

WINCHESTER ACADEMY



PRESCHOOL AND ELEMENTARY

PARENT STUDENT HANDBOOK

REVISED
AUGUST 10, 2009

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Campus I:
(Main office/Preschool/K)

Winchester Academy
915 S. Cameron Street
Winchester, VA 22601
Phone: (540) 542-1100
Fax: (540) 542-1601
Main Office Hours: 8:15 a.m.-3:45 p.m.

Campus II:
(Grades 1-5)

Winchester Academy (Physical address only. No mail accepted.)
1317 S. Pleasant Valley Road
Winchester, VA 22601
(540) 667-6530
Hours of Operation: 8:15 a.m.-3:45 p.m.

Campus III:
(Grades 5-12)

Winchester Academy
1305 Opequon Avenue
Winchester, VA 22601
(540) 542-1101
Hours of Operation: 8:00 a.m.-3:30 p.m.

Program Hours:

Preschool Hours: 8:45 a.m.-12:00 p.m.
Elementary Hours: 8:30 a.m.-3:30 p.m.
Middle/High School Hours: 8:15 a.m.-3:15 p.m.
Clubhouse Hours: 7:30 a.m.-8:45 a.m. and 12:00 p.m.- 6:00 p.m.

School Logo:



School Colors:

Burgundy, Navy Blue, Hunter Green

School Mascot:

Eagle

School Motto:

Nurturing mind, body, & soul

School Scripture:

...but those who hope in the LORD
will renew their strength.
They will soar on wings like eagles;
they will run and not grow weary,
they will walk and not be faint.
Isaiah 40: 31

School Song:

We are eagles flying high,
Mounting wings across the sky.
With the Father's loving hand
We will do the best we can.

We'll grow in wisdom and be strong
Learn to choose right over wrong.
We are eagles flying high,
Mounting wings across the sky.

With school spirit filled we'll be at Winchester Academy.

School Website:

www.winchesteracademy.org

ACSI Statement of Accreditation

We are currently seeking accreditation with the Association of Christian Schools International. We have reached candidacy status and will be seeking full-accreditation for K-5 in the fall of 2009. Our school will benefit from this accreditation in many ways including, but not limited to enhanced biblical foundation and moral teachings, increased preparedness in all academic disciplines, improved extra-curricular programs, a well-defined school structure, and place of our school within a network of other accredited schools.

School Beliefs

Mission

Our school mission is to provide a quality Christian education to all children. We desire all children to know God's love. With a Christian foundation, leadership development, and academic excellence, our students will reach their highest potential.

Vision Statement

Our school has a vision of growing as a leading Christian school that equips students with a solid biblical foundation. Our intent is to follow God's direction and grow our program in a way that glorifies Him. Our goal is to offer preschool and a K-12 academic institution that will serve the children within our community.

Philosophy

We desire to reach out to all children, regardless of their faith, to teach them about Jesus Christ and experience a life filled with His love. The love of Christ is shown to each child and can be witnessed in all aspects of their educational-and social experiences. Each student in our school is treated as an individual and met at their academic and spiritual level.

Winchester Academy is committed to providing a non-denominational foundation of Christian truths and values without integrating doctrine specific to any one denomination. This school is part of the body of Christ; therefore, it guides its students to find his or her special place in the body of Christ. As an educational institution it is our intent to guide students to discover and grow in this place.

We are committed to fostering the developmental needs of our children through a rigorous curriculum, within a loving and nurturing environment that is based upon a Christian foundation. We recognize that all children develop at different rates, and we will teach to these individual needs. Winchester Academy has high expectations for all students, in accordance with the belief that all children can learn. Challenging material is presented and teachers assess understanding using a variety of methods.

At the preschool level, objectives in the areas of social/emotional, mathematics, language, and gross/fine motor skills have been developed through a hands-on, developmentally appropriate curriculum. It is the intention of the school to expose preschool children to enriching learning experiences by providing them opportunities for growth in each of the objective areas.

At the elementary level, the Virginia Standards of Learning are used as a baseline for all subject areas. Curriculum is focused on engaging the student in the academic process with an effort to encourage them to become lifelong learners. Our nurturing teachers focus on building an academic foundation that encourages children to take risks.

We encourage all of our students, regardless of their age or grade, to appreciate art and music, begin to learn a second language, and be exposed to up-to-date technology through computer use. We believe that this exposure will help them to become positive and productive members of our diverse society. We emphasize the importance of self-discipline, respect for others, and development of self-concept, through Christian values. We teach the essential skills of problem-solving, critical thinking, and peer interaction, which better prepares them for the life-long learning process. With the support of our parents and the community, we help our children to understand God's grace through our example.

Core Values

The following core values are the convictions that support and empower the purpose of Winchester Academy. They provide the school with security and ultimately shape its moral culture.

Biblical Integration

Biblical integration of every planned learning experience is critical in developing an educated citizen with a Biblical world view. Each student will learn to defend their faith and to live a lifestyle in accordance with it. The Bible is essential to our curriculum program and taught at every academic level.

Character Development

Character development based on the Word of God is instilled in the hearts of all students. Every child receives individual discipleship in self-discipline and personal responsibility in an orderly environment of Christian love and compassion. Each student will be trained to be a leader as he/she is given opportunities to lead others. Individual gifts and abilities will be fostered and supported.

Compassion for Others

Students are taught to love God with all their heart, soul, mind, and strength, and to love their neighbors as themselves. As students grow in their relationship with God, they will glorify Him through their interactions with others. A student's relationships with fellow students, parents, and teachers will be one that shows respect, is Christ-centered, and edifying.

Academic Excellence

Winchester Academy is committed to an academic program that will prepare our students for higher education. High academic standards are maintained for all students with the expectation that each child can succeed. Every child is encouraged to maximize his/her learning potential and to develop a lifelong love for learning. Students will be equipped with a high-quality education to influence the world for Christ. Critical thinking skills and hands-on learning experiences will be used to achieve a successful academic learning environment.

Parental Involvement

Parents have the primary responsibility for the education of their children. Winchester Academy serves the parent through Christian advice, love, and support. Our professional educators assist parents by advising them on the best practices for their child's learning and providing programs and events that help them to share in their child's learning. Parents are encouraged to take part in their children's education and to build a strong relationship between the home and school.

Christian Staff

The staff commit to exhibiting Christ-like character and serving as role models for the students and parents. Each has a personal relationship with Jesus Christ and has been called to serve at the school. All continually pray and seek the Lord for wisdom and discernment in ministering to parents and students, and have a love for learning. They are in support of meeting the initial and continuing requirements for ACSI certification.

Nondiscrimination

Winchester Academy will not discriminate against any student on the basis of race, color, or national and ethnic origin in the administration of its educational and admissions policies, scholarships program, academic curriculum and extra-curricular activities.

School Improvement

Winchester Academy staff, parents, and Board of Directors will be involved in a plan of consistent evaluation and assessment, annually and through a five-year plan, so that there will be continuous academic and student services improvements.

Statement of Faith

We believe...

- ✚ In the Holy Trinity: One God in three persons, Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30, Deuteronomy. 6:4; II Corinthians. 13:14)
- ✚ That scripture is authoritative in matters of faith and conduct. The Bible is the inspired, the infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
- ✚ We are open to, and accepting of, all denominations in the Christian faith while maintaining a non-denominational position. We seek to teach Christian values without integrating doctrine or dogma specific to any one Christian denomination. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
- ✚ Salvation is through Jesus Christ. Salvation is a free gift offered to man by God. Its basis is the death, burial, and resurrection of the Lord Jesus Christ. {Man receives this free gift of eternal life by realizing his sinful condition, believing that Jesus Christ died for his sins, and then receiving him as his own personal Lord and Savior. Man in no way can ever work his own way to heaven. Salvation is based solely on the finished work of the Lord Jesus Christ on the cross of Calvary, by the grace of God. That precious blood of the Lord Jesus Christ cleanses from all sin

anyone who accepts God's free gift.} (John 3:16, 5:24; Acts 13:39, 16:31; Romans 10:9-10; I Corinthians 15:1-8; II Corinthians 5:21; Ephesians 2:8-9)

- ✠ We share the common Christian understanding of sanctification: that God is presently at work in and through us by the Holy Spirit, which enables and empowers us to godliness. The power of God that raised Jesus Christ from the dead, through His Spirit also indwells in us as believers. (I Corinthians 6:11; Romans 8:9-11; I Thessalonians 5:23-24; I Peter 1:15-16; Philippians 2:13; Ephesians 3:16; Romans 8:13-14; John 16:7-15; Acts 2:31-32, 36; John 20:30-31)-
- ✠ We believe in the deity of Christ (Colossians 2:9), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11, Luke 23:8), His redeeming work and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- ✠ We believe in God as Creator. We also hold fast to the truth that God created the heavens, the earth, the sun, the moon, the stars and all of its inhabitants in six days and rested on the seventh day. We believe that God cannot lie and His word reveals to us that He created all things and his attributes are clearly seen by His creation. God is eternal and He caused all things to come into being. We do not hold to the evolution, big bang or any other theory of creation other than God as the creator. (Genesis 1:1-2:3; Job 38:4-11; Isaiah 40:28; Isaiah 42:5; John 1:1-5; Romans 1:18-25; Colossians 1:15-17; Colossians 2:8)

School Information

Winchester Academy is a subsidiary of Enrichment Services, Inc., a non-profit organization which provides tutoring and enrichment opportunities for children of all ages and developmental needs.

Board of Directors

A Board of Directors governs our school. The purpose of the Board of Directors is to support the school and bring accountability to the administration, parents, and students of Winchester Academy. The current directors are listed on the school website.

History

Our program was co-founded in 2000 by Debra B. Hodgson and Cheryl A. Cintron, area teachers, who desired to bring a quality non-denominational Christian education to the Winchester area. In the first year, Enrichment Services, Inc. opened and began serving area students who needed individualized tutoring. The program served over 100 students ranging in age from Kindergarten to Grade 12. Professional teachers were hired as tutors and students experienced immediate success. To date, over 400 students have been served in a tutoring capacity.

In 2001, the second phase of Enrichment Services, Inc. was developed. Winchester Junior Academy was founded to serve the younger child within the community. A high-quality preschool program was organized to raise the bar for all preschool programs in the area. Small class size, quality education opportunities, foreign language, and computers were all progressive educational experiences for this growing community. This program began with just under 40 students in a small Methodist church in Frederick County. The following year, this program outgrew the church building and an opportunity was available to move to downtown Winchester. This opportunity doubled the growth of the preschool. We were able to offer a summer preschool program, which helped serve working parents. To date, over 500 young children have been served through our preschool and it has developed a reputation among area public and private schools of producing students who are well prepared for any Kindergarten experience.

In 2002, Winchester Academy started our first Kindergarten class with eight students. These students were provided with a developmentally appropriate program that stretched the minds of all children and allowed for creativity along with meeting their individual needs. The success of this small class led to the expansion of our school by increasing to Grade 3 the following year. The philosophy of the school, which allowed for growth and development within a small class setting, reached the community through newspapers and word of mouth. Every year since our opening we have expanded grade levels. Currently, we have a growing middle and high school program.

Admissions Policy

Non-Discrimination Policy

This academic institution does not discriminate on the basis of color, race, religion or national origin.

Registration

A registration fee is required to enroll a student each year and is non-refundable.

Admissions

School Family enrollment occurs in January of each year. Currently enrolled students will have first priority. Every effort will be made to accommodate the placement of all currently enrolled children during this time. Enrollment forms can only be processed if financial accounts are current. Open enrollment begins the end of January for other students in the community. Openings are limited to the approved classroom ratio.

All registration information for the following school year will be given out in January of each school year. Children currently enrolled in our preschool will have first priority for placement into the elementary school. The number of classes and age groupings will be determined at the school's discretion.

Winchester Academy has a strong desire to see that young people have an opportunity to receive a Christian education, but at the present stage of development the school is unable to adequately meet the needs of students with the following concerns: Serious emotional or behavioral problems, a physical handicap, or other issues that would impair the learning process.

Birth Certificates

Parents of children enrolled after July 1, 1998, are required by Virginia law to provide proof of a child's identity and age. This proof may include a certified copy of the child's birth certificate, notification of birth (hospital, physician, or midwife record), baptismal record, or school record from a public school in Virginia. While not required to keep this proof, documentation of viewing this information within 30 days of initial attendance must be obtained. We cannot keep children in our program for which proof of birth has not been received within 30 days of enrollment.

Medical Records

Every child enrolled in any program in Winchester Academy must have a complete physical exam and have a Medical Health Form on file. These forms need to be filled out and signed by your child's health care provider showing that your child is in good health. The forms also need to indicate up to date immunizations. For children age 2 through school age, the form must be dated within 12 months of admission and updated every time the child has an update to his/her immunizations. School aged children are required to have an updated Medical Health Form upon admission. As with the proof of birth, we cannot keep children in our program for which a Medical Health Form is not on file. It is the responsibility of the parent to supply an updated form when new immunizations are given and/or health conditions change. Kindergarten students must have updated shots or provide the school with a religious exemption waiver provided by the State of Virginia. Admission will not be granted without the proper health/medical documentation.

Preschool Age Requirements

To enter the 2 ½ -year-old class, students must be 2 ½ by September 30th. Students applying for the 3-year-old and 4-year-old classes must be the age of their approved class by September 30th. Parents interested in an age waiver, must contact the Preschool Administrator, who determines eligibility. No child under 2 years of age will be considered for the program.

Preschool Potty Training

It is expected that all children will be potty-trained by 3 ½. We reserve the right to find alternative placement or release the child from the program for a time until the parent begins a potty training program with their child. No discount or reduction in fees will incur during this period. Children who are not potty-trained will not be moved into the four's class.

Parents of children still potty training must include daily in their child's backpack 2 diapers/pull ups/underwear. All students need to have a change of clothes in their backpacks.

Elementary School Age Requirements

To enter the elementary school, students are expected to turn the approved age by September 30th. Parents who desire to accelerate their child must meet directly with the Elementary School Administrator. Testing, transcripts, and observations will be reviewed. No child will be accelerated with a birth date past December 31st. The Administrator only approves acceleration.

Waiting Lists

Once a maximum number of students have completed the registration process, a waiting list will be started. Families offered a position, will be expected to sign a contract within 48 hours or forfeit the opening.

Termination

In the event of expulsion, parents will be provided documentation of the reason for dismissal. Parents remain responsible for tuition up until the date of expulsion. Fees for textbooks, supply fees, and field trip fees are non-refundable.

Withdrawal

Any withdrawal from the Academy must be made in writing with 30 days notice, before the last date of attendance given. The 30-day notice will be calculated from the date of receipt of the withdrawal letter. A refund or dismissal of tuition will only be considered during this 30-day period and when a replacement has been in the program for 30 days without concern. At this time, notification will be given to families on the wait list. Winchester Academy takes no responsibility for filling vacated positions. Families desiring to withdrawal from the program must stay current on all accounts, until a replacement is found. All delinquent accounts over 30-days will be sent directly to collections. Student records and transcripts will be forwarded to schools after all financial obligations have been satisfied.

Financial Policy

Payment of Fees and Tuition

Families are expected to keep all accounts current. Refer to the Tuition Contract for information regarding your financial commitment. Contact the main office with specific payment needs. All delinquent accounts over 30 days will be sent directly to collections.

Tax Status

Winchester Academy is a non-stock corporation, incorporated in the Commonwealth of Virginia. The Corporation is organized and operated exclusively for educational and religious purposes as a non-profit organization under the provisions of Section 501(c) 3 or the Internal Revenues Code. Gifts to the school are fully tax-deductible.

Attendance Policy

Attendance at school is an important component in your child's education. The school fosters intellectual development and socialization. Regular attendance enables your child to be successful. However, on occasion absence is necessary. When your child is absent, please call the main office first thing in the morning. If notification is not received a reasonable attempt will be made to contact the parent to obtain an explanation. If the student misses a total of five scheduled school days in a row, the school will make a reasonable attempt to contact the parent. At this point, the administrator, the student, and the parent will develop an attendance plan, which would include the reasons for the absences. It is the parent's responsibility to get the make-up assignments. Awards of Perfect Attendance and Near Perfect Attendance are given to elementary students who have been absent 5 days or less at the end of the school year.

Drop-off/Pick-up

You will be provided with a list of exact times for your child to be dropped off at their building. If you do not come during this time, you must park and bring your child inside to their classroom. For the sake of planning, we would appreciate you following this drop off/pick up schedule. Please do not bring your preschool child any earlier than 8:45 am or your elementary child any earlier than 8:30 am. Staff Members will only be outside during the designated drop-off/pick-up times. **DO NOT BLOCK THE DRIVE-THRU WITH YOUR CAR AT ANYTIME.** Drop off/Pick up is not a conference time. Please schedule an appointment with the teacher or administrator if you have concerns which need to be addressed. Pickup times are **PROMPT.** If you are late, you will need to come into the building to the Clubhouse to get your child. You are subject to a \$25 **LATE CHARGE** per infraction and \$10.00 per fifteen minutes that you are late. No child will leave the building unattended. If an emergency occurs, please call the main office as soon as possible. This system was created to efficiently serve you so that you do not have to wait in long car lines. If you are in line for drop-off or pick-up you will not be turned away or asked to bring your child in school. We realize that you may be here on time but are sitting in line.

Students leaving before their designated dismissal times must be signed out by a parent or responsible party designated by the parent with a written note indicating the time they are to leave.

Release of Children

Children will not be dismissed to anyone other than his/her parent unless a written, verifiable note has been received. Photo ID may be required. Please do not be offended if you are asked to report to the office for verification. This is for your child's safety. It is the parent's responsibility to inform alternate caregivers such as babysitters or grandparents of these essential security procedures. When picking up your child early, you must sign your child out and go to the classroom to assist them with gathering their belongings.

Tardiness

If you arrive AFTER your designated drop-off time, you will need to sign your child in and then walk your child to class. Tardiness will be documented and included in the child's permanent folder.

School Closing Policy

ALL SNOW DAYS WILL BE ANNOUNCED ON WINC RADIO 92.5 FM Their website is www.winc.fm . We will not follow any school system and will independently close. Private schools are announced AFTER public schools so continue listening for Winchester Academy. If an early closing is necessary, you will be notified through the radio, email, and by phone. Please pick up your child immediately. Parents may also log on to for www.schoolsout.com, which is a website where delays and closings are posted. For a fee, the website will notify parents of closures and delays via an immediate email and/or cell phone text message.

Conduct/Standards of Behavior

The educational program at Winchester Academy involves much more than quality academics. Character development is an integral part of the program. As Christians, we endeavor to live our lives based on biblical standards, which enable us to glorify God. To produce an environment encouraging these goals, our school expects every student to demonstrate by attitude and behavior a life committed to following Christ. "Let no one look down on your youthfulness, but rather in speech, conduct, love faith and purity, show yourself an example of those who believe." (1 Timothy 4:12).

Within our school family the following character traits are emphasized:

Courtesy	(1 Peter 3:8)
Self-Control	(Galatians 5:23)
Integrity	(Proverbs 10:9)
Love	(1 John 4:7-8)

Playground/Recess Policy

All students will use playground appropriately. Two playgrounds are provided at Campus I and are designated by age group. Campus II and III provides outside recess time on open acreage. All playgrounds have posted rules that all students are expected to follow.

The following will result in an immediate loss of playground time:

- ✦ Throwing objects such as rocks, chips, snow, ice, and/or debris.
- ✦ Unnecessary roughness and/or fighting, tackling or shoving.
- ✦ Screaming or yelling
- ✦ Dismantling or vandalizing equipment.
- ✦ Climbing, jumping, or playing on top of fences.
- ✦ Playing outside the designated play area.

Technology Conduct and Safety

Winchester Academy believes in utilizing technology to keep students up-to-date and it is integrated throughout their school day. Because the computers are used daily by students, it is essential to manage and maintain the systems for their use and for their protection. Internet use is essential to the learning of elementary school students. Though the school provides filters, surfing the internet can produce unwanted results that cannot always be controlled. Violation of the computer rules will result in disciplinary action. The following rules are in place:

- ✦ Students may use technology resources only when school personnel are present and have given permission and may only use the designated sites allowed by the teacher.
- ✦ Students may not download, install, or store software, or play non-instructional games on a school computer without approval of appropriate school personnel.
- ✦ Students may not change or attempt to alter any configuration, program, or password on any computer system.
- ✦ Students may not use inappropriate language, pictures, or gestures, in any form on the Internet.

- ✚ Students may not use the Internet for unauthorized entertainment, purchases, or illegal activities.
- ✚ When using email, students must not conceal or misrepresent their identity and may not send abusive or offensive messages to anyone.
- ✚ Students must respect the privacy of others and not access the files of others without their permission.
- ✚ There is to be a general respect for all equipment and students should immediately report damage to their teacher.

Preschool students use computers that do not have Internet access.

Lunch Room Rules

- ✚ Students will practice proper conduct and eating habits in the lunchroom.
- ✚ Students will be courteous, respectful, and obedient toward any teacher, parent, or lunch monitor on duty.
- ✚ Students will talk at the lunch table at an acceptable conversational level.
- ✚ Students will remain seated at all times. Permission is needed to use the bathroom.
- ✚ Students will leave the lunch table and floor area neat and clean and will put their garbage in the containers provided.

Classroom/Building Behavior

- ✚ Students must always cooperate and demonstrate respect and with all staff.
- ✚ Students will be on time each day and be prepared with the necessary materials and mental attitude which indicates a readiness to learn.
- ✚ Cheating, stealing, lying, and plagiarism will not be allowed.
- ✚ Students are responsible for the cleanliness around their desks at the end of the day.
- ✚ Students are expected to walk in hallways and between buildings; no running. Talking should be at a normal voice level.
- ✚ All students should do their part by keeping classrooms, halls, walkways, restrooms and lunchrooms free of litter. If you see a problem, take care of it or report to a teacher.
- ✚ Chapel is a time set aside for praise, worship, and instruction from the Bible. Students enter and leave chapel in a manner conducive to worship.
- ✚ Students will not be involved in immoral activity.
- ✚ Students will not swear, tell inappropriate stories or jokes, or use profanity or any language that is unbecoming to a Christian.

Discipline Policy

When a child feels good about him/herself and about others, he/she is able to develop inner discipline and control. Discipline helps the child to acquire those skills which are needed to function effectively in the world; courtesy, an attitude of caring about others, respecting the feelings of others, appreciating the world God made, establishing self-control, and most importantly knowing they are a child of God and loved very much.

Preschool Discipline

Winchester Academy has a firm commitment to using a positive approach to discipline. This approach incorporates the philosophy of Conscious Discipline by Dr. Becky Bailey. This information is found on her website. http://www.beckybailey.com/conscious_discipline.cfm. This approach dramatically reduces the need for staff to use disciplinary methods.

Elementary Discipline

Students are expected to act appropriately during their time at school. Winchester Academy supports the importance of good behavior and emphasizes the necessity of outside recess time, which has been proven to help reduce negative behaviors in the classroom. Each teacher is given authority to maintain order in the classroom and their yearly discipline plans are reviewed by the administrator. Parents are expected to support the teacher when they are assisting the child in modifying undesirable behaviors. If the teacher feels that the undesirable behavior is continuing then the administrator, teacher, parent, and child will meet together to discuss the behavior and find ways to assist the child in changing the behavior.

However, both at the preschool and elementary school, no child will be allowed to hurt others or to destroy property. The staff will intervene and an appropriate consequence will be given to reinforce to the child that the behavior is unacceptable. When a child consistently displays behavior that is disruptive to the continuity of the program or hurts other children, the following steps will be implemented as needed:

- ✚ Step 1 The teacher will discuss the behavior with the child and help them to make retribution.
- ✚ Step 2 The teacher will keep a log of ongoing behavior problems, parent is contacted and the administrator is notified of any concerns.

- ✦ Step 3 The administrator will discuss the behavior with the child and the parent will be notified by means of a letter, phone call, or conference that a serious behavior problem is occurring on a regular basis and a behavioral plan will be implemented.
- ✦ Step 4 The administrator will hold a conference with the parent and the teacher to discuss a realistic course of action and to determine a time limit for improved behavior.
- ✦ Step 5 The administrator will hold a conference with the parent to discuss the child's continued enrollment at the school.
- ✦ In the event of extreme behavior, the school administrator has the right to immediately suspend or dismiss the child.

The following actions or threats on the part of a staff member are forbidden:

- ✦ Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment.
- ✦ Enclosure in a small confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of safety gates when used with preschool age children.
- ✦ Punishment by another child.
- ✦ Separation from the group so that the child is away from the hearing and vision of staff member.
- ✦ Withholding or forcing of food or rest.(except for incentive treats)
- ✦ Verbal remarks, which are demeaning to the child.
- ✦ Punishment for toileting accidents.(regular toileting accidents for students age 4 and above will be documented and medical interventions may be requested)
- ✦ Punishment by applying unpleasant or harmful substances.
- ✦ Punishment by repetitive writing.
- ✦ Punishment through verbally abusive language.

Harassment Policy

Winchester Academy's goal is to provide an atmosphere that is free from harassment (whether based on gender, race, color national or ethnic origin, age, or disability) an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual 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, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Tolerance Policy

Tolerance is a virtue. Tolerance refers to the Christian ideal of accepting one another without passing judgment in areas that are non-essential to salvation. This policy seeks to draw some boundaries with regard to our interaction with the popular culture. We encourage parents to be tolerant of other families' views on what cultural material they deem appropriate on their own time. However, at the school, there are certain limits.

Our goal as a Christian school is to provide opportunities for children to have spiritual, emotional, and academic growth. However, we are sensitive to parents being concerned about "fantasy" material such as games and trading cards that can be perceived as something "dark" or inappropriate to the academic and social environment we strive to maintain.

We will not promote literature that outwardly promotes pagan/gothic views. Vocabulary that is profane or games of pagan/gothic worldview, particularly with violent content, will not be allowed. When teaching about other countries, our children will learn about pagan beliefs and other religions. Tolerance and love will be taught when describing other faith organizations/groups.

Children will be taught tolerance regarding questionable games/information. No child will be made to feel that they have committed a crime for enjoying or speaking of these games and teachers will not engage in their own opinion regarding these fad cards, games, and literature. Children are allowed to report on these topics of interest. However, parties, clubs, and activities within our school will not promote this questionable material.

The school takes no position in relationship to parents' personal faith issues. Winchester Academy is a non-denominational program that promotes tolerance and love. As a resource to parents, clergy are available to discuss their issues or their child's spiritual development. With regards to children who are asking specific questions in relationship to Christ, clergy may be called upon to help guide the parents on the best way to handle this spiritual moment.

Onsite School Policies

Snack/Lunch Time

Preschool

The parents will rotate providing snack for the class each day. Teachers are responsible for arranging snack schedules. Please contact your child's teacher if you have any questions. Parents who have children with particular food allergies will be asked to not participate in the class rotation and must send in their own snack each day. Be sure to send ENOUGH food for each child. We ask that the snack be nutritious and to save sweets for special times and birthdays.

If your child is ill on the day he/she has snack, please call the school immediately, so the teacher can make arrangements for a replacement food item. Please send a replacement snack with your child when they return. If you forget snack on your child's snack day, you will be billed \$10. All snacks must be cut, peeled, prepared, etc. and packed in individual serving portions. Drinks must be juice boxes/pouches ONLY. After the children have become acclimated to the new school year, we encourage parents to come in on their child's snack day as an extra special treat to the children.

Ideas for Snacks: apples, bananas, strawberries, grapes, fresh vegetables and dip, cookies, graham crackers, pretzels, popcorn (individual bags), peanut butter & jelly sandwiches for ages 3 and older, cheese & crackers, snack crackers, fruit snacks (individual packages), applesauce/pudding, and rice krispy treats.

Ideas for Drinks: apple juice, white grape juice and lemonade.

New ideas are great! These are just a few that the children seem to enjoy. Prepare enough for the entire class of hungry students, unless otherwise stated by your child's teacher.

Food Allergies

Where there is a single food allergy in the class we will notify all the parents so they can send in snacks that will not cause a reaction in this child. However we cannot ask an entire class to provide snacks or treats that comply with a family's personal food preference - i.e. vegan, no meats, no gelatins, organic, etc. A child with several food restrictions needs to bring in their own snack daily and not participate in the snack schedule rotation.

Grade K-5

All children will be allowed to bring in one food item and a drink for the mid-morning snack. We encourage all parents to pack nutritional snacks and lunches. Please pack your child with the appropriate utensils, napkins, etc. needed for their snack/lunch. Catered lunch options will also be available at the parent's expense. Please only pack cold lunch items or participate in the catered lunch program where a hot lunch can be provided.

If a lunch is not provided by the parent a lunch will be given to your child at the cost of a catered lunch. A Lunch Charge Slip will be sent home. Payment is expected by the end of the week.

Field Trips

On occasion we will take field trips. Any child taking a field trip must be restrained in a car seat/booster seat, unless they have reached age 8 where a regular seat belt is adequate. We do ask for parent volunteers as drivers for our field trips, but you MUST be able to fit car seats/boosters in your vehicle. We encourage moms, dads, grandparents, etc. to assist with field trips.

In an effort to keep the students together and safe during a field trip, please dress your child in the elementary burgundy logo shirt school shirt. Preschool students will wear the appropriate clothing for the trip.

PLEASE NOTE: Due to safety factors, siblings are not permitted on the trips. There may be times when siblings will be welcome. When a permission slip is sent home, please return it as soon as possible.

When children are transported on field trips, all drivers of motor vehicles (teachers or parents) must provide proof of a valid Virginia Drivers License. If a vehicle is used that transports 16 or more children, that driver is required to present a Virginia Commercial Driver's License. All vehicles used by Winchester Academy to transport children must provide insurance information that will include bodily liability insurance and property damage insurance. Staff members as well as parents must provide this information to the administration before they will be allowed to transport children.

Health Policy

Your child's health is a matter of major importance to all of us. For this reason, Winchester Academy has established a strict health policy. Upon the child's arrival to school each day, a staff member will briefly observe the child for obvious signs of illness. A staff person is on duty at all times who has been trained in daily health observation.

Winchester Academy defines a sick child as one who has any of the following symptoms:

- ✦ A temperature of 100 degrees or more within the past 24 hours.
- ✦ A thick, yellowish-green runny nose accompanied by a fever or a cough.
- ✦ Nausea, vomiting, or diarrhea within the past 24 hours.
- ✦ An undiagnosed and/or contagious skin disease.
- ✦ Symptoms of possible communicable disease. (Please notify the school within 24 hours if your child has a communicable disease).
- ✦ A highly contagious condition, such as, but not limited to pink eye or lice.

The parent should not bring his/her child to school if any of the above conditions were present the night before. We reserve the right to refuse admission to any child with the above symptoms. If a child becomes ill during the school day, parents will be notified immediately. *Pick-up arrangements must be made upon notification.* For this reason, it is IMPERATIVE that emergency numbers are current and up-to-date. From time-to-time the administration may feel that your child is displaying curious signs of illness. Winchester Academy reserves the right to ask for a doctor's note stating that the child has been seen by a physician and they are aware of the health concerns and are working to improve the child's overall health.

Outbreaks will be reported to the local health department. An outbreak is defined as the occurrence of more cases of disease than expected. The diseases that most commonly cause outbreaks in group settings are respiratory illnesses such as influenza, gastrointestinal illnesses that cause vomiting and/or diarrhea, and rash illnesses such as chickenpox or scabies.

Medications Policy

No medication should be transported through the backpacks. All medication should be dropped off and picked up at the front desk as necessary. Expired medications will be disposed of on the expiration date. Parents of students who require long-term medications will be notified if the medication expires. No medication will be administered past the expiration date.

Short-Term Prescriptions and Over-the-Counter Medication

The school will administer medications as long as the medication is in a properly labeled prescription bottle. The prescription bottle, a measuring dispenser, and the Medication Release Form, located on the Winchester Academy website, need to be located inside a Ziploc bag with the child's name.

Long-Term Medications

Any medication to be administered longer than ten days must have a completed Medical Release Form, with a doctor's signature.

Child Abuse Policy

All staff members who have reason to suspect that a child is abused or neglected are required by the code of Virginia Section 63.1-248.3 to report any suspected child abuse or allegation of neglect to the local social services department of the county/city where the child resides or where the alleged abuse occurred.

Dress Code

Preschool Clothing/Dress Code

Remember that many varied activities are conducted each day; including painting (washable, of course), so play clothes and tennis shoes are recommended. A raincoat or hooded coat is required. Umbrellas will not be permitted. Clothing that is not appropriate at the preschool: sunglasses, jewelry, short skirts, midriff shirts, and T-shirts with inappropriate pictures and sayings. We take no responsibility for damage to clothing. Remember: learning should be fun, expect clothing accidents! Preschoolers and K4 students are not required to wear school uniforms.

Elementary Clothing/Dress Code

Our official uniforms shirts and PE uniforms can be purchased through Lands End- www.landsend.com/school Code: 900085598 Grades K-5 (Apple Tree Logo)

All students are required to wear the school uniform and abide by the dress code. All students are required to have at least one burgundy shirt and one gray logo shirt. Also, a raincoat or hooded coat is required. Umbrellas will not be permitted. Other items may be purchased at other companies. The following dress code applies to all elementary students:

Boys:

- ✦ Navy blue and khaki pants and shorts
- ✦ Brown or black shoes and sandals
- ✦ Burgundy* logo long and short sleeve shirt
- ✦ White, navy blue, or hunter green short and long sleeve collared shirts/sweaters with our without logos

Girls:

- ✦ Navy blue, khaki, or plaid* skirts, shorts, skorts, pants and jumpers
- ✦ Brown, black, white, navy blue, or burgundy* Mary Jane style shoes and/or sandals- No heels
- ✦ Burgundy* logo long and short sleeve shirt
- ✦ White, navy blue, hunter green and burgundy* short and long sleeve regular or peter pan collared shirts

PE:

- ✦ White/navy blue athletic shoes
- ✦ Grey* logo T-shirt, short or long sleeve
- ✦ Navy blue sweat pants, sweat shirt, or zip up sweat shirt
- ✦ Navy blue shorts- no striping
- ✦ White socks

* Certain styles and colors can only be purchased from Lands End.

Personal Appearance

All students should be properly groomed and take pride in their personal appearance. Tattoos must be covered during school hours and school functions; jewelry for piercing must be removed, except for earrings for young ladies. However, earrings that dangle can be dangerous with younger students. Please wear only posts. Clothing should fit appropriately and be free from holes and markings. Hair should be maintained in a way that does not interfere with the learning process.

Personal Property Policy

We ask that you **do not** allow your child to bring toys, electronics, and cell phones into the classroom unless requested. If an item is brought to school, we cannot be responsible for it. At no time will war toys, guns, knives or other violent weapons or figurines be permitted. No trading game cards are allowed in our program because they are disruptive for learning. See a teacher/school representative for questionable material. Items brought to school during the regular school day will be confiscated. Parents must pick up the item from the appropriate administrator. Items inappropriate for the classroom are also inappropriate for Show and Tell.

The following items are appropriate only during Clubhouse and Parent's Night Out and are the responsibility of the child and parent. The times of use may be restricted.

- ✦ Sports cards, which are not game cards, will be allowed. However, no trading will be allowed.
- ✦ Handheld video games and other electronic games will be allowed. Only games rated E for EVERYONE are permitted. Linking of gaming systems can be done.
- ✦ Computer games rated E for EVERYONE and music with a general rating will be allowed. Headphones can be shared.

Hand Sanitizer/Sunscreen

There can be no hand sanitizer for children in preschool through Kindergarten. Hand washing must be performed with soap and water. Students in Grade 1-5 will be allowed to use hand sanitizer, but are not allowed to have it in their possession. Teachers will keep hand sanitizer out of the reach of students. Sunscreen is considered a medication and must be treated as such. If a student needs sunscreen applied during the school day a medical authorization form must be filled out and sent into school.

Outside Weather Policy

Students will be outside daily as weather permits. Students will not go outside on rainy days or when temperatures are below freezing or the heat index is over 92 degrees and/or the air quality is orange or red as designated by the local weather. It is required that all children have appropriate coats, hats, and gloves. All students will be expected to participate in recess and/or PE unless a doctor's note is provided.

Classroom Parties, Birthdays and Observed Holidays

Valentine's Day, Easter, Thanksgiving and Christmas will be treated as Christian holidays. Halloween will not be observed. Classroom parties for Valentines, Easter and Christmas will be organized by the room-parents/PTF. A school wide Thanksgiving celebration will be held.

Birthday celebrations in class will be limited to cupcake/snacks being brought in at snack time. Due to the time frame of lunch we will not be able to have these snacks brought in at lunch time.

Individual party invitations may be given to the teacher to place in travel folders only if all students are invited. This will avoid any hurt feelings. If all children in the class are not being invited please do not bring the invitations to the school for distribution.

Lost and Found

When articles are found anywhere on campus they are turned in to the Lost and Found in the main office. They will be returned to their owner, upon verification. All items not claimed or identified, will be donated to a charity. Please write your child's name on lunch boxes and outerwear to help us send them back home.

Telephone Use

Students are only allowed to use the phone with teacher approval. An adult should be present when the student is using the phone. Students not feeling well should see the nurse first and then the nurse will contact the parent.

Public Displays of Affection

Students will refrain from inappropriate public displays of affection while at school. These include but are not limited to kissing, hugging, and hand-holding.

Damage to School Property

Any deliberate or careless damage to school properties will need to be paid for by the student causing the damage.

Academic Policy

Students at Winchester Academy are held to the highest level of moral standing. Students will not lie, cheat, steal, or plagiarize. Students found in violation of this code will be disciplined appropriately by the administration. As Christians, we should do all things for the glory of God (1 Corinthians 10:31).

Assignment Books

Each student in grades 2 and up will be issued a school assignment book. Parents are expected to review the assignment book nightly. Comments and concerns by both teacher and parents should be noted in this book or emailed.

Homework Policy

Our staff believes that the family unit is very important. Academic time is used wisely at our school allowing students the opportunity to engage in other activities not related to the school. Therefore, we have a limited homework expectation for students.

Specific homework is given to students for remediation purposes. All students will receive homework in the form of studying for tests, assigned reading, and projects.

Grading Policy

A report card will be sent to the parents of each student at the end of each nine-week grading period. It will indicate the child's progress in the different disciplines and the development of attitudes, work habits, and social behaviors. Preschool students will receive an evaluation at the end of the first semester and then end of the school year.

If Interim reports are necessary, they will be sent home during the first 4 or 5 weeks of each quarter. Parents should seek a Parent/Teacher Conference when such a report is not satisfactory. Parent/teacher conferences are scheduled in the school calendar. Preschool parents are asked to conference at the end of the semester to discuss their child's progress.

Students in Kindergarten and Grade 1 are given reports that focus on mastery (M), progression (P) and needs help (NH). Final academic grades of A-F are given at the end of the year to students in Grades 2 through 5. All grades are part of the permanent record. Below is the school grading scale:

M	80-100	A	90-100
P	70-79	B	80-89
NH	0-69	C	70-79
		D	60-69
		F	0-68

Cumulative Grades

Cumulative grades are averaged on a point scale as follows:

M	3.0	A	4.0
P	2.0	B	3.0
NH	1.0	C	2.0
		D	1.0
		F	0.0

The final report card grade given at the end of the school year is averaged using the following point system:

In grades K-5 the teacher is obligated to average the points that the students accumulated for each of the four quarters in order to determine the final grade.

All points coming out to a decimal of a .5 and up will be rounded up to the higher letter grade.

Long-Term Project Policy

Projects are limited to one per quarter per grade level. They are to be assigned at the beginning of each quarter with a rubric, an outline of the expectations and a due date. Projects should have 4 weeks to complete and should be scheduled with other teachers and their due dates must be one week between each project due. Teachers should make an effort to give students class time to work on the project and access to necessary resources. Projects should be graded and issued during that quarter and should not be more than 25% of the quarter grade. Grades should be available to students through a completed rubric. Projects will be counted late 10% off each day not completed after the due date.

Tests and Quiz Policy

Study guides are expected for all tests and quizzes. Retests with replacement grade or using the two grades and averaging the scores are options offered to students who receive a grade of a D or F. Extra credit can be offered at the teacher's discretion. Our goal is to provide a fair testing opportunity for students and help them be successful.

Late Excused Assignments

Students are required to make up missed work when absent. Students are allowed to have the number of days missed plus one more day to make up the work. Example: A student is out for 2 school days then he/she has 3 school days to make up the work. Most students are conscientious about returning to school, but still may not be feeling up to hours of extra work after school. Also, teachers must remember that students may have multiple subjects for do for make up.

Academic Difficulties

Teachers will use a variety of teaching strategies. In relationship to grades, if the student has failed a test, the teacher has two options: retest and average the grades together or retest and take the higher of the two grades. Some teachers will use extra credit as an option that can be in the form of a project and used as a replacement for another test. Extra credit points can be used to increase the grade of a test or assignment. It is the student's responsibility to make sure that these projects are turned in on time.

A teacher or a parent may refer a student to Enrichment Services if he/she feels that individual tutoring would be beneficial. The Enrichment Services Director will assist in an academic plan for the student. This service is an additional cost to the parents.

Honor Roll

This recognition is available to students in Grades 2 through 5. Students who receive all A's on their report cards qualify for A Honor Roll recognition at the end of the quarter. There cannot be any grades lower than an A on the report card in any class, including electives.

Students who receive A's and B's on their report cards qualify for A/B Honor Roll recognition at the end of the quarter. One C is allowed on the report card, but it must be balanced with an A in an academic (core) class (Math, Science, Social Studies, and Language Arts).

All students who receive Honor Roll will have their names posted. Students on the A Honor Roll will have their names sent to the Winchester Star to be posted in the newspaper. (Winchester Academy does not take responsibility for misprints or names left off the list by the Winchester Star. This is a free service and the Winchester Star reserves the right to not print the honor roll list.)

Students who have received A/B Honor Roll for four quarters will be given a special certificate included in their awards packet that states they have received A/B Honor Roll for the entire year. Students who have received A Honor Roll for all four quarters will be given a medal at the awards assembly. Teachers value this as a great accomplishment and emphasize its meaning to the students.

Kindergarten and Grade 1 will receive the Apple Tree Honor which consists of a special certificate included in their awards packet that states they have received the Apple Tree Honor for the entire year. Students who have received the Apple Tree Scholar award will receive an apple pin that will be given at the awards assembly. Teachers value this as a great accomplishment and emphasize its meaning to the students.

Standardized Testing

Assessments of academic growth are an ongoing process at Winchester Academy. Each spring, students in elementary will be administered a standardized achievement test to provide information on the academic growth that took place during the school year. Results are forwarded to parents over the summer. Transferring students will have their results sent to the appropriate school system. These scores in no way affect a child's evaluation by the teacher or the grading on the report card. In addition, the scores do not determine a student's promotion or retention. However, they are used to assist the school in making curriculum adjustments to keep ahead of the national standards.

Academic Competitions

To further enhance the curriculum, we are excited for our students to be given the opportunity to advance beyond our school. Academic competitions are done within the school, with other private and public schools, and organizations both local and national.

Library Policies

The library is available for students in elementary school, teachers, and families of Winchester Academy. All books can be checked out for one week and renewed up to three weeks. Media such as CD's, DVD's, VHS etc., must be returned after 1 week. If the item is not on a waiting list then the item can be renewed. Students in Grades K through 3 may check out one book at a time. Students in Grades 4 through 5 may check out two books at a time. Students who do not return checked out items, will be subject to fees and are not permitted to check out additional items until the fees have been paid.

Literature Selections

Winchester Academy believes that each child should be exposed to different forms of literature. Though we promote classic literature, at times, the language can be difficult to understand or could have profanities. The school takes the following position regarding Classic literature:

- ✦ Classic literature containing profanities text will be allowed, but teachers are instructed to explain the vocabulary and its reasons for usage.
- ✦ Children will be allowed to read books of fantasy that have been brought from home.
- ✦ When the school is purchasing books, Winchester Academy reserves the right to approve books on a case-by-case basis as long as they are not on the controversial list located in the office.
- ✦ When accepting donated books, the librarian will read the book and fill out a questionnaire.

If there is a concern regarding questionable material within our school library, the material will be placed in the Administrator's office until a teacher, Parent Director, and committee members have had a chance to meet and discuss the questionable material. At that point the committee will determine whether or not the material should be allowed to remain at the school. If it is allowed to remain at the school a notation will be made in the Questionable Material File for parents and community members to look at upon request. A letter will be sent to the person making the allegation to inform them of the committee's decision. This person can appeal the decision of the committee directly to the Board of Directors through a written letter. The Questionable Material Committee includes: one Administrator, one Teacher, the Librarian, and one Parent Director.

Instruction

Students are placed in age-appropriate classes. Our low teacher to student ratios, provide the student with individual attention and small group experiences.

Curriculum

Educating our children is the priority of our program. We take care in ensuring that your child is academically, socially, and emotionally growing within the classroom setting. Hands-on lesson plans are prioritized to meet all learning levels. If you

have specific questions about the curriculum used in the elementary school or the preschool, please contact your school Administrator.

Preschool Curriculum

Each month the preschool classes work from a specific theme. Teachers will follow goals and objectives appropriate for their age group. They will choose activities that best help the preschool students meet these goals. Weekly communication will be sent by email to keep parents up-to-date on school activities. Two-year-old classes receive music and chapel and Three- and Four-year-old classes receive music, chapel and foreign language.

The following is a sample preschool schedule. Children will have the opportunity for computer learning, language development, hands-on science, math activities, foreign language, ethics, large/small motor skill activities, and art/music appreciation when developmentally appropriate. Note: The times of activities will vary depending on available building space. This example is from a Four-year-old teacher's schedule.

Time	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
845-915	Exploration	Exploration	Exploration	Exploration	Exploration
915-945	Class	Class	Class	Class	Class
945-1015	Music	Chapel	Chapel	Music	Class
1015-1030	Snack	Snack	Snack	Snack	Snack
1030-1045	Playground	Playground	Playground	Playground	Playground
1045-1100	Computers	Computers	Class	Class	Class
1100-1130	Class	Foreign Language	Foreign Language	Class	Class
1130-1145	Exploration	Exploration	Exploration	Exploration	Exploration

Elementary School Curriculum

Teachers follow the Standards of Learning from the State of Virginia. These are considered the minimum requirements for our students, however, the expectation for achievement is to rise above these minimum requirements and focus on the higher levels of learning. Weekly communication will be sent by email to keep parents up-to-date on school activities. Elementary students receive instruction in language, math, science, social studies, bible, art, physical education, technology, music and foreign language.

Extra-curricular Activities

Parents Night Out (PNO)

This program is offered to all parents and their guests on designated Friday or Saturday evenings from 6 pm until 10 pm during the school year. A calendar will be provided monthly. The cost of the program is \$5.00 per hour for 1 child, \$8.00 per hour for 2 children, \$10.00 per hour for 3+ children. The proceeds from this program directly benefit the sponsoring teacher's classroom budget.

All children attending must follow the rules outlines in this handbook that evening.

Enrichment Services, Inc.

Enrichment Services is designed to assist every student, making learning much easier, more fun, and more rewarding. Programs include enrichment, challenging programs, and curriculum for students ready to move ahead, tutoring for students needing assistance in a specific subject, and SAT preparation.

Enrichment Hours

Periodically special, age-appropriate programs will be offered to all students in our school. These programs are an additional cost to the parent and are provided to enhance outside interests. Participation is at the discretion of the parent. Students participating in the Enrichment Hours must adhere to the standards of behavior for Winchester Academy.

Tutoring

Individual tutoring is available for any student in any subject, from pre-reading to advanced-placement math. There is also ESL and adult tutoring, along with organizational skills for all age groups. The tutors work closely with your child's teacher to maintain consistency. Long and short-term contracts are available to meet all of your child's educational needs.

Clubhouse Policy

Preschool clubhouse is offered Monday through Friday before school from 7:30 am to 8:45 am and after school from 12:00 pm to 6:00 pm. K4 through Grade 5 clubhouse is open from 7:30 a.m. to 8:30 a.m. and 3:30 to 6:00 p.m. All clubhouse is offered at Campus I. A van is provided to transport children back and forth to participate in this program.

Drop-off/Pick-up

In the morning you must park and bring your child into the building, and pick them up from the designated Clubhouse room in the afternoon. Signing in/out is required for all persons that are not the child's parents.

Late Pick Up

In the case that the child is picked up after closing time, there is a \$25 LATE CHARGE, which will be assessed plus you will be charged \$10.00 per fifteen minutes that you are late.

Preschool Clubhouse Lunch Time

Parents will provide lunch for their child(ren). Lunch needs to include a drink and any utensils they may need to eat their lunch. Please send a cold lunch or participate in the catered lunch program. Preschoolers cannot have their lunch items heated because there is not sufficient staff to microwave all meals.

Preschool Clubhouse Nap Time

Parents should provide a pillow for nap time (optional), and a blanket. The pillow and blanket may be kept at school but must be brought home weekly for washing. The pillow must have a removable, washable pillowcase cover or it will not be allowed. If there is an item that your child is attached to especially for nap time, please send that also. All students are to rest for the required 30 minutes; however, napping students may rest for up to 2 hours.

There is a fee of \$10 for a cot sheet for preschool students.

Enrollment for Clubhouse

If you are interested in enrolling your child in the Clubhouse you will need to contact the administrator.

Communication/Parent Policy

Website

Winchester Academy uses email as the communication system for parents and teachers. Parents are encouraged to email their child's teacher directly if they have any questions. All attachments sent by Winchester Academy will be sent as a Word document or as a .PDF file.

Parent Involvement/Fundraising Policy

Parental involvement in the school is an important part of Winchester Academy. It is a great opportunity to get to know the teaching staff and other families that value Christian education. It provides fellowship among families as we work together on a project or an event. As we are involved together, we have the privilege of serving the Lord, building friendships, helping Winchester Academy, and being a positive example to our children.

Parents Responsibility

What you can do to Help Your Child Learn

- ✦ Pray with your child often.
- ✦ Start each day right: a calm beginning at home makes the school day much better. Gather school things the night before.
- ✦ Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight to ten hours each night.
- ✦ Praise your child each day for something he/she has done. Have a special place to put school work or what is brought home.
- ✦ Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.
- ✦ Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.

- ✦ Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- ✦ Take your child to the library and encourage reading for pleasure.
- ✦ Stress the organization of notebooks, desks and materials, etc.
- ✦ Set aside a specific time and location for homework, test review and projects.
- ✦ Check the website weekly for news from teachers and administration.

PTF

The PTF was designed to support the school and help with efforts to bridge the gap between teachers/administration and parents. We need volunteers to serve and help grow this program. It is open to all preschool, elementary school, middle and high school parents. This organization oversees specific programs such as recognition for moms and dads, teacher appreciation/recognition, teacher gifts and school gifts, etc. There are a few scheduled meetings throughout the year and we ask that you consider taking a leadership role.

Winchester Academy requests that every family try to give 20 hours of volunteer time during the school year or donate \$12.50 per hour (\$250 per year) to the PTF. A variety of opportunities will be presented at the beginning of the school year and during the school year from which families may choose. Of course, the students and staff always benefit from additional time and/or money that are donated.

One parent from each family is required to serve on or lead a committee for activities held by the school or the PTF. A list of committees will be provided by the PTF prior to the beginning of the school year for your review. There are a variety of choices that should fit everyone's life schedule. If no decision is made, you will be placed on a committee based on our schools need.

Business Partner

The PTF will have a listing on the website and on the bulletin board for families with businesses that are willing to donate a percentage of their sales or a set figure from sales where other Winchester Academy families are involved. Contact should be made directly with the PTF if anyone is interested.

Donations

Winchester Academy/Enrichment Services is a non-profit 501(c) 3 organization. We gladly accept donations. If you have items you would like to donate or a monetary gift, please see the main office where a receipt will be written for you upon request. Donations can also be received on the website using a PayPal account or a credit card.

Fundraising

All families will be asked to participate in Winchester Academy's Annual Children's Art Exhibit and Auction. We request 100% participation from parents to help us meet our yearly budget. Participation can be in various forms including but not limited to assisting on the committee, donating items for the auction, or attending the auction. On occasion, we have fundraisers to raise money for specific items/events. Participation in these smaller fundraisers is optional.

The PTF will have different fundraising opportunities through out the year, which are also optional. These funds are used to support the scheduled PTF events, activities and teacher recognitions.

Volunteerism/Visitation

All parents are welcome to visit our school and we welcome their help. We need parents help to make our programs exceptional. Parents are asked to volunteer as often as they would like with schedules pre-arranged with the teacher or administrators. All visitors/helpers, upon their arrival, must go directly to the office to receive a badge/key. However, teacher/student instruction time must not be interrupted with unexpected visitors. If you are volunteering for your child's teacher you should not bring younger children/siblings.

Please note: If your presence in your child's classroom is not conducive to your child's progress then you will be asked to volunteer in other ways. We must do what is right for the children and sometimes that means sacrificing our personal desires.

Volunteers are not to be left alone with students at any time. Substitutes, Teaching Assistants and tutors will have a criminal background check and Virginia State Police Criminal History Record/Sex Offender and Crimes against Minors Registry Search and Child Protective Services Central Registry Search.

We ask that volunteers follow the school dress code and conduct policy.

Room Parents

Every classroom will have a Room Parent Representative that will serve as the “Room Parent” who will organize parties, classroom volunteers, and special teacher needs.

After the school year begins, a room parent for each class will be chosen by the PTF and the administrator. Duties include: planning parties, helping with or arranging transportation for field trips, and assisting with any special projects within the classroom as requested by the teacher.

Emergency Policy

Emergency Preparedness Plan

A plan will be provided to all parents at the beginning of the school year. Emergency plans are located in every classroom and additional locations throughout all campuses. An announcement of the location for campus evacuations will be made on the radio at 92.5 WINC FM and through schoolsout.com.

Fire Alarms

All emergency procedures are located in the administrator’s office and will be made available for review upon request. Monthly fire drills are conducted and yearly inspections are done with the Winchester Fire and Rescue.

Grievance Policy

From time to time, disagreements may arise between students and/or parents and school personnel. The principles for resolving such matters are described in Matthew 18:15-17. Specially, if a legitimate disagreement with a teacher arises, parents should seek first, with all respect and Christian love, to resolve the problem with that teacher. With good communication from everyone, it is likely that most problems can be resolved at this level.

If resolution cannot be reached, then the student/parent should meet with the teacher and the administrators. Parents should not expect the next higher in authority to listen to criticisms of the teacher without the teacher having the opportunity to be present. The administrators will make a final resolution decision. The chief administrator makes the final decision for all school policies, including discipline. The Board will only hear appeals in cases where school policy is violated.

Conciliation Agreement

In the event that conciliation is necessary (after all efforts by the administrators and board of Winchester Academy fail to resolve the dispute), the Rules for Procedure of Christian Conciliation established by the Association of Christian Conciliation Services shall be the sole remedy utilized in pursuing arbitration/mediation. Because Winchester Academy is a ministry, we rely on the Bible as the inspired Word of God as our ultimate source of instruction for the principles, which guide this school.

One of the principles clearly set forth in Scripture is the instruction that believes are not to sue on another in public courts. Grievances between believes are to be settled within the Body of Christ. (See 1 Corinthians 6:1-9 and Matthew 18:15-20)

School Support

The staff and administration are very interested in helping to resolve any issue that may arise; however, we need parent assistance to reach that goal. Please contact an employee with questions or concerns so a quick resolution can be found. Our goal is to let our light shine to the community of always honoring each other in word and in deed. It is expected that students, parents, and school staff shall always show respect in every way to each other in obedience to the admonition of our Lord (Ephesians 4:29-32).