of students and the School or if the School has a reasonable suspicion of a violation of expected student conduct standards, possession of contraband items, or a violation of the law. This includes, but is not limited to, use of drug and gunpowder sniffing K9 dogs. Students who drive must understand that it is a privilege to drive on campus and that the privilege may be revoked by the school administration for any inappropriate driving, violation of student conduct standards, or other illegal or prohibited conduct.

All students who drive a vehicle to school must register that vehicle with the School on or before the first day they plan on parking on campus. Students are required to purchase a parking permit that must be displayed while on campus. In order to obtain this permit, the student will need a signed parental permission form, proof of insurance, and valid driver's license. They will also be required to provide the School with information regarding their license plate number, and model and make of the vehicle they will be driving. A fine of \$5 per day will be assessed to the student's tuition account until registration has been completed. Students may park only in the designated student parking sections. Due to the parking lot size, WMCA administration reserves the right to assign specific areas for student parking based on grade level, or other factors as deemed necessary. WMCA reserves the right to remove or immobilize any unauthorized vehicle from campus without prior notice to the vehicle operator or owner. Towing expenses incurred by WMCA will be charged to a student's tuition account if applicable. High School seniors may elect to purchase an assigned space for \$40. This cost includes the cost of the registration sticker. Seniors electing this option still must turn in all necessary registration forms and information to WMCA Administration. Seniors electing to purchase assigned spaces may decoratively paint their parking space. A day to complete decoration will be communicated with seniors in advance by WMCA administration. Paint will be supplied by WMCA. Purchased assigned parking spaces are reserved during school hours only. After normal school hours, these spaces may be utilized by other vehicles. Students must exercise caution and careful driving practices, as well as obey all applicable traffic laws. There is a 15 mph speed limit on campus and in the parking lot of our neighboring church. Vehicles are to be parked immediately upon arrival at School and are not to be moved or visited until the close of the school day. Students will not be able to access their vehicles during school hours without permission from the front office. Violation of driving rules may result in monetary fines. Serious or repeated violations will result in the suspension of on-campus parking privileges. WMCA reserves the right to search property, including vehicles, brought on to the school premises if given reasonable justification. WMCA will take reasonable precautions to provide security of vehicles, but will not be liable for items stolen from vehicles.

Violations: Permit Not Visible - \$5; Parking in Wrong Area - \$5; Parked Improperly - \$5; Handicap-Permit/License Not Visible - \$5; Speeding, Unsafe Driving - \$25 All fines issued shall be assessed to the tuition accounts of the student.

SEARCHES

To maintain School security and protect the safety and welfare of students, School personnel, and visitors, the School has adopted search policies as set forth in this handbook. School personnel may search a student or automobiles and may seize any unauthorized, contraband, or illegal materials discovered as a part of the search and administer discipline based upon the results of the search. All School facilities and property (including work stations, etc.) are all considered School property and any student's personal property on School premises are

subject to search and inspection without notice and upon request. Parents and Students by enrolling in the School or entering School property agree that there is no expectation of privacy for items brought or stored on School facilities or property and consent to be searched.

Search of Students - If the School has a reasonable suspicion that a student or bag has prohibited items or evidence of any student conduct violation, on his/her person, Book Bag or other similar item, the student and/or any bags or personal effects may be searched. In addition, any unidentified, suspicious unclaimed, or unattended bags or items, may be searched at any time, as the School deems necessary in furtherance of its efforts to provide a safe learning environment.

There is no expectation of privacy for items of personal property brought onto School or to any School related function or activity or stored on School premises. Students or Parents bringing items onto campus, by entering campus, consent to the School's search of any items pursuant to these policies.

Depending on the particular facts and circumstances, the School reserves the right to by-pass any step of its general search process in an effort to enforce student conduct standards or provide a safe learning environment. Generally, a school Administrator, along with at least one another school employee of the same gender as the student, may ask a student to remove their outer garments (coats, hats, gloves, shoes, belts, etc.) empty his/her pockets, purse, book-bag and/or to take off their shoes and socks. A metal detector wand may also be used. The School may also use a drug sniffing or weapon sniffing K9. Students wearing multiple layers may be asked to remove outer layers. School personnel of the same gender, with another school employee present, may conduct a pat down search of the student's person but only with the authorization of a School Administrator or a School Administrator's designee.

If the student is unwilling to cooperate in the search, an Administrator may contact a parent/guardian. If the student is still unwilling to cooperate, after having spoken with his/her parent/guardian, and the parent/guardian is unwilling to do so, then Parents and Students agree that the School shall assume that the student has the prohibited material or has engaged in the conduct alleged and proceed to take appropriate disciplinary action, which may include suspension or expulsion from the School.

If emergency conditions require a more intrusive search or there is a reasonable suspicion that the student may have illegal or contraband or prohibited materials which pose a danger to the student or others or which are designed to give the appearance of such contraband, the School may by-pass this general process or contacting the parent/guardian and proceed with an immediate search of the student and/or a pat-down search, as necessary. Parents and Students consent to and agree there is no expectation of privacy for any items brought onto School property or School related events or stored on School property. WMCA will not interfere with a Law Enforcement Agency executing a valid search warrant or conducting a search via a case law recognized exception to the search warrant requirement.

CAFETERIA/LUNCHES

Students must bring lunch from home. Students must remain on campus during the lunch hour.

High School Lunchtime Expectations:

Students must confine eating and drinking to the kitchen or the outside dining area on the north side of building one or to classrooms where teachers have agreed to host them. Students are expected to demonstrate common courtesy and it is the duty of each student to clean up after himself or herself after lunch. Teachers accept responsibility for both supervision of the students and the cleanliness of their classroom when they host students at lunchtime. Students are not allowed in the classroom when the teacher is not present. All trash from the lunch period should be placed in trash cans outside of the classroom and all desks should be wiped down at the end of the lunch period. No food or drinks (water is acceptable) are allowed in the hallways. No off-campus lunch passes will be issued unless the student is signed out with a parent, guardian, relative or a parent-approved adult. When a student returns, he/she is to sign in at the office and is expected to be in class on time. All off-campus visits during lunch need to be pre-arranged and pre-approved by administration; **students need to give administration 24-hour advance notice for any lunchtime request for a visitor.** Same day requests for a lunchtime visitor will not be honored by administration.

Middle School Lunchtime Expectations:

Middle school students must confine eating and drinking to the kitchen. It is the duty of each student to clean up after himself or herself after lunch. Students, after eating lunch, may choose to go outside to the basketball court or play in the gym (when available). Hallways are to be kept clear during lunch times. Classrooms are not to be used for lunch unless for Bible studies, tutoring, or teacher-sponsored events. No food or drinks (water is acceptable) are allowed in the classrooms (teacher discretion may apply in the classroom for special occasions such as Bible studies) or the hallways.

NATIONAL HONOR SOCIETY

National Honor Society is open to qualified rising juniors and seniors who have a minimum unweighted cumulative GPA of 3.25 and have met the other criteria of excellence in leadership, service and character. Applications will be made available each spring. Along with the application, students will need to write a one-page testimony and ask three recent faculty members for recommendations (forms included in application packet). Late applications will not be accepted. All violations of the school's academic integrity policy prior to NHS application will be reviewed and may, at the Faculty Council's discretion, remove students from NHS eligibility. Applications, recommendations and testimonies will be read by the NHS Adviser and Headmaster and evaluated by the NHS Faculty Council (made up of five WMCA Teachers). Students will be notified of eligibility by letter and the Induction Ceremony will be held in May. Inductees must attend an Induction to be admitted to the NHS. NHS membership is a privilege that carries with it certain responsibilities. Each member must continue to demonstrate the outstanding qualities that resulted in selection: in academics, an unweighted GPA of at least 3.25 must be maintained; in character, the member must uphold all school standards; in service, members are required to participate in all activities sponsored by NHS, including monthly meetings. Absences are excused only if a member has missed school that same day for illness or if is attending a school function. Two unexcused absences are grounds for dismissal. Members will participate in large group service projects as well as an Individualized Service Project of his/her choosing. Dues are paid through tuition. NHS Officers will be elected each spring for the following school year. One year of membership is required for a leadership position. In order to allow more students the opportunity to serve in school leadership, NHS members shall not be eligible for House Leadership and NHS leadership offices during the same school year. Membership in the National Honor Society is one of the highest honors awarded to a high school student and members are to be commended for the leadership role they fill at White Mountain Christian Academy.

ATHLETIC ELIGIBILITY

The WMCA Athletic Director will coordinate with students and teachers to establish eligibility at the start of every new sports season. For High School maintenance of a 2.5 grade point average (GPA) for all subjects with no failing grades (65% > 'F'), as determined by each quarter grading period. For Middle School students the required grade point average (GPA) will be 2.0 for all subjects with no failing grades (65% > 'F'). Any student who fails to maintain grade eligibility for any quarter grading period will be placed on ineligible status. Once determined to be ineligible the student will enter a three week grace period in order to restore eligibility. The student athlete will remain on ineligible status until the student provides the proper form denoting reinstated eligibility. This form secured from the WMCA office must include the affirming signature of the teacher overseeing the course(s) of instruction in question. This ineligible status will begin on the first school day after the grades are posted. If at the end of the three week grace period, he/she remains below required standards, he/she will be removed from the team roster for the remainder of that season and will not be permitted to participate in any other sport that may currently be in season. While ineligible, the student may not participate in games. Grades will be monitored weekly by the WMCA Athletic Director.

"As a covenant community, coaches, teachers, and parents work together to promote academic excellence and personal responsibility in all student athletes.

All students who are not involved in a sport or other organized and supervised school activity must be off of the WMCA campus by 3:45pm on full days and by 12:15pm on half days.

Per AIA eligibility rules, and WMCA school policy, each student athlete must have on file in the school office the following documents for athletic eligibility:

1. An original Birth Certificate shall be submitted with a copy being made by the school and retained in the student's file.
2. A record of Physical Examination performed and signed by a doctor of medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or a certified physician's assistant (PA-C) registered by the Joint Board of Medical Examiners in Medicine & Surgery stating that the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. This examination will be conducted at the parent's expense. A physical examination for the following school year shall be given on or after March 1. AIA Form 15.7-B shall be used and submitted electronically through the "Register my Athlete" website.
3. The student's parent or guardian must complete a Student Health History. AIA Form 15.7-A shall be used and submitted electronically through the "register my Athlete" website.
4. An Insurance Waiver form signed by the parent or legal guardian, which will be kept on file by the school.
5. An Emergency Medical Treatment Permission Slip signed by the parent or legal guardian, which will be kept on file by the school.
6. The AIA Parent or Legal Guardian Consent form must be signed by the parent or legal guardian and kept on file by the school.
7. There will be a \$30 per student/sport fee with potential discounts for multi-sports and multi family members.

Each student athlete must have completed the "Register My Athlete" process to include the requirements listed for that athlete. These requirements include submission of all four AIA physical forms, completion of the AIA Brainbook Certification (High School Only) and completion of the Impact Test (Freshmen and Juniors only). Parent and Athlete electronic signatures are also required.

In addition, please be aware of these pertaining to both High School and Middle School Athletics:

- Major scheduled activities for Performing Arts courses (such as concerts, play performances, and band competitions) take precedence over athletic activities including state playoff games. Students are required to notify their coaches when they will have to miss a game due to a performing arts course activity.
- On the days the student athlete leaves school early for an athletic contest, the student must have completed any previous requirements for the classes he /she will miss, and make up any missed tests at the teacher's discretion.
- Any student athlete missing any class period for any reason other than medical appointments or situations that may be classified as "emergencies" by school administration will not be allowed to practice or compete in a game on that same day. A tardy does not constitute missing class.
- Any student athlete arriving back to WMCA after 11:00 pm from a mid-week game must sign in at the front office by 9:00 am the next morning. If the student arrives at school after 9:00 am, they will not be able to attend practice or participate in a game for that day unless otherwise approved by the athletic director.
- All student athletes must travel to and from away contests in school-provided transportation driven by school-approved drivers. Possible exceptions to this would be the following:
 - An in-town game scheduled on a non-school day, i.e. official school holiday, ½ day of school, a Saturday, or with special permission from an administrator.
 - Students may ride home with their parents from any away contest as long as the parent has direct contact with the assigned coach before leaving with their son or daughter via a sign-out sheet with parent signature.
 - A written note or verbal consent has been provided from the parent of an athlete giving permission for their son/daughter to ride home from an away contest with the parent(s) of a teammate. This permission should be given to the assigned coach prior to the departure of the team from school for that trip. This permission applies only to the ride home from that contest and for that date only.
- Any student athlete who sees a medical professional for treatment or advice concerning an injury or illness must present to the Athletic Trainer a medical release indicating that the individual has permission to return to activity. This release will be kept on file with our office staff.

- Any parent, coach, or faculty member who is appointed to drive using their personal vehicle for a high school or middle school sports, must fill out an Approved Driver Form with the front office prior to taking any trip with our student athletes.

IV. GENERAL INFORMATION

SCHOOL HOURS

School is regularly scheduled from 8:00 am - 3:30 pm each day. The school is not responsible for students who arrive before 7:35 am or remain on campus after 3:45pm, unless involved in a school-related activity. It is our expectation that our students will either be in the parent pick-up area, involved in an after-school sport, with a teacher for extra help. All students who are not involved in a sport or other organized and supervised school activity must be off of the WMCA campus by 3:45 pm on full days and by 12:15pm on half days.

OFFICE HOURS

The office is open from 7:45 am to 3:45 pm, Monday through Thursday. Students should go to the office only on business. Because the office phone is a business phone, students will be allowed to use it only with permission. Summer hours will be posted at the end of the school year.

VISITORS ON CAMPUS

All visitors must sign in at the office and should receive a guest pass. WMCA graduated alumni and prospective students are the only student visitors allowed, unless approved by the Headmaster. No visitors will be allowed on campus during the day. Exceptions are WMCA graduated alumni and individuals having the Headmaster's permission. WMCA alumni may visit for lunch no more than once a month. No guests will be allowed on campus during semester "finals" week or during the week when students are taking standardized tests. Former students who have withdrawn for disciplinary reasons are not allowed to visit or attend extracurricular activities at WMCA.

NOTICE OF LIABILITY

The School will take reasonable steps to insure the safety of personal property at WMCA. However, the School will not assume liability for damage to, or theft of, any personal belongings of students, staff, faculty members, volunteers or visitors. This includes, but not limited to, personal electronics, i.e. cell phones.

DROP OFF AND PICK UP

For safety reasons, students must be dropped off and picked up only in the designated "parking loops" south and north of the school buildings. Although the parking lots are supervised for orderly arrival and dismissal, each individual student is not monitored when entering or exiting vehicles. In the south loop, drivers must use the far right or far left lanes of the loop for pick-up and drop-off. The center lane is reserved for through traffic only and should not be blocked. In the north loop, drivers must use the far right lane of the loop for pick-up and drop-off. Drivers picking up students are expected to follow the directions of WMCA staff who are monitoring traffic.

Students may be dropped off no earlier than 7:35am; all students need to be picked up no later than 3:45pm.

CHAPEL SERVICES

High School and Middle School Chapels (including small groups) occur every Thursday from 11:00 am – 12:00 am. Chapel attendance is required; it is an edifying time of devotion and worship. Students will hear edifying speakers, including staff members, pastors, missionaries, and those ministering through Christian music.

SCHOOL TRIPS

Students participating in any special school trips (eg. HS Retreat, MS trips, etc.) must be registered as a current full-time student with WMCA and be in good standing. (academically, behaviorally and spiritually). WMCA Board of Directors has the right to remove from the trip any student or parent traveler if deemed necessary.

CLASS GRADUATION GIFTS

The WMCA high school graduation ceremony is a special evening that is to be a celebration with family and friends of the graduate's hard work and effort to pursue academic excellence through their high school years. Administration requests that no gift(s) be made available by any family member or friend to the graduating class at the graduation ceremony. We appreciate each of you partnering with us on this request. Anyone who desires to offer the group of graduates a gift at graduation will need approval from the Headmaster and should be scheduled for another time.

MEDICAL INFORMATION

A health record is kept for each student. If a student develops any health issues/concerns/diagnoses during the school year, please update the Office as soon as possible so that accurate information is on file for each student.

• Immunizations:

According to Arizona state law, no student shall be allowed to attend school without submitting proof of immunizations, or proof of immunization exemptions. New students will provide the school with a copy of the current immunization record, signed medical exemption or signed personal belief exemption form, upon enrollment. As immunizations are updated, parents are responsible for submitting the most current documentation to the Office. WMCA is required by law to report immunization compliance to the State Health Department each fall.

• Communicable Diseases:

Please inform the school nurse when your child has any type of childhood illness or communicable disease.

Guidelines for staying home with illness:

A child may not come to school/may be sent home if they are experiencing any of the following symptoms:

- Fever – 100.4° F or above
- Rash
- Vomiting
- Diarrhea
- Coughing that won't stop – or affects their breathing
- Pink Eye
- Lice
- Communicable Illness - Including but not limited to, influenza, whooping cough, shingles, COVID-19, etc.

Please be aware you may be asked to provide a note from your child's doctor stating that it is safe to return to school.

• Return to school:

A child may return to school when they have been symptom-free without medication for at least 24-72 hours, depending on the illness. It is important to follow all guidelines regarding return to school that have been recommended by your doctor.

• Physical Exams:

An annual physical exam is required for any ALL students entering WMCA for the first time, and for students entering the 9th grade. In order to protect the health of all students, those participating in interscholastic athletics or a physical education class must have an annual physical exam. All Examination forms specifically for athletics, may be obtained from the parent portal page (AIA Physical Form), otherwise, a copy of the annual physical (from the medical provider) may be scanned and submitted to the office.

- Medicines:

If it is necessary for a student to take any medication (other than ibuprofen, acetaminophen, Benadryl, menstrual relief or cough drops) during school, parents should complete a school form Parent Request for Medication Administration) giving the school permission to give the medication. No medication will be given without written permission and instruction from the parents. Permission for office personnel to dispense over-the-counter medicines such as ibuprofen and acetaminophen, is located on the Emergency Medical Contact form. **Students may not keep medicines on their person or in their lockers. All medications are to be kept in the Office.**

- Illnesses and/or Injury:

If a student becomes ill or is injured at school, the parents/emergency contact will be notified, and if necessary, make arrangements for students to be picked up within one hour. The administration of WMCA reserves the right to send a student home if they are exhibiting symptoms.

It is important that the school is notified of any change of address or phone number(s) (home, cell, or work), especially an unlisted number, so parents can be contacted immediately. An Emergency Medical Contact form must be on file for each student. This must include all current home, work and cell phone numbers.

IV. CODE OF CONDUCT

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited first thing each school day followed by a moment of silence (prayers).

GENERAL STANDARDS OF STUDENT CONDUCT

As a Christ-centered school, WMCA desires that every school employee and student reflect a lifestyle pleasing to Jesus Christ; students are to behave in a way that honors God and nurtures their living relationship with Jesus Christ. Because students are representatives of the School, expectations of Biblical behavior are not limited to a specific time or location (Col. 3:17). Expected conduct standards apply to students both in and out of school, whether on or off campus. Although many of the student conduct standards address behavior at WMCA or school related functions, parents understand and agree that a student's conduct away from campus and outside of school hours can result in disciplinary action including, but not limited to, suspension or expulsion.

GENERAL CONDUCT

The Bible clearly indicates that parents are responsible for the discipline (training or instruction) of their children. Our school exists to assist parents in their God-given responsibilities. Therefore, WMCA seeks not to assume a task, which God gives to parents, but only to serve as parents' appointed and authorized representatives in the child-mentoring process.

In formulating a philosophy of education and discipline, WMCA has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training taught at home and training received at school. In that same spirit, WMCA likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course that completely contradicts or comes into conflict with the school in directing and disciplining their children, then parents and students should consider that White Mountain Christian Academy might not be the choice in education that suits their needs.

Discipline may be correctly viewed as an opportunity to teach the eternal truths of God. God expects parents or other authorities to discipline children in order to produce a child who consistently behaves in a more self-disciplined (self-governed) manner, cultivates a heart and attitude of responsibility, and requires less supervision as he/she matures. We want to instill in our children the desire to be obedient to the Lord (practice integrity) even when no one is watching. Then, as a self-disciplined (self-governed) adult, the process begins again as that adult, compelled by his/her desire to obey God, assumes the role of training the next generation (Ephesians 6:4). White Mountain Christian Academy's philosophy of education and discipline exists to serve and further this ultimate spiritual and life goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school-related and school-supervised functions, students are to

respond to school faculty and supervisory staff members with the same obedience in action and respectfulness of attitude and in the same spirit that should be present under Biblical standards when they respond to their parents. Our desire is to discipline the student as we are disciplined. The school expects that parents will support the administration in disciplinary action by at least encouraging obedience and respectfulness to the action of the school. White Mountain Christian Academy seeks to develop within our students Christian character exemplary of one who has been changed by Jesus Christ.

WMCA students are expected to demonstrate a Christ-like lifestyle, consistent with Scripture in their school life and in their personal life. We believe that a Christ-like lifestyle is one rooted in obedience to Scripture, which teaches us how to relate to others and cope with trials (James 1) successfully. Discipline then becomes a personal issue that places the responsibility on the shoulders of the student. Ultimately, the student is responsible for his/her behavior, not society, parents, teachers, or the school.

Discipline should help students look objectively at their behavior, evaluate it in light of biblical teaching, and determine a redeeming course of action. In school, discipline always involves rules. Not every student needs to agree with every rule, but students must respect and support the rules and abide by them.

WMCA does not support or encourage exclusive romantic relationships between male and female students. For Middle School students, WMCA encourages close parental supervision regarding the use of the telephone, emailing, texting and social media among girls and boys.

The school will make every effort to involve parents in the school life of their children, including disciplinary procedures that may be necessary for the proper growth of the student. Disciplinary action may involve godly counsel, detention, suspension, probation (under a contract), and even expulsion.

To accomplish the School's disciplinary goals, certain behavior by students cannot be tolerated and will result in action by the administration and /or the teacher. Students are expected to:

- Strive for excellence and integrity as a student in all that they say and do.
- Obey Biblical principles with regard to speech and conduct.
- Tell the truth and avoid engaging in deceptive or dishonest behavior.
- Show respect and cooperate with those in authority at the school. Students are to listen and obey school authorities (i.e. teachers, staff and administrators). Defiance or insubordination of authority is not permitted.
- Refrain from the use or possession of alcohol, illegal drugs and tobacco to include E-cigarettes (vaping) and associated paraphernalia. Students may not possess drug paraphernalia and must inform a teacher or administrator about the presence of illegal substances or devices on campus when it becomes known to them.
- Dress in accordance with the guidelines set forth by the School's dress code policy.
- Refrain from public displays of affection (hand holding, hugging, kissing etc.).
- For safety reasons, refrain from bringing the following prohibited items on campus (scooters, skateboards, roller blades, and wheelie portion of shoes).
- Comply with the discipline policy of the School and abide by classroom rules and standards established by each teacher.
- Use appropriate, non-violent means to resolve any conflict. Students should keep their hands off other students at all times. Any form of aggressive behavior, such as bullying, insults, threats, inappropriate teasing, and harassment are demeaning to other students, disruptive to the educational environment and are not tolerated. Student athletes will be required to sign a "non-hazing" agreement.
- Strive to complete all assignments on time and to the best of their abilities and demonstrate academic integrity in all assignments and coursework. Plagiarism, cheating, and academic dishonesty are not tolerated.

- Engage in conversation, which is appropriate and honoring to God. Profanity, coarse joking, bullying, inappropriate language, racial slurs, or sexual innuendos are not acceptable.
- Respect the personal property of others. Students should leave the property of others alone. Destruction, damaging, tampering with or the theft of School property of another individual is not tolerated.
- View and treat other students as brothers and sisters in Christ.
- Respect the emotional, spiritual and physical integrity of themselves and others. We encourage students who are struggling with mental and emotional darkness to reach out to trusted teachers or administrators, so that the appropriate treatment can be found. However, extensive conversations about self-harm and suicide with other students (beyond initially reaching out for help) is not allowed on campus.
- Refrain from engaging in any actions that compromise or threaten to compromise the safety of other persons or the School. Students may not make verbal threats or bring any weapon to School.
- Abide by the other policies set forth herein, including, but not limited to the policies prohibiting harassment, prohibiting threats of violence and prohibiting possession of any weapons at the School or its related activities.
- Be courteous, cooperative, and accepting of instruction and discipline.
- Abide by Biblical standards for lifestyle, morality and purity. Students may not engage in any sexual misconduct. This includes, but is not limited to pre-marital sexual contact, homosexual activity, requesting or sending explicit inappropriate photos, transgenderism or alternative gender expression, or conduct designed to promote or encourage the above.
- Refrain from creating any social media, website or making or publishing online postings that contains objectionable material or otherwise violates student conduct standards or brings discredit to the student or the School. Objectionable material includes, but is not limited to: sexual content, material that consists of profanity, cultic/occult material, gang-related content or any material that threatens another i.e. material that is damaging to another's character/reputation and/or puts another in a "bad light". Objectionable material also includes anything or anyone that goes against God's Word or promotes an anti-Christian lifestyle. Students also may not use the School's name in conjunction with any website or web page that contains objectionable material. (see above)
- Refrain from participating in or the appearance of participating in any gang-related activity.
- Avoid any other conduct, or the appearance of any of the above items, which brings discredit to the School or student, or violates the school's morality standards, biblical standards or teachings.

ACADEMIC INTEGRITY

White Mountain Christian Academy's goal is to foster academic excellence in a Christ-centered environment. It is our desire to shape our students into people of integrity. Cheating in any form will not be tolerated. Academic dishonesty is defined as follows:

1. Engaging in cheating and cheating behavior which includes communication in any fashion throughout the entire duration of a quiz or testing event.
2. Misrepresenting the work of others as one's own. Plagiarism occurs by taking credit for "ideas or writings" of another and claiming them as one's own thoughts and works. Failing to give credit through citations or the proper use of quotes will be viewed as cheating.
3. Copying answers from another's test, quiz, worksheet, homework or any other assignment.
4. Allowing one's work (test, quiz, worksheet, homework, etc.) to be copied by another.
5. Submitting the same essay, presentation, or assignment more than once, whether the earlier submission was at this or another institution, unless prior approval has been obtained.
6. Using computers, watches, calculators, cell phones, social media, or any other form of technology in an unauthorized or inappropriate way to achieve coursework, examinations, assignments, or disrupt networks or set-ups.
7. Inaccurate claims of individual contribution to group work.

CONSEQUENCES:

1. On the first offense the teacher will contact the student's parents, notify the administration, and the student will receive a zero on the assignment. The student will also be assigned to a four hour after school

detention.

2. On the second offense, the student will receive a zero for the assignment, a grade of "F" for the semester, (if in the same subject within a twelve-month period), and be referred to the administration. This will be given a suspension from school as determined by administration. The teacher will notify the student's parents.
3. On the third offense, while attending WMCA (grades 9-12), cheating may result in the expulsion of a student.

ACADEMIC PROBATION

Please note: "Academic Probation" is a separate issue from "Athletic Ineligibility". For information on Athletic Ineligibility, please see the section in this handbook labeled "Athletic Eligibility".

High School Students

A student is considered to be on Academic Probation when one or more of the following is present in their grades and/or conduct for a single semester:

1. One or more grades of "F" in core classes. (For these purposes a core class is defined as Bible, English, History, Math, and Science)
2. The overall semester GPA falls below 2.0.

A student's cumulative GPA falls below 2.0.

If a student reaches probationary status based upon first semester grades, then he/she will be placed on Academic Probation for the second semester. If a student reaches probationary status based upon second semester grades,, then he/she will be placed on Academic Probation for the first semester of the following school year. If a student is placed on Academic Probation, he/she must meet the following criteria in order to be restored to good standing with the school:

1. GPA for the next semester, as well as cumulative GPA, must be 2.0 or above with no failed courses. (Please note: the cumulative GPA is assessed at the end of each semester when grades are posted to transcript.)
2. All failed core classes must be successfully made up through an accredited online program or in a summer school with a grade of "C" or above.
 1. For students in grades 9th through 11th all make-up courses must be completed and in the school office no later than the first day of the next school year. For extenuating circumstances individual arrangements must be made with approval by the Headmaster.
 2. For students in the 12th grade who fail a semester-one class, all make-up courses must be in the school office no later than May 1, in order for the student to be able to attend senior trip and participate in graduation activities and ceremonies.

If a student is placed on Academic Probation the student and parents will be notified in writing . If a student is placed on Academic Probation, it will be for no less than one semester. At the end of the probationary period the student and parents will be informed either by letter as to whether: 1) He or she will be allowed to return to full standing, 2) He or she will continue on academic probation, or 3) He or she will need to withdraw from school. This letter will include an acknowledgement that must be signed by the student and their parent/guardian and returned to the Headmaster/Office.

Per school standards, a student may not remain on Academic Probation for more than two consecutive semesters. If a student has not successfully been restored to good standing within this time limit, he/she may be required to withdraw from school or they will be ineligible to re-enroll for the coming school year. When making decisions about a student's standing at WMCA, his/her civic, spiritual, and academic performance may be considered.

Should a student be allowed to continue to a third semester of academic probation, they cannot have any failing grades in that semester. If during the course of the academic probation, the student demonstrates a willful, consistent lack of effort to complete course assignments, or continued lack of effort to meet the

probationary requirements, as determined by the School, in the best interest of both parties, the School reserves the right and discretion to discontinue further enrollment of the student.

Middle School Students

A middle school student (Grades 6-8) is considered to be on Academic Probation when one or more of the following is present in their grades and/or conduct for a single semester:

1. One or more grades of "F" in core classes. (For these purposes a core class is defined as Bible, English and History or Humanities, Math, and Science)
2. A student receives a conduct grade of "U" (unsatisfactory) in two or more classes.

If a student reaches probationary status based upon first semester grades and/or conduct, then he/she will be placed on Academic Probation for the second semester. If a student reaches probationary status based upon second semester grades and/or conduct, then he/she will be placed on Academic Probation for the first semester of the following school year. If a student is placed on Academic Probation, he/she must meet the following criteria in order to be restored to good standing with the school:

- GPA for the next semester must be 2.0 or above with no failed courses.
- All failed core classes must be successfully made up through an accredited online program or in a summer school with a grade of "C" or above. White Mountain Christian Academy does not have summer school courses.
- Grades should be reported to the Office before the 1st day of school for the following school year.
- Students receiving a "D" in math courses must also make up that course.
- A student's conduct/effort grades must be "S" (satisfactory) or better.

CONTINUED ACADEMIC PROBATION

Per school standards, a student may not remain on Academic Probation for more than two consecutive semesters. If a student has not successfully been restored to good standing within this time limit, he/she may be required to withdraw from school or they will be ineligible to re-enroll for the coming school year. When making decisions about a student's standing at WMCA, his/her civic, spiritual, and academic performance may be considered. Should a student be allowed to continue to a third semester of academic probation, they cannot have any failing grades in that semester. If during the course of the academic probation, the student demonstrates a willful, consistent lack of effort to complete course assignments, or continued lack of effort to meet the probationary requirements, as determined by the School, in the best interest of both parties, the School reserves the right and discretion to discontinue further enrollment of the student.

DISCIPLINARY PROCESS

The following are the steps followed by WMCA administration as part of the disciplinary process. It is important to recognize that situations will be dealt with on a case-by-case basis with the ultimate goal of restoration and redemption.

Although the School generally follows a model of progressive discipline, all consequences are at the discretion of the Administrative Team as to the proper level of the offense. The School reserves the right, based upon the specific facts and circumstances, nature of the offense, history of prior misconduct, student attitude, and other factors, in the Administrator's sole discretion, to by-pass any general or progressive discipline procedure and proceed immediately to more severe discipline, up to and including, suspension or expulsion.

Generally, WMCA will follow these procedures in addressing disciplinary matters:

1. Prayerfully ask the Lord to guide the disciplinary process so that His desired outcome will be achieved.
2. Gather evidence and, to the extent it is reasonably practical, communicate with all parties involved including the parents.
3. Some situations may require a more immediate response or may not afford the luxury of communication with all parties, parents, or additional time.
4. In such circumstances, WMCA reserves the right to proceed with the measures necessary to protect the school or address the situation and, thereafter, follow up in more detail with parents, as time permits.
5. Consider the situation. For some flagrant offenses there will be no choice but to expel the individual.

6. Consider the individual (their prior disciplinary record, attitude, truthfulness, etc.).
7. A student who has no intention of even trying to live up to a behavioral agreement will be asked to leave.
8. A student who actively tries to undermine the faith or conduct of others will not be allowed to remain in school.
9. For the rest we will generally continue to attempt to work, counsel, and pray.
10. Prayerfully seek the counsel of the Lord and others (including the parents) in considering what disciplinary options are available and which measures would ultimately lead to restoration and redemption.
11. Administer the disciplinary measures.
12. Depending on the type of discipline administered, the school will continue to monitor student behavior, as appropriate, to see if the desired outcome is being achieved. Again, nothing contained herein shall preclude the school from bypassing any progressive step and proceeding to more severe discipline based upon the particular situation and circumstances.

DETENTIONS & SUSPENSIONS (other than tardy)

In order to fulfill our mission, students are expected to conduct themselves in a manner that is Christ-like and conducive to a productive educational environment. When students are found to be in violation of the code of conduct, they will be taught the appropriate biblical principle during a lunch/recess detention. Parents will be notified when students are given detention. The detention must be served on the assigned day after school; failure to appear for detention will result in one additional detention of equal length.

Upon receipt of the third detention, the student may be suspended from school activities for one day, or be assigned a 1 hour after-school detention. A \$25.00 fee is assessed for each 1 hour detention. Upon receipt of the fourth detention, the student may be suspended from school for two consecutive days or assigned to two 1 hour after-school detentions. Students are required to make up any missed work on their own time. Upon receipt of a fifth detention, the student will face a Board review for possible withdrawal or expulsion from school. Students returning the second semester will begin with a "clean slate" unless the student is under terms of a "behavioral contract" or on probationary status.

While on suspension, the student may **not** attend regular classes or **any** extra-curricular activities. Students are responsible for all missed class work.

PARENT COOPERATION

WMCA's educational mission involves working closely with the home in the overall Christian education of students. WMCA views itself as partnering with parents in the educational process. As a result, parents/guardians enrolling their children, or in order to maintain enrollment, agree to support and cooperate with the School in the religious education and discipline of their child and also agree to support the religious educational philosophy and religious standards taught at WMCA. This is founded upon the Biblical principle articulated in Amos 3:3, "*Can two walk together, except they be agreed.*" Parents also agree to support WMCA with prayer and a positive attitude. Complaints or negative comments will be shared with the teacher, administrator or person involved, in accordance with Matthew 18 principles and, if still unresolved, addressed pursuant to the conflict resolution policy of WMCA below, rather than indirectly through negative comments to others not involved in the situation or social media. Parents agree that if, at any time, parents/guardians act in a manner that demonstrate a lack of ability to support WMCA, its policies, discipline, religious educational philosophy or standards, or otherwise reflects a lack of cooperation and commitment to the home and school working together, WMCA has the right, in its sole discretion, to remove any student or to discontinue further enrollment of any student. Parents/guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child.

COMMUNICATION PROCEDURE

We consider it a great privilege to serve our covenant families in educating their children from a Christian perspective. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship there lies a temptation to talk about a specific problem or person rather than take direct action to resolve conflicts in a manner consistent with Scripture. We have outlined the proper lines of communication between the school and home

according to the Biblical principles found in Matthew 18 and James 3. We believe that Scripture teaches that conflicts should be handled directly, person-to-person, discreetly and carefully, while believing and speaking the best about each individual involved toward the goal of restored fellowship.

Parents to Teacher: If a concern should arise regarding individual teacher rules or procedures, the parents should speak to the teacher before discussing the matter with others. Please remember all meetings between teachers and parents must be pre-scheduled in order to respect classroom time. In the case of disagreement related to an assigned grade, the final arbitrator shall be determined by the Headmaster.

Parents to Administrator: If a concern should arise regarding school rules, procedures or curriculum, the parents should speak to the Headmaster before discussing the matter with others. Parents may also present concerns about individual teacher rules or procedures if the matter was not resolved with the specific teacher.

Parents to School Board: If a concern should arise regarding any policy, curriculum, program, or staff member that has not been satisfactorily resolved, parents may present their concerns to the School Board in writing, to be responded to at the School Board's discretion.

Parents to Coach: If a concern should arise regarding any game or player incident, parents must abide by the "24-Hour Rule" which states that parents wait 24 hours before contacting or meeting with a coach or administrative staff.

Parents to Parents: If a concern should arise regarding individual parents or their children, the parents should speak to each other in a spirit of clarity and resolution. The vast majority of concerns or misunderstandings can be cleared up over a cup of coffee and a congenial conversation.

White Mountain Christian Academy Staff and Administration will abide by these same principles in communicating with parents and students via weekly/monthly emails or general communication at upcoming events.

CONFLICT OR GRIEVANCE RESOLUTION PROCEDURES

For Parents and Guardians of Students: Passages such as Matthew chapter 5:23-2, Matthew chapter 18:15-20, and I Corinthians chapter 6:1-8 are used to instruct Christians on the importance of using the counsel and assistance of other Christians in order to resolve such conflicts or grievances.

In the event a conflict or grievance arises between a parent (or guardian) and a member(s) of the WMCA constituency, such conflict or grievance is to be settled in private meetings to the extent possible, utilizing appropriate lines of authority. If a parent has an unresolved conflict or grievance with a teacher, coach or other staff member of WMCA after an initial private meeting to resolve the conflict or grievance; WMCA provides the following conflict/grievance resolution procedure as a guide for parents to resolve remaining conflicts or grievances in the most effective and God honoring manner.

Step 1: The parent who has an unresolved conflict or grievance is to set an appointment to meet with the Headmaster (HM) and will work toward a resolution with the parties involved.

Step 2: If the conflict or grievance issue is not resolved in STEP 1, the parent may appeal the suggested resolution offered in STEP 1 to the HM who will then schedule a meeting with the parties involved to discuss the conflict or grievance and work toward a resolution.

Step 3: If the conflict or grievance issue is not resolved in STEP 2, the parent may appeal the resolution offered in STEP 2 in writing to the full School Board (SB). The parent is to provide such written appeal to the SB chairperson. The SB chairperson will then present the parent's written appeal to the full SB as soon as feasible.

If the SB decides not to set a hearing relative to the parent's appeal, the parent will be notified and the resolution offered in STEP 2 stands. If the SB decides to set a hearing for the parent's appeal, the parent will be notified as to the date and venue of the SB hearing. The parent may not invite a third party to the hearing unless approved in advance by the SB. The decision or resolution provided by the SB after the hearing with the parent will be provided to the parent within a reasonable time of the hearing with the SB. Note: The SB is the final authority in any conflict or grievance procedure.

Definition of Conflict or Grievance: An item considered a conflict or grievance could be (in the view of the parent) a differing interpretation on the part of a teacher, Administrator, or WMCA in general, to properly apply established WMCA policies, practices, procedures or codes of conduct.

LIFESTYLE POLICY

WMCA's biblical role is to work in conjunction with the home to provide an education grounded upon spiritual truth and to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the School teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, and sexual or other conduct outside the biblical standards of morality or inability to support the moral principles or standards of the School. (See signed Statement of Faith).

The School expects parents/guardians to refrain from conduct or a lifestyle, which would undermine the religious, Christian beliefs and values taught by the School and to cooperate and support the religious educational philosophy and standards of the School. In such circumstances, predicated upon religious reasons, WMCA cannot effectively partner with the parent/guardian because of the divergence between the religious teachings of WMCA which permeate the entire educational experience and philosophy of the School, and the beliefs, attitude, lifestyle or conduct of the parent/guardian. In such circumstances, WMCA reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

STUDENT ANTI-HARASSMENT POLICY

"The one who says he is in the Light and yet hates his brother is in the darkness now. The one who loves his brother abides in the Light, and there is no cause for stumbling in him. But the one who hates his brother is in the darkness and walks in the darkness, and does not know where he's going because the darkness blinded his eyes."
– 1 John 2: 9-11

The policy of White Mountain Christian Academy is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment, where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, coaches and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, parents, volunteers, coaches and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

Definitions and Prohibited Acts

1. Unwelcome and Offensive. The fact that a student may not openly object to others' actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.
2. Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, gender, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, gender, age or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during school hours. Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendos, or

display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

3. Physical and/or Sexual Harassment. Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner.

Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

4. Sexual Harasser. A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

5. Race, Color, National or Ethnic Origin, Age and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts, words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

6. Electronic Harassment - Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

7. Physical Harassment. Prohibited actions include, but are not necessarily limited to, the following: Gender, display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability. General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

8. Definition of Bullying or Intimidation. "Bullying" or "intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

9. Examples of Harassment, Bullying, or Intimidation: Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

- Unwanted touching as to invade another's personal privacy, touching of a student in a sexually suggestive manner, unwanted sexual advances or propositions.

- Making or threatening reprisals after a refusal to sexual advances, or a refusal to partake in the harassing, intimidating of another student.
- Visual conduct such as leering, glaring, making obscene gestures, or displaying demeaning and/or sexually suggestive pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's gender, race, color, national or ethnic origin, age or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's gender, body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, hitting, shoving, assaulting, impeding, or blocking another individual's movement, or other intentional acts perpetrated in whole or in part because of the student's gender, race, color, national or ethnic origin, age, or disability.
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

Application of Anti-Harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

Prohibited Actions

1. Student-Student Harassment, Bullying, or Intimidation. Student-student harassment, bullying, or intimidation of any type is prohibited.
2. Employee-Student Harassment, Bullying, or Intimidation. Employee-student harassment, bullying, or intimidation of any type is prohibited.
3. Student-Employee Harassment, Bullying, or Intimidation. Student-employee harassment, bullying, or intimidation of any type is prohibited.
4. Employee-Employee Harassment, Bullying, or Intimidation. Employee-employee harassment, bullying, or intimidation of any type is prohibited.

What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to a teacher, staff member, parent volunteer or one of the school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to a teacher, staff member, parent volunteer, or one of the school officials designated below. All complaints will be promptly investigated.

Employees who feel they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to report the matter to the Headmaster. If the incident of harassment, bullying, or intimidation should involve the Headmaster, the employee should report the matter to the School.

Employees who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to the Headmaster. All complaints will be promptly investigated.

NOTE: If a teacher, staff member, or parent volunteer is approached by a student regarding an incident involving student-student harassment, bullying or intimidation he/she should handle the incident calmly, appropriately, and immediately (i.e. professionally with personal consideration). Furthermore, the teacher, staff member or parent volunteer needs to document the incident and report the matter to one of the school officials designated below. All incidents are to be documented and reported to a member of the administrative team.

Additionally, if a parent receives a report from their child regarding an incident involving student-student or even employee-student harassment, bullying, or intimidation, the parent should notify the school and speak with the Headmaster. Parents are also asked to document the incident of your child's report and bring it to the school. A planned conference between a school official and the parents will follow.

Where to Report Harassment, Bullying, or Intimidation

The following individuals with White Mountain Christian Academy Upper School are specifically authorized to receive reports of harassment, bullying, or intimidation and to respond to questions regarding the incident:

<u>Name</u>	<u>Title</u>	<u>Telephone</u>
Mr. Matt Heathco	Headmaster	(928) 207-6134

VI. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint as well as notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

VII. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith (slander) can jeopardize someone's reputation.

VIII. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a report from a teacher, staff member, or parent volunteer or receives a direct complaint regarding harassment, bullying, or intimidation of another (i.e. employee-student, student-student, student-employee) he or she shall immediately inform the Headmaster. The Headmaster will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction and will be left to the Headmaster and/or school administrative member to determine.

STUDENT ILLICIT DRUG TESTING

Illicit Drug testing may be required upon the request of administration with reasonable suspicion of a student's illicit drug use. Results indicating drug use by the student or a refusal to submit to a drug test will result in either a suspension or expulsion. The cost of the drug testing is the responsibility of the parent/guardian. The parent/guardian as well as the student involved is required to abide by any administrative decisions based on the drug testing results. The Headmaster is the final authority in any decision regarding drug-testing results by a student of WMCA.

THREATS OF VIOLENCE AND WEAPONS

WMCA seeks to promote a healthy, safe learning environment. WMCA does not tolerate threats of violence to oneself, others, threatening behavior, or other acts of violence (including threats to severely damage school property or the property of other students) whether made in school or out of school. Any threats or depiction of violence or harm, (whether specific or general, whether alleged to have been a "joke" or serious, whether in school or out of school, whether in person or through some other method of communication – i.e. e-mail, IM, message board, internet posting, letter, picture, etc.) will be taken seriously by the School and may be grounds for immediate discipline, including suspension or expulsion. WMCA may suspend or expel a student following such conduct or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of additional criteria, which could include certification from a mental health professional and monitoring on a consistent basis by a mental health professional. Additionally, all threats, perceived or real will be reported to the appropriate law enforcement entity and WMCA may press criminal charges. Nothing contained

herein, however, shall in any way limit or prohibit the School in its sole discretion, from suspending, expelling, or removing any student who violates this policy.

Parents and others will be encouraged to report any such incidents or information to the appropriate official. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students are also prohibited from possessing, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon, or could be used as a weapon, at school or any school related functions. Students are prohibited from possessing or handling any weapons that are illegal to possess or use under local, state or federal law. Weapons include, but are not limited to, all of the following:

- Loaded or unloaded firearm, including a gun, pistol or rifle
- Explosives, including a dynamite cartridge, bomb, grenade or mine
- Knife, including a pocket knife, bowie knife, switchblade, dirk or dagger
- Slingshot
- Blackjack
- Metal knuckles
- BB gun
- Air rifle or air pistol
- Stun gun or other electric shock weapon
- Any sharp pointed or edged instrument
- Razor or razor blade (except solely for personal shaving)
- Fireworks

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a teacher or the Headmaster immediately.

V. ADMISSIONS AND FINANCIAL INFORMATION

ADMISSION POLICIES

WMCA does not discriminate on the basis of sex, nationality, race, color or ethnic origin in the administration of its educational policies, the awarding of financial aid, or any of its other school administered programs. The Administration will arrange for a personal interview with each student and the parents before admission, so that there is a thorough understanding of White Mountain Christian Academy's philosophy and goals, its commitment to the student, and the student's and parent's rights and responsibilities. This interview will be scheduled only after the application process has been completed and admission tests as needed. WMCA does not provide enrollment to students whose special educational or physical needs cannot be met by our existing programs, services, or staff. We do not accept students solely on the basis of their scholastic, musical, or athletic ability. Married students and students who are the parents of children will not be admitted.

SPECIAL NEEDS POLICY

For families looking to enroll their son/daughter who have a recognized Special Need: Students with a recognized special need must be academically able to meet the requirements in each subject area of the curriculum set forth by WMCA, which may include the parents taking steps to have intervention in place in order for their child to be able to function successfully in a classical learning environment with one teacher and 15-25 students per class. WMCA does not have support services available; however, it is required that parents pursue outside services that are available in the community to assist their son/daughter with a recognized special need that may affect him/her in the classroom.

PAYMENT OF ACCOUNTS AND TRANSFER OF RECORDS

For your convenience, the tuition is divided over ten (10) months. Payments are due the first of each month. Payments will be considered delinquent after the 10th of each month and will be assessed a 1.5% finance charge

(\$25.00 minimum) late fee. Even if a student will be receiving financial aid from a STO (such as ACSTO) in the future, the WMCA tuition must be paid on time. Students whose accounts are 30 days or 1 payment delinquent may be withdrawn from school until the account is paid in full or arrangements are made with the administration. It is not our intent to embarrass or place a student in an awkward situation. Parents are responsible for honoring their financial commitment to WMCA and we hope this will prevent any possible misunderstanding. **Note: Students may not take semester final exams (December and May) and transcript records will not be released until all accounts are paid in full.**

REFUND/WITHDRAWAL POLICY

School expenses continue whether or not every student is present every day. Both application and the registration fees are non-refundable. The School establishes a budget, plans expenses and incurs costs that cannot be avoided in the event a student is withdrawn or expelled. Accordingly, if a student voluntarily withdraws from WMCA after August 1, the student will be assessed a withdrawal penalty equal to the lesser of: (1) the remaining unpaid annual tuition or (2) twenty-five percent (25%) of the total annual tuition amount. The penalty assessment is in addition to owning all tuition and fee obligations through the date of withdrawal. This penalty amount is due and payable on the date of withdrawal. If the withdrawal is due to extenuating circumstances such as for medical reasons or a death in the immediate family, the Parent/Guardian may appeal the assessment of this penalty to the Headmaster who will then present the appeal to the WMCA School Board. If a Student is dismissed from WMCA for behavioral or academic reasons, tuition payments will be assessed through the end of the month in which the student is dismissed. Regarding scholarships, any scholarship award including tax credits received, will end on the date of withdrawal; no future expected scholarship can be applied to the balance due at the time of withdrawal.

FUNDRAISING

Fundraising is a reality in private schools. Any parent interested in initiating a new fundraiser may contact the Office. Fundraisers are set in advance. Any new fundraiser suggestions will be reviewed by the Headmaster and the Board at the appropriate time and may be considered. WMCA Athletics, student clubs, and academic class fundraisers have a higher likelihood of changing annually. Requests will need to be made annually and in advance, making certain that the request is approved by the Board prior to any announcements to parents or students. The Headmaster and the Board will review all fundraiser requests and will respond promptly to the faculty advisor or parent volunteer as to the status of the fundraiser.

Please note: Class or school mission projects are to be service related, not fundraising driven.

CHANGES TO POLICIES

The Board reserves the right, in its sole discretion, to alter, amend, repeal, any policy, or to adopt new policies when it determines it to be in the best interest of the School, following written notice to all Parents/ Guardians by the appropriate administrator. Parents/ Guardians agree to abide by the current policies and any changes or modifications made pursuant to this provision.

APPENDIX 1

White Mountain Christian Academy Electronic Use Agreement for Students/Parents

A. Introduction:

Please read this document carefully. When signed by a parent or guardian, it becomes an agreement between the student, the parent or guardian and White Mountain Christian Academy (“WMCA” or the “School”). Signatures indicate that all agree to abide by the conditions and guidelines established herein.

The Internet is an electronic network established to connect millions of individual users and computers all over the world. The goal of WMCA is to promote academic excellence by providing students with access opportunities to information, communication, and research sources throughout the world. Therefore, the School endorses the use of the Internet as an educational tool.

The School has taken reasonable precautions to limit inappropriate use and restrict access to offensive or questionable material; however, due to the nature of the technology, absolute control of all on-line activities is impossible. Therefore, ultimate responsibility of Internet activity rests in the hands of the user.

B. Definition:

The term "Network" as used herein, shall be defined to mean WMCA computers, laptops, tablets, or internet access either through any WMCA equipment or a Student's personal equipment to the internet either through WMCA's own equipment and network or that of a 3rd party service provider to WMCA, whether wireless or wired. The term "Network" also includes WMCA servers, computers, website, domain name and addresses, programs, applications, and other similar equipment or materials.

Use of WMCA's Network:

I understand that the internet access provided by WMCA is a privilege, not a right, and each individual user is accountable for their own activities on-line. Any use which violates or does not meet the terms of this Agreement is unacceptable and can result in discipline which includes, but not limited to, loss of privileges of accessing the WMCA Network, suspension or expulsion. In addition, where violations of federal, state or local laws occur, WMCA reserves the right, in its sole discretion, to notify appropriate law enforcement of any prohibited activities.

1. Educational Purpose - Any Network provided Internet access is established for the primary purpose of education and instruction (i.e. research, class assignments, career development and training). Any Internet access or access to the Network is provided as an additional tool for purposes of better preparing students to become educated. All usage of the Network is to be directed with the premise of enhancing instruction, with an eye towards activities that build skills and abilities consistent with WMCA's educational objectives.
2. WMCA's Network and or other materials have not been established as a public access service or a public forum. The School has the right to place reasonable restrictions on the material accessed or posted through its Network and on any communications or data-taking place on the Network.
3. The School's Network is not to be used for individual commercial gain. No products or services may be offered, provided, or purchased on the Network unless previously approved by WMCA or the benefit of WMCA. Unacceptable uses include selling or purchasing personal items online or through the unreasonable use of Internet auction sites such as eBay.com©.
4. WMCA's Network may not be used for any non-sanctioned political lobby.
5. Any computers provided remain the property of WMCA. Any computer systems provided, whether portable or non-portable are not to be removed under any circumstances.

Other Requirements:

- A. I will refrain from accessing any areas of the Internet that would be inappropriate for the school environment because of pornographic or sexual content, racial, ethnic, or minority disparagement, computer viruses, advocacy of violence, or illicit/illegal content. I am responsible for monitoring and, if necessary, rejecting inappropriate or unlawful materials, links, dialogue, and information accessed/received by me.
- B. Plagiarism is unacceptable. Therefore, I accept responsibility for using information on or downloaded from the Internet in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.
- C. I will be courteous and use appropriate language. Therefore, I will refrain from swearing or using any forms of obscene, vulgar, harassing, or abusive words, pictures, or symbols.
- D. I will report any harassment or non-courteous behavior I witness on-line to the system administrator, a teacher, or a counselor.
- E. I will not lend my account number or password to others, or otherwise compromise the security of the system with which I work. I will not use someone else's password or account number.
- F. I understand that I am not to purchase any services or products without the appropriate approval, and that I am responsible for any expenses incurred.
- G. I will refrain from downloading, uploading, or otherwise adding to the network any words, pictures, or symbols that would be inappropriate in a school environment because of pornographic or sexual content, racial, ethnic, or minority disparagement, computer viruses, advocacy of violence, or illicit/illegal content.
- H. I will not post sensitive personal confidential or demeaning information that could cause damage, loss of reputation, disruption, or division.
- I. I will not post false or defamatory information about a person or organization.
- J. I will not damage the Network or Network components or computers. A user should tell an adult if they think someone they know is trying to damage the Network.
- K. I will not trespass in another's folder, work, or files.
- L. I will not infect a computer or Network with a virus.

- M. I will not employ the Network for commercial purposes.
- N. I will not gain or attempt to gain unauthorized access to the Network or to any third party's computer system.
- O. I will not engage in any other conduct, which would violate WMCA's conduct standards for students or which would tend to bring discredit to the student or WMCA.
- P. I will not publicly re-post digital communication (i.e. Email, IM, pictures, etc.) sent to me privately, without permission of the person who sent you the communication or message or which would otherwise be in violation of this Agreement. This includes posting a message or contents of a message to a public chat room, public bulletin board system, social networking site (Facebook, Twitter, Instagram, Snapchat) or similar public-access system.
- Q. I will not use the Network to divulge private or personal information about another person.
- R. I will not download freeware, shareware and/or demo programs. Do not download games, screensavers or MP3 files. Any audio/video streaming through such applications as QuickTime, Real Player, Sonic Box, Spinner, Windows Media Player, etc. may be viewed only as part of valid research in preparation for, or in conjunction with, curriculum and/or class assignments and not for entertainment purposes. This sort of activity wastes bandwidth and is an unacceptable use of Network resources.
- S. I will not use the Network to engage in any illegal act or to violate any applicable copyright, trademark or other intellectual property rights. Illegal acts include the dissemination, download, copying, transfer or installation of pirated software, illegal MP3 files, and/or other data, videos, music, programs, applications or software licensed to others.
- T. Computers equipped with CDRW, DVDRW (CDROM & DVD writers) must never be used to make illegal copies of any copyrighted materials including, but not limited to software and music CDROMS. Any person caught doing so will lose their CDR-RW and future access to CDR-RW.

Expectations and Responsibilities:

- A. Users are expected to maintain sound ethical judgment while on-line and adhere to the legal guidelines WMCA conduct standards and the other requirements outlined in this Agreement.
- A. Use of electronic information and resources must explicitly be for educational purposes only.
- B. Users are expected to relate security problems to system administrators and not demonstrate the problem to others.
- C. Users are expected not to harm, modify, or destroy hardware or any system relating to electronic information or resources.
- D. Users are prohibited from downloading or uploading any executable file on the School's network.
- E. System administrators may close any account at any time.
- F. WMCA reserves the right to log and monitor the use of all systems, including the instillation of monitoring or tracking software and also including, should it become necessary, the deletion of saved files.
- G. WMCA reserves the right to establish such rules and regulations as may be necessary for the efficient operation of all electronic information systems.

Search and Seizure

All Network equipment and information thereon is the property of WMCA. There is no expectation of privacy in the contents of any computer files or data you store on the Network or to information received or transmitted over the Network. WMCA reserves the right to monitor use of its Network and retain any data transmitted through the Network. Should the situation arise which warrants a search of any computer or hard drive, WMCA reserves the right to access any and all data for the purpose of investigation and to take disciplinary action, up to and including suspension or expulsion, for any violation of this Agreement, WMCA's conduct standards or other School policies.

Routine maintenance and monitoring of WMCA's Network may lead to discovery that a violation of either local, state, federal laws this policy, or WMCA's conduct standards has occurred.

An individual search may be conducted, at any time, if WMCA, in its sole discretion, has a reasonable suspicion that someone has violated this Agreement, or local, state, or federal laws or the School's conduct standards. The investigation will be reasonable and related to the suspected violation. However, the School may, in the course of investigating, discover other violations of this Agreement, other School policies or conduct standards and reserves the right to take disciplinary action, up to and including, suspension, expulsion, dismissal, or notifying appropriate law enforcement officials.

C. Liability

Limitations of Liability

1. WMCA makes no guarantee, warranty or representation that the functionality or services provided by or through the Network will be error-free or without defect. **WMCA hereby disclaims any and all implied or express warranties including, where applicable, any implied warranties of merchantability or fitness for a particular purpose.**
2. WMCA will not be responsible for any damage you may suffer, including but not limited to, loss of files, data, hardware or interruptions of service. WMCA will not be responsible for any consequential or other damages.
3. WMCA is not responsible for the accuracy or quality of the information obtained through or stored on the Network.
4. WMCA is not responsible for financial obligations arising through the unauthorized use of the Network or Internet.

Release and Indemnification

1. **Release** - Although the School uses filtering software and other monitoring methods in an attempt to limit access, the very nature of the Internet makes the ultimate responsibility reside with the student/user. Therefore, the School cannot be held liable for unacceptable use. Accordingly, you agree to release and hold forever harmless, WMCA, its agents, employees, network administrators, and contractors from any and all claims arising from or relating, in any way, to you and/or the Student's use of the WMCA network or any violation of this Agreement, including but not limited to, any claims and damages of any nature arising from use of, or inability to use, the Network, and also including, but not limited to claims that may arise from the unauthorized use of the Network or use of the Network to purchase products or services.
2. **Indemnification** - You agree to indemnify WMCA, its agents, employees, network administrators and contractors, against any claims, loss or expense, including attorney's fees and costs, incurred or sustained, arising in whole or in part from any violation by you or your Student of this Agreement.

D. Miscellaneous

If any provision, or portion thereof, of this Agreement is held to be invalid or unenforceable by any court or arbitrator of competent jurisdiction, such provision, or portion thereof, shall be modified or deleted in such a manner so as to make this Agreement, as modified, legal and enforceable under applicable laws and shall not affect the validity of the other clauses or portions thereof of this Agreement.

Consequences

Infractions of the provisions set forth in this *Electronic Use Agreement* may result in suspension or termination of access privileges and/or appropriate disciplinary action. Activities in violation of state and federal statutes will be subject to prosecution by those authorities. Disciplinary action may be taken by the School as appropriate.

Form for Reports or Complaints of Harassment, Bullying, or Intimidation

Complainant: _____

Home Address: _____

Home phone (____) _____ Work phone (____) _____

Date of alleged incident(s): _____

Did the incidents involve: sexual harassment racial harassment national or ethnic origin harassment disability harassment, and/or age harassment?

Give the name of the person who you believe harassed or was violent toward you or another person:

If the alleged harassment or violence was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses who were present: _____

This complaint is filed on the basis of my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's anti-harassment policy and understand the procedures the school will follow.

Complainant signature _____ Date _____

Complaint received by (name) _____

