



121 Cedar Street
Eagle Butte, SD 57625
(605) 964-7600

Student-Parent/Guardian Handbook 2026-2027

**"I will lift up my eyes to the hills -
where does my help come from?
My help comes from the LORD,
the Maker of heaven and earth."
Psalm 121:1-2**

Welcome to a New School Year at Windswept Academy

We are excited to begin another school year at Windswept Academy with your children. Our faculty and staff are committed to building a strong foundation for every student and helping them grow academically and spiritually. As principal, I look forward to growing together as a school family.

Partnering with Families for Student Success

A child's academic and social development starts at home, and your role is essential. As an extension of the home, our teachers are committed to keeping open communication with every classroom family. Your child's teacher will pray daily for you and your child, and is dedicated to meeting your child's educational needs. We also value your support as you encourage your child to respect and listen to their teacher.

Ways to stay actively involved in your child's education include:

- Talk with your child about their day by asking what they learned or what they did at recess.
- Check your child's folder each night for important updates and homework, especially for elementary students.
- Stay in regular communication with your child's teacher.

My office door is always open. Although I teach kindergarten each morning until lunch, I am happy to schedule a time to meet with you. Thank you for entrusting your children to Windswept Academy. We value our school family and want to support your family's needs as much as we can. We look forward to a wonderful school year.

In His Service,

Ms. Beth McLeod

Windswept Academy Principal

WINDSWEPT ACADEMY'S 2026-2027 SCHOOL CALENDAR

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

- 10 - Teachers Return to School
- 13 - Meet Your Teacher Day
10 am to 2 pm
Meal at Noon
- 17 - First Day of Classes

JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

- 1 - Happy New Years Day 2027
- 5 - Classes Resume
Beginning of Second Semester
- 17 - MLK Day/NO School

CALENDAR KEY

- Teacher In Service
- Parent-Teacher Conferences
- School Events
- First and Last Day of School
- No School for Students
- Beginning and End of Quarters & Semesters
- Noon Dismissal & Professional Development

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September

- 4-8 Pow Wow Weekend/NO School
- 7 Labor Day
- 18 Progress Reports go home in students' folders
- 23 See You At The Pole
- 29 Noon Dismissal/ Teacher's PD
- 30 Parent/Teacher Conferences/NO School

FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February

- 2 Noon Dismissal/ Teacher's PD
- 3 100th Day of School
Progress Reports go home in students' folders
- 12 Valentine's Day Parties
- 15 President's Day/All Chiefs Day/NO School

Archery Tournaments.
Support our Archers

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October

- 1 Noon Dismissal
- 2 ACSU Teacher's Conference in Rapid City
NO School
- 12 Indigenous People's Day/NO School
- 16 End of First Quarter
- 20 Report Cards will be mailed.
- 21 Picture Day
- 27 Noon Dismissal/ Teacher's PD
- 30 Fall Festival/Fall Parties
- ***Archery will begin this month for grades 3-12)

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March

Read Across America Month

- 1-5 Reading Spout Week
- 2 Dr. Suess Birthday
- 4 Noon Dismissal/ Teacher's PD
- 5 Parent/Teacher Conferences/NO School
Report Cards will be given @ PTC
- 8 Fourth Quarter Begins
- 17 St. Patrick's Day
- 19 Spring pictures/Graduation
- 26-29 Easter Break/NO School

***State Archery tournament this month!
Support our Archers.

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

- 11 Veteran's Day/NO School
- 16 Progress Reports will go home in students' folders
- 24 Noon Dismissal/ Teacher's PD
- 25-27 Thanksgiving Break/NO School
- 26 Happy Thanksgiving
- 30 Parent/Teacher Conferences/NO School

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April

- 2 Reading Award's Given for March Reading Contest
- 6 Noon Dismissal/ Teacher's PD
- 7 Progress Reports will go home in Student's Folders

- 12-16 State Testing
Kindergarten and First No School
Please do not schedule appoints this week
- 30 Spring Break/NO School

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December

- 1 Classes Resume
- 7-16 Christmas Spirit Week
- 14 Christmas Parties
- 15 Christmas Program 1:00 at OLC
- 16 Sponsor Gifts/Noon Dismissal
End of First Semester
Report Cards will be mailed during break
- 17 - Jan 4 Christmas Break/NO School
- 25 Merry Christmas

WA Archery team will be competing in LNI in Rapid, City. Go and support Windswept's Archers.

MAY

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May

- 3-7 Teacher Appreciation Week
- 10 Noon Dismissal/ High School Graduation
- 11 Summer Birthdays Are Celebrated
- 12 Field Day/Program Practice
- 13 Last Day for Students
Kindergarten Graduation
Eight Grade Moving Up Ceremony
Awards Day K-11
- 20 Last Day for Teachers

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Faculty and Staff

Beth McLeod	Principal, Administrator
Beth McLeod	Kindergarten
Tonya Thompson	First & Second Grade
Carol Traverse	Third Grade
Leota Johnson	Fourth & Fifth Grade
Brett Taylor	Middle & High School
Ben Farrar	Lakota Language
Ms. Haven Colombe	Cook
LeRoy Bobtail Bear	Cook
Willie ChargingCloud	Custodian

MISSION STATEMENT

The mission of Windswept Academy is to partner with parents/guardians by providing an academically excellent, Biblically-based education, equipping students to reach their highest potential for Jesus Christ with distinctive Christ-like behavior and character.

HISTORY OF WINDSWEPT ACADEMY

Windswept Academy (WA) was founded in 2009. WA opened its doors with 12 students in grades K-2. In November of 2010, the school obtained its own facilities on Cedar Street in Eagle Butte, SD. Since the beginning and with God's grace, the school has grown and established a reputation for providing an academic program entrenched in Christian values. Windswept Academy is fully accredited by the Association of Christian Schools International (ACSI).

OUR VISION

Windswept Academy (WA) offers a nurturing, safe learning environment. Our focused curriculum builds Christian character, a Biblical worldview, and stimulates scholastic excellence. The result is an atmosphere which promotes self-discipline, diligence, and respect, and encourages interaction among students of all ages.

Windswept Academy will strive to:

1. Present the Gospel of Jesus Christ and teach the Scriptures for personal salvation and cultivate spiritual growth.
2. Develop a Christ-centered educational atmosphere for our students that produce an academic experience with a Biblical worldview.
3. Guide and encourage students to develop standards of personal responsibility.
4. Work together with our families to maintain a spirit of cooperation and open communication between our parents/guardians, staff and administration for an optimal learning experience.
5. Provide and maintain a godly faculty and staff committed to the lives and development of our students.

OUR PHILOSOPHY

Windswept Academy's educational philosophy is based upon our school's mission statement. Analyzing this statement, the following are the chief components of our school's philosophy:

1. Partner with parents/guardians. WA recognizes that educating children is a Biblical mandate for parents/guardians (Deuteronomy 6:4-9, Proverbs 22:6). As such, we seek to be an extension of the home. Christian education succeeds only when there is a true partnership between home and school. Both institutions must work in concert to produce a consistent world and life view for the students.

Applications of this philosophy:

- Clear and consistent communication is absolutely imperative between home and school.
- Build a partnership between WA and home based upon trust. Satan desires to create distrust and disharmony that impacts everyone in a negative way. Parents/Guardians and school officials have to be willing to trust each other, not hold unwarranted suspicions, scrupulously follow the Matthew 18 Principle, give one another the benefit of the doubt and forgive easily. (The Matthew 18 Principle is described at the end of this document.)
- Honesty is another critical component of this relationship. Parents/Guardians and school officials should be willing to speak the truth in love for the sake of the child. In addition, it is imperative that we always recognize that we are all striving toward the same goal.

2. Providing an education which is academically excellent. WA recognizes that we have the responsibility as a ministry of God to provide an exemplary educational program. Beyond ministering to the student body, we strive to have an excellent educational program that reflects the Almighty and excellent God. This program must include all of the academic disciplines. Applications of this philosophy:

- Teachers are evaluated on a regular basis to improve their effectiveness in the classroom.
- Training opportunities for the teachers are an important priority so that they have the most current information and methodologies available.
- WA will review the curriculum as needed.
- WA maintains current curriculum guides that meet or exceed South Dakota state standards.
- The Administration and teachers employ methods of assessing students that inform them of the strengths and weaknesses of the educational program.
- Students are expected to prioritize academics above extracurricular activities, as their education will follow them throughout their life and future career.
- Students will acquire discipline and study habits which allow them to be successful beyond their WA experience.
- Students will learn to adhere to strict policies of academic integrity.

3. Provide a Biblically based education. Recognizing that God is the source of all truth, WA is committed to having an educational program based upon His Word, the Bible. The Bible is not only a source of information in Bible class, but it is also used in the other disciplines. To quote Christian educator David Hocking,

“The Christian begins with God as the creator and source of all true education. He believes that the God who made us has not left man alone in his pursuit of knowledge but in lovingkindness has given to man a revelation of Himself and His plans in the person of Jesus Christ and in the Bible. All other forms of revelation (material universe, animal world, and oral communication, etc.) are inadequate and insufficient in describing the totality of God’s truth. God’s knowledge, of course, exceeds that of any man or group of men. His revelation in Jesus Christ and in the Bible is complete and final, and a lifetime of study will not plumb its depths!”

Applications of this philosophy:

- We believe the Bible is the inspired Word of God and the standard by which all knowledge is judged and taught. (II Timothy 3:16-17)
- All academic subjects are to be Biblically integrated. Curriculum guides and lesson plans should specifically integrate this component of the educational program.
- WA strives to instill a Biblical worldview in its students that results in a lifestyle driven by the eternal truths of God as revealed in the Scriptures.
- WA’s teachers will be students of God’s Word so that they may effectively integrate His Word into their classes.
- Biblical principles are also applied in such areas as student conduct and interpersonal relationships.

4. Producing students with distinctive Christian character. Beyond the academic portion of the school, WA is dedicated first and foremost to the spiritual life of its students. We are committed to working with the home and the church to specifically ensure: 1) that all of our students hear the gospel message of salvation through Jesus Christ, 2) that all students have the opportunity to develop a growing relationship with Him, 3) that all students utilize a Christian world and life view in all aspects of their lives, and 4) that all students will prayerfully live a life of godly distinction for Christ wherever they go as adults once they leave WA’s campus.

Applications of this philosophy:

- Christian education at WA is viewed as a total education. We seek to not only nurture our students in their academic, physical and social growth, but we also foster to promote their spiritual life in Jesus Christ.
- Christian education at WA teaches children that their world view cannot be “compartmentalized.” The entire world and all of life are in the hands of God. There is no learning or truth apart from Him. (Colossians 2:3) Hence, their Christian life is not restricted to Sundays or at church activities. Rather, the Christian faith is totally integrated into the daily lives of the students resulting in a lifestyle and consistent testimony that is “distinctively” Christian.

To quote Chuck Colson:

“Christianity must be a world-view; a view of the entire world, an intellectual grid through which we can interpret everything we see or read or do. God created the world, and everything in the world relates in some way to Him.”

- All WA faculty and staff members will be born again Christians growing in their faith and serving as role models for the students.
- WA will, in a deliberate fashion, oversee and plan activities that will enhance the spiritual lives of the students.
- Students are expected to honor God in their daily behavior and will be held accountable to Biblical standards in their actions, words, and attitudes.

STATEMENT OF FAITH

Windswept Academy is founded on faith in Jesus Christ. In this spirit, all employees, including substitutes, are required to acknowledge their faith in accordance with the following statement:

1. We believe the Bible to be the inspired and authoritative Word of God and the standard by which all knowledge is judged and taught. (2 Timothy 3:16-17)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matthew 28: 18-20)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (1 Corinthians 15:3, 1 Peter 2:21-24, John 3:16).
4. We believe that through Adam, all men have inherited a sinful nature and we are all under the wrath of God; we are spiritually dead, and are without hope, except for God's mercy. (Romans 5:12, Ephesians 2:1-3, Romans 6:23)
5. We believe that all who repent and believe in Jesus Christ as Savior and Lord will be saved; and who are regenerated by God's Holy Spirit, will receive forgiveness of sins, reconciliation to God, and eternal life. This salvation is received apart from any works. Good works do not assist in our salvation, but rather are a result from our salvation. (John 3:1-8, Luke 13:1- 5, Romans 3:21-30, Ephesians 2:8-9)
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Galatians 5:22-23)
7. We believe in the resurrection of both the saved and the lost; that those who are in Christ are saved unto the resurrection of life, and those who are outside of Christ are lost unto the resurrection of damnation. (John 5:29, Acts 24:15)
8. We believe that all believers in our Lord Jesus Christ are united in the Body of Christ (John 17:21-23) and are eternally secure in this relationship. (John 10:28, Romans 8:35-39)
9. We believe that children and adolescents should be taught in Christian love. (Hebrews 12:6, Revelation 3:19)
10. We believe that teaching and learning should be accomplished through the cooperative effort of parents/guardians and teachers, for the Bible places primary responsibility for the total education of the child on the parents/guardians. (Proverbs 22:6, Deuteronomy 6:4-9).

EQUAL OPPORTUNITY ORGANIZATION

WA does not discriminate on the basis of race, sex, color, national origin, age or disability in the provision of educational opportunities or employment opportunities.

SCHOOL OFFICE

The school office is the center of operation of the school. The school office is open during regular school days and maintains hours from 7:30 a.m. to 3:30 p.m. (summer hours will vary.)

VISITORS

Parents/Guardians and family members are always welcome at WA, and we welcome prospective students who wish to visit classes for the purpose of deciding about enrolling in the school.

For the safety of our students, WA is a closed campus. All visitors must sign in at the school office and show their personal ID. This includes parents/guardians who come to the school to see their child or to meet with a teacher or an Administrator.

Lunch visit: Relatives of students, pastors, youth pastors and alumni are allowed on the WA campus for the purpose of eating lunch during the school's regular lunch time. All visitors must be in good standing with the school.

Classroom visit: Prospective students are welcome to visit the school. The parents/guardians of the prospective students should arrange the visit in advance through the school office. On the day of the visit, the guest must register in the school office. Parents/Guardians of enrolled students must have prior permission of the Administration to visit their students in the classroom and should not enter classrooms without approval. The Administration reserves the right to deny anyone access to the school or school events at any time.

VOLUNTEERS

WA recognizes that the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school and its families. WA appreciates the time and dedication that goes into volunteer support.

The Administration or his/her designee shall be responsible for the recruitment and screening of volunteers and may delegate the assignment of volunteers to specific tasks.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of a staff member.
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties.
3. Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts.
4. Volunteers shall respect the individuality, dignity, and worth of each child.

5. Volunteers are not permitted access to students' records.
6. Volunteers should exercise discretion in discussing their school and personal activities with others while in the role of volunteer.
7. Volunteers are expected to dress modestly as an example of their Christian testimony.

TELEPHONE USE

Students are permitted to use the office telephone only in cases of emergency. If a student becomes ill, then the office, not the student, will contact the parent/guardian.

CELL PHONES

Students may possess cell phones. **However**, the use of cell phones in any manner during the school instructional day is not allowed unless authorized by the Administration or the current classroom teacher. It is a student's responsibility to ensure that his/her cell phone is turned off completely and stored in the classroom cell phone basket at the beginning of each day. A student is personally and solely responsible for securing his/her cell phone in the proper place. WA will not assume responsibility for theft, loss, or damage of a cell phone. Cell phones that are seen by a teacher during the school day will be politely taken from the student and locked in the office for the remainder of the school day. A parent/guardian may pick up the phone from the school office, or the student may pick up their phone when they are leaving school for the day.

EAR PODS – Ear pods ARE NOT allowed to be worn during class instruction or during any time of the time while the students are at school. Ear pods are to be kept in the student's locker or back packs. WA is not responsible for the theft, loss, or damage of any person's ear pods.

PARENT/GUARDIAN COMMUNICATION

Parents/Guardians, please limit your telephone calls to students to emergencies. Phone calls to students are very disruptive to classes. Parents/Guardians who need to reach their child during the instructional day due to an emergency should call the school office or come to the school office to pick up their child rather than attempting to contact their child via their personal cell phone. The office personnel will take messages and deliver them to students. Students will be allowed to phone home only in cases of an emergency.

If parents/guardians need to communicate with a teacher or staff member during the school day, a message can be left by calling the school office or by sending an email to their school email address. Teachers and staff will make every effort to return the phone calls and emails during planning time or after school dismissal. Teachers do not use their personal cell phones while students are under their supervision. Please be assured that WA teachers and staff want to communicate with you, but students are their first priority during the school day.

Please respect the staff members' and teachers' evenings, weekend and holidays and be sensitive to possible text messaging charges unless there is an issue or situation that cannot wait until school is in session.

DRESS CODE

Students are expected to wear conventional, modest clothing to school. All students of WA are expected to adhere to this dress code during school hours, as well as on field trips, picture day, awards day, and other school-sponsored events. The exception to this dress code is on specific dress down days or field trips that may include hiking or other outdoor activity. The students will be informed of these days in advance.

Parents/Guardians will be contacted if a student arrives at school not in compliance with this dress code. Parent's/Guardian's full support of this dress code is required. You do this by the cooperative attitude you display to students and by seeing that your student's dress is in compliance with this code. Approved attire:

- Clothing is to be respectful and distraction-free. Clothing which displays or references profanity, gangs, alcohol, tobacco, drugs, violence, or sexual content is strictly prohibited.
- Clothing that exposes bare midriffs, chests, undergarments or transparent fabric is prohibited. No halter tops, tube tops, spaghetti straps, or shirts that expose the back or short shorts. No pajama pants.
- No head-covering (hoods on hoodies) is allowed inside the building.
- Hair must be a natural color.
- Piercings in ears only.
- Shoes must be worn at all times. Closed shoes for PE and recess (i.e. tennis shoes)
- Students should wear appropriate seasonal outer clothing, taking into account our changeable weather.
- **The Administration may add to or alter as needed throughout the school year.**

ATTENDANCE POLICIES AND PROCEDURES

Attendance at school provides a student with the all-important classroom experience. This experience is composed of participation in class activities and direct instruction by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up" and every absence represents a loss to the student as well as extra work for the teacher. State law makes school attendance compulsory; therefore, students are both required and expected to be at school whenever it is in session, or to be attending the class virtually (i.e., on the computer) if that is the mode of instruction that WA is using at the time.

Consistent attendance is vital to the success of the student. If a student has more than 7 unexcused absences, he/she will be reported to the truancy officer/DSS referral. If a student misses more than 10 days unexcused per semester or 25 unexcused per school year, then the student will be removed from the class-roster and/or the student will repeat the grade.

EXCUSED ABSENCES:

WA recognizes there will be times when a student will miss class. Excused absences:

- Personal illness (Doctor's note required for more than three consecutive absences due to sickness.)
- Serious illness or death in the family
- Medical or dental appointment
- Family emergencies approved by the Administration
- Cultural activities approved by the Administration

If a student has been exposed to or is showing any COVID symptoms, the parent/guardian should notify the school office immediately.

UNEXCUSED ABSENCES: Absence for reasons other than those previously stated will be considered unexcused.

PLANNED ABSENCE DURING SCHOOL TIME: It is a great burden upon both students and teachers when students are absent. For families who must be gone during school time, the following guidelines will apply:

- It is advisable for parents/guardians to discuss their child's academic standing with his/her teacher(s) before planning trips. The difficult task of completing assignments on their own could result in a lower grade or even a failure in a course, especially for students who may be struggling academically.
- The Administration will consider all requests for time-off and reserves the right to deny any request for excused absences.

REPORTING BACK TO SCHOOL AFTER AN ABSENCE: When returning back to school after an absence, the student must bring a written note signed by a parent/guardian or the parent/guardian must contact the school office stating the reason for and date(s) of the absence. Students in attendance for at least two hours, but missing at least two hours of the school day, will be counted as ½ day absent.

TARDIES: Promptness is a measure of student discipline. A pattern of tardiness will necessitate disciplinary action including a parental/guardian conference. All students are considered tardy when they are not seated and ready for work at 8:00 a.m. Students who arrive late must check in at the school office. Parents/Guardians may accompany the student to the school office, send a note, or call explaining the reason for the tardy.

Examples of an Excused Tardy:

- Weather delays
- Illness
- Power outage at home
- Medical appointment
- Court case

Examples of an Unexcused Tardy:

- Oversleeping
- Stopping to get gas
- Known road construction
- Forgetting school work
- Working on homework

These lists are by no means exhaustive, but are designed to provide specific examples. The final determination of the validity of any tardy rests with the Administration. If a student receives five (5) unexcused tardies, this will result in being counted as one absence and thereby the student will be ineligible for the perfect attendance award. Excessive tardiness will result in a parent/guardian conference with the Administration. Further disciplinary action may result.

EARLY DISMISSAL: If a student needs to be dismissed early during the day, a note must be given by the parent/guardian to the school office in advance or in the morning on the day of the dismissal stating the time and reason for the dismissal. The student must check out at the office and check back in at the office if they return before the end of the school day. Unexpected early departure may be coordinated with a call to the office. If an emergency occurs, please notify the office so your child can be made aware of the situation.

PICKING UP MISSED WORK AFTER AN ABSENCE: Parents/Guardians should notify the school office by 9:30 a.m. if their child is absent from school and request that missed work be collected. At that time, the office will notify the teacher that assignments for the day are needed. These assignments may be picked up at the end of the day in the school office or can be sent home with a sibling.

MAKE-UP WORK

Make-up work for credit is allowed for absences and is to be given to the student by the teacher. This should be completed as soon as possible after returning to school. Usually, a student is given the same number of days to make up the work as the student was absent from school. (Extended periods of absence will be handled individually.) Communication with the teacher immediately following an absence is the key to making up work effectively.

STUDENT DROP-OFF AND PICK-UP

Students should not arrive prior to 7:30 a.m. Adult supervision is not available prior to that time.

Student Drop-Off: The school bus will drop off students in the same manner as parent/guardian drivers. Drivers should follow the one-way flow of traffic in dropping off students. Students are to be dropped off at the main school entrance. School personnel are posted at the main entrance to receive the incoming students and direct them to the cafeteria. Breakfast is served at 7:30 a.m. and classes begin at 8:00 a.m.

Dismissal: Parents/Guardians are not allowed to pick-up a student between 2:45 and 3:15, except for emergencies. Parents must notify the school before 2:00 of any changes in pickup for their child/ren.

Kindergarten – 5th grade are dismissed to the cafeteria/gym at 2:55 p.m. Middle and High School are dismissed to the cafeteria/gym at 3:00 p.m.

Students are to sit at their assigned tables and wait to be dismissed for car pool or bus pick-up.

Students are expected to sit quietly so they can hear their names called. No racing around, leaving the designated area or throwing balls, etc. Students are not allowed to leave campus at ANY TIME on their own without prior written approval.

If a parent/guardian does not show up to pick up the student by 3:25 p.m., the student will be brought to the school office. The school office will then contact the parent/guardian.

Students that walk home must live in close proximity to the school. These students have extenuating circumstances that requires they walk home to a parent/guardian waiting for them. A parent/guardian must write a note to state that their child will be walking home. School personnel will accompany these students to the edge of the school property, verifying that the road they must cross is clear.

Teachers are available to tutor those students who need additional help from 3:00 to 3:30 p.m.

EMERGENCY SCHOOL CLOSINGS

The decision to close the school because of adverse weather conditions or other emergency situations will be made by the Administration. The school will notify parents via phone call or text.

We will also post notification of a school closure on KIPi radio and social media. We follow Cheyenne-Eagle Butte closure and delay schedules for weather.

FINANCIAL POLICY

WA is a work of faith. There is not one church, agency, or body on which WA receives its support, but many. Individuals, families, and churches share in the ministry of this school as the Lord calls and enables them. Financial aid and most student activities are not funded through tuition, but by generous donors.

Student fees: WA does not charge a tuition or food expense fee. However, there is a minimal book/material/resource fee of \$50.00 per student per month, \$75.00 for two students in the same family per month and \$100.00 for three or more students in the same family per month.

WITHDRAWAL PROCEDURES

In the event that parents/guardians find it necessary to withdraw a student from WA, the following procedures shall be followed:

- The parent/guardian shall provide written notification to the Administration a minimum of two weeks prior to the proposed withdrawal date. Reason(s) for withdrawal should be stated.

STUDENT RECORDS POLICY

Parents/Guardians have certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents/Guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. WA may charge a fee for copies.

Parents/Guardians or eligible students have the right to request that a school correct records which they believe are inaccurate or misleading. Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, schools can disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student records are released to another school upon receipt of an official records request. The following information is supplied:

- Academic records
- Health records
- Copies of birth certificate

Student records are not released to parents/guardians. Parents/Guardians are allowed to review the information contained in a student's permanent record at the school, but the records are not released to them.

Student records will be released to an individual or school as specified in a court order. In regards to personal information, WA will allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose the following information to the school directory, newspaper, or internet: student's name, address, telephone number, honors and awards, and dates of attendance. Requests must be made in writing.

STUDENT/TEACHER RATIO

WA recognizes that one of our special attributes is our small class sizes. By keeping our class sizes small, we are able to provide an optimum learning environment for our students. In general, WA's class ratio is 12 students to 1 teacher. A class can exceed the established number with the approval of the Administration and the teacher of the class.

ACADEMIC EVALUATION

Parents/Guardians will receive evaluations of their child's academic accomplishment through progress reports, report cards each nine weeks, and scheduled parent/guardian-teacher conferences. Conferences are twice a year and it important that a parent/guardian attend the meeting with the teacher to discuss their child's progress and any concerns.

<u>Letter</u>	<u>Scale</u>	<u>Letter</u>	<u>Scale</u>
A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	0-59

Academic Probation: Academic probation is invoked when a student has fallen below standard in his/her school work. It is intended to give notice to the parent/guardian and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not,

the Administration will decide if the student will be able to continue at WA. WA will make every effort to work with the student to assist in the student's learning process. Individual conferences will be scheduled by teachers as needed. An important key to bringing up low grades is communication. Please feel free to contact your child's teacher(s) or the Administration at any time.

Upper-Level Progress/Retention: The student will be promoted except in those cases where the student:

1. Does not achieve grade level objectives.
2. In the judgment of the teacher, the student is sufficiently behind in academic work as to make it unlikely or impossible to succeed at the next grade level. The teacher will not base this decision solely on grades, but will consider failure to attain grade level objectives, maturity level, work and study habits, and attendance.
3. Elementary students (grades K-5) will not be promoted if they fail one core subject (language, math, and reading).
4. An elementary student may also be retained due to social or maturity issues. This is not based upon grades, but rather it is based on how the student is able to interact and behave in a classroom based upon their maturity and social skills.
5. Students in grades 6-8 must pass all offered major subjects (English, math, science, and social studies) for the year to be promoted to the next grade. Students who fail one or more of these subjects must successfully complete an approved program of instruction during the summer, if offered.

Elementary Class Placement:

Teachers will confer with the Administration at the end of the school year in determining class lists for the next year. Typically, class lists are not finalized until the start of school due to ongoing enrollment throughout the summer and are posted at parent/guardian orientation.

Definition of Academic Misconduct:

A key principle of academic integrity is that a student's submitted work, examinations, reports, or projects must be that student's own work. Examples of unacceptable academic conduct include the following, and engaging in these activities will result in a zero grade for each affected assignment, as well as other disciplinary action up to and including receiving a failing grade for that class or suspension or expulsion from school:

Plagiarism – Representing the ideas or language of others as one's own.

- Using text from another source (e.g., websites, books, journals, newspapers, etc.) without documenting the source.
- Using a direct quotation from a text without quotation marks or formatting through indentation or font style signifying that the portion of text is a quote, even if the source has been cited correctly.
- Paraphrasing or summarizing the ideas or text of another work without documenting the source.
- Substituting a word or phrase for the original while maintaining the original sentence structure or even the organizational structure of the original piece.

- Citing sources incompletely with intention to deceive.
- Using graphics, visual imagery, video or audio without permission of the author or acknowledgement of the source.
- Obtaining packaged information (i.e., a completed paper from an on-line source) and submitting it as one's own work without acknowledging the source.

Cheating – Giving or receiving unauthorized assistance (e.g., copying, using crib sheets, stealing exams, using electronic aids/devices, internet sources, using aids like Cliff's Notes in place of reading the original work) in any academic work or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work.

Falsification – Falsifying or inventing any information, data or citation in any academic work.

Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.

Complicity – Facilitating any of the above actions or performing work that another student then presents as his or her own work (e.g., copying someone's homework or allowing someone to copy homework).

Interference – Interfering with the ability of a fellow student to perform his or her assignments (e.g., stealing notes or products of assignments, tearing pages out of books, purposefully deleting another student's work from an electronic storage area or removal of hard copies of student work from storage folders).

Student Responsibilities for Avoiding Academic Misconduct:

In order to authenticate any assignment submitted to a teacher, students must be able to produce proof that the submitted assignment is actually their own work (i.e., the writer's perspective and purpose on the information). Examples of how to prove this authentication include:

- Keep copies of all drafts of work.
- Keep photocopies of research materials (including downloads from websites).
- Keep notes, note cards, source cards.
- Keep logs of work on assignments and papers.
- Save drafts or versions of assignments electronically under individual file names (i.e., resave each revision under a new file name to prove that the paper has gone through a writing process and what that process was).

The inability to authenticate work is sufficient grounds for a charge of academic dishonesty and could result in a zero on the assignment and follow the disciplinary process.

CONDUCT AND DISCIPLINE

One of the most important functions of any school is effective discipline. The school and the home need to work in parallel on disciplinary matters. It is also essential that our disciplinary philosophy and practice be based on the Word of God.

Conducts Standards:

1. Respect for authority of the Administration, teachers, and all school personnel. Disrespect will be considered as just cause for serious disciplinary action. Students are to conduct themselves courteously to all school employees, volunteers and to one another.
2. Proper speech. The Scriptural teaching, "Let the words of my mouth and the meditation of my heart be acceptable in Thy sight, oh Lord," is the guideline at WA. Vulgarity, profanity, and lying have no place.
3. Christian testimony. The testimony of WA is a very important asset to every student in the entire school. Students who demonstrate by attitude, speech, dress, or behavior an unwillingness to conform to a lifestyle consistent with school values will be counseled to withdraw or face expulsion from the school. Students of WA are expected to conduct themselves in a manner that honors the Lord Jesus Christ. This is true not only on campus, but in off-campus activities, whether at home or elsewhere.
4. Proper behavior. Students are expected to conduct themselves in an orderly manner anywhere on the school campus: halls, classrooms, restrooms, and play areas. Unruly behavior is both disrespectful and potentially dangerous and will not be tolerated.
5. Students must exhibit respect for the property and personal belongings of the school and others. Deliberate mutilation or destruction of property is a serious offense. (Class 3 violation)
6. Students are expected to maintain a good attitude. Defiant attitudes and persistent complaining are not acceptable.
7. Proper relationships. Displays of personal affection between members of the opposite sex is not appropriate for school. Teachers have the authority to intervene and instruct students accordingly. A wholesome boy-girl relationship is multidimensional, involving social (talking, enjoying one another's company), spiritual (prayer, sharing the Lord's blessings, witnessing), and intellectual (growing in understanding and learning about the world in which they live). Displays of physical affection tend to overemphasize one dimension of a relationship (the physical-emotional) and inhibit proper development of the whole person (I Cor. 6:19-20).
8. Classroom conduct. Students are to be orderly and listen, be recognized to speak, be on time, stay in their seats unless given permission to move, and be prepared for class.

Discipline Categories and Consequences: (SEE ADENDUM)

Parents/Guardians and students should realize that, in determining the proper course of action for any offense or deficiency, the Administration reserves the right to deviate from policy based upon the specific offense, the student's past record, the student's response to the situation, or any extenuating circumstances. All infractions will be judged on an individual basis.

Discipline plans are established by the classroom teachers and designed with the developmental characteristics and age of the child in mind. Each discipline plan includes expectations based upon standards in God's Word, positive outcomes, and steps to improve misconduct. Discipline plans will explain the point at which misbehavior will be handled by the Administration. Parents/Guardians are notified in writing if this occurs. The Administration may schedule a conference with the student, make a phone call to parents/guardians, or require in-school suspension. A student may be removed from the classroom anytime the learning

process is being inhibited due to misbehavior. Parents/Guardians receive these plans at parent/guardian orientation.

Administration's Discipline Policy:

A visit to the Administration's office will result in a call to parents/guardians with a possible follow-up conference. If a Parent/Guardian-Administration conference is necessary, it's possible that the student may not return to class until the conference is completed. Discipline is at the Administration's discretion and includes, but is not limited to, a time-out, in-school suspension, out- of-school suspension or suspension without return/expulsion.

All students are expected to be prepared for class. This consists of having all work completed before class, bringing work to class, and having all necessary materials to participate in class. Any student that fails to complete their class work or homework assignments will be required to complete those assignments during their lunch and into recess, if necessary.

Suspensions

In-School Suspension will be served with an Administrator. Students will complete their work for that day in the school office.

Depending on the severity of the incident, the suspension may be served as an Out-of-School Suspension under the supervision of a parent/guardian. Work missed must be made up.

Examples of misconduct are not limited to:

- Actions or attitudes which are spiritually detrimental to the school
- Vandalism or destruction of property
- Use or possession of tobacco or vaping devices
- Skipping school or leaving campus without permission
- Academic dishonesty (see below)
- Possession or distribution of sexually oriented materials
- Inappropriate actions of a sexual nature
- Harassment or bullying
- Fighting or physical assault of others
- Inappropriate use of social networking such as Facebook. Students using such a medium for harassment, inappropriate language, gossip, displaying inappropriate pictures or negativity will be subject to suspension or possible expulsion.

Expulsion/Suspension without return to Windswept Academy

The dismissal of a student from WA is an extremely serious matter that is considered very prayerfully and cautiously by school officials. This decision usually occurs after all other means of discipline have proven to be unfruitful, but could occur as a result of a single act of a student. Expulsion/Suspension without return to WA will also be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or if that student is becoming disruptive to the environment of the school. A student who has been suspended or expelled from WA is not allowed on campus for any reason.

Some possible reasons for expulsion/suspension without return to WA:

- Unresolved academic or disciplinary probation (see below)
- Commission of any serious infraction while on disciplinary probation
- Multiple suspensions
- Continued disregard of school rules and policies
- Continued disrespect of school authority
- Abusing, supplying, or possessing drugs or alcohol
- Stealing
- Assault or battery
- Possession or use of a weapon
- Serious violation of any local, state, or federal statute

Procedure: In the event that expulsion/suspension without return to WA is considered, the student will be immediately suspended until the event is evaluated by the Administration. From there, the Administration makes a recommendation to the WA Board of Directors, or the Administration may simply bring the matter to the Board and ask that they decide on the appropriate course of action.

Student Searches: Students may be asked to empty their pockets or purse or have their locker searched in the event of a suspicion by the Administration that the student is concealing something unsafe or inappropriate. Student vehicles parked on school property are subject to searches as well. If a student declines to empty their pockets or refuses to allow their property to be searched, the parent/guardian will be contacted to come and assist in the search. If the student and/or parent/guardian still refuse a search, then the school reserves the right to suspend the student without return to WA.

Conduct Evaluation: Student conduct will be evaluated and a grade assigned at mid-quarter and at the end of each 9 weeks. The following Conduct Evaluation Scale will be used:

E= Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

HARASSMENT

WA desires that every person feel safe and respected. Consequently, we have the following policy to prevent sexual harassment and harassment because of race, national origin, disability, or any other reason. Harassment includes, but is not limited to, the following:

1. Graffiti, notes, posters or drawings
2. Unwelcome touching of a person, clothing
3. Verbal taunts
4. Violent acts
5. Inappropriate e-mail or text messages
6. Inappropriate words or pictures used with social networking sites such as Facebook, Snapchat, etc.

If anyone uses words or actions that make a student feel uncomfortable or fearful, they should report it immediately to a teacher or the Administration. The student's privacy will be respected as much as possible. We take seriously all reports of harassment and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct. We will take action if anyone tries to intimidate or harm a student who makes such a report.

Mandatory Reporting: Teachers and staff are required by law to report any suspected child abuse to the local child protective services.

MEDICINES

At the written request of a parent/guardian, school personnel will assist with the distribution of prescribed medications in accordance with state laws and guidelines. The required Medication Authorization Record may be obtained from the school office. Medication Authorization Records must also be completed for distribution of non-prescription medication, which must also be distributed according to state laws and guidelines. The school office will coordinate the administration of all medicines. All medications (including Tylenol, etc.) must be brought to the school office along with the required Medication Authorization Record and a note from the parent/guardian with directions for dosage, immediately upon arrival at school. Students are not allowed to keep and administer their own medication. Student medications **MUST** be kept in the school office, with the exception of an Epi-pen and inhaler, which may be kept under the teacher's supervision in the classroom.

HEALTH GUIDELINES

For the safety of our students, faculty, and staff, sick children should not be sent to school. If they are running a fever (this is usually when they are contagious) they should be kept at home. A child needs to be completely free from fever for 24 hours before returning to school. If a child has experienced a bout of vomiting and/or diarrhea, the child must be symptom free for 24 hours and should be able to take in a normal diet before returning to school (24-48 hours). If a child has been seen by a physician and prescribed antibiotics, they need to take the medication for 24 hours before returning to school.

If a student becomes sick while at school the parent/guardian must pick up their child.

If a student has been exposed to or is showing any COVID symptoms, the parent/guardian should notify the Administration immediately and follow all CDC guidelines to ensure the safety of those at WA.

If your child has any allergies please inform the school in writing.

Suicide Prevention: The National Suicide Prevention Lifeline toll-free telephone number is 1-800-273-8255 (TALK). This number is available to anyone in emotional distress or crisis.

CHAPELS AND ASSEMBLIES

Chapel will be held once a week. The primary purpose of chapel is to promote spiritual growth in students through music, films, special speakers, and class programs.

The primary purpose of an assembly is to promote unity in the school and to provide an opportunity for cultural development in music, literature, and dramatic presentations.

Students should be aware of the following rules:

1. Respect is always to be given to those speaking or performing.
2. No books should be taken to chapel.
3. Anyone coming in late should promptly find his/her class and sit quietly.
4. No beverage, food or gum chewing.

PLEDGES

Pledge to the American Flag – “I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

Pledge to the Christian Flag – “I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one brotherhood, uniting all mankind in service and in love.”

FOOD SERVICES

Students may bring their snacks from home. WA provides breakfast and lunch each school day when there is in-person instruction.

FIELD TRIPS

Throughout the year, teachers may plan field trips to points of interest to expand and enhance classroom instruction. Students are required to travel by school bus on field trips unless the school requests volunteer drivers. Parents/Guardians will receive notices of field trips well in advance and will be asked to sign permission forms.

TORNADO, EVACUATION, AND LOCKDOWN PROCEDURES

At certain times during the school year, emergency drills will be practiced. During evacuation drills, students will evacuate the school building as directed by the classroom teacher. During a tornado drill or lockdown drill, students will follow the instructions of their teacher.

LOST AND FOUND

No items should be left lying in the hallway, bathrooms, gymnasium, etc. Items found will be taken to the lost and found located in the school office.

INTERNET ACCEPTABLE USE POLICY

All computer use by students must be done with adequate teacher supervision. Classroom teachers must ensure that computer screens are visible to them. Students must be required to check with their teacher before logging on to the Internet. Classrooms should be locked to prevent unauthorized use of computers when no adult is present.

Internet—Terms and Conditions of Use

- 1) **Acceptable Use** –Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The use of the WA internet account must be consistent with the educational objectives of WA.
- 2) **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. As a Christian institution, any communication originating or being funneled through WA should meet the highest standards of honor and decency. Guidelines include (but are not limited to) the following. Internet users must:
 - a. Be polite. (Do not get abusive in your messages to others.)
 - b. Use appropriate language. (Do not swear, use vulgarities or any other inappropriate language.)
 - c. Engage in legal activities only. (Messages relating to or in support of illegal activities may be reported to the authorities.)
 - d. Protect personal addresses or phone numbers of students or colleagues.
 - e. Remember that e-mail is not private. Assume that communications are available to all.
 - f. Use the network only in ways that would not disrupt others who are online.
- 3) **WA makes no warranties of any kind, whether expressed or implied, for the internet or computer service it provides. It is not responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries or service interruptions caused by the user's own negligence or user errors or omissions. Use of any information obtained via the internet is at the users own risk. WA denies any responsibility for the accuracy or quality of information obtained through its internet services.**
- 4) **Security** – Security on any computer system is a high priority, especially when the system involves many users. Any security problems noted should immediately be brought to the attention of a teacher. Users should not attempt to log in without permission. Also, do not log on or use other students' / teachers' information.
- 5) **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses. Any accidental destruction of property or data is not considered vandalism; however, users are still responsible for correcting any problems they cause.

If a user at WA violates any of these provisions, he or she will lose internet privileges and, in addition, will risk other disciplinary action. The following terms and conditions of use must be posted in computer labs and made available to all users.

STUDENT ACTIVITIES

The activities programs of WA are available to all students who meet the specified qualifications (if any) regardless of their individual abilities. Every effort is made to support the program with the best facilities, equipment, and most qualified Christian staff available.

Overall, the WA student activities program is an extension of the school's mission statement in that it is part of a "Biblically based education producing students with distinctive Christian character." The student activities program consists of the following:

- I. Christian Service
 1. Description: An organization for students to promote Christian service.
 2. Objectives:
 - a. To develop servant leadership.
 - b. To gain practical understanding of the Biblical command to love your neighbor.
 - c. To develop a lifelong commitment to serving your community.
- II. Academic
 1. Description: An organization for students to promote academic excellence and service to others.
 2. Objectives:
 - a. To promote the ideals of character, service and leadership.
 - b. To reward meritorious academic achievement.
 - c. To encourage and assist students in post high school education.
- III. Class Trips
 1. Description: Students participate in class trips each year as determined by the Administration and teacher.
- IV. Electives
 1. Description: We offer the student electives to broaden their academic experience. These include, but are not limited to Lakota, Art, Music and Physical Education.
 2. Objectives:
 - To promote a wide range of academic experience for each student.
 3. To encourage fine art skills within the school day
 4. To prepare the students for post academic studies and careers.

PROBLEM SOLVING

A school is made up of people, and there is always the potential for misunderstanding, irritation, or even strong disagreement. Scripture outlines a procedure to follow when such difficulties arise. Matthew 18 describes the process and John 13:34-35 indicates the proper spirit.

MATTHEW 18 PRINCIPLES

It is God's will that we live and work together in harmony. Jesus said, "A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are My disciples, if you have love for one another" (John 13:34-35, NKJV).

In Matthew 18:15-17, Jesus gives His formula for solving person-to-person conflict. “Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church...”

Based on these passages, the WA board, the Administration, teachers, staff, parents/guardians, and students are exhorted to face problem situations in the following manner:

If you have a complaint:

1. Express it promptly. Keeping it to yourself can cause ill feelings and friction which decrease our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system. Express it promptly.
2. Tell it to the right person. Complaints about school policy or operations should be expressed directly to the Administration. Complaints against specific individuals should be expressed first to the individual in question and should be expressed to the Administration only if you cannot work it out between yourselves, or if you feel she/he should know about it.
3. Express it clearly. Make sure the person you are expressing your complaint to knows all the details of the situation, exactly what you are complaining about, and why. Misunderstanding of complaints could lead to further problems and needless hard feelings. Be straightforward, forthright and truthful. Restoration is the goal. Be forgiving. Extend grace. “Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother.” Matthew 18:15
4. Don’t broadcast it. Express your complaint only to the person who should hear it. Keep the circle small. Do not gossip. Keep it confidential. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.
5. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of WA, and thus in the glory and growth of His kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

If you overhear or are told a complaint:

Encourage the person speaking to go to the person(s) involved and try to resolve the problem. Try to limit any further discussion about the matter and do not repeat anything you heard. “As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the spirit through the bond of peace.” (Ephesians 4:1-3)
“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.” (Colossians 3:12-13)

If a complaint is made to or about you:

1. Understand the problem. Make sure you know exactly what the complaint is and why it is being made. Ask the person making the complaint, if necessary.
2. Give it prompt attention. Talk to the person who is complaining about you; try to agree on an effective solution to the problem as soon as possible. This will show your concern and desire to cooperate and will stop the problem from getting bigger or worse. Give it prompt attention.
3. Make it into a growth experience. Instead of taking offense at the complaint, realize that someone has pointed out something that can help you to grow as a Christian. Solomon stated frequently in Proverbs that the wise man is one who can accept and learn from counsel, reproof, and/or instruction. Learn from your mistake or from what has displeased the complainer. Make it a growth experience.
4. Pray about it. Ask for God's wisdom in solving the problem and His help in putting the solution into effect. Pray that all may work out for the good of the school and for the good of His kingdom. Pray for the person who complained about you, and ask God to help you love him/her more. Above all, pray about reconciliation.

Parents/Guardians should always go directly to the teacher if a problem arises with their child. If the matter remains unresolved, it should then be taken to the Administration. It is very important that the chain of authority be followed in such cases. This is the clear Biblical standard of Matthew 18:15-17.

In summary, the Matthew 18 Principle requires that individuals first attempt to resolve the issue privately with the other person. Similarly, it requires that parents/guardians speak with a teacher about student problems before they talk to the Administration and/or move upward to the Board of Directors. The attitude of all involved should reflect love and reconciliation with the goal of establishing an acceptable solution.

**STUDENT-PARENT/GUARDIAN HANDBOOK ACKNOWLEDGMENT AND
RECEIPT**

I have received my copy of the Student-Parent/Guardian Handbook. I understand it is my and my child's responsibility to read (or have it read to me), to honor and to respect these policies.

I understand that this handbook is a guideline and if I have any questions, I should consult the Administration.

Parent's/Guardian's Signature

Parent's/Guardian's Printed Name

Date

TO BE PLACED IN STUDENT'S FILE

Windswept Academy Behavior & Discipline Matrix

Student Disciplinary Procedures

A discipline matrix will be used for routine discipline violations such as noncompliance and disruptive conduct at school. Discipline referrals of a serious nature will go directly to the Administration. The Administration and referring personnel will make a corrective attempt to redirect behavior, in order to seize what are referred to as “teachable moments”, before disciplinary consequences are followed. A Demerit System will be implemented to help students and staff to keep record of each student’s behavior and conduct at school. A student is allowed 15 demerits a semester. Demerits may be worked off after school at the discretion of school staff.

There are 4 Classes of Violations each with an explanation, number of offenses and the consequences. Truancy will be handled according to the court system on an individual basis.

The goal of Windswept Academy is to keep the school a place of learning, safety, and to help students reach their fullest potential and flourish in a secure environment. Please see the charts below.

Class 1

Incident Violations

- Disrespectful behavior
- Inappropriate behavior
- Loud voices/yelling
- Off-task behavior
- Teasing/Name calling
- Insubordination (low level)
- Disruptive (low level) in classroom
- Dress-code violation
- Minor Technology violation (low-level, e.g. cell phone out but not in use)
- Cafeteria misbehavior
- Public displays of affection

Class 2

Minor Violations

- Disregard for rules/defiance/insubordination
- Habitual defiance and disruption (low-level)
- Verbal threats or profanity
- Physical aggression – pushing, destructive horseplay, harassment
- Setting up a fight, instigating a fight, failure to report a fight or physical threat
- Cutting detention
- Cheating, Plagiarism, falsifying school records
- Obscene gestures
- Property misuse
- Technology violation (habitual low-level or cell phone out and in use)
- Distribution or possession of non-narcotic substances, including tobacco.
- Theft - of minor property, minor vandalism
- Bullying including cyber-bullying

Class 3

Major Violations

- Any Drug and alcohol use, possession or distribution/vapes and/or paraphernalia or devices on any school property. Including vape pens containing controlled substances, edible control substances.
ALL of School property is a NO DRUG AND ALCOHOL ZONE
- Physical threats, fighting, gang & gang related behavior,
- Setting a false fire alarm,
- Theft or destruction of property, major vandalism.
- Sexual harassment
- Major technology misuse – inappropriate sites, use of computers without permission
- Inappropriate Location (e.g., not in assigned classroom)
- Unauthorized school facility access
- Cutting Class
- Leaving property without permission

Class 4

Illegal Violations

- Weapon use/possession
- Habitual truancy
- Arson
- Bomb threat
- Extreme property damage resulting in damage over \$500
- Combustibles
- Assaults/threats
- Oral or written physical/verbal life-threatening language/actions to a student or staff member
- No knives or other weapons on campus or at school functions
- Smell, behavior, and physical possession of drugs, alcohol, or paraphernalia will determine reasonable suspicion. Schools do not need drug tests or Breathalyzer tests to suspend. Evidence relation to reasonable suspicion of probable use or possession must be reported immediately and investigated in a timely manner.

Violations Class	First Offense	Second Offense	Third Offense
Class One Violations	Verbal warning and/ or loss of privilege for the day. Classroom managed or staff on duty managed. Help the student correct the problem through restorative justice session apologies, restitution, restorations. No Demerit given	Verbal warning and/ or loss of privilege. Help the student correct the problem through restorative justice session apologies, restitution, restorations. 1 Demerit given and parents notified with Demerit slip.	Work with parent(s) to correct the problem as needed. If it is determined that progress is not being made, move to class two responses on the extended offenses. 2 Demerits given and parents are called by office personnel.
Class Two Violations	Apologies, Restorations, Restitution, Relationship Repair Parents are informed immediately by office personnel. 4 Demerits given along with parents being notified.	Apologies, Restorations, Restitution, Relationship Repair Parents are informed immediately by office personnel. Suspension for 1-3 days	Apologies, Restorations, Restitution, Relationship Repair Parents are informed immediately by office personnel The Administration may use its own judgement in determining what they deem appropriate consequences.
Class 3 Violations	Apologies, Restorations, Restitution, Relationship Repair • Loss of privileges • Restore property and pay expenses • Written plan of action 10 Demerits given along with Parents being notified. and/or Suspension for 1-3 days	Apologies, Restorations, Restitution, Relationship Repair • Loss of privileges • Restore property and pay expenses • Written plan of action 10 Demerits given along with Parents being notified. Suspension for 3-5 Days	The Administration may use its own judgement in determining what they deem appropriate consequences.
Class 4 Violations	Parents are informed immediately by school personnel. Law Enforcement may be notified. 5-10 days suspension 10 Demerits given along with Parents being notified and Administration's judgement of consequences	Law enforcement will be notified as well as parents. Expulsion/Suspension without return to Windswept Academy	

Dangerous Weapons Policy

In the interest of safety for all students and staff/personnel, Windswept Academy will not tolerate the possession of, use of, and/or the threat to use dangerous or illegal weapons on school premises or at school sponsored activities. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel or starting guns while in use at athletic events.

Discipline Related Definitions

For the purpose of this section, the following definitions will apply:

School Premises: All school buildings and grounds including but not limited to the: academic building, gymnasium, playground, parking lot, kitchen and dining facilities, and school owned or operated vehicles. Students who are participating in or attending any school activities (including out of town) will be considered in/on school premises for the purpose of this policy.

Dangerous weapon:

1. Firearm;
2. Knife, lancets, and needles;
3. Any device instrument, material or substance, whether animate or inanimate, which is capable of, use to, and/or used as a threat to inflict death or bodily harm;
4. Toy weapons (including without limitations: cap guns, water guns) or any other device, appearing like a dangerous weapon;
5. Any destructive device, which includes:
 - a. Any explosive, incendiary, or poison gas
 - b. Rocket or missile having an explosive or incendiary charge of more than one-quarter ounce, or
 - c. Live ammunition

Firearm:

1. Any weapon, including starter guns except when used solely at athletic events, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described above.
3. Any firearm muffler or firearm silencer.
4. Any air gun, BB gun, pellet gun, or similar device which is capable of inflicting bodily harm.
5. Any weapon which will, or which may be readily converted to expel a projectile by action of an explosive or other propellant and which has a barrel more than one-half inch in length.
6. Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples and from which a destructive device may be readily assembled.

Parent/Guardian and Student's Responsibilities

We, as parent/guardian, will support our children's learning in the following ways:

1. Believe in your child.
2. Respect your child, yourself, and others responsible for your child's education
3. Discuss school with your child.
4. Make sure your child is in school and there on time.
5. Use Gradelink to monitor child's attendance and grades.
6. Make sure your child is completing his/her homework.
7. Stay in contact with your child's teacher, asking questions when necessary.

Student Responsibilities

I, as a WA student, will be responsible for my own learning and behavior and will:

1. Set short- and long-term goals for myself so that I am prepared for college, vocational school or employment when I graduate high school.
2. Believe that I control my future.
3. I will respect myself, others, and my school.
4. I will come to school on a regular basis and be on time, ready to learn.
5. Talk to my parent/guardian about what I am doing in school.
6. Do my homework and return the assignments on time to school.
7. I will always respect my teachers and other school staff.
8. Encourage my classmates to be the best they can be.
9. Be responsible for my own behavior.
10. Ask for help when I need it.

Parent/Guardian: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____

School: _____ Date: _____

