



**WALTHER**  
CHRISTIAN ACADEMY

# 2023-2024 Family Handbook



**Do Not Grow Weary**

**And let us not grow weary of doing good, for in due season**

**we will reap, if we do not give up.**

**Galatians 6:9 (ESV)**

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**900 Chicago Avenue, Melrose Park, IL 60160**

# **WALTHER CHRISTIAN ACADEMY**

900 Chicago Avenue \* Melrose Park, IL 60160  
(708) 344-0404

**Tim Bouman, Head of School/Principal**

**Dr. Edmond Kelly, Assistant Principal/Dean of Students**

## **SCHOOL MASCOT**

"Broncos"

## **SCHOOL COLORS**

Forest Green and Brilliant White

## **SCHOOL MOTTO**

"Be transformed by the renewing of your mind"  
Romans 12:2b (NIV)

## **WALTHER FIGHT SONG**

**Hail to the green and hail to the white  
Fight on our team with all of your might  
We cheer our Broncos up to the sky  
And bring home vict'ry for Walther High  
Fight! Fight! Fight!  
Vict'ry for Walther High  
Fight ! Fight! Fight!  
Vict'ry for Walther High.  
FIGHT! BRONCOS! FIGHT!**

## Walther Christian Academy 2023-2024 School Year

Bronco Families,

Welcome to the 23-24 school year, Walther's 70th! We are so excited to begin another year of preparing learners to fulfill their unique God-given potential through academic excellence, spiritual growth, and service, leadership and enrichment opportunities. Our theme verse this year comes from Galatians 6:9: "And let us not grow weary of doing good, for in due season we will reap, if we do not give up." In a spiritual sense, we are all asked, as Christians, to continually follow Christ: in loving one another, in serving our neighbor, in following His commands. Although the life of a believer is not always easy, we are reminded that we do reap rewards. Christians live abundant, fulfilling lives in Christ, now and eternally. As disciples, we must never succumb to "spiritual burnout." This verse tells us to dig deep and stay the course, trusting God and leaning on His word.

The verse is also apropos for a new school year. Students, teachers and staff generally begin new school years with a lot of energy, optimism and hope, recharged from a summer break and ready for a new start. OK, there is that matter of figuring out how to open your locker, but once that obstacle is cleared, students are generally excited to begin a fresh semester. I love those first days and weeks of the school year! But sooner or later, weariness sets in. The early morning wake-ups, the homework, the grading, the athletic contests, the extracurriculars, the commuting, and the hard work of teaching and learning take their toll. My hope is that we can take encouragement from our scripture verse and find that "extra gear" to keep the new school year energy up the whole year. Bronco family, let's make a pledge early on not to "grow weary of doing good," but to remember that the hard work we all do in teaching and learning—and I'm including you too, parents!—is worth it, and will reap rewards. Let's tap into our reserves of resilience and strive for Godly excellence in all we do the whole year, knowing that we have a Savior who walks beside us, as well as a strong Bronco community we can all lean on for support.

I believe the 23-24 school year will be an excellent one, and I am excited to begin the work. Students, your teachers have worked hard to prepare for your success. Let's roll up our sleeves and make the most of this year. Go Broncos!

In His name,

A handwritten signature in black ink that reads "Tim Bouman". The signature is written in a cursive style with a long, sweeping underline.

Tim Bouman  
Head of School / Principal

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# Student Code of Conduct

*"For you were once darkness, but now you are light in the Lord. Live as children of light . . ."* Eph. 5:8

Walther students have been brought from the darkness of sin to the light of God's love for them by Christ's death on the cross. Out of gratitude for what has been done for them, their goal is to

*"Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us ..."* Eph. 5:1



*"So whatever you eat or drink or whatever you do, do it all for the glory of God."* Cor. 10:31

Walther students will strive for a lifestyle which brings glory to God. This will, in turn, bring honor to their families, their school, and to themselves.



*"Therefore, each of you must put off falsehood and speak truthfully to his neighbor ... In your anger do not sin! Do not let the sun go down while you are still angry."* Eph. 4:25-26

Walther students strive to live honestly with one another. Gossiping, cheating, stealing, and lying are not a part of the Christian lifestyle. Anger happens, but the Christian strives for reconciliation.

*"If your brother sins against you, go and point out his sin to him when you are alone."* Matt. 18:15



*"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body."* I Cor. 6:19-20

The Christian students at Walther strive to keep their "temple" clean. They realize that use of drugs and alcohol can dishonor that body. They also will not dishonor their body with illicit sex. They realize that God's gift of sex is to be enjoyed within the bounds of their marriage.

*"Flee sexual immorality."* I Cor. 6:18



*"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their need ... Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."* Eph. 4:29-32

Finally, Christian students and faculty at Walther realize that their lives at Walther will be much more God-pleasing if they follow the "five-fold respect" pattern:

1. The students respect all adults in the building;
2. The teachers respect their students;
3. The students respect their fellow students;
4. The faculty members respect their colleagues; and
5. We, together as the Christian family at Walther, respect our God.

## **Mission Statement**

Walther Christian Academy is a culturally diverse and inclusive Christian middle and high school, rooted in the Lutheran tradition. Walther nurtures and prepares learners to fulfill their unique God-given potential through academic excellence, spiritual growth, and service, leadership and enrichment opportunities.

*1 Corinthians 12:12: For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ.*

## **Vision Statement**

Walther Christian Academy will graduate Christ-centered learners from a relevant and rigorous academic environment, and prepare them for a fulfilling lifetime of purpose, learning and service.

*Proverbs 22:6: Train up a child in the way he should go, And when he is old he will not depart from it.*

## **Values**

We live in God's grace.

We are family.

We believe God has a purpose for everyone.

We are a proudly diverse community.

We are Christ-centered, and rooted in the Lutheran tradition.

## About Our Namesake - Carl Ferdinand Wilhelm Walther

C. F. W. Walther, the founder of the Lutheran Church–Missouri Synod (LCMS), was born October 25, 1811 in Langenchursdorf, Saxony, Germany. In 1837 he was ordained in Braunsdorf in the church *Zum Guten Hirten*, where he was the sole pastor and taught religion classes in the local school. Walther experienced difficulties with the rationalistic government of the Kingdom of Saxony. Rationalism was a contemporary system of pure logic that held no place for a god or religion. He felt he could not carry out his duties as a Lutheran pastor in accordance with the confessional writings of the Lutheran Church in this rationalistic atmosphere. He and his brother Otto sailed to America in 1838 with a group of 800 Saxon immigrants, who settled either in St. Louis or to the south along the Mississippi River in Perry County, Missouri. Walther accepted a call to be pastor of a dual parish in the Perry County settlements of Dresden and Johannisberg. In 1839 he was instrumental in establishing a log cabin college. In 1841, soon after his brother Otto died, his late brother's congregation, Trinity Lutheran Church in St. Louis, extended a call, where Walther served until his death in 1887.



Pastor Walther's commitment to education was firmly demonstrated when he founded a parochial school where members of his congregation and any other residents of the community could send their children for a strong Christian education. He stated, "Concern for the future of their children in both church and school, was the most compelling reason for the emigration to America." His monthly German-language newspaper, Der Lutheraner, and theological journal, Lehre und Wehre, helped the country's isolated Lutherans to find one another. Der Lutheraner also helped with the formation of the Lutheran Church - Missouri Synod (LCMS). He traveled widely for the times, often by steamboat, and was sought after for his doctrinal expertise. He served as LCMS president from 1847 to 1850 and from 1864 to 1878.

Walther continued preaching and teaching until his death in 1887 at age 76. At the time of his death, he held the position of first minister at Trinity Lutheran Church, Professor of Theology and president of the Concordia Seminary. He also held the honorary title of Doctor of Divinity, bestowed upon him in 1878 by the Joint Synod of Ohio.

Walther never took any credit for the awesome deeds he accomplished. He never thought that he was a great leader. Walther simply believed that he was carrying out the will of God. He should be remembered as an honorable man who, through the hand of God, united and led a group of believers to America where they could worship freely in the way that they believed was ordained by God.

## **Walther Christian Academy - A Brief History**

“The heart of education is the education of the heart” was the slogan that served as the guidepost and goal for dedicated Christians to begin a venture of faith that became Walther Lutheran High School in 1954.

Walther is one of three high schools that completed the expansion plan for the original Chicago Lutheran high school called Luther Institute which had first opened its doors to students in 1909. The three new high schools, Luther North, Luther South, and Walther, formed the Lutheran High School Association of Greater Chicago.

The Melrose Park site for the “west side” school was purchased in 1950 and the successful fund-raising campaign culminated with a ground-breaking service in November 1953. Mr. Fred Meyer was called to serve as the school’s first principal and to supervise the building plans. The school was named for C. F. W. Walther, one of the founding fathers and first president of what is now the Missouri Synod of the Lutheran Church.

The first school year began on September 13, 1954, with classes for 142 students and 7 faculty at off-site facilities because the new building was not finished. On November 8, 1954, classes were held in the new building for the first time.

Three large Lutheran congregations with elementary schools within 10 minutes travel time provided the most students to an enrollment that reached 500 in the early years and then gradually declined to 290 in the early 1990's, and has been up and down since then. The student body has changed over the years as the demographics of the area has changed, giving Walther a richly diverse a racial mix that reflects the local communities with White, Black and Hispanic students.

Mr. Herman Zemke became the school’s second principal in 1975, a position he held until his retirement in 1992. He served as interim principal until Mr. Kevin Dunning assumed the principal’s position in 1994. “Quality Education in a Christian Environment” had been adopted as a descriptive slogan during those years. Walther has been accredited by the North Central Association of Colleges and Schools, the State of Illinois, and in 1991 received National Lutheran Accreditation.

In 1989, the Lutheran High School Association of Greater Chicago was dissolved and each of the member schools became independent. At this time the Walther Lutheran High School Association was formed and Mr. Don Gillingham became the school’s first executive director.

In March, 1996, Walther’s delegates unanimously approved the Board of Director’s decision to develop a campus plan and fund-raising campaign to take Walther to “2000 & Beyond.” The first addition to Walther’s building was completed in December, 1996, and added new music facilities and a Multi-Purpose Room.

Mr. Stephen Zielke became Walther’s fourth principal in July, 1999. A major event in Walther’s history came about in March, 2000, when Operation Burn the Mortgage’s match grant of \$500,000 went over the top 10 months before the deadline and we literally “burned the mortgage” on our building.

The “Walther@50” campaign brought about the construction of the second major addition to Walther’s facilities since 1954. The Christopher Family Science and Technology Wing welcomed students on January 6<sup>th</sup>, 2003. This state-of-the-art facility houses science classrooms, a chemistry lab, a computer lab and class room, and a high-tech AV classroom along with new administrative and counseling offices.

The 50<sup>th</sup> Anniversary of Walther Lutheran High School was celebrated on November 28<sup>th</sup>, 2004. Families, friends, alumni, current students, faculty and staff took part in a Family Fun Day, a Gala Dinner and finally, a very special Worship Service and Reception.



In 2007, Walther began entering a new era. With our 50<sup>th</sup> anniversary in 2004 the Walther Board of Directors began an in depth study of the state of Lutheran Education in our service area. This study led us to an understanding that this Lutheran High School provides a focal point for Lutheran Education. Changes in our By – Laws enabled us to go beyond the Chicago Avenue campus to build a stronger system of education to help more families enable their kids to grow in mind, body and spirit. In the Fall of 2007 Walther Academy @ Forest Park opened at St. John Lutheran, beginning an additional direction in ministry for the Walther Lutheran High School Association.

In 2008 Mr. Zielke became full time Principal at Walther Academy @ Forest Park. Mr. James Craven assumed the role of principal at WLHS. In July 2009 Mr. Craven became the first Head of Schools for the association. In September of 2013 the Association changed the name of the schools to Walther Christian Academy with the twin tag lines of “Education in the Lutheran Tradition” and “More Than College Prep.” The two schools were called the Lower and Upper schools. Below are more recent updates:

June - July 2014

- Mark and Barb Korntheuer retire after 40 and 27 years of faithful service to Walther. The tennis courts are named in their honor.
- St. Paul Lutheran Church closes their school enabling Walther Lower School to move to that location.
- The Lower School (PK-8) moved to the former St. Paul Lutheran School building next to the Upper School.

March 2015

- The “Where Blessings Abound” Capital Campaign is launched to fund the replacement of the heating and ventilation system, make upgrades to school security and to the athletic fields, provide general scholarships and financial aid funds, and support the Walther Grade School Instrumental Program.

Summer 2015

- Warren G. Hoger Track is installed.

May 2015

- The Walther Grade School Instrumental Music Program celebrates its 40<sup>th</sup> anniversary.

June 2016

- Richard Rose retires after 41 years of faithful service to Walther.

August 2016

- Dave Sommermeyer took over the roles of Interim Head of Schools/Principal

November 2016

- Todd Dulaney '01 is nominated for a Grammy Award for Best Gospel Album for “A Worshiper’s Heart.”

July 2017

- Paul Goffron is named WCA’s Principal after serving in the role of Dean of Students since 2012, and Wayne Wenzel is named the new Head of School.

January 2017

- Donations from the Bronco Benefit Dinner established the Bronco Legacy Scholarship. This scholarship assists alumni in sending their sons or daughters to Walther Christian Academy.

June - July 2017

- The Lower School located at St. Paul Lutheran Church closes.
- Seven current students and two recent alumni toured Germany with the Lutheran Youth Choir. Faculty member, Cindy Holliday and her husband Darryl chaperoned the group.

August 2017

- Current Luther North students join Walther after the closure of their school.
- Walther Middle School opens in the main school building featuring 1 to 1 technology and a STEM-based curriculum.

July 2018

- Dr. Edmond Kelly Jr., Walther alum of 1995, becomes our new Dean of Students.

January 2019

- Longtime Bronco wrestling Coach and Walther Faculty member Bruce Tuomi surpassed 500 match victories, putting him near the top of the Illinois High School Association record book.

March 2019

- With God's blessing and the generosity of 395 donors, the \$2.3 million "Where Blessings Abound" campaign was completed.

May 2019

- Walther Faculty member and Girls' Basketball Coach Todd Fisher is chosen as Coach of the Year by the Illinois Basketball Coaches Association, Division 2A.
- A new electronic sign is installed on the corner of 9<sup>th</sup> and Chicago Avenues.

July 2019

- Tim Bouman becomes new Head of School of Walther Christian Academy, and Dr. Edmond Kelly Jr. becomes our new Assistant Principal.

August 2019

- Walther reveals a new electronic Football Scoreboard, new Sponsorship Board and new Resource Center.

March 2020

- The global COVID-19 pandemic shuts down in-person learning and students learn remotely for the rest of the year.

Summer 2020

- Beloved religion teacher and wrestling coach Bruce Tuomi retires after 20 years at Walther
- The class of 2020 graduates in July at a socially distanced outdoor ceremony on the football field.

August 2020

- Walther re-opens its doors in the midst of the pandemic, offering both in-person and remote learning.

September 2020

- An outdoor memorial service is held for Richard Rose with musical performances and speeches by former students.

June 2021

- The first annual Bucking Bronco 5K Run/Walk is held with 161 participants crossing the finish line.

2022

- At special ceremonies, the Multipurpose Room is named after Bruce Tuomi and the Music Room is named after Richard Rose.

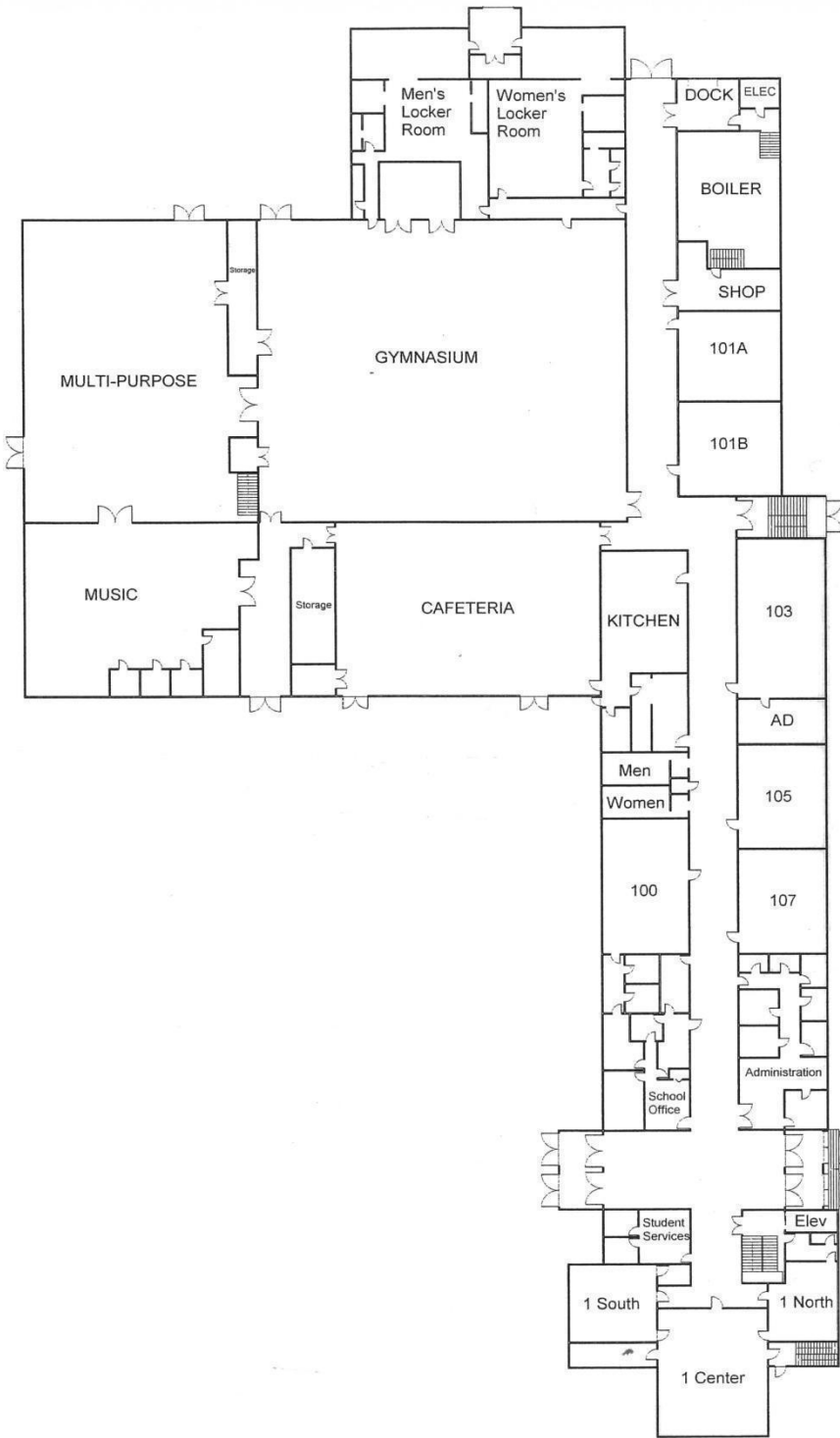
June 2022

- After 24 years of service, Facility Director Jim Urban retires.

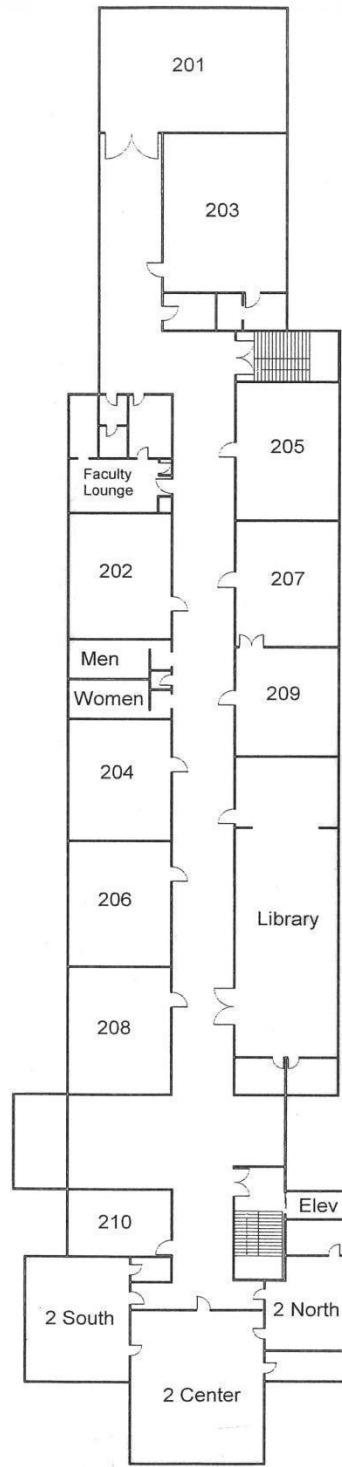
2022- 2023

- Two new athletic teams debut at Walther: Middle School Cheer and HS Girls Soccer.

# Floor Plans



**WALTHER CHRISTIAN ACADEMY  
FIRST FLOOR**



**WALTHER CHRISTIAN ACADEMY  
SECOND FLOOR**

## Admissions Policy

**NON-DISCRIMINATION POLICY:** *Walther Christian Academy serves the entire community. Walther Christian Academy does not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.*

*The Non-Discrimination Policy of Walther Christian Academy complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et. seq.); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and the Illinois School Code {105 ILCS 5, and relevant case law including Plyler v. Doe. 457 U.S. 202, 102 S. Ct. 2382 (1982).*

*Nothing in this document shall be construed as relieving a nonpublic school from the duty to comply with any other applicable State or federal law or regulatory requirement. 23 ILL Adm Code 425.10(c).*

*Walther Christian Academy takes its non-discrimination policy seriously. The School Board of Walther Christian Academy is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.*

Although we will strive to serve all applicants, Walther may not be able to adequately serve some students with specific special needs, and therefore may refuse admission. Students may be admitted under a probationary status, which will allow Walther to closely monitor the student's progress. Students with IEPs and other diverse learners will be screened by our Administration and our Special Education teacher to determine if Walther can successfully provide adequate services to successfully educate each individual learner.

**RELEASE OF INFORMATION:** Directory information, including student visual likenesses may be released to the general public unless the parent requests in writing that any or all such information not be released. It includes name and address, gender, grade level, parents' names and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, period of attendance in the school, student's grade school attended, and church membership.

Walther reserves the right to release information to outside organizations and businesses which are contracted by Walther to provide third party services such as school photos, graduation productions, class rings and the like.

**MIDDLE SCHOOL AND FRESHMAN ADMISSIONS:** Walther requires a student to have successfully completed the 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> grade to enter Middle School and 8<sup>th</sup> grade to enter high school. All incoming 6<sup>th</sup> - 9<sup>th</sup> grade students must take a placement test. All incoming students are required to provide a health examination including a current immunization record. This physical must have been given no more than one year prior to the start of the school year and must be on file at Walther by the start of the school year. Those students who do not meet the requirements of the health examination and immunizations by October 15 will be withheld from classes until the requirements are met. Students are also required to submit a certified copy of their birth certificate or other government approved proof of identification such as a passport which Walther will copy and keep on file, returning the original. This documentation must be submitted within 30 days of enrollment. Students not submitting this documentation within 30 days of enrollment will be withheld from classes until submitted.

**TRANSFER STUDENT ADMISSIONS:** Any student who has completed their freshman year must be within 18 credits of graduation before the beginning of the fall semester of his/her sophomore year in order to enroll at Walther Christian Academy. Likewise, any student who has completed the sophomore year must be within 12 credits of graduation before the beginning of the fall semester of his/her junior year in order to enroll at Walther Christian Academy. Finally, any student who has completed the junior year must be within 6 credits of graduation before the beginning of the fall semester of his/her senior year in order to enroll at Walther Christian Academy. Those admitted with less than the required number of credits may be placed in the class level which coincides with the number of credits earned to date. Appeals to this policy should be made to the Head of School.

All transfer students will be required to submit an official transcript, a discipline report, an ISBE transfer form, and a copy of their freshman physical, including immunization record. All transfer students are required to provide a health examination including a current immunization record. This physical must have been given no more than one year prior to the start of the school year and must be on file at Walther by the start of the school year. Those students who do not meet the requirements of the health examination and immunizations by October 15 will be withheld from classes until the requirements are met. Transfer students will also be required to submit a certified copy of their birth certificate or other government approved proof of identification such as a passport which Walther will copy and return the original. This documentation must be submitted within 30 days of enrollment. Students not submitting this documentation within 30 days of enrollment will be withheld from classes until submitted.

Transcripts of students transferring to Walther will be evaluated by the principal and registrar and discipline records from the transferring school will be reviewed by the principal and dean of students. Transfer students may also be required to take a placement test as a part of the admission process. As a requirement for admission, students may be required to attend summer school in reading and/or math as determined by placement test results.

All transfer students will be placed in our Academic Probation system. Those with satisfactory grades will enter the system on a temporary basis at the “Probation” level. If academic progress is good during the first quarter, the student will be released from the system at the end of the quarter. If academic progress warrants, students will remain in the system. For those students who transfer in with 2 Fs or 4 Ds/Fs in any one semester prior to enrolling at Walther, they will be permanently entered into the Academic Probation system. For more information about Academic Probation, please refer to the section entitled “Academic Probation” later in this handbook.

***All students who are enrolling for the first time in an Illinois school must present proof, before October 15 of the school year, of having been examined by a qualified physician or optometrist within the previous year.***

## **Administrative Policies**

**MANDATED REPORTING CHILD ABUSE:** School personnel are mandated reporters of child abuse and neglect. All school personnel have signed the mandated reporter statement required by the Department of Children and Family Services acknowledging this obligation.

**MISSING STUDENT REPORTING:** When a student is transferred in or out of the school, the school checks to confirm that the student is not listed as missing. Procedure is to go to <http://www.isp.state.il.us/crime/missing.cfm>, and click on Missing Children from Illinois. This leads to a database that covers missing children nationwide. Enter the student's name under search. If listed, give notice of this by email to the Department of State Police at [missing@isp.state.il.us](mailto:missing@isp.state.il.us), and to the local police department. If a child is listed as missing that the school believes should not be listed as missing, the administrator gives notice of this by email to the Department of State Police at [missing@isp.state.il.us](mailto:missing@isp.state.il.us), and to the local police department.

**INCIDENT REPORTING – BATTERY OF SCHOOL PERSONNEL:** The principal will immediately notify the local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. The principal will notify the Illinois State Police within 3 days of each incident.

**INCIDENT REPORTING - FIREARMS AND DRUGS:** The principal will immediately notify a local law enforcement agency of firearm incidents at the school. The principal will immediately notify the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident. The principal will notify the municipal police department or the office of the county sheriff of verified incidents involving illicit drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.

### **SUPERVISION OF FACULTY, STAFF, AND PRINCIPAL**

The principal is responsible to supervise and direct classroom work, to assure that teachers and others who provide or assist with instruction are planning appropriately, using methods designed to achieve the goals set by the school, and that all students are progressing satisfactorily. The principal is to counsel personally with teachers and others who provide or assist with instruction regarding improvement, techniques, activities, resources, and other pertinent items; and to conduct a formal evaluation in terms of proficiency and competency at least every two years. The principal is evaluated at least every two years in terms of proficiency and competency.

### **COMPLIANCE WITH STATE AND FEDERAL REGULATIONS**

Walther Christian Academy complies with all applicable sections of the Illinois School code (105 ILCS 5), with relevant case law including *Phyler v Doe*, and with 23 Ill. Admin. Code Part 425.

## **Academic Policies**

**CURRICULUM :** *The curriculum for Walther Christian Academy revolves around teaching the Christian faith. It includes the branches of education taught to children of corresponding age and grade in the public schools, i.e., the language arts, mathematics, the biological, physical and social sciences, the fine arts, and physical development and health.*

**HIGH SCHOOL GRADUATION REQUIREMENTS:** The following requirements have been adopted in order to ensure that our students are prepared for the next level of education upon graduation from Walther.

The curriculum of Walther Christian Academy is, primarily, a liberal arts college preparatory course of study. Its purpose is to provide a well-rounded, multi-disciplinary education which will provide an excellent base for post-secondary education.

Twenty-four (24) credits are required for graduation. Students who have a documented service plan can earn up to 0.5 credits for Study Halls each year. A credit is earned for a subject continued for five periods a week throughout one school year. Credit is given on a semester basis. Some courses are only one semester (0.5 credits) in length. For each semester a student is enrolled in Walther, 2.5 of 3 credits per semester must be issued by Walther.

The twenty-four (24) credits required for graduation must include:

4.0 credits of English

Including: 1 credit in American Literature

3.0 credits of Science

Including: 1 credit of Biology

1 credit of physical or earth science (Earth Science, Chemistry, or Physics)

3.0 credits of Math

Including: 1 credit in Algebra Concepts, Algebra I or Honors Algebra I

1 credit in Geometry or Honors Geometry

2.0 credits of Religion

3.0 credits of Social Studies

Including: 1 credit of U.S. History or AP U.S. History

Passing of U.S. and Illinois Constitution tests

1 credit of World Studies

0.5 Credit for Consumer Economics

0.5 credit of a computer course

2.5 credits of Physical Education

Including: 0.5 credit of Health

1.0 credit of Fine Arts (Art, Music)

5.0 credits of electives

Electives may include but are not limited to art, business, music and foreign language.

1.0 credit courses are 2 semester (full year) classes and meet 1 period each day.

All other 0.5 credit courses are 1 semester classes and meet for 1 period each day.

Each year a student carries a program sufficient to earn a minimum of FIVE (5) academic credits in addition to P.E. and Religion. At the beginning of each course, the student will be given a class syllabus and grading policy. A student must satisfactorily complete a course in Physical Education and Religion during each year of attendance at Walther. For transfer students, 0.5 credit of religion each year they attend Walther is required for graduation.

**HONORS DIPLOMA:** Beginning in the 22-23 school year, students who go “above and beyond” academically will be issued an Honors Diploma. This Special diploma will be awarded to all students who have:

- earned 26 or more credits
- graduated with a 3.8 minimum weighted gpa AND
- successfully earned a passing grade in at least 6 honors, AP and/or CUC courses, at least 3 of which are specifically AP and/or CUC courses.

**SERVICE HOURS:** Service to God through service to others is a natural way of life for an active Christian. A portion of Walther's religion curriculum requires students to perform individual service hours. This service is required, because it is good training to experience the joy of serving God by serving others. This is an integral part of our curriculum, requiring pre-approval by the religion teacher for all service hour projects as they are discussed in class. Walther requires 60 service hours to be completed during your 4 years at Walther. The areas that this service should include are: service to your church, service to your school, service to your community, and service to your career. It is recommended that students complete 15 hours each year for a total of 60 hours.

Failure to complete the 60 hours by the end of the fall semester of senior year will result in the student failing Religion class, and not graduating.

Any student who completes a mission trip of 5 or more days has satisfied the Christian Service Hours requirement for all 4 years. The signed verification must be completed the first year to which the mission trip is applied and will be kept on file for subsequent years.

In addition to these requirements Walther provides opportunities for group service to church, community, and such which do not apply toward the individual requirements listed above.

**GRADUATION DEADLINE:** Students who have fulfilled all graduation requirements, both academic and financial will be eligible to participate in the graduation ceremonies. Students who are 1.5 credits short of the Walther Graduation Requirements will be allowed to participate in graduation ceremonies, but will not receive their diploma until they meet graduation requirements. Students who do not graduate with their class because of failure to meet requirements and who are no longer enrolled, have a period of two calendar years from their original date of graduation to make up the requirements through summer school, evening high school or community college work for high school credit. In order to qualify for a Walther Christian Academy diploma, no more than 2 credits may be earned in a non-traditional setting, once the students' class has graduated. After this time, no diploma will be issued and the student will have to take a GED exam for high school equivalency.

**GRADE POINT AVERAGE:** Walther's grading system is on a point scale as listed below:

**Regular Courses (non-weighted)**

A=4.00    B=3.00    C=2.00    D=1.00    F=0.00

**Advanced Placement & Concordia Advantage Courses (weighted)**

A=5.00    B=4.00    C=3.00    D=1.00    F=0.00

**Honors Courses (weighted) *Class of 2024 and beyond***

A=4.50    B=3.50    C=2.50    D=1.00    F=0.00



Quarter grades make-up 40% of a semester grade. Final exams are worth 20% in figuring a semester grade. The Grade Point Average (GPA) is computed on semester grades only; therefore no change in cumulative GPA will be reflected on the report card issued for the 1st and 3rd quarters of the year.

**GRADING SCALE:** Walther follows a percentage grading scale as outlined below for all classes:

100 - 98 = A+	89 - 88 = B+	79 - 78 = C+	69 - 68 = D+	59 - 0 = F
97 - 92 = A	87 - 82 = B	77 - 72 = C	67 - 62 = D	
91 - 90 = A-	81 - 80 = B-	71 - 70 = C-	61 - 60 = D-	

**CLASS RANK:** Walther does not publish class rank.

**ACADEMIC HONORS:** Students of very high academic standing deserve special recognition. With the grade of "A" counting as 4 points and the grade of "B" counting as 3 points, students who maintain a 3.75 or above Grade Point Average for the quarter will be named to the Principal's List (Honor Roll #1); those with a 3.51 - 3.74 to the Honor Roll (Honor Roll #2); and those with a 3.01 - 3.50 will earn Honorable Mention (Honor Roll #3). Honors lists will be posted at the close of each quarter. A letter grade of "D", "F", "I", "E", or "N" disqualifies a student from academic honors. Part time students, defined as those enrolled in less than 2.5 credits in a semester, are not eligible for academic honors.

Valedictorian(s) and salutatorian(s) of each graduating class will be chosen at the end of seven semesters using a combination of GPA and strength of academic coursework. In order to be eligible for either award, a student must have completed a minimum of three semesters of academic work at Walther.

**NATIONAL HONOR SOCIETY:** All National Honor Society chapters are governed by the national NHS constitution. The NHS constitution provides eligibility for juniors and seniors. The chapter annually determines the activities the group will undertake.

The NHS constitution provides clear guidelines for selecting members. Three steps are included as a student is considered for induction into the National Honor Society at Walther Christian Academy.

1. The student must hold a 3.75 cumulative grade point average at the end of his/her 3<sup>rd</sup>, 5<sup>th</sup>, or 7<sup>th</sup> semester.
2. Once it is determined that a student meets the GPA criteria, faculty approval is sought. Faculty members receive the names of all students under consideration for induction. Teachers and administrators consider the four characteristics of NHS, Scholarship, Leadership, Character and Service to determine if the student should be accepted, or rejected for membership. A two-thirds majority vote is the determination. Faculty members may abstain from the process on any student they feel they do not know well enough.
3. Finally, the students who have met both of the above criteria will be asked to submit a letter of recommendation from an adult (non-family member) who can speak to their leadership qualities. Suggested individuals include pastor, former teacher, employer, volunteer organizer, youth director, neighbor, mentor, etc. This letter must be submitted by the announced deadline.

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of "scholarship", "service", "leadership" and "character."

**SCHOLAR'S PROGRAM:** The Scholar's Program seeks to both broaden and deepen the educational experiences of those students who pursue academic excellence. This is accomplished by providing students with a rigorous class schedule, extended learning outside of the classroom, aggressive attention to college preparation and selection, and opportunities for service to Walther Christian Academy and the community.

Students are invited to join the Scholar's Program based on their performance on the Walther freshman entrance test. Those students scoring at a predetermined percentile (national norms) will be invited to be a part of the Scholar's Program. Each applicant will submit an essay along with a resume of school, church and community experiences. The subject of the essay is "The Positive Impact of a Christian in Today's World".

Students must maintain a cumulative GPA of 3.5 and participate in one or more extra-curricular activities. Students who fall below a cumulative GPA of 3.5 will be given one semester to bring their cumulative GPA up to the required 3.5 in order to remain in the program and continue receiving the benefits of their membership.

For additional information, contact Walther's Counseling Department..

**COLLEGE CREDIT:** Junior and senior students may be eligible to take classes at or through area colleges and universities for college credit provided they have counselor and registrar approval. Students may receive high school and college credit for these classes.

Juniors and seniors with a GPA of 3.5 or higher may enroll in classes at Concordia University Chicago through the Concordia Advantage Program. Students with a cumulative GPA of 3.25-3.49 may also register, but will first require approval from two Walther teachers with whom the students have had at least one course, ideally within the discipline of the courses wanting to be taken at CUC. Additionally, CUC Advantage courses cannot be taken if they interfere with Walther graduation requirements, or if a student has taken a CUC class in the past and earned a "D" grade or lower. Concordia University Chicago requires a payment of a registration fee, generally around \$125 per class to receive college credit.

Students enrolled in any of Walther's AP (Advanced Placement) courses are required to take an AP test each spring. There is a fee for this testing as set by the College Board. (Usually around \$95) The results of this testing may enable students to be awarded college credit.

**HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS:** Walther's Middle School Students have the opportunity to qualify to take High School-level classes if their academic performance and placement test scores warrant such placement. As per ISBE guidelines, 7th and 8th grade students can earn high school credit towards Walther's graduation requirements for any high school level classes they take at Walther. In most cases only 8th grade students will be placed into high school level classes, but in rare instances with administrative approval 7th graders may also be placed into HS classes.

**ONLINE COURSES:** Students who register for Online classes as a part of their schedule during any semester at Walther are required to complete the class by the conclusion of the Walther semester. Although the institution at which the class is being taken may have a longer window in which to complete the class, because the class is a part of the student's Walther course schedule, the Walther deadlines for completion will be enforced. Should a class not be completed by the end of the Walther semester, a grade of "F" will be recorded on the student's transcript.

**OTHER NON-WALTHER CLASSES:** In some instances it will be necessary for students to complete a class taken at a location other than Walther by a deadline which differs from the institution at which the class is being taken. In this case, the deadline set by the registrar will take precedence. Examples include taking a summer class in order to be placed in a fall class for which the summer class is a prerequisite.

**TRANSFER IN OF CREDIT:** Students who have earned credit at other institutions which is to be applied to their Walther graduation requirements must submit an official transcript to the Registrar. The transcript, in order to be considered official, must be in the original, sealed envelope of the sending institution or be faxed directly from the sending institution. All high school transcripts which are received at Walther prior to the student graduating or withdrawing will be applied to a student's transcript regardless of final grade awarded. Transcripts from other

institutions received after a student graduates or is otherwise no longer enrolled at Walther will not be added to the Walther transcript.

Driver Education classes included in official transcripts for transfer students will be awarded the credit indicated; however, the grade will be recorded as Pass/Fail only.

Walther's grade point scales will be applied to all transfer in credits regardless of the scale used by the issuing institution. Therefore, only Advanced Placement (AP) class grades will be calculated using the 5.0 scale when determining the student's cumulative Grade Point Average (GPA). All other classes, including honors and accelerated, will be included in the cumulative GPA using the 4.0 scale.

**RECORDS AND RECORDS TRANSFERRING:** Records are kept in the school office for each student. Records are transferred to another school upon request of the other school or the parent. All transfer requests are honored within ten days. Certified copies of records of students transferring in must be requested within 14 days of enrollment.

**HEALTH /IMMUNIZATION RECORD REQUESTS:** Requests to obtain a copy of the student's health/immunization record are made through the School Office. Request forms are available in the office as well as on-line at [www.walther.com](http://www.walther.com). There is no fee for this service when a minimum of five days notice is given. There is a fee of \$10.00 for those requests which require processing in less than 5 days for former students.

**TRANSCRIPT REQUESTS:** Requests to obtain a student's transcript, official or unofficial, are made through the School Office. Request forms are available in the office as well as on-line at [www.walther.com](http://www.walther.com). There is no fee for this service for current students. Allow a minimum of five business days to process - extra time during peak periods (e.g. end of semester, registration). A transcript request will not be processed for a student who is financially delinquent to Walther. FEE 10.00 per copy.

**SCHEDULE CHANGES:** All changes must be made by the end of the 10<sup>th</sup> school day of the semester, including teacher-requested changes. Students who desire a change must have the written consent of their parent or guardian. The registrar or principal will have final approval of schedule changes. After the 10<sup>th</sup> school day of the semester, changes will be made only in extreme circumstances, such as extended illness. Schedule changes recommended by teachers will only happen when the teacher believes that the student is in a class beyond or below his/her ability.

**FULL YEAR CLASSES:** Any full year class must be taken for both the Fall and Spring semesters unless approved by the Principal. Full year classes are those which are awarded 1.0 or credit.

**DROPPING A COURSE:** Students may drop a course during the first 10 school days of a semester with parent, counselor, and registrar approval. In the unlikely event that it is necessary for a student to drop a course after the first 10 school days of the semester, the change must be approved by the principal and the course will have a grade of WF (Withdrawn Failure) or WP (Withdrawn Passing) recorded on their permanent record. After the first 10 school days of the semester, courses may only be dropped at the school's initiative.

**HOMEWORK:** Students at Walther Christian Academy are expected to spend time in preparation for class through completion of assigned homework and independent review and study of material covered in class. Thorough knowledge of a given subject area is possible only when accompanied by this essential process. Parents can provide significant support by providing a quiet place to study and encouraging their students to spend at least 90 minutes each evening in academic pursuits. This means primarily working on homework, but could include reading quality literature, the newspaper or current events magazines, working on long term assignments such as papers or projects, reflecting on personal goals, and developing a personal devotional or Bible study time. Teachers will inform students of homework procedures and will assign homework which supplements and reinforces

in-class presentations. These assignments are part of the grading system at Walther. Meeting deadlines for these assignments, projects, papers, etc. is the responsibility of the student. Homework should have priority over all other activities, including part-time employment. Students need to do their homework and turn it in on its due date as required. Parents are strongly urged to monitor homework and should feel free to contact teachers if they have questions about assignments. Most students who earn poor grades do so as a result of not turning in routine assignments.

**EXTRA CREDIT:** Students should not anticipate using extra credit to cover for missing assignments. Extra credit policies will be explained by teachers for their individual classes in the course syllabus.

**CHAPTER OR UNIT TESTS:** Chapter or unit tests are given periodically in subject areas and are a major part of the student's grade. Students are encouraged to begin reviewing for major tests several days in advance and to take advantage of review exercises provided by the teacher.

**FINAL OR SEMESTER EXAMINATIONS:** Final examinations are scheduled at the end of each semester (see calendar). The importance of these tests cannot be overstated as they form a major part of the student's grade. (20%). Students who miss a final exam without a medical excuse or prior permission from the principal will receive a zero and may fail the course as a result. Finals, or some other culminating activity such as a final project or paper, are given in all courses except Physical Education and Performance Music.

**PROGRESS REPORTS:** The Walther faculty uses PowerSchool to record grades. Teachers are required to enter grades on a weekly basis. The school calendar indicates the dates on which teachers will submit Progress Reports for students who are failing or are in danger of failing their courses. You may request additional updates from the teachers by email, but all parents are strongly encouraged to log onto the Parent Powerschool platform to view students' grades and assignments on a regular basis.

**SEMESTER GRADES:** Grading policies for each course are outlined in the syllabus presented to students on the first day of class. In some courses, there may be pass/fail requirements, e.g., term papers, service hours, standards of competence, contracts or similar requirements. Grades are given at the close of each quarter of the academic year (see calendar). Credit for course work is awarded at the end of the semester. The semester grade is a combination of the two quarter grades, each of which is worth 40%, and the final examination grade, which is worth 20%.

**REPORT CARDS:** Report cards are issued within two weeks of the close of the 1<sup>st</sup> and 3<sup>rd</sup> quarters and within three weeks of the close of each semester. Questions or concerns regarding specific grades should be directed to the teacher who issued the grade.

Note: Walther Christian Academy reserves the right to withhold the report card, official transcripts and/or diploma of any student who has outstanding obligations to the school, financial or otherwise.

**HONORS MATH CLASSES:** Students who receive a quarter or semester end grade below C- in any Honors math class will be moved out of the Honors class and placed in the corresponding regular math class in the subsequent quarter or semester, depending upon the class. These classes include Honors Algebra I, Honors Algebra II., Honors Geometry, Pre-calculus, Statistics, and AP Calculus.

**"E" GRADE:** When a teacher, in consultation with the Guidance Counselor, determines that a student with an ISP/IEP has made a significant amount of progress within the semester but is unable to pass the course, a grade of "E" (Effort) may be given. This grade indicates that the student has worked up to their full potential but is unable to pass the course. An "E" grade is worth .5 credit for the semester but has no quality points assigned to it when calculating the cumulative grade point average and excludes the student from honor roll status.

**"N" GRADE:** When a student has a passing grade for a class but is missing one or more required components or competencies, a grade of "N" is given. The "N" grade remains until the required competencies have been achieved, but not longer than one (1) semester (summer counts as a semester). At this time the "N" grade will become an "F". Questions about this grade should be directed to the individual instructor.

Currently this grade is used in the following situations:

- Inadequate term paper – American Literature, see Special English Department Grading System
- Missing service hours – Religion I, II, III, and IV due to extenuating circumstances
- Failing federal and/or state constitution test – AP US History and US History

An "N" grade in any class is removed from the calculation of the quarter's GPA and excludes a student from honor roll status.

Should a student withdraw/end enrollment while a "N" grade is still on the student's record, an "F" will replace the "N" unless the "N" is due to service hours which were not due prior to the withdrawal in which case a "W" will replace the "N".

**SPECIAL ENGLISH DEPARTMENT GRADING SYSTEM:** A letter grade of "N" will be issued for American Literature when all course requirements have been met with the exception of the term paper. A student receiving a grade of "N" will be required to attend and pass a week long term paper writing class during the summer following the school year in which the grade was given. After successful completion of this summer course, the "N" will be changed to the letter grade earned for the class. Should a student not attend the summer term writing class or fail to pass the summer class, the "N" will revert to an "F" resulting in no credit for the class.

Seniors planning to graduate in June must successfully complete the term paper before May 15. Seniors must contact their teacher and set up a mutually agreeable time table for work completion. After successful completion of the term paper, the "N" will be changed to the letter grade earned for the class. Should a senior not successfully complete the term paper by the deadline, the "N" will revert to an "F" resulting in no credit for the class, with a possible negative impact on graduation.

An "N" grade will not be issued to students who do not turn in a final term paper or to those who plagiarize any portion of the final term paper. Since successful completion of the final term paper is required to pass American Literature, a student who is not eligible for an "N" grade, but fails the term paper, will fail the semester.

In the situation where both semesters of American Literature result in the grade of "N", the first semester grade will immediately revert to an "F". The second semester will be assigned the grade of "N" which will be resolved as indicated in the paragraph above.

**"I" GRADE:** Students who receive a grade of "I" (Incomplete) during a marking period, including final exams, must complete the missing work by the date set by the teacher. A failing grade for missing work will be issued for that marking period if not completed in the allotted time. "I's" (Incompletes) are given at the discretion of the teacher with the approval of the principal.

**"ME" GRADE:** Students who have submitted a medical excuse from a doctor to excuse them from physical education class for a quarter or more will see an indication of this code on their report card by the presence of an "ME" (Medically Excused). Students receive credit for their physical education course by doing comparable academic work. This grade has no bearing on the grade point average.

**"WF" GRADE:** A grade of "WF" is given when a student withdraws or is withdrawn from a class after the first 20 school days of the semester and at the time of the withdrawal has a failing grade. A grade of "WF" has the same effect on GPA as a letter grade of "F" and there is no credit given for the class towards graduation.

**“WP” GRADE:** A grade of “WP” is given when a student withdraws or is withdrawn from a class after the first 20 school days of the semester and at the time of the withdrawal has a passing grade. A grade of “WP” has no effect on GPA and there is no credit given for the class towards graduation.

**“W” GRADE:** A grade of “W” is given when a student withdraws or is withdrawn from a class after the first 20 school days of the semester due to extenuating circumstances such as a medical issue. In this case, the “W” is awarded regardless of the grade the student is receiving at the time of the withdrawal. A grade of “W” has no effect on GPA and there is no credit given for the class towards graduation.

**“AU” GRADE:** A grade of “AU” is given when a student audits a class due to late arrival at Walther after the start of a semester. In this case, the “AU” is awarded regardless of the grade the student is receiving at the end of the semester. A grade of “AU” has no effect on GPA and there is no credit given for the class towards graduation. Students are expected to fully participate in all class activities including homework and tests with the understanding that these interactions will ease the students’ transition into classes the following semester.

**“P” GRADE:** A grade of “P” is awarded when requirements for a class have been successfully completed (passed), but a letter grade of “A” through “D” is not being issued. While credit is awarded towards graduation, a grade of “P” has no effect on GPA. Currently, a grade of “P” is issued when a transfer student has taken driver’s education at their previous school and it appears as a class on their incoming transcript. Since Walther does not issue credit for driver’s education, Walther issues a “P” which appears on the Walther transcript. A grade of “P” also appears on a student’s transcript when both the Federal and Illinois State Constitution Tests have been passed.

**“H” GRADE:** A grade of “H” is given for all classes when a family has a financial hold on a student’s grades. A grade of “H” has no effect on GPA and there is no credit given for the class towards graduation.

Once the financial hold is lifted, the earned letter grades awarded for each class will replace the “H” grades on the student’s record, the credits toward graduation will be applied and the GPA will be recalculated with the earned letter grades.

**FAILURES:** A failing grade as a semester average results in the loss of credit. Loss of credit may endanger graduation. An advanced course in any sequence cannot be taken unless a passing grade has been received in the preliminary course.

A student receiving an "F" in one of the courses he/she takes at Walther is strongly encouraged to make up all core course failures by the time school begins in the fall following the failure(s).

For a failed class taken a second time at Walther, it will remain on the transcript even if it is repeated at Walther. The first occurrence however will not be used in the calculation of the student’s cumulative GPA.

If the student takes the course a second time at a different institution, THE COURSE MUST BE PRE-APPROVED BY A COUNSELOR OR REGISTRAR and the second grade will not replace the previous "F", but the two grades will be averaged in the calculation of the student’s cumulative grade point average for the transcript.

**REPEATING CLASSES:** When a student takes a Walther class for the second time which was not failed the first time, both occurrences of the class will appear on the transcript. However, the first occurrence will not be used in the calculation of the student’s cumulative GPA.

**ACADEMIC PROBATION:** If a student fails two or more courses in any quarter, the principal or counselor will notify the student and his/her parents that such student is on "Academic Probation." During the 1st quarter of a student’s academic probation, the student will be placed on an academic contract. The details of said contract will

be specific to the individual student's needs. Parents may be required to attend periodic conferences with their students. Failure to attend these conferences may result in the student's dismissal from Walther.

If a student on "Academic Probation" fails two or more courses in any subsequent quarter, his/her records may be forwarded to the Academic Review Committee with an automatic recommendation for expulsion at the end of the current quarter/semester. The Academic Review Committee will be comprised of the school Principal, Director of Guidance, and one or more Department Chairpersons. The counselor will notify parents concerning the date and time the committee will meet. This will allow time to review the student's case so that all pertinent information may be considered. This notification will also give the family time to make arrangements for the student to attend another school. The committee will sustain such expulsions or, in extenuating circumstances, determine the conditions under which the student will be allowed to continue in attendance at Walther. A student who is dismissed from Walther under the terms of Academic Probation will be considered for re-enrollment if he/she meets the following requirements:

- 1) The student has successfully completed a semester of academic work at another high school (i.e. earned at least three credits with no failing grades). Summer school will not fulfill this requirement.
- 2) The student is on pace for graduation.

It is not the intent of this policy to punish poor academic performance, but rather to impose some external structure on students who may have difficulty with their own academic self-discipline.

**PHYSICAL EDUCATION WAIVER:** Three sport athletes may qualify for a PE waiver. Each year students are required to take 0.5 credits of Physical Education. However, if a student participates in three sports in three different seasons, that student athlete may be exempt from taking a PE class. If a student chooses not to take a PE class based on this exemption but then does NOT participate in three sports, the student may need to take a PE class online at their expense. Administration will have the authority to make exceptions in individual and unique cases (i.e. student injury, scheduling conflicts, etc.)

### **School Policies Affecting Extracurricular Participation**

**WEEKLY/QUARTERLY EXTRA-CURRICULAR ACTIVITY ELIGIBILITY:** Students must maintain satisfactory academic progress in order to be involved in extracurricular activities and only students meeting a minimum level of academic performance may participate in these activities. Any academically ineligible student who is involved in any extra-curricular activity must, however, attend a mandatory Study Table, 3–5pm each school day until they become academically eligible. Those students assigned to Study Table may not be in the building for any other reason between 3- 5pm. Students must have arrangements made to be picked up by 5pm at the completion of Study Table. If a student chooses to not attend Study Table during a week that they are academically ineligible, consequences will be implemented impacting playing time/participation once they become academically eligible and return to their team/activity.

**A student becomes ineligible if they have two (2) F's or any combination of three (3) D's and F's.** The student will be ineligible for (1) one week, at which time a new failure list is generated. If a student's quarter end grades would make them ineligible, the student will remain ineligible until the next official failure (not trial) list is generated the following quarter (which occurs after 3rd week of classes). At the end of the 1st and 3rd quarters, once the quarter grades are marked/posted as official, then those grades will be used to determine eligibility during the 2nd/4th quarters until the first eligibility report is posted for those quarters (3rd week of each quarter is the trial week of eligibility with the 4th week being the official new eligibility list). For official quarter grades, two (2) F's or any combination of three (3) D's and F's will make the student ineligible. If a student-athlete remains academically ineligible for more than (3) three consecutive weeks during a sport season, the student may be removed from the team for the remainder of that season at the discretion of the school administration. For non-athletic extracurricular activities, if a student remains academically ineligible for more than (3) three consecutive weeks during a semester, the student may be removed from the activity for the remainder of that semester at the discretion of the school administration.

Students will be allowed to participate in practice or rehearsals for a team or activity which is holding tryouts, up until the date when team cuts are named or drama casts, etc. are announced. For teams or activities where there are no cuts, drama casts, etc., the student may participate in an activity while ineligible during the first week of practice, rehearsal, training, etc. for the season. This is to allow for the motivation that being involved in one of these activities may have on the student's academic progress.

**SEMESTER EXTRA-CURRICULAR ACTIVITY ELIGIBILITY:** Students who are ineligible due to failing two courses at the end of the 1st or 2nd semester are athletically ineligible for the next semester or until the credits have been made up. Students who take and pass course work to make up at least one of those credits prior to the start of the new semester are considered eligible at the start of the new semester. Students may participate in athletics during semester breaks (Christmas and summer) with ineligibility taking effect with the first day of classes of the new semester. A student who had been ineligible but then ends up passing and earning credit in enough courses to make him/her eligible may regain that eligibility when course grades have been officially posted/released by the registrar.

**HELP SESSIONS:** The school calendar lists the designated Help Session dates. Teachers will be available on those afternoons to meet with students wanting additional instruction. Help Sessions are available for all students. All students performing below average (D+ or below) in one or more of their classes and all students on Academic Probation are required to attend Help Sessions. All Middle School students are REQUIRED to stay for Help Sessions and cannot leave until 2:45, regardless of their academic status.

**DRIVER'S EDUCATION:** Driver's Education will be offered as needed at Walther provided Walther is able to locate a company that is able to provide this service. Classes will be scheduled outside of the school day.

**SPECIAL LEARNING NEEDS:** In assisting students with special learning needs, Walther Christian Academy can do the following:

1. **Provide workshops for parents and students:** Walther may periodically offer workshops for parents and students in the areas of study habits, time management, organization, testing strategies, etc.
2. **Provide appropriate scheduling:** Walther may require students to attend special summer school classes. At the ninth grade level, a student's schedule might include remedial courses in math, reading, language skills and composition. A student may be limited to six credits a year and a study hall required. Throughout a student's stay at Walther, courses will be chosen that optimize the opportunity to be successful.
3. **Provide structured times for help:** About twice a month, regular help sessions are held. These 45-minute sessions may be required for students doing below average work and are available to all students. In addition, a teacher is available twice a week after school for individual and small group help. Finally, Walther's teachers have an excellent reputation for providing individual opportunities for assistance. Students willing to make the commitment will find teachers responsive to their need for help outside of class time.
4. **Modify instructional strategies:** Walther teachers make every attempt to remain abreast in the latest research involving how students learn. Thus, teachers have a variety of educational strategies which they can employ. Cooperative learning, lectures, computer assisted learning, instructional games, peer tutoring are among the many strategies from which teachers can choose. Teachers are also sensitive to learning styles and can find strategies best suited to an individual's needs.
5. **Public school district resources:** Additional resource support may be available through the local public school district. As public funds allow and needs are identified, minimal support is available at Walther for those who are identified.
6. **Identify and recommend appropriate outside resources:** Whether it is tutorial help, specialized testing, counseling or general academic support, Walther is in contact with resources that can help a student. Concordia University maintains a special education ministry that has performed diagnostic testing at parents' request. Additionally, Walther stands ready to work with doctors, counselors and tutors with whom a student may already have a relationship.



7. **Provide an Academic Support Class during the school day:** Where the schedule and teaching resources allow, all students who qualify for this level of support will be assigned one period of Academic Support in order to receive tutoring, support, and accommodations.

Since Walther cannot anticipate the needs of every student with special learning needs, Walther reserves the right to treat each case individually and determine in consultation with parents and related professionals, whether recommended modifications to a student's educational program fall within the scope of these broad guidelines.

## **WCA Attendance Policies**

All Walther Christian Academy students need to attend class daily. Reading the assigned material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion or the loss of competency acquired through explanation, practice and class discussion. **However, students who are sick should stay home!** See below for the procedures.

**ABSENCES:** When a student is absent, a legal parent or guardian of the student is required to call the school office before the end of the first period to report the absence. If the school office has not been contacted, then the student will be considered absent unexcused until the student's whereabouts are explained. This is for the safety and protection of our student body. Before 7:30 a.m., our voicemail will record your message. You should provide the student's name, your name and relationship to the student, the reason the student is absent, and a daytime phone number where you can be reached if more information is required. If the parent/guardian does not call but later provides a note explaining why the student was not present during the school day, then the student's status will be changed to an excused absence.

**ABSENCES FOR REASONS OTHER THAN ILLNESS OR FAMILY EMERGENCY ARE TO BE AVOIDED. FAMILY TRIPS SHOULD BE ARRANGED OUTSIDE OF THE SCHOOL CALENDAR WHENEVER POSSIBLE.**

Parents of students whose absences exceed 1/4 of a semester may be asked to demonstrate proof of additional educational assistance (e.g. tutoring) for credit to be granted. The Principal may ask for such proof in cases of poor attendance due to chronic illness or long term family-related absence.

Students who have an unexcused absence from school for more than one period on days when school sponsored activities are scheduled are not considered eligible to participate in those activities (athletic contests, plays, rehearsals, dances, concerts, practices, conditioning, etc.) without special permission of the Principal or the Dean of Students.

**TARDIES:** Punctuality is a measure of responsibility. Walther students are expected to be on time for school, class, and all school activities (e.g. practices, rehearsals, and performances). A student is considered tardy when he/she arrives at school, or to any class period after the bell for that class has rung. If the student is late past 1st period, the student will be considered absent. When a student is five (5) minutes past any start of a class period without a pass, the student may be subjected to detention. Tardies will accumulate during the semester. Students begin each semester with zero accumulated tardies.

A student arriving late for the school day must report to the Student Service Office and receive an admit slip. A student has five (5) minutes from the time marked on the admit slip to report to class. If a student arrives (5) minutes past the marked time of the admit slip, students may receive a 30 minute detention and will remain in class until the period ends. (Entry after 1st period has begun is through the Chicago Avenue or parking lot doors only. A student is not to go to his/her locker before receiving an admit slip.) First period tardies are recorded in the office, even if a note or telephone call is received from a parent. Any student who exceeds the number of tardies allotted may be placed on attendance contract, violations of which may result in loss of credit.

The consequences for unexcused tardies or absences accumulated during the semester are listed below.

4th - Automated email warning to the parent

8th - Automated email plus a 90 minute detention

12th - Out of school suspension (One day) Conference requested with parent/guardian. (One day) ineligible for school activities.

16th - Out of school suspension (Three days), email to the parent/guardian. (Three days) ineligible for school activities.

After the 16th tardy or absence, every four tardies or absences thereafter, students will serve a Three days Out of school suspension and be 3 days ineligible for school activities. Tardies and absences will reset at the beginning of each quarter. (Absences for doctor and dentist appointments or similar obligations will be excused when a written doctor's or dentist's note is presented upon entering school. These notes must be on file in the Student Service Office within two (2) days of the absent or tardy occurrence to be valid. Other tardies may be excused at the discretion of the Principal or Dean of Students.)

**TRUANCY:** A student is considered truant when he/she is absent without the written knowledge and consent of a parent and the school, he/she is absent without official excuse from any class or he/she leaves the school grounds after arriving for the school day but before classes begin without express permission from the administration. Students considered truant will be assigned an in-school suspension for the remainder of the day.

**PLANNED ABSENCES:** When field trips and school-sponsored activities take place, a Student Sign-Out sheet will be given to the student by the appropriate school supervisor. A Student Sign-Out form must then be filled out by the student and signed by the appropriate teachers in advance to the date of the absence and returned to the supervisor of the activity in advance of the activity. Students, while on the ineligibility list, may not participate in extracurricular activities.

When there are student-initiated absences, such as college visits, family obligations, funerals, doctor's appointments and similar situations, a note from the parent must be received by the Student Service Office prior to a student receiving a Student Sign-Out sheet. Forms are available in the Student Service Office. A Student Sign-Out form must then be filled out by the student and signed by the appropriate teachers in advance of the date of the absence and returned to the Student Service Office.

The Principal has the ultimate say as to which planned absences, if any, will be excused. In all cases, any planned absence must be approved prior to the student missing class. Failure to comply with the letter or spirit of this policy may result in the recording of unexcused absences and subsequent loss of credit.

**COLLEGE VISITS:** Walther will excuse a reasonable number of visits for students per year. College visits should be handled like any other planned absence; i.e. advanced notice of the college visit and a Student Sign-Out form must be signed by the appropriate teachers. Sign-Out forms are available in the Guidance Office. In order for an absence to be excused, the student must return with a signed notice on official letterhead from the college indicating the date/s the student was at the college.

**MEDICAL EXCUSES:** Medical excuses must be turned in to the Student Service Office upon the student's return from the illness and must state the dates being excused and the reason.

If a student is to be excused from physical education (PE) due to medical reasons, a doctor's note is to be given to the Student Service Office and a copy will be given to the student's Physical Education teacher. This written excuse must be provided no later than one (1) week after the initial doctor visit and must clearly state the dates to be excused and the reason for the excuse. A release note from the doctor is required before the student re-enters PE class when a specific return to PE date is not included in the initially written excuse.

Physical education involves more than physical activity and exercise. A physical condition may require that a student not participate in physical activity, athletic competition, or exercise for a period of time but does not preclude a student's work in some of the informational and structural aspects of physical education but may enhance the student's opportunity to gain knowledge in these areas.

Therefore, students with a medical excuse from physical education, given in writing by a medical doctor, may be excused from physical activity or exercise but are not excused from physical education class. Physical education teachers will assign special projects in line with the objectives of physical education to replace the excused physical activity. Such students may not participate in interscholastic athletic activity (conditioning, practice or competition) during the period of such a medical excuse.

**MAKE-UP WORK:** All work missed because of absence must be accounted for by the student. Initiative for contacting teachers, receiving missed assignments and completing make-up work in a timely fashion lies with the student. Assignments missed because of absence must be turned in under deadlines as outlined in the course syllabus provided by each teacher. Any late work turned in will be classified as late.

A basic guideline is that if a student has missed one day, the work due that day is to be turned in the day the student returns. Work assigned on the day of absence is due the day after the student returns to class.

If a student misses several days, the student must work out a schedule to make up work. The basic framework is that the student will be given one day for each day missed with the work spread over the number of days missed. eg. A student misses Monday-Wednesday and returns on Thursday. Monday's work is due on Friday, Tuesday's work is due the next Monday, and Wednesday's work is due next Tuesday. Some adjustments may be worked out with the teacher due to the size and complexity of assignments or the total amount of work.

**ATTENDANCE CODES:** Our attendance is recorded via PowerSchool, our online Student Information System. The following codes are used to record attendance:

P Present

A Absent - this is the only absence a teacher can assign. It is unexcused. Through a phone call or documentation, the Student Services Office can change this to:

EX Excused Absence - This does not count against a student's total absences, but indicates that a parent or guardian has informed the school and the school has determined the absence meets the criteria of being excused.

W Walther Event - a Field Trip, in-school standardized test, anything that is a school-day Walther activity that takes a student out of a classroom. It is an excused absence.

FW Financial Withhold - student is withheld from class due to tuition non-payment.

M Medical - student is out of class for medical reasons, excused.

O Office - student is in school, but not in class. This could be a counseling visit, a brief disciplinary meeting, etc.

C College Visit - student is visiting a college!

S Suspension - student is suspended for disciplinary reasons

## Disciplinary Policies

The Student Code of Conduct explains the philosophy that undergirds the discipline policy of Walther Christian Academy. St. Paul's admonition to the Corinthians "...for the love of Christ constraineth us..." is equally applicable. This means that cooperation with school regulations is expected in a spirit of Christian love. An overwhelming majority of students at Walther meet the behavioral expectations of their parents and the school. However, where there is a willful disregard and disobedience of school rules and regulations, it is necessary for us to deal with the unacceptable behavior and apply Christian discipline. Enrollment at Walther Christian Academy is contingent upon agreeing to the regulations of the school.

The Dean of Students is charged with the responsibility for managing the overall general disciplinary policy for Walther Christian Academy. The goals and purposes of this policy are as follows:

Christian Discipline is a positive term. It is preventative wherever possible and attempts to help students cope with problem areas in their maturation process.

The school seeks to demonstrate a Law/Gospel approach to Christian discipline, i.e. that there is forgiveness for wrongful acts but that the consequences for such actions still need to be faced.

The individuality and uniqueness of each situation is realized and the need to do what will benefit the individual must be balanced with what will provide for the common good of students and teachers.

By their signatures on the application form, students agree to abide by the Student Code of Conduct, and likewise, parents agree to be supportive of the same.

**DISCIPLINE GUIDELINES:** Any acts which are inappropriate at school or school sponsored affairs will result in disciplinary action by school officials. The behaviors listed below are some examples of behaviors that will result in disciplinary and/or legal action for students and visitors:

1. Use of foul, crude, obscene or otherwise un-Christian language.
2. Smoking or possession of tobacco products.
3. Irresponsible or dangerous behavior in the parking lot or street.
4. Repeated expulsion from class for misconduct.
5. Leaving or being off school grounds without permission.
6. Theft of or damage to the property of the school or the property of anyone in attendance at an authorized school function.
7. Truancy as defined in the Attendance Policy.
8. Physical abuse or the threat of physical abuse against any person at any school authorized event; or any other conduct which threatens or endangers the health, safety, spiritual welfare or physical well-being of any such person. All parties involved in a fight will be removed from school as soon as possible and suspended. In the case of an assault, the aggressor will receive a stronger sanction.
9. Any time in possession of, and/or being under the influence of alcohol, illegal drugs, look alike drugs; or the misuse of prescription drugs, either on school grounds or at school activities, and/or possessing drug paraphernalia; will result in the follow consequences:
  - a. Two week suspension
  - b. Out for the current semester with Administration decision of student returning the following semester
  - c. Out of school for the remainder of the school year with the Administration decision of students returning to Walther.
10. Use or possession on school property of firearms, ammunition, knives, fireworks or other dangerous weapons or substances.
11. Repeated disrespect.
12. Interference with or demonstrated disrespect for worship activities sponsored by the school.

13. Cheating / falsifying information / lying.
14. Harassment.
15. Violation of the school's "Acceptable Use Policy" regarding technology resources.
16. Gambling
17. Any other act deemed by the school administration to be injurious, detrimental or dangerous to the health, safety, spiritual welfare or physical well-being of other persons on school property or present at any school sponsored event. Additionally, any of the above-mentioned offenses which are committed online or through social media, as well as cyber-bullying and making threats to other students on social media, are considered breaches of our disciplinary code and are subject to disciplinary consequences.

The following general guidelines reflect the range of possible action from least to most severe. Based on the information available and the judgment of the faculty and administration, appropriate action will be initiated:

1. Warned and advised.
2. Referred to counselor, Dean of Students, or Principal.
3. Detention.
4. Parent conference.
5. Suspension (in-school or out-of-school).
6. Administrative withdrawal from class with a failing grade.
7. Expulsion.

The disciplinary process at Walther Christian Academy begins with the teachers. Teachers function "in loco parentis" (in place of parents) while students are under their supervision. They are responsible for general discipline in their classrooms, specific activities which they may supervise and the conduct of students in public areas of the building and grounds.

If a problem reoccurs or goes beyond what can be immediately handled in the classroom, the responsibility for investigating the incident and assigning appropriate penalties rests with the Dean of Students. This also applies to offenses occurring in public areas of the building or at extracurricular activities and, in the case of a serious violation of the Code of Conduct, which occur outside of the school. Parents, teachers, counselors and Principal are notified if the situation warrants.

In serious disciplinary cases, the Dean of Students may recommend appropriate measures, including expulsion, to the Principal. The final recommendation on expulsion of a student lies with the Principal, who brings a specific action item to the Board of Directors.

As many of our faculty members live in communities which Walther serves, they also feel a responsibility to informally advise parents of situations which they may observe in public places which may appear to be harmful or hurtful to students or to the public's image of Walther. In extreme cases, the school reserves the right to proceed with disciplinary action.

Walther students are responsible for the actions and conduct of their guests.

For serious legal infractions such as: drug possession or use, assault and/or battery, possession of a firearm or ammunition, or possession of another weapon, the police will be called.

**DETENTION POLICY:** Detentions will be assigned to a student as a consequence for behavior that goes against a Walther Christian Academy discipline policy. Detentions are processed through the Assistant Principal/Dean of Students in a timely fashion. Detention hall begins at 3:00pm, and can be scheduled for any day of the week. Students and their parents will receive advance notice of when a detention is to be served by email only.

The length of the detention hall depends on the reason the student received the detention. Dress code violations and tardies will result in a 30 minute detention. Inappropriate behavior, inappropriate language, and failure to

follow a classroom disciplinary system will result in a 60 minute detention. Skipped detention, inappropriate chapel behavior, cheating/falsifying information/plagiarism and disrespect toward faculty/staff will result in a 90 minute detention. Length of time for detention will be determined by the discretion of the Dean of students.

In detention hall, students will be expected to do any of the following tasks:

- Sit quietly at their desk
- Serve detention regardless of extra-curricular activities
- Complete behavior modification reflective assignments (Designated for students with repeat detentions for similar infractions)

Anyone found to be sleeping, communicating, or not completing his/her assigned task will be removed from the detention hall and will not receive credit for having served the detention. A removal from the detention hall will result in an In-school suspension. No electronic devices may be used during the detention hall.

**RESCHEDULING DETENTIONS:** Detentions will only be rescheduled in extreme circumstances upon parental contact with the Dean of Students at least one day in advance. Generally, a student's detention will not be rescheduled for extracurricular activities. Any requests for rescheduling a detention in consideration of an extracurricular activity must be made to the Dean of Students by the coach or sponsor of the activity.

**DISCIPLINARY PROBATION:** This is an intervention used to outline the steps a student must take to continue as a student at Walther. The contents of this arrangement will be determined by the administration.

**IN-SCHOOL / OUT-OF-SCHOOL SUSPENSION AND SATURDAY DETENTION:** Students whose pattern of behavior demonstrates a persistent disregard for the student code of conduct may be suspended. Walther reserves the right to suspend students in-school or out-of-school or to assign Saturday detentions when circumstances merit. Students may be suspended for accumulating tardies, detentions, or for other more severe violations of the Student Code of Conduct. The student will be given written notice of the intention to suspend and the reasons for the suspensions. Students will have the opportunity to discuss the reasons for the suspension and offer explanations regarding his or her actions. Parents will be informed of a student suspension as soon as possible by phone or letter and the circumstances surrounding it. An excessive number of suspensions, Saturday, in-school or out-of-school, can constitute sufficient grounds for expulsion. Students are responsible for materials missed during a suspension period. Students serving an in-school suspension or out-of-school suspension will not receive credit for daily homework assigned on the days they are out of class, but may make up tests and major projects. These absences are considered unexcused and, therefore, students who have these absences are subject to the constraints of the attendance policy.

**SATURDAY DETENTION GUIDELINES:** Because the school incurs additional cost for supervision of Saturday detention students, an additional fee of \$20.00 will be assessed, payable before or on the day of suspension.

Saturday detention will begin at 8:00 a.m. and last until 12:00 p.m. Students are to wear clothing in which they can work. Various tasks around the building and grounds (cleaning, light work, etc.) will be assigned. Students who fail to serve an assigned Saturday detention without making prior arrangements with the Dean of Students, will be assigned an additional suspension and charged a \$10.00 rescheduling fee.

**REMOVAL FROM CLASS:** A teacher has the option to remove a student from class if behavior warrants such action to be taken. A student removed from class must report immediately to the School Office, and will be seen by an Administrator to be counseled regarding the situation. The teacher removing a student from class will contact the student's parent/guardian on the day of the removal to discuss the circumstances leading to the removal. Any issues that remain unresolved may require involvement by an Administrator. A student removed from a class

for a third time during a semester may, at the discretion of the Principal, be withdrawn from the course with a failing grade.

**EXPULSION:** Expulsion may occur at any time. Students are expelled by the Board of Directors upon the recommendation of the Principal. Any students whose behavior results in expulsion forfeits any claim for reimbursement for fees and tuition that have been paid.

The Board has adopted the following policy regarding appeals to the expulsion:

1. The individual making the complaint can request a meeting with the Head of School. The Head of School will gather all pertinent information and render a decision as quickly as possible.
2. If the party making the complaint is not satisfied with the decision of the Head of School, the individual may submit to the Board of Directors, in writing, all the information necessary for the Board to render a decision.
3. If the Board upholds the expulsion of a student, parents will be notified as soon as possible. The last avenue of appeal is to request a hearing before a sub-committee of the Board. This committee will meet with the student, parents, Principal, and any other relevant parties and has the power to sustain the Board's action or define the conditions under which the student may remain in school. The decision of the sub-committee is final.

**THIS PROCESS MUST BE INITIATED WITHIN 48 HOURS OF NOTIFICATION OF THE ACTION OF THE ADMINISTRATION.**

**GANG POLICY:** Since youth gangs are very often associated with violence and other forms of behavior inconsistent with the mission, philosophy, and ministry of Walther Christian Academy, involvement with or imitation of gang activity is a very serious matter. In addition to likely violations of the student code of conduct described elsewhere, students involved in gang activities, as well as outside of school, will be dealt with severely. When gang related violence, vandalism, threats, recruitment, hazing, initiation, or identification takes place in school, expulsion may result. Gang related activities outside of school may also result in equally serious consequences.

**TECHNOLOGY USE POLICY:** Our students are blessed with access to the ever increasing world of electronic information. As good stewards of time and talents, individuals using electronic resources must be aware that not all of the information is beneficial to the Christian or consistent with the mission and philosophy of Walther. Students who access the technological resources available through the school are governed by the Student Code of Conduct outlined in the Family Handbook.

Among other things, this means that students **will not**:

1. Access inappropriate material.
2. Use personal email accounts for any use other than school related assignments. Permission must first be granted from the supervising adult or instructor to use e-mail.
3. Enter or use blogs, bulletin boards, chat rooms, or any instant messaging service, unless for a school assignment.
4. Use the Internet for cheating in any form. i.e. plagiarism
5. Download unauthorized software, games, or music onto the computer system(s).
6. Attempt to degrade or infiltrate restricted network resources.
7. Use school technological resources for personal financial gain.
8. Make unauthorized copies of software, music, or any copyrighted material.
9. Change or modify computer system configurations or control panel settings.
10. Eat food or drink beverages while working on a computer.



Walther reserves the right to discipline students violating the Student Code of Conduct as it applies to technological resources by denying access, assigning detentions, suspension, or in extreme cases, expelling students when appropriate.

**SOCIAL MEDIA POLICY:**

- Any documented postings or threats made through any social media or texting which may be disruptive to the good order of the school and/or threatening to an individual or group, whether explicit or implied and whether it is initiated, forwarded, or in response to another person's postings will result in disciplinary action that may include suspension or expulsion.
- Walther Christian Academy may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
- Walther Christian Academy may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's anti-bullying or similar disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

**HARASSMENT:** Walther Christian Academy will not tolerate any harassment of any person by any staff member or students relating to the person's gender, race, color, religion, age or handicap. The term "harassment" includes, but is not limited to slurs, jokes, and other verbal, graphic, or physical contact relating to a person's gender, race, color, religion, age or handicap.

Harassment of any nature is a serious offense and strictly prohibited. Retaliation against any individual who makes charges of harassment is likewise prohibited. Those guilty of harassment or retaliation will meet with appropriate sanctions which may include suspension, expulsion, termination and/or prosecution by civil authorities. This policy is based on Title VII of the 1964 Civil Rights Act and numerous ensuing court decisions.

It is also the policy of Walther Christian Academy that any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by a male or female constitutes sexual harassment. Since such conduct creates an intimidating, hostile, or offensive school climate, it has no place in a Christian setting.

Those individuals who believe they have been the victim of any type of harassment should immediately report the conduct to any administrator or counselor. The report will be held in confidence. Following an investigation of the incident, appropriate action will be taken.

It shall be the responsibility of all members of the Walther family (teachers, students, staff) to respect the rights, feelings and sensitivities of others and accept one another as gifts from God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for our sins.

**JET HAWKINS LAW:** A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

## WALTHER DRESS ATTIRE 2023-2024

*Philosophy of Dress Code: Walther Christian Academy has established a standard of dress for our community which is conducive to a Christ-like environment. Cleanliness, neatness, appropriateness, and modesty are important as guiding factors. The primary dress attire is Walther Spirit Wear. This is to be worn daily from 8:00 am - 2:45 pm. On Wednesdays or our days of worship in Chapel, students must wear our Walther polo.*

### **Boys & Girls (6th-12th Grade)**

- **SHIRTS** - Students must wear the official WCA Spirit Wear or polo shirt purchased through the Bronco shop. Colors: Green, White, Black, Gray can be worn unless a special occasion spirit wear is granted by the Administration. Anything worn underneath the WCA polo shirt must be solid color with no writing or graphics of any kind and may not hang below the WCA polo shirt. Students are allowed to have their shirts tucked or untucked throughout the school year. There are short-sleeved and long-sleeved shirts options available for students.
- **PANTS/SHORTS** - Only solid colors: Khaki, Black, Blue, Gray pants may be worn. Acceptable fabrics/styles include: Cotton twill, Docker style, Corduroy, Dress Slacks, Cargo and Black/Blue Denim pants are acceptable styles of pants in the colors listed. All pants must be worn fitted at the waist with or without a belt and/or tailored to the correct length to fit appropriately and not sagging. **Shorts** must be at the kneecap and should not be adjusted.
- **SKIRTS/SKORTS/CAPRIS (Girls only)** - All skirts, skorts, and capris must be of the same colors and fabrics/styles listed above in **pants/shorts**. The length of the skort/skirt/capris should not be adjusted or altered, and skirts and skorts must be at the knee cap.
- **SHOES** - Dress shoes, athletic shoes, and boots coordinating with our dress attire are permitted. Open heel shoes, moccasins, sandals, slippers, flip-flops, crocs, and clogs are inappropriate for school. Shoes must be neat and clean in appearance.
- **PULLOVERS/HOODIES/JACKETS** - The options available will include Quarter to Full zip pullovers, hoodies or Fleece. These items must have the WCA logo and be Green, White, Black, Gray if worn as Walther Spirit wear. WCA Club/Sport/Pride sweaters, hoodies, or other outerwear will be allowed to be worn as part of the Walther Spirit Wear. Hoods are not permitted over your head.
- **PROFESSIONAL DRESS** - Students will also have the option to be in professional dress, except Chapel days, when polos are required. Follow the same colors and fabrics/styles listed above. We define professional dress as such:
  - Pants/bottoms/skirts: same standards as any other regular day.
  - Tops: students may wear the following items, with the idea that they are dressing professionally:
    - Button down shirts, long or short-sleeved with a collar and tie. (Sweaters and suit jackets are allowed to be worn with a shirt and tie.
    - Blouses or dresses (no spaghetti strap unless a jacket/sweater is worn over it, dresses knee-length)
- **SPIRIT DAYS** - students will be allowed to wear attire based on the criteria of Student Council with Administration approval (i.e. athletic game days, awards ceremonies, special class requirements, etc.).
- **ACCESSORIES/HAIRSTYLES** - *Boys/Girls* are allowed to wear earrings, one to two earrings per ear. One nose earring is allowed (Small nose ring only). 3 inch headbands are allowed. Solid color only. No inappropriate clothing accessories and/or jewelry.

### **W.C.A. DRESS CODE GENERAL GUIDELINES**

- NO NON-WALTHER SHIRTS ARE NOT PERMITTED OR VISIBLE UNLESS IN PROFESSIONAL DRESS DURING SCHOOL HOURS.
- *Both Walther Spirit wear and Walther polo shirts for Chapel must be worn and seen. Students can wear a Cardigan sweater, or Walther jacket on the outside, but you are not to completely cover your Walther spirit wear or Walther polo.*
- Hats, scarves, du-rags/wave caps, and hoods may NOT be worn during school hours. (8:00 am -2:45 pm)
- Walther related/Walther sponsored spirit wear shirts, sweatshirts, or hoodies are acceptable as Walther Spirit wear and may be worn daily. Walther related spirit wear may include but are not limited to the following tops: Graduation, Awareness, Fundraiser apparel, State Athletics, Concordia tee shirts, Thrivent, etc. which were obtained as part of a Walther-sponsored event. The Dean of Students will make the determination if a specific top is permitted.
- No other materials or patterns (*stripes, white, plaid, spandex, mesh/athletic shorts, p.e. shorts lycra, or tear-away sweatpants*) are acceptable.
- No altered shirts/pants (torn, cut, etc.) low-cut, sleeveless, or bare-midriff shirts, nor see through. No ripped pants, shirts, or jeans with holes. Pants and Jeans cannot be seen through, have any rips, holes, or skin exposed. No inappropriate, offensive advertising, sayings of any kind. No clothing from other high schools.
- Questionable dress attire will be handled by the Assistant Principal / Dean of Students. Staff have the right to question students' appropriate dress, hairstyles, jewelry, or other clothing accessories. There are **NO OTHER EXCEPTIONS** to our dress code unless permitted by Administration.

*Consequences are given by Assistant Principal / Dean of Students if deemed necessary and are final. Consequences may include:*

1. *Students removed from class until dress code issues are resolved (class absences will be unexcused)*
2. *Students will have an opportunity to rectify dress code issues, if not, students may be sent home if deemed inappropriate.*
3. *Students will receive a warning email to parent / guardian, thereafter students will receive a 30 minute detention.*
4. *Students that receive multiple infractions with dress code, students can accordingly lose certain dress code privileges (for example, a student who wears a hood repeatedly may lose the privilege of wearing a hoodie).*

## Walther Christian Academy Chromebook Overview

### ● **What is 1:1 and how does it change the learning in the classroom?**

- The Walther Christian Academy 1:1 Technology Initiative means that next year, all Walther students will utilize a computing device as one of their key learning tools. At Walther, we want to enable our students to reach their potential to become well prepared lifelong learners. Technology plays an important role in being a lifelong learner in the 21st century. Part of the skill sets needed today include the ability to use technology as a productivity and collaboration tool, not just a social networking and gaming tool. The Walther students will use technology appropriately and in a way that helps them think critically and collaboratively.
- Electronic Learning, or “E-learning,” has been adopted at Walther Christian Academy to assist our school if we have inclement weather, building emergencies, or unforeseen closures. Through E-learning, in case of a school closing day, Walther will be able to continue to deliver instruction via a structure of learning online. Students will be able to continue their daily work and teachers will have the ability to move forward with teaching their curriculum in and outside of the classroom. Our E-learning will continue on our Google Classroom site that is currently implemented in our curricula. These days will be used to track student academic progress, student class presence or absence by signing in, and completion of listed assignments. Through E-learning, we will continue to implement our academic standards and objectives while outside of the classroom.
- As a 1:1 school and providing each student with a device, we may strive to provide our learners with the opportunity to learn in an engaging atmosphere reflective of the world that surrounds them. The goal is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead us to more engaging forms of classroom interactions that offer more personalization, individualization, and differentiation.
- A 1:1 school places an emphasis on creating an adaptive, fluid, and dynamic learning environment. Walther Christian Academy wants to make sure that we have the proper tools in our students’ hands to meet our learning and teaching goals.
- The 1:1 Initiative will allow us to provide, grow, and then sustain a technologically rich learning environment for our students in each of the middle school and high school grades. It is our belief that this will help all of our students reach their full potential. What will not change is that we look forward to continually providing our students with an educational experience deeply rooted in a Christ-centered atmosphere.
- A 1:1 learning environment is able to provide enhanced learning in regards to critical thinking and engagement. Additionally, students are encouraged to own their learning. They are given the tools and resources to participate in the production of their own learning. Walther students will be able to leverage digital tools to produce and enhance the in class learning experience.
- A warranty/insurance plan is part of the 1:1 Initiative. The exact parameters of the warranty/insurance plan is as follows:
  - Accidental Damage Warranty- “Take Home Coverage”
  - Coverage is limited to a total of two service events per Chromebook that is not due to manufacturing defects in materials and workmanship
  - All subsequent service events that are not due to manufacturing defects in materials and workmanship will require a \$50 deductible.
  - Repair costs associated with breakage and damages deemed as willful abuse or neglect will be the responsibility of the student and/or the student’s family.
  - Warranty/insurance coverage is only in place while the student is enrolled at Walther.

**Handling the Student Chromebook:** Students are responsible for the general care of the Chromebook device issued by the school. Here are a few tips that will help keep the Chromebook in working order.

### **General Care**

- Never lift or move the Chromebook by holding the screen. Use two hands to pick it up by the base.
- Refrain from carrying the Chromebook with the screen open.
- Refrain from placing anything on top of a closed Chromebook, especially when carrying books or other things.
- When opening the Chromebook, make sure it is stable on a flat surface such as a table or desk.
- Check to be sure your power cords are not creating a tripping hazard for you or others.
- When transporting the Chromebook, always keep it closed and protected inside the case. Never wedge the device inside a book bag because this may crack or break the screen or hinges.
- Do not expose the Chromebook to extreme temperatures for an extended period of time.

### **Charging Your Device**

- Remember you must charge your device fully each night before you come to school.
- Determine a consistent place to charge your device at home.
- Insert all cords, cables, or other devices carefully. Be sure you use the correct ports.
- When charging, be sure to place the Chromebook in an area that will prevent people from tripping over the power cord.
- Be aware of switch outlets at home; turning out the lights may prevent getting a full charge.
- Students cannot charge their devices at school.

### **Screen care**

- The Chromebook screen can be damaged if subject to rough treatment. Students should refrain from placing heavy textbooks or any item which would put pressure on the screen.
- When closing the Chromebook, make sure there is nothing resting on the keyboard such as a pen or pencil.
- You may clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid on the device.
- Do not poke the screen with anything that will mark or scratch the service.

### **Security**

- Do not leave the device in an unsupervised area such as the school grounds, gym, bathroom, hallway, or any other area that is not secured or supervised. When not with a student in a class, the Chromebook should be locked in the student's locker.

- During extra-curricular events or activities, students should have Chromebooks locked in hallway lockers or locker room lockers or make appropriate arrangements with their coach or staff member.

**Spare Chromebook Equipment and Lending:** If a student’s Chromebook is inoperable, the school has a limited number of spare devices for use while the student’s Chromebook is repaired or replaced. All policies and agreements that govern and dictate the use of a student’s Chromebook remain in effect for “loaner” Chromebooks.

- A student who must use a “loaner” Chromebook because of repair or replacement will be able to do so for free.
- If a student does not bring his/her Chromebook to school, or have it appropriately charged, the student may be required to borrow a device from the school. Students who use a loaned Chromebook because they did not bring it to school or have it appropriately charged will have to pay a \$5.00 lending fee for the use. \$2.00 dollars per day for charger.
- Arrangements must be made prior to the school day, which begins at 8:00 am, with the technology administrator or school administration to pick up the “loaner.” Similar arrangements will have to be made when returning the loaned device.
- A \$50 deductible will be charged to a student’s account for damage to a loaned Chromebook, not due to manufacturing defects in materials and workmanship.
- A student’s account will be charged \$150 for a loaned Chromebook that is not returned.

### **The Importance of Digital Citizenship**

- Walther’s 1:1 Initiative requires that its students follow the six conditions of being a good digital citizen. Students should always conduct themselves as a good digital citizens by adhering to the following:
  - **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider and caution the information and images that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
  - **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
  - **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, inappropriate, or otherwise outside this school’s Christian mission. I will not abuse my rights of access and I will not enter other people’s private spaces or areas.
  - **Protect Others:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications. I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, inappropriate, or otherwise outside the school’s Christian mission.
  - **Respect Intellectual Property:** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
  - **Protect Intellectual Property:** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
  - For additional information specific to digital citizenship, please visit: <https://www.common sense media.org/parent-concerns>.
  - In addition to this, students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against Walther’s policy.

## **Financial Policies**

**REGISTRATION FEE:** All students are assessed an annual non-refundable Registration Fee. The fee is \$550. There is an additional \$100 graduation fee for seniors. This Registration Fee must be paid by June 30<sup>th</sup> unless special arrangements have been made with the Head of School or his designee.

**TECHNOLOGY FEE:** *Included in the tuition cost* is an annual Technology Fee of \$300. The technology fee is built in such a way that it will enhance the 1:1 Initiative for the individual student in a variety of ways.

A portion of each year's technology fee will be applied to:

- device ownership so that at the end of a four year educational experience (whether that student starts as a 9th grade student or in one of the middle school years) the device will become the property of the student. **¼ of overall device cost will be applied toward device ownership each year.**
- the Google Chromebook Management System.
- the student's Google Chrome OS license.
- the student's Chromebook set-up and internal maintenance.
- the student's warranty coverage and/or insurance coverage.
- the student's use of Walther's internet and network use as well as its upkeep.
- the student's protective case
- various apps and digital textbooks deemed crucial by the academic departments of Walther Christian Academy and approved by its administration.

**SPORTS AND ACTIVITY FEE:** *Included in the tuition cost* is an annual fee of \$150 to cover unlimited student participation in sports and activities. This fee helps to cover items such as the cost of officiating, tournament entry charges, and transportation.

**TEXTBOOKS:** Textbooks are loaned to students. Teachers issue books in their classroom on the first day of school and record the number of the book assigned to each student. Students are expected to return their assigned book when designated by the teacher, either at the end of the semester or at the end of the school year. Books that are returned damaged will result in a fine to the student. If books are not returned on the appropriate day or the student does not return the assigned numbered book, final reports cards and/or official transcripts will be withheld until the books are returned or the replacement cost of the books has been paid.

**TUITION COLLECTION POLICY:** Timely collection of all fees and tuition is critical to budgeting and the fiscal health of Walther Christian Academy. To that end, the following procedures and policies will be enforced by the institution's administration:

- Enrollment in TADS grants a family access to the tuition and fees account for each student enrolled at Walther, thus providing families with accurate monthly and yearly statements.
- Enrollment in TADS allowed families upon that enrollment to choose the 10<sup>th</sup> or the 20<sup>th</sup>, as their tuition due date.
- Invoices directly from TADS will be emailed to the responsible party (those that have agreed to pay the student's tuition) 15 days prior to when the tuition payment is due.
- Payments are due on the day of your selected payment date option.
- A reminder email invoice will also be sent to the responsible party on the day payment is due
- A \$35 late fee will be assessed on the fifth day passed your payment due date if payment is not received
- TADS will follow up and contact the responsible party eight to ten days after the five-day grace period if the invoice is unpaid.
- An account is considered past due if payment has not been made within the five day grace period. This means your student will not be able to participate in extracurricular activities, Walther events, trips, dances, prom, competitions, performances, rehearsals, games, graduation ceremonies, and so forth.

- If an account becomes 30 days past due the student will be withheld from classes until the delinquency is rectified. If the delinquency is not rectified within an additional 30 day period, the student will be dismissed from Walther. This dismissal will not absolve the responsible party from accumulated debt.
- After 60 days delinquency the responsible parties will be notified that legal process will be used to collect all amounts due.
- Unless payment is received or an acceptable repayment plan agreed to within 30 days of the notification of legal process, an action will be filed in the Circuit Court for collection of amounts due.
- Responsible parties whose student(s) have left Walther are required to pay the outstanding balance of their account. Official transcripts will not be issued to any student with a balance owed to Walther.
- Students who transfer out of Walther with a balance due on their account will only have their transcript information sent verbally to the receiving (new) school. This will consist of a list of courses attempted and whether or not they were successfully completed.
- Walther Christian Academy will accept payment in the form of cash, check, money order or credit/debit card, but reserves the right in certain instances to limit the form of payment to cash.

#### **TUITION DISCOUNTS:**

**Prepayment:** Tuition discounts are available if tuition is prepaid for the year. There is a \$100 credit if the full year's tuition is prepaid.

**Church Member Discounts:** Tuition discounts as a result of supporting church membership will be granted based on enrollment form information, with verification by the listed church.

**Lutheran Elementary School Graduate Discounts:** Students who graduated from a Lutheran elementary school and ARE NOT MEMBERS of a supporting congregation will receive a Lutheran School graduate discount. Verification is taken from enrollment form and transcripts. Students cannot receive both the Lutheran School Graduate and supporting congregation discount.

**GRANT-IN-AID PROGRAM:** The Grant-in-Aid Program of Walther Christian Academy is designed to provide financial assistance for young people who desire to attend Walther and have a demonstrated financial need. The Grant-in-Aid Program is open by application to students currently attending Walther and to eighth graders or upperclassmen transfers who have officially enrolled.

In order to make the awarding of financial aid more efficient, secure, and equitable, Walther uses the outside financial aid service TADS (Tuition Aid Data Services). Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to TADS by April 15<sup>th</sup> in order to be included in the early award of grant-in-aid. Later applicants will have a lesser amount of money available for awards, so any awards may be smaller. Please note that an application must be submitted each year.

Applications are to be filed online. There are no exceptions to this. If you are unable to do so or need help, please contact the business office. Applicants can apply online beginning January 15 at [www.walther.com](http://www.walther.com) on the home page.

TADS may need the following information in order to process your application:

1. Signed and completed paper application or completed online application.
2. Payment of the application fee.
3. Copies of your prior year tax forms including all supporting tax schedules.
4. Copies of your prior year W-2 form for both you and your spouse.
5. Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
6. Other information as the service sees fit.

An application for grants-in-aid will not be considered until that time that the application is complete. In order for an application to be considered, families must be current in their tuition and fees to Walther Christian Academy.

A student recipient of a grant-in-aid award must write a thank you letter to our donors at least once a year. A student/family that does not complete this in a given school year may be disqualified for a grant-in-aid award for the upcoming school year.

**PARENT/FAMILY VOLUNTEER HOURS REQUIREMENT:**

Beginning again in 23-24, parents of ALL Walther students will be required to volunteer at AT LEAST two Walther events (Booster concessions, score table, lining fields, admission table, fund-raising events, field trips, etc.) Those who wish to "opt out" of the volunteer requirement may pay an additional \$200 instead. Any household that does not fulfill this requirement will be assessed an additional \$200 charge on the last tuition statement of the school year. These volunteer opportunities will be posted and available at Walther.com along with a contact person for signing up.

**COMPETITIVE "SCHOLARS" SCHOLARSHIP:** To encourage success in academics, Walther offers a tuition discount to students who match the standards of our Scholars Program based on the results of the first two placement tests. This discount is renewable provided the student continues to meet the necessary requirements.

**ATHLETIC SCHOLARSHIPS:** Walther does not award athletic scholarships.

**"NSF" CHECK POLICY:** It is possible that a check will not clear an account because of insufficient funds. Walther will redeposit the check one additional time. If the check fails the second time Walther will request payment by cash, money order or credit card. Walther reserves the right to charge \$30.00 as a service fee for NSF checks. Discretion will be taken to conduct the transaction in private to preserve the confidentiality of the transaction while clearing up the current amount due on the account. A second NSF check within the same fiscal year will require that future payments be made by cash, money order, or credit card.

**ACADEMIC RECORD HOLD:** Students are expected to fulfill all obligations such as returning textbooks, sports equipment and library materials in a timely manner. Parents are expected to remain current with all tuition and fee payments. When this does not happen, Walther reserves the right to withhold a student's report card, official transcript, and diploma.

**REFUND POLICY:**

Withdrawing a Student:

- If you notify us one month before the semester starts, you are responsible for 50% of the 1st semester's tuition and entirety of the annual fees.
- If you notify us less than one month before the semester starts, you are responsible for 75% of the 1st semester's tuition and the entirety of the annual fees.
- If you withdraw after the semester starts, you are responsible for tuition and fees through the end of the semester.
- If you withdraw after the 2nd semester starts, you are responsible for the full year's tuition and fees.
- All initial tuition deposits are non-refundable.

There are three exceptions—your family moves to a location further than twenty-five (25) miles from the Academy campus, your student is expelled or asked to withdraw by Walther Christian Academy, or your student has a physician documented medical reason. In the aforementioned three cases the following guidelines will apply:

- If your student starts school, you are responsible to pay a quarter of the year's tuition and fees.



- If your student attends more than a quarter of the year, you are responsible to pay a semester's tuition and fees.
- If your student attends into the second semester, you are responsible to pay the full year's tuition.

**Registration and other fees:** Registration and other fees are not refundable.

## **Health and Safety Policies**

**HEALTH RECORDS:** *Before a student begins classes at Walther, the parent(s) or guardian(s) must provide a record of a physical examination which has been issued within one year of the start of the school year.* This report must include an up-to-date immunization record. STUDENTS WHO DO NOT FULFILL STATE AND SCHOOL REQUIREMENTS FOR HEALTH RECORDS WILL BE WITHHELD FROM SCHOOL UNTIL THEY ARE IN COMPLIANCE.

Transfer students must provide a copy of a current medical form which includes a record of *immunizations as part of the transfer process at the time of admission. This is in addition to providing a record of a physical examination which has been issued within one year of the start of the school year.*

Student health records should also include any special conditions such as diabetes, allergies, etc. which may affect the student's participation in school activities. Parents are requested to update the student health records when any changes in the student's condition occur.

Any medically related condition which would exempt a student from participating in Physical Education classes must be excused in written form by a physician. Refer to "MEDICAL EXCUSES" under the "ATTENDANCE POLICIES" section of this handbook for further information.

**DENTAL RECORDS:** Students in sixth grade are required to have an oral health examination by a licensed dentist who must sign the Proof of School Dental Examination Form which is available in Student Services. All sixth grade students are required to provide proof of this examination prior to May 15. The examination must have been completed within the 18 months prior to the May 15 deadline. Students failing to present proof by May 15 will have their report cards held until the child presents Proof of School Dental Examination form or the child presents a Dental Waiver form or the child present an exemption based on religious grounds or the child present proof that a dental examination will take place within 60 days of May 15.

**ILLNESS:** If a student becomes ill during the school day, he or she should request a pass to the Student Service Office. If it is necessary to send the student home, the office personnel will contact a parent or other responsible party designated by the parent. For this reason, it is important each year for parents to update the emergency notification information in the office. A "Student Emergency Information" sheet is sent to each family over the summer or at the beginning of the year. This form must be on file in the office for a student to be in attendance in school.

**SCHOOL LIABILITY:** Walther Christian Academy and its personnel incur no liability for injuries when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

**SELF-ADMINISTRATION AND SELF-CARRY OF ASTHMA MEDICATION:** Students are allowed to self-administer and self-carry asthma medication upon receipt of a signed parent permission notification and a copy of the prescription. The signed permission notification and the prescription must be kept on file in the school office.

**SELF-ADMINISTRATION AND SELF-CARRY OF EPINEPHRINE AUTO-INJECTORS:** Students are allowed to self-administer and self-carry epinephrine auto-injectors upon receipt of a signed parent permission notification and a signed physician authorization. The signed permission notification and the signed physician authorization must be kept on file in the school office.

**SELF-ADMINISTRATION AND SELF-CARRY OF DIABETES MEDICATION:** Students are allowed to self-administer and self-carry diabetes medication upon receipt of a signed parent permission notification and a

signed physician diabetes care plan. The signed permission notification and the signed physician diabetes care plan must be kept on file in the school office.

**MEDICAL CANNABIS:** The school allows a nurse or administrator to administer medical cannabis infused products to registered patients. However, administration must be done in a manner that, in the school administrator's opinion, does not disrupt the educational environment or expose the product to other students. The school **may** also allow for self-administration under the direct supervision of a nurse or administrator. In either case, administration is contingent upon receipt of the required documents. The school shall have on file the following for each student with prescribed medical cannabis:

- a. written authorization from the parent or guardian specifying the time or circumstances in which the product must be administered;
- b. a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver).
- c. a copy of items a. and b. on file in the school's office.
- d. if applicable, the yearly reauthorization from a parent or guardian for a student to self-administer.

The medical cannabis is stored at all times in a manner consistent with storage of other student medications **and** may be accessible only by the school nurse or school administrator.

**SUNSCREEN:** A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

**NON-SELF-ADMINISTRATION AND NON-SELF-CARRY MEDICATION:** By law school personnel are not authorized to dispense or administer any form of medication, including Over the Counter (OTC) medication. Parents need to inform the Student Service Office in writing if their child is taking any type of prescription or OTC medication during school hours. The medication should be given to the Student Service Clerk in the original container along with the completed "Permission to Administer Medicine at School" form signed by a physician. The student should report to the Student Service Office at the appropriate times to take the self administered medication. A new "Permission to Administer Medicine at School" form must be completed each year even if the medication and dosage has not changed.

**CONCUSSION POLICY:** Walther Christian Academy requires all student athletes to have on file an information document about the school's policy on concussions and head injuries that has been signed by the student and the parent/guardian prior to the student's participation in athletic practices or competitions. See Concussion Policy, page 49 of this handbook.

**TOXIC ART SUPPLIES :** Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in grades K-6. Art supplies containing toxic substances are used for students in grades 7 and 8 only if materials are properly labeled as required by section 105/135 of the Illinois School Code.

**EYE PROTECTIVE DEVICES :** Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

**INJURIES:** If a student is injured in any class or school-sponsored activity, the student should report the injury to the supervising teacher so that an accident report can be completed. The parent or other responsible party designated by the parent will be notified as soon as possible. If the situation warrants, the student will be taken by a school staff member or by paramedics to the emergency room of Gottlieb Memorial Hospital. The staff member will remain with the student until the parent or other responsible party has been contacted and arrives at the

hospital. Hospital personnel will not treat the student unless they have parental permission or the situation is life-threatening. The Emergency Room can be contacted at: Gottlieb Memorial Hospital -- (708) 681-3200

**INSURANCE CLAIM:** In case of a school-related injury which requires a doctor visit or hospitalization, a parent's personal health insurance bears the first responsibility. Should a parent need to access the supplemental insurance provided by Walther, the parent must request an insurance form from the school; a portion of which will be completed by the office staff. It is then the responsibility of the parent to have the doctor or hospital to complete this form and send it to the insurance company for payment.

**PREGNANCY:** The administration of Walther Christian Academy, with the approval of the Board of Directors, believes that both Law and Gospel must be demonstrated in a policy related to pregnancy. In recognition of the fact that God's Law shows us our sin while also demonstrating God's grace which establishes our forgiveness through Christ, these procedures will be followed:

1. When it is confirmed that a student is pregnant, that student, in cooperation with the student's parents and/or pastor, will meet with the school counselor and/or the administration. The primary purpose of the meeting will be to provide Christian counsel for the student in making a God-pleasing decision for the immediate future. The other purpose is to plan for successful continuation of studies.
2. The student will be encouraged to remain in attendance as long as it is medically advisable so as to minimize the disruption in the student's educational program. In the event the student is advised to stay home, Homebound tutoring and/or remote instruction may be provided under Walther's supervision. Tuition will continue to be paid.
3. While still in attendance on-campus, the pregnant student must obtain the physician's permission to participate in regular physical education classes.
4. After the birth takes place, readmittance to on-campus classes and extra-curricular activities is subject to approval of the administration and the physician's medical advice.
5. **The administration reserves the right to weigh each case according to individual circumstances.**
6. No person shall willfully withhold information concerning a student pregnancy.

## **Student Life Services**

**BOOSTERS:** The Walther Booster Club provides refreshments at all home football games, most basketball contests, and the many tournaments held at the school. Membership is open to all and funds generated support school programs.

**DRIVING PRIVILEGES AND PARKING LOT USE BY STUDENTS:** Students are not to loiter in the parking lot before or after school hours. When driving in a school zone, cars should proceed in a slow, orderly manner. The Melrose Park Police will be asked to assist in handling instances of unsafe driving. Students should park in the parking lot following the established pattern. Walther regulates the use of school property and any vehicles brought onto school property. School officials who have reasonable grounds to believe a search of a vehicle will reveal evidence of violations of the Student Code of Conduct may require the owner/operator to open the vehicle for the purpose of a search. School officials may also take reasonable measures calculated to maintain the safety and proper control and management of the school, including disabling a vehicle until the police or parents can be summoned. See "STUDENT VEHICLE REGISTRATION" for additional information.

**GUIDANCE PROGRAM:** The Guidance Program at Walther is an integral part of our system of Christian Education. Personal and academic counseling, testing, college and career planning, and group guidance are among the services available to students. Students should feel free to speak with their counselor at any time; however, appointments will be made during the student's study hall whenever possible. All students are encouraged to discuss post-high school plans with the counselor early in the school year.

**IDENTIFICATION CARDS:** Students are expected to carry school identification (ID) cards at all times. ID cards may be required for admission to athletic and other extracurricular events. The ID is good for one (1) year. There is a \$10.00 replacement fee.

**LOCKERS:** Lockers are to be kept locked at all times for the protection of student property. Students must not give their combination to others or "set" the lock on their locker. If the lock is defective, it must be reported to the Student Services Center immediately.

It is expected that the lockers will be kept neat and clean. Cellophane tape may not be used to affix items to lockers, either inside or outside. Anything fastened to locker doors must be easily removed at the end of the school year and must not create additional cleaning or maintenance problems. Posters, pictures, stickers, etc. must not compromise Christian values. It is expected that, at the end of each school year, students will clean out their lockers. A fee may be imposed for students whose lockers are not cleaned out at the end of the school year.

Student lockers in the hallways and locker rooms are the property of Walther Christian Academy and are loaned to students for their use. The administration reserves the right to open and inspect student lockers at any time. Posters which are to be affixed on the outside of lockers must have approval through the school office before being displayed.

**Walther is not responsible for lost or stolen items.**

**LOST AND FOUND:** The Student Service Office will serve as the lost and found department. A student might also check with the maintenance personnel for lost items.

**PUBLIC PHONES:** Public phones are not available in our building. In emergency situations, the Student Service Office phone may be used.

**SCHOOL SPIRIT CLOTHING:** Walther stocks a selection of school spirit wear which may be purchased through Walther or the Walther Booster Club. All Walther items may be worn on any school day except on

Wednesdays, days of Chapel, or days specified by Administration. In addition, there are items such as hats, which may not be worn during school hours.

**STUDENT VEHICLE REGISTRATION:** When driving to school is necessary, permission to drive motor vehicles is given through the Dean's office. Students must submit a parent-signed vehicle registration form to the school office along with \$25.00 for the purchase of a parking permit decal which is to be displayed in the driver's rear window.

- Motor vehicles are to be parked in the parking lot or on Chicago Avenue; if necessary motor vehicles may be parked on Mel Block Way.
- Student drivers must exercise caution at all times.
- Drivers may only turn right onto 9<sup>th</sup> Avenue on school days between the hours of 7:30am-8:30am and 2:30pm-3:30pm.
- Loitering is not permitted in the parking lot.
- Repeated motor vehicle violations will result in suspension or loss of driving privileges.

**TRANSPORTATION:** Students may use their Student ID card to pay reduced fares on CTA or PACE buses during school hours. Schedules are available through the Student Service Office. For additional information on the CTA, please visit [www.transitchicago.com](http://www.transitchicago.com) or call 1-888-YOUR-CTA. For additional information on the PACE service, go to [www.pacebus.com](http://www.pacebus.com) or call 1-847-364-PACE.

**WORK PERMIT INFORMATION:** Students under the age of 16 are required to have a valid work permit in order to be employed. Work permits may be obtained through the Student Services Office. Before applying for and receiving a work permit, a business must first commit to give you a job. The business may be informed that a work permit will be issued by your school.

The following information will be required before a work permit can be completed:

- A copy of the student's birth certificate.
- The student's Social Security Card.
- A note the student's parents or guardians giving the student permission to work.
- A letter from the student's employer stating
  - A. their name
  - B. their address
  - C. the type of work the student will be doing
  - D. the approximate number of hours of work per week.
- Certificate of Physical Fitness – physical exam performed within one year of application.
- Principal's Statement (IL Department of Labor) for work performed outside of school hours during the school term.

The above should be turned in to the Student Service Office all at once. Please allow up to five days for the permit to be completed.

## **IHSA Athletic Eligibility Rules**

**(Please check the IHSA Website for the most up-to-date policies; these can change and the following may not reflect the most recent changes. This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.)**

### **Key Provisions Regarding IHSA Rules**

#### **Eligibility Rules**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org). You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### **1. Attendance**

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable. B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester. C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility. D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### **2. Scholastic Standing**

A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits). B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### **3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parents who have been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

A. You attend a public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or B. In the case of a multiple school district, you attend a public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or E.

You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or F. You attend the private/parochial high school which one or both of your parents attended; or

G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### **4. Transfer**

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office. B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school. C. If you transfer attendance from one high school to another high school, you will be ineligible unless: 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district; 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer; 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer; D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office. E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director. G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest. H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

#### **5. Age**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

#### **6. Physical Examination**

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### **7. Amateur Status**

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes. B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter. C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest. D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.



## **8. Recruiting of Athletes**

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation. C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school. D. You may not receive an “athletic scholarship” or any other special benefit from your school because you participate in athletics. E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

## **9. School Team Sports Seasons**

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that: 1. During the school year, you may not participate on a non-school team coached by any member of your school’s coaching staff unless it meets specific criteria established by the by-laws. 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team. B. Violation of the sport season by-laws will result in penalty to you and/or your school’s coaching personnel.

## **10. Playing in Non-School Competition**

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport. B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible. C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation. D. You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school’s team. You cease being a member of your school’s team when the team(s) of which you are a member terminates for the school term. E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

## **11. All-Star Participation**

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions. B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

## **12. Misbehavior During Contests**

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both. B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.

## **General Information**

**www.walther.com:** Walther maintains an official web site which contains important information for students, parents, alumni and the community at large. It also contains pertinent links to other sites, including school closings, PowerSchool, lunch ordering, educational resources, etc.

**ACCESS AND RIGHTS TO RECORDS:** Walther follows strict rules, many set by state and federal law, for the access and release of records. Parents with questions about WCA policies or the content of student records should call the Registrar. A 24-hour notice is required for review of student records. Information in student records is considered private. The records may be used only by educational officials unless a parent gives written permission.

Rules for access and release of records that apply to all WCA students in all situations are:

Parents or guardians will be granted access to any and all information in their children's permanent records. In the absence of a court order to the contrary, Walther will provide (upon request) a non-custodial parent with access to their student's academic records and other school related information. It is the responsibility of the custodial parent to provide the school with a copy of any court order prohibiting the release of information to the non-custodial parent.

Parents may have materials copied in student records.

A student below age 18 will be granted access to any and all information in his or her own permanent records only with the consent of a parent or guardian.

School officials will be present when records are reviewed.

When a student reaches age 18, marries, graduates from secondary school or enters the military, all rights and privileges regarding student records previously accorded to parents will be granted to that student, unless the student is judged incompetent by a court of law.

Parents have the right to challenge any entry, except grades, in the school's student records on the basis of accuracy, relevance and/or propriety. A written request for a hearing must be submitted to the Registrar and must specify the entry or entries to be challenged and the basis of the challenge.

No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student record which such individual may obtain through the exercise of any right secured under the Illinois Record Act of 1975 or the Rules and Regulations to govern School Student Records.

**ACCESS TO BUILDING:** Students are to remain in the cafeteria until the 7:45 a.m. bell rings. Only students under teacher supervision are permitted on the second floor before the 7:45 a.m. bell. Fifteen minutes after the close of the school day, all students on the school grounds must be under the direct supervision of a teacher/coach or in a supervised study area. If a student must remain in the school building beyond the normal educational school hours, a parent or guardian must complete an "After School Supervision Permission Slip" and return it to the School Office along with a \$250 payment for the semester. The principal reserves the right to accept or deny this request.

**AFTER SCHOOL RULES:** Walther provides after school supervision on Mondays through Fridays, with the exception of special early dismissal days such as Parent Teacher conference days and semester end half days. Supervision is offered from the close of the school day until 6:00pm as a service to parents who cannot arrange rides or pick-up their students when school is dismissed for the day. This is not provided as a recreational activity.

If a student must remain in the school building beyond 3:00pm a parent or guardian must provide the principal with a written note of explanation and complete an “After School Supervision Permission Slip” and return both to the School Office along with a \$250 payment for the semester. If the parent does not pick up their child by 6:00pm, a \$15.00 late fee will be assessed the start the first minute of fifteen minutes and \$15.00 will continue to be assessed thereafter. The principal reserves the right to accept or deny this request. The following rules will apply during the supervision period:

1. At the end of the school day, students waiting for rides **MUST REMAIN** in the cafeteria until 3:00 pm. At 3:00 pm those students have the option to attend aftercare at 3:00 pm, attend after school activities, and/or receive academic help.
2. School rules apply during the after school hours. They will be expected to bring something to do to stay busy and quiet. Many students will want to use this time to study.
3. Students without a letter on file must be with a coach or a teacher and are not permitted to roam the building. Once a student leaves campus they are to return under the direct supervision of a coach or advisor. No student may leave campus and return for supervised study.
4. The After School Supervisor has the right to ask anyone to leave or deny permission for afterschool use.
5. At **6:00 pm**, students will be excused from the building.

**CELL PHONE AND ELECTRONIC EQUIPMENT:** With each Walther student now having their own individual Chromebook, it is no longer academically necessary for students to use their cellphones during the school day class periods between 8:00 am - 2:45 pm. Students’ first option is to store their cell phone in their locker. If students choose to carry them around, **students may be asked to silence or power-off their cell phones at the beginning of each class period and turn them in to the teacher, at the teacher’s discretion.** They will be returned at the end of the class period. Students will receive a cell phone fine if used in class. New for the 23-24 school year, all Middle School students will turn in their phones and will not have access to them from 8:00 - 2:45. More details will be shared by the Middle School staff.

High School students may use their cell phones during their assigned lunch period within the confines of the cafeteria and during their four minute passing periods.

Social media usage during the school day is not permitted.

Students may not use the camera function on their phones during the school day, unless approved and directed by a teacher for an academic purpose.

FYI - It is against the law for the camera function on a cell phone to be used in restrooms and locker rooms - **Don’t Do It!**

Student usage of cell phones throughout the day must comply with Acceptable Use Policy, Social Media Policy, and Student Code of Conduct. In case of an emergency, use an office phone not a cell phone.

**Cell phone violation fees:** 1st time: Warning. 2nd time: Confiscated, returned after school and \$20.00 violation fee. 3rd time: Confiscated, returned after school and \$30.00 violation fee. 4th time and thereafter: Confiscated, return to parent/guardian, and \$50.00 violation fee or Saturday detention.

**Headphones/Earbuds:** Students are permitted to use headphones/earbuds before and after school, in the hallways during passing periods, and in the cafeteria during their assigned lunch period. Students are prohibited to use headphones/earbuds during Chapel service, Campfire, School assemblies, and restroom breaks. Students may only use headphones/earbuds during classroom instruction when given permission from the teacher/staff. Teacher/staff reserve the right to remove headphones/earbuds from students if being misused in unauthorized locations or times in school.

Students who violate the cell phone/electronics policy will have their phone/equipment subject to confiscation by faculty/staff. Confiscated phones/electronics will be turned into the Dean of Students or another Administrator. Students who violate this policy, and refuse to give their phone/electronics to a faculty/staff member will be sent to the School Office immediately. This is considered disrespect towards faculty and staff and will be dealt with accordingly.

**EMERGENCY SCHOOL CLOSING:** Walther rarely closes because of weather or other emergencies. In an emergency, the school may be closed early, after 1:00 p.m. or all day. Should the school close, an email alert will be sent to all families. Information may also be available on WGN Radio, AM 720, through the Emergency School Closing Center and on the school's website, [www.walther.com](http://www.walther.com). In the event the school does close, students may have a Snow Day or a day of Remote Learning. The Administration will inform the school community via email and will put a banner up at walther.com with further instructions.

**CONCUSSION POLICY:** Concussions received in and out of school are a serious diagnosis that must be monitored carefully due to both short-term and long-term potential consequences. Walther Christian Academy recognizes the importance and priority of students that may suffer a concussion at any time. The following outlined protocol is to ensure safety for the child who has received a concussion. It must be coordinated between faculty, the child and family, and their primary caregiver or specialist.

1. The principal appoints a concussion oversight team. Clef School Nurse, Pat Braun is automatically a team member.
2. A child with symptoms of concussion happening at school goes to the school nurse or trained adult staff or faculty to express symptoms or a possible concussion if an incident was not witnessed. If the child experiences a potential concussion in a school activity (sports related, playground, classroom) they must be removed from the activity and sit quietly until they can receive further evaluation. If the child receives an out of school concussion, the school must be notified as soon as possible. Both in and out of school received concussions require clearance from a licensed physician, nurse practitioner, or medical specialist before the child returns to school. The school nurse and/or faculty must be notified to assist with monitoring the child.
3. The school distributes a brochure to any family whose child may have sustained a concussion, regardless of whether or not the concussion occurred while the child was participating in an interscholastic athletic activity. The Illinois Department of Public Health provides a series of customizable concussion handouts and posters via the Centers for Disease Control (CDC). The handouts are available at <https://www.cdc.gov/headsup/resources/custom.html>
4. Once back in school, the following assessments are made each day by the school nurse and /or faculty. A child is assigned a level when he returns to school or school is notified of concussion and gradually progresses to the top level. Each level or stage should be approximately 24 hours or longer. If symptoms reoccur, the child would return to the previous stage. Consult with the parent, primary provider (Pediatrician or Nurse Practitioner) or specialist may be done if questions or if the child has recurring symptoms:

Return to Learn (Levels 1-5) and Return to Play (Level 4) Policies

The principal/director or designee appoints a person or persons to implement the return to learn and return to play policies. This person(s) may not be the coach of an interscholastic athletic team.

The principal/director or designee is responsible to supervise that person(s).

Level 1:

No school

Complete Cognitive Rest

No screen time, No reading, No physical activity

Level 2:

Modified School Attendance with Accommodations

Student will observe

Allow visit to the nurse as needed or symptomatic

Reduced academic engagement

- Shortened task duration of 10-20 minutes
- No physical activity
- No tests, no homework
- Frequent breaks as needed
- Allow extra time between classes
- Limited exposure to loud environments

Level 3:

- Full Day Attendance with accommodations
- Gradual increase of Cognitive Demands as Tolerated
  - Student will actively engage
  - Prioritizing assignments and tests; quizzes
  - Limited exposure to loud environments
    - Allow extra time for text/ in-class assignment completion
    - Breaks as needed
    - Allow visit to school nurse as needed
    - Focus on content and basic essential learning
    - Extended time allowance for homework
    - Increased task duration of 20-40 minutes
    - No physical activity

Level 4

- Full Day Attendance without Accommodations
  - Full Cognitive Engagement
    - Removal of accommodations
      - Return to physical activity as specified by primary health care provider (Physician or Nurse Practitioner)
- Each day and progression of level must be documented by the school nurse or assigned faculty member as well as any communication with parent/family or Health care provider.

**EXTRA-CURRICULAR ACTIVITIES**

Drama	Scholar’s Program	National Honor Society
Jazz Band	Student Council	Junior National Honor Society
Gospel Choir	Christian Minstrels	Aura (literary magazine)
Pep Band	Praise Band	Worldwide Youth in Science & Engineering
Art Club	Mathletes	Video Game Club
Yearbook	Tabletop Game Club	Beyond the Books Entrepreneurship Club
Chess Club	Poms/Dance	<b>START YOUR OWN NEW CLUB!</b>

**ATHLETICS**

<u>For Boys</u>		<u>For Girls</u>	
Golf	Cross Country	Tennis	Cross Country
Football	Basketball	Basketball	Volleyball
Wrestling	Baseball	Softball	Track & Field
Tennis	Track & Field	Golf	Cheerleading
Soccer	Volleyball	Wrestling	

**FAX MACHINE:** The school’s fax machine is for official school office use only. Class assignments will be accepted via the Walther fax only when prior arrangements have been made.

**FIRE DRILLS, TORNADO ALERTS:** When the alarm sounds for a fire or a fire drill, students are to remain quiet to maintain order and insure safety. Students will walk to the nearest exit; leave books and other personal

property behind; clear access to the building for fire fighting and other safety equipment; and return to the building as soon as they are asked to return.

When the tornado alarm is received, students will be instructed over the public address system to proceed in a quiet manner to a secure designated place.

**FOOD AND BEVERAGES:** Students may bring their own lunch, purchase food from the vending machines in the cafeteria, or purchase food through our hot lunch program. The use of outside food sources is no longer allowed during scheduled lunch periods.

Our vending service includes fresh salads, fruit, yogurt, sandwiches, and microwavable items. Breakfast items including cereal and breakfast sandwiches are available as well. Prices are affordable. The vending company supplies all the machines including microwaves and stocks the machines with fresh items daily.

The vending machines are to be used only before school, during lunch periods and after school. With the exception of water, food and beverages purchased in the cafeteria are to be consumed in the cafeteria only, including those purchased from vending machines after school. Eating and drinking of any food or beverage in the halls, classrooms, and gym area is not allowed. Teachers and administrators reserve the right to confiscate the food or beverage taken outside of the cafeteria. Students may consume water from a clear plastic container.

Our online lunch ordering program, the “Bronco Bistro,” is operated by Marla’s Lunch. Through their online portal, parents can order and pay for lunches a week in advance. Details can be found on our website.

**HALL PASSES:** Passes are issued by a teacher or staff member. Students are not to be in the hallways without a pass. Passes are issued for a 4 minute time period only. Misuse of the pass, such as loitering in the halls or causing a disturbance is not allowed.

**LOST BOOKS:** Lost books are turned in to the Student Service Office. Students may be called to the office to retrieve lost books if their name is written in the book. Notebooks, workbooks, and folders which cannot be identified and which do not have a student name in them will be recycled.

**LUNCH PERIODS:** During lunch periods, members of the faculty serve as supervisors. Students may not leave the lunch room without permission. Each lunch period concludes with prayer. In extreme disciplinary cases, students may be banned from the cafeteria for a period of time.

**MAINTAINING PROPERTY:** Any student guilty of malicious or deliberate destruction or defacement of school property will be held responsible. No posters, streamers, etc, are to be pasted to any plastered walls without permission from the school office. Locker posters are allowed upon approval from the School Office personnel. Only masking tape should be used for fastening. At no time should cellophane tape be used. Ample provision has been made for disposal of refuse, and there is no excuse for the appearance of any sort of litter in the halls.

**POWERSCHOOL:** Through a link on Walther’s web page ([www.walther.com](http://www.walther.com)) parents and students are able to obtain up-to-date information about student course performance including assignments, grades, and attendance. PowerSchool also posts daily bulletins with school information.

**PARENTS OBSERVING CLASSES:** If a parent wishes to observe a class, an appointment must be scheduled through the Principal at least one day in advance.

**PASSING PERIODS:** Four minutes are allowed between periods for passage from one class to another. The importance of quiet for classes in session and the need for safety in crowded halls, makes it necessary for all students to refrain from running, pushing, and making a disturbance.

**PUBLIC AFFECTION:** Students are expected to exercise restraint in displaying affection toward one another. When a staff member observes students who are not exercising restraint in displaying affection, the staff member will request the students to stop. Students are expected to abide by the request of the staff member. Failure to comply with a request may result in a detention. The staff member will also notify the Dean of Students of the incident.

**SELLING ITEMS OUT OF LOCKERS:** Students are not allowed to sell items for personal financial gain.

**SMOKING:** According to state law, smoking by students is not permitted on the school premises or adjacent property at any time, nor is smoking permitted at any place where an activity is sponsored by the school or an organization of the school. Students should not bring smoking materials to school; they will be confiscated. **This includes vaping as well as cannabis in any form.**

**SPIRITUAL GROWTH:** In harmony with the Christian atmosphere of our school, students are provided opportunities to worship and study God's word together. Two times a week, students will meet with their Spiritual Families to have Bible study. One day a week, usually on Wednesday, a formal worship service is conducted in the gym. On Fridays, an informal, student led, community worship is held in the gym. Worship of the Triune God is an integral part of the purpose and program of our school. Enrollment at Walther indicates a willingness on the student's part to participate, at least to the extent of being present and reverent, during worship.

**STUDENT INSURANCE:** As part of the Walther family, all students have insurance coverage, provided under the blanket policy maintained by the school, for school hours and while participating in school activities. The cost of this insurance is collected as part of the Student Services Fee. This insurance is intended as a supplement to your personal insurance. To make a claim on the school accident insurance after bills have been presented to your personal insurance, an accident claim form is available from the School Office.

**TELEPHONE MESSAGES:** Please do not ask to have a student released from class to speak on the phone. Please arrange all matters ahead of time with your student. In case of emergency, the Student Service Clerk will take a message and, at an appropriate time, notify the student. Messages will only be accepted from a parent or guardian.

**VISITOR PASSES FOR ADULTS:** Visitors, including parents and alumni, must begin their visits to the school grounds or the school building by providing personal identification, signing up, and obtaining visitors' badges through the Student Services Office. No visitors' passes will be issued to school-age persons and current students may not bring guests to school except as outlined above.

**VISITOR PASSES FOR PROSPECTIVE STUDENT:** Student visitor passes will, normally, be granted only to students who profess a desire to attend Walther Christian Academy. Arrangements to bring a visitor to school must be made through the admissions' offices at least one day in advance of the planned visit. The visitor's parent must call and speak to the Admissions Office concerning enrollment at Walther before he/she is allowed to visit. The visitor must bring a note from his/her parent stating:

1. that they give permission for their student to visit Walther,
2. that they are considering enrollment at Walther,
3. and include a phone number where they may be reached during the day.

All visitors must obtain a visitors badge from the Student Services Office upon arrival at Walther. Visitors may be denied admittance due to scheduling or interference with the educational climate of the school.

**WALTHER CHRISTIAN ACADEMY  
HANDBOOK SIGN OFF FORM**

**INSERT  
QR CODE**

Student(s)' Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read, understand, and agree to comply with the policies presented in the Walther Christian Academy Family Handbook

Parent (Guardian) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

This sheet is to be signed by all parents and guardians and returned prior to the first day of attendance (or as soon as possible).



**Walther Christian Academy**  
**Main Office - (708) 344-0404**  
**Office Hours - 7:30 a.m. to 4:00 pm**  
**Summer/Break Hours – (9:00 a.m. to 2:00 pm)**  
**Recorded Message After Hours**

When reporting a student absence before or after office hours, leave a recorded message with the student's name, your name and relationship to the student, i.e. mother or father, the reason the student is absent and a daytime phone number where you can be reached if more information is required.

**PHONE LIST**

Inquiries Regarding...

Contact...

- |                                  |   |
|----------------------------------|---|
| ● Academic Advising & Scheduling | Ms. Palumbo, Counselor, Ext. 226                    |
| ● Academic Progress of student   | Individual Teacher via email                        |
| ● Admissions                     | Mrs. Calleros, Ext. 245                             |
| ● Athletics                      | Mr. Grim, Ext. 227                                  |
| ● Booster Club                   | Mr. Grim, Ext. 227 (Club President Jennifer Martin) |
| ● Charitable Donations, Pledges  | Ms. Ruecking, Ext. 230                              |
| ● College Admissions             | Ms. Palumbo, Counselor, Ext. 226                    |
| ● Discipline                     | Dr. Kelly, Ext. 228                                 |
| ● Grades, Credits                | Ms. Palumbo, Counselor, Ext. 226                    |
| ● Head of School                 | Mr. Bouman, Ext, 222                                |
| ● PowerSchool Access             | Mr. Eberhard, Ext. 251                              |
| ● Tuition, Billing               | Mrs. Murray, Ext 248                                |
| ● Transcripts                    | Mrs. Bournas, Ext. 223                              |
| ● Transfer Students              | Mrs. Calleros, Ext. 245                             |

Emergency Hospital Contact

Gottlieb Memorial Hospital -- (708) 681-3200

## 2023-2024 Faculty and Staff

### FACULTY

Bouman, Tim	Head of School/Principal
Kelly, Edmond	Assistant Principal/Dean of Students
Benke, Jacob	Social Studies
Boyer, Lori	Choral Music
Buttrum, Hailey	Middle School Social Studies/Science
Carnehl, Jeffrey	Art
Eberhard, Marcia	Mathematics
Escobedo, Matt	Physical Education
Fluga, Ben	Religion
Franklin, John	Middle School Religion, Phys Ed, Math
Grim, David	Athletic Director, Science
Hegarty, Stephanie	Middle School English
Hoy, Heather	Mathematics, Middle School
Holliday, Cynthia	Mathematics, Social Studies
Korff, Lynn	Computer Science, Mathematics
Mack, Malory	English
Micko, Jenna	English
Pappas, James	Spanish
Rose, Samantha	Instrumental Music
Sakosky, Matt	Social Studies
Seabaugh, Ruth	Science
Ueltzen, Vanessa	Middle School STEM, Science, Mathematics
Urban, Catie	Special Education, Math
White, Cheldon	Grade School Instrumental Music

### STAFF

Bach, Carol	Student Services
Barlow-Gay, Shaunte'	Admissions & Marketing Coordinator
Bournas, Georgia	Administrative Assistant
Calleros, Alma	Director of Admissions
DeVries, Jayson	Director of Facilities
Eberhard, Tim	Registrar
Jones, Christina	Student Services
Mata, Mara	Advancement Manager
Murray, Dana	Director of Finance
Ortega, Mario	Custodian
Palumbo, Diane	Director of Counseling
Ruecking, Sally	Director of Advancement
Wright, Tracy	Student Services/Security