

Winchester Christian Academy

2023-24 Handbook

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Revised August 2023

Mission

The mission of Winchester Christian Academy is to provide students with excellent academic training in a loving, Christian environment preparing them for leadership in their home, church, and community.

We model Christ's love daily through teaching and example. Our school is open to families of all faiths and traditions. Bible stories and scripture are taught at age-appropriate levels. Students attend chapel two days a week. Our curriculum offers academic excellence in age-appropriate development of fine and gross motor, reading, language arts, math, science, social studies, computer, listening, and social skills. Additionally, we provide opportunities in physical education, art, music, library, dramatic play, and band.

School Board

The School Board is charged with setting the general policies for the school and ensuring that all academic, spiritual, and other goals are met in accordance with Christian principles. The following individuals serve on the WCA School Board.

Mr. Dan Walker, Chairman

Mike Roggli, Vice-Chairman

Mr. John Miller, Secretary

Mr. Thomas Simmons, Treasurer

Mr. Mike Cunningham

Mrs. Pam Walker

Mrs. Kim Jett

Advisory Board

In addition to our school board, an advisory board has been convened by the board to give advice and support. The advisory board is composed of parents and community leaders.

Notice of Non-Discriminatory Policy

WCA shall not discriminate against any person based on race, color, national or ethnic origin, sex, or age.

Any situation that is not directly addressed by this handbook will be handled by the school leadership and/or WCA school board with professional discretion.

Entrance Requirements

Registration/Enrollment:

Registration and Enrollment must be completed on-line through FACTS.

All students wishing to enroll at WCA must have a Student Registration/Data form completed by a parent. A non-refundable registration fee of \$275 is also required of each WCA student when registering. This fee is used to purchase books, educational supplies, and other materials for the students. Students are responsible for maintaining all books and materials in good condition. Students will be charged for any lost or damaged books.

Registration forms must be submitted with a certified Birth Certificate and an immunization record signed by a health provider. These forms are required as a part of each student's permanent record. Provide previous academic records (K-10th).

**All forms are to be submitted before students can be enrolled at WCA.*

Tuition

The WCA Board strives to maintain an affordable tuition rate. Providing a lower tuition requires the school to operate on a very close financial margin, therefore, timely payment of tuition is vitally important to the stability of WCA. **All tuition payments and incidental charges such as Chester Meals, E.S.P., Field Trips, Spirit Store, etc. will be made online through the FACTS management system at factsmgt.com using your username and password.** Tuition payment must be kept current to prevent student dismissal. A zero balance is required by the end of the school year. Report cards and transfer of student permanent records will be held until school fees and tuition are paid in full.

A 5% discount is given for full payment at the beginning of the school year.

A 10% discount is given for families with multiple children. This discount is given to the 2nd and subsequent siblings.

The following annual tuition rates apply:

Pre-K – 5th Grade: **\$4,850.00 year**

6th – 8th Grade: **\$5,075.00 year**

9th-10th Grade: **\$6,020.00 year**

School Day

An official day at WCA begins promptly at 8:00 a.m. and ends at 3:00 p.m. All students are strongly encouraged to be at school on time each day and remain at school each day until dismissal except for illness.

Arrival and Departure

*All parents/guardians enter the campus by use of Shirley Drive.

PreK-2nd parents/guardians enter the main parking lot off Shirley Drive and proceed around the outside of the parking lot. At the main building, turn left towards the awning and stop at the drop-off/pick-up line for both morning and afternoon procedures. (Same as last year)

PreK-2nd grade Drop-off and Pick-up at the Main Building (Parents/Guardians remain in vehicles.) Doors open at **7:30a.m.** Students will gather in the main hall and will enter their homeroom class at 7:45 greeted by a faculty/staff member and begin the morning routines.

3rd-10th parents/guardians enter the main parking lot off Shirley Drive and proceed around the outside of the parking lot. Turn right up the hill toward the middle/high school building. Proceed to the right past the basketball goals and drop-off/pick-up your child at the middle/high school door.

3rd-10th grade Upper School Building (Parents/Guardians remain in vehicles.)

Drop-off and Pick-up at the main door of the Middle/High School Building. Doors open at **7:30a.m.** Depending on weather conditions, the students will gather under the awning or in the main hall. Students will enter their homeroom class at 7:45 greeted by a faculty/staff member and begin the morning routines.

Attendance Policies

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session except for an illness. Good habits of punctuality and regular school attendance are essential to satisfactory academic performance and are directly related to student achievement. All absences, early dismissals, and late check-ins must be documented for records and will be placed in your child's record for the school year. A note from a parent to the school office is required to assure parental awareness of attendance status.

Tardies/Early Dismissal

Students are expected to be at school on time and remain at school until dismissal. The fifth time a child is late/early dismissal (unexcused) the child will be marked absent. Every fifth tardy/early dismissal(unexcused) afterwards will result in an absence. All doctors/excuse notes must be turned in to the school office.

Check-in, Check-out, & Visitors

An official day at WCA is 8:00a.m.-3:00p.m. For optimal learning, all students are strongly encouraged to be at school on time each day and remain at school each day until dismissal.

All students are considered tardy after 8:00a.m. After 8:00, all students must be signed in by a parent or authorized adult at the school office in the main building.

Any student that leaves before 3:00 must be checked out in the office by a parent or authorized adult. Only those adults listed on the registration form will be allowed to check out the student.

For safety and smooth traffic flow, students are to be dropped off and picked up at the designated door in the morning and afternoon. Due to the pick-up line and heavy traffic, there will be no early checkouts after 2:30p.m. except for a doctor's appointment followed up with a doctor's excuse note sent to the school office.

To maintain a safe environment, **limited visitors** will be allowed in the school. These visitors are for *educational purposes* only and must be approved by the school administration before entering the school and having contact with faculty, staff, and students. All deliveries such as lunches, textbooks, and any other school materials/equipment must be left at the office. The office will see that these items will be delivered.

After-School Policies / E.S.P.

All students must be picked up ***no later than 3:15***. Any student left at WCA after 3:15 will be sent to our **Extended School Program**, and a parent/guardian will be called to pick up the student. Payment of the \$10 daily fee will be charged to the incidental billing account.

Our **Extended School Program** is designed to provide quality care for K-8th grade students in a safe environment in which they can continue their schoolwork, participate in afterschool activities, and maintain and strengthen relationships with fellow WCA students. The program runs Monday – Thursday from 3:15-5:30. The fee for E.S.P. is \$40 per week per child / \$160 per month. E.S.P. fees are considered incidental charges and are paid through FACTS management. The E.S.P. program closes at 5:30 p.m. Students must be pre-registered to attend our E.S.P. program. There will be no “drop-ins”. Fees must be current to remain enrolled in E.S.P. Upon registration, each family will receive an E.S.P. handbook. 15 full-time students must be enrolled for operation.

Academic Policies

WCA will utilize the following grade scale for 1st – 10th grades:

A: 93-100 B: 85-92 C: 75-84 D: 70-74

Below 70 is considered a failing grade.

Kindergarten students will be evaluated using an age-appropriate checklist that measures their mastery of specific academic and physical skills.

Retention Policy

Four important factors influence the decision to retain a student: academic progress, maturity level, work habits, and attendance. There may be situations where it is in the student's best interest to repeat a grade. Retention in lower grades often provides a much greater chance of academic success in later years. These decisions are made only after extensive observation, discussion, and prayer.

Homework

Students are expected to complete all homework assignments. It is believed that homework can serve the following valuable functions:

- Skills learned during school hours may be practiced and reinforced.
- By budgeting their time, children may learn the self-discipline of carrying out assignments independently.
- Parents may observe children as they work and gain insight as to their strengths and weaknesses.

Incomplete homework will be completed during recess/break time.

If a student seems to spend an excessive amount of time on homework, a conference with the teacher is in order.

Teacher Conferences

Every teacher at WCA is happy to speak with parents about any concerns involving their child. There are two scheduled parent / teacher conferences per school year. If an additional conference is desired, parents should contact their child's teacher by email or schedule a conference through the office at 967-5466.

Teachers must be in classes and attend to other assigned duties during the school day. As such, we ask parents to schedule conferences and avoid trying to talk with teachers before / during classes, during planning periods, and during lunch. Student privacy is of utmost concern and an effective conference cannot be held in the hallways between classes.

Medical Policies & Procedures

Medication Information

No medication will be supplied by the school. Medications may be administered at school ONLY if the parent supplies the medication and has completed the **Medication Permission Form** signed by a parent/guardian. A copy of this form is available in the school office.

All prescription medications must be brought to school in the original container by the parent/guardian. These medicines should be delivered only to the office. The medication should be with a pharmacy label and must contain child's name, prescription number, medication and dosage, directions, date, licensed prescriber's name, and pharmacy name.

Prescription Medications include epi-pens, inhalers, breathing treatments, and insulin. Medication permission forms are required to be on file in the school office prior to use. Parents/guardians are required to notify the school office and homeroom teacher of the medical needs of students.

If treatments (such as epi-pens or inhalers) should be kept with the student, the school must receive a consent form from the physician. Our school nurse, secretary, and homeroom teacher need to be notified where these will be kept in case of an emergency.

At the end of the school year, you will need to pick up any unused medication. These medications will only be sent home with a parent/guardian.

*All OTC (over the counter) medicines will follow the above guidelines.

Illness, Injury, Emergency

At the beginning of the school year, all parents must complete the student health information on the registration form, paying special attention to allergies and emergency contact information. If a child becomes ill or is injured during the school day, a parent will be notified immediately. If a child requires emergency care, the school will contact emergency medical services and the parent.

****Phone numbers and emergency contact information must be kept current.**

To prevent sickness from spreading among students, children should NOT attend school if they are sick.

Elementary Discipline Policy

WCA seeks to provide an atmosphere of high academic and Christian standards. Biblical principles form the basis of the guidelines for student behavior. Rules and regulations have been designed to establish proper standards of behavior.

The goal of discipline is to help children develop self-control and personal responsibility. At WCA, we believe that when rules are clearly stated, children want to live up to the desired expectations.

WCA seeks to have a safe and positive environment that is conducive to learning. Each student has the right to learn and the right to be safe.

At the beginning of the school year, the individual classroom teachers, along with their students, discuss and create their classroom rules. These rules are clearly stated, posted in the classroom, and signed by the teacher and individual students. The teachers administer these rules and discipline policies. The individual teachers will discuss and list the consequences as well.

Participation in the following activities will not be tolerated and constitutes grounds for disciplinary action. Such actions will result in a disciplinary note being sent home that requires parent/guardian signature and then returned to school, and/or a call from the Head of Schools/Principal/Teacher.

- disruptive behavior during class
- disrespect of authority
- lack of honesty in any form
- cheating
- fighting
- use of vulgar or profane language
- harassment of any kind

****Any student found to be engaging in any on-going behaviors listed above or behaviors detrimental to the learning environment are subject to parent conference, suspension, and / or dismissal.**

Upper School Code of Conduct and Discipline Policy

WCA's unique Christian purpose sets it apart from other schools. Biblical principles form the basis of the guidelines for student behavior. Rules and regulations have been designed to establish

proper standards of behavior. All students are subject to the same rules of conduct and behavior regardless of whether the student is on the WCA campus or not.

Code of Conduct

WCA seeks to maintain an atmosphere in which students conduct themselves in a manner that honors Jesus Christ and glorifies God. WCA Middle School Code of Conduct, taken from the book of Proverbs, serves as our guide for appropriate conduct as we strive to develop and educate Christian leaders.

Proverbs:

I will be a leader by listening to counsel (12:15) and seeking knowledge. (15:14)

I will be a leader by admitting that I am not always right. (12:15)

I will be a leader by controlling my temper, (14:17), (16:32)

I will be a leader by accepting personal responsibility when I have done wrong. (9:12)

I will be a leader by telling the truth. (12:19)

I will be a leader by not spreading gossip. (10:18), (20:19)

I will be a leader by being a true friend. (13:20), (27:9), (27:17)

I will be a leader by forgiving others and by praying for them when they have done me wrong. (Job 42:10)

I will be a leader by seeking wisdom from God. (3:7-8)

Winchester Christian Academy Middle School expects students to uphold its high standards of integrity, behavior, and work ethic. The following Honor Code will be posted in each classroom: "A Winchester Christian Academy student will strive to be like Jesus and will not lie, cheat, steal, or tolerate those who do."

Honor code violations include cheating, stealing, dishonesty, and plagiarism. Situations will be handled appropriately regarding a student's age and previous behavior. All cheating infractions will be referred to the principal or head of schools. Consequences of cheating may include a grade of zero on the work, a tally, parents notified, and/or report filed in the student's record. A pattern of dishonorable behavior could result in a student's dismissal or expulsion.

Tallies

This year, we are going to begin a different approach to behavior management at WCA Upper School. We have instituted the tally system. This system will be used to encourage proper behavior and safety for all students. If at any time during the school year you have concerns or questions about this system, please feel free to reach out to Mr. Josh. It is our goal to create and foster a great working relationship with all families.

The following list details some specific infractions for which teachers may issue a tally during the school day:

use of inappropriate language, use of vulgar language, lying, "rough housing," exhibiting disrespectful, unkind, or hurtful attitude, significant lapse in proper conduct, cell phone/electronic device policy infraction, not having assigned homework or projects on time, etc.

Break Loss

Break loss, or the loss of a student's break time, may be assigned daily to students as necessary. If a student is assigned break loss, he/she will report to the teacher who assigned it during break and be given instructions. During break loss, the student must complete a writing assignment given by the teacher.

The following list details some specific infractions for which teachers or staff may issue a break loss:

repeated failure to address an adult with "ma'am" or "sir," repeated failure to address an adult with proper title (Mr., Mrs., Coach, etc.), uniform or dress code violation, disruptive behavior during class, late for chapel without proper excuse, late for class without proper excuse, minor lapse in proper conduct, failure to return a signed paper, not having proper materials / being prepared for class, not maintaining a neat desk area, leaving books or other items in a common area/hallway, etc.

Discipline

Participation in the following activities will not be tolerated and constitutes grounds for disciplinary action. Such actions will result in a disciplinary note being sent home that requires parent/guardian signature and then returned to school and/or a call from the principal.

- Disruptive behavior during class
- Failure to turn in homework or return a signed paper
- Use of inappropriate language or vulgar language
- Lying
- “Rough housing”
- Exhibiting disrespectful, hurtful, or unkind attitude to students or staff
- Harassment of any kind
- Significant lapse in proper conduct
- Serious or improper conduct
- Cheating on tests, homework, or other graded material
- Fighting

Consequences

Teachers and staff may, at their discretion, issue appropriate punishments that generally follow the list below. Every situation is fact dependent, and discipline applied may be modified depending upon the specific circumstances of the situation.

The forms of discipline include the following:

- Remaining in class during breaks to complete work or complete a writing assignment
- After school detention
- Parent Conference
- In school suspension
- Suspension from WCA
- Dismissal from WCA

Plagiarism Policy

Winchester Christian Academy believes in teaching ethical academic standards, which include students completing their own work, not plagiarizing, not cheating, and striving to do their best.

“Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another.” Ephesians 4:25

Academic Dishonesty Includes Cheating:

- Copying another student's work or allowing another student to copy your work.
- Looking at another student's quiz or test answers or allowing another student to look at your quiz or test answers.
- Using or sending any information using an electronic device.
- Signaling any kind of information during a quiz or test.
- Taking or looking at any assignment, quiz, or test information from a teacher.
- Telling another student what is on a quiz.

Academic Dishonesty Includes Plagiarism:

Google defines plagiarism as “the practice of taking someone else's work or ideas and passing them off as one's own.” Plagiarism is not being honest and is the same thing as stealing. These guidelines are applicable to all assignments, including papers, worksheets, quizzes, tests, etc.

- Any information obtained from the internet, book, textbook, etc. must have a proper citation.
- Students need to rewrite information in their own words instead of copying and pasting.
- If you use any information that is not considered common knowledge, you must include a source.
- No paper may be submitted that comes from another source, such as another person or the internet, even if you paid money for it.
- No work should be copied from another student, with or without permission.
- Group projects need to be completed as a group. If a member of the group refuses to participate, his or her name should not be on the project, claiming to have helped.

If students are unsure of how to correctly cite a source, they should discuss this with a teacher. Consequences can include zeros, parent conference, meeting with the principal, dismissal from school sports and clubs.

Internet Usage Policy

Internet usage and Chromebooks are used by the Winchester Christian Academy as a learning tool to help students get the skills they need to succeed. *Only educational games approved by the classroom teacher will be allowed during the school day.* They will be used to help reinforce

learning of the academic standards and help to prepare students for a future in a technological world. Students will participate in a workshop concerning internet safety and digital citizenship. Internet safety is the job of students, parents, and teachers. WCA has firewalls in place to block any inappropriate content. If anything inappropriate is found on Chromebooks students need to notify a teacher immediately. Anything done on Chromebooks, computers or while logged onto the WCA's internet is property of the Winchester Christian Academy and will be monitored by all teachers and administration. A record is kept of everything on the computer. Once something is typed, searched for, etc. it may be looked at by the administration.

3rd-10th grade students will be issued a school e-mail address and Chromebook. Passwords should be kept in a safe place. Students are only allowed to message or e-mail users within our domain or other appropriate educators if given permission by the teacher. Students may sign on to their Google account at home, but the same school rules apply and can be monitored. All e-mails and messages should remain clean and appropriate.

- Chromebooks and computers are to be used for academic purposes only. They will not be used for playing games, messaging, chat rooms, social media, etc.
- Chromebooks are to be kept at school.
- Students will not be using the webcam to photograph any other student or teacher unless it is for a group assignment, and then only with the consent of that person. Camera features will be disabled for any student computer that does not comply.
- Students will not use microphones to record teacher or any other student unless it is for a group assignment, and then only with the consent of that person.
- Students will only use his or her assigned Chromebook or computer.
- Students will not share their password with anyone.
- If Chromebooks or computers are not functioning correctly, a teacher needs to be notified immediately.
- Students will not search for any inappropriate content.
- The outside of Chromebooks and computers need to remain clean. No markings or stickers should be placed on Chromebooks or computers by students.
- Students will not have the privilege to download any content on Chromebooks or computers. Any needed apps will be placed on Chromebooks or computers by teachers.
- Students will not download or stream any unapproved music, movies, games, or other media.
- Students will never share any personal information such as address or phone number while using the internet.
- No food or drink will be allowed around Chromebooks, computers, or while in the lab.
- Students will need to bring a USB drive from home to save documents. No documents will be saved on the computer.
- Students are not to be on phones, iPod, iPad, or any other personal media devices while at school without prior permission from a teacher. Even in the case of special permission, students will only use such devices to complete an educational assignment.
- Students will comply with applicable copyright laws in the use of media and materials.

*****If students do not comply with rules and guidelines privileges will be taken away.

Student Dress and Appearance

Modesty, neatness, and good taste should be reflected in the dress and appearance of all WCA students. Any dress or appearance that brings undue attention is prohibited. Shorts must be mid-thigh to knee. When wearing leggings, the shirt length must be mid-thigh. No tank tops or shirts that show undergarments

may be worn. The WCA Board, Faculty, and Staff are committed to helping maintain the very best learning environment possible. A correlation certainly exists between appropriate attire and a positive learning environment. Any dress or hairstyle that is considered contrary to good hygiene, distractive or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right and responsibility to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. In matters of opinion, the judgement of the Head of School/principal/designee shall prevail. Student dress and appearance which do not meet these guidelines will result in the parent being called and student sent home.

All students will participate in P.E. each week. Students *must wear proper footwear* to participate in P.E. Tennis shoes with non-marking soles are required. 6th-8th grade will participate in Tae Kwon Do and 9th and be required to wear a Tae Kwon Do uniform.

Pre-K – 1st grade please send an extra change of clothes in a gallon-sized Ziploc bag (with your child's name clearly printed on the outside of the bag) to leave in case of emergencies.

All sweaters, jackets, and coats should be clearly labeled with your child's name.

Cell Phones/Electronic Devices

All cell phones and electronic devices including watches capable of electric transmission must remain off and in the book bags for the school day or they will be taken up and sent to the school office. Parents must come to the school office to pick up such devices.

Meals and Snacks

Lunch is not provided. Each child must bring his/her lunch in a lunchbox or bag with his/her name clearly labeled on the outside. Practice opening containers with your child at home. Please no carbonated drinks. No lunches will be heated.

A catered lunch, "Chester Meals", will be offered on Tuesday, Wednesday, and Thursday of each week for PreK – 10th grade students. A menu will be posted each month online in the FACTS/SIS management program and must be paid for through the program for a student to receive this meal plan. This is considered an incidental charge. This begins Tuesday August 8, 2023.

Please send a nutritional snack for your child each day for a morning snack.

Students are encouraged to bring a water bottle daily. Water stations are available for students to refill water bottles. Bottles should be labeled with the student's name.

******As indicated on the student registration form, please inform the school of any food allergies.**

Holiday and Birthday Parties

Please notify your child's teacher in advance if you would like to send a treat on your child's birthday so that you can be made aware of any student food allergies. We encourage prepackaged snacks, popsicles, ice cream, etc.

Emergency Drills

Fire drills will be scheduled each month during the school year. Tornado and lock-down drills will be practiced once each semester. Our students will practice these safety drills in preparation of such emergencies.

Publicity Release

WCA produces a variety of materials each year for marketing and publicity purposes. Such material may include newsletters, newspaper articles, radio spots, television ads, billboards, web-site information, and similar media. Unless otherwise indicated in writing, parents who enroll their children in WCA give consent to the use of their child's picture, voice, likeness, and / or name in such material.

Field Trips

Children learn from their experiences. Field trips create activities that will allow children to enhance their learning and build on what they have experienced. Parents will be notified in advance of a field trip and must sign a permission note before a child may leave the school to participate in the field trip.

Weather-Related / Emergency School Closing

From time to time, weather conditions may force schools to close early, open late, or be cancelled. Announcements will be posted as soon as possible by:
Website- winchesterchristianacademy.org , email/text, local radio stations(WCDT,WZYX), and Nashville TV stations.

WCA School Emblems

The future of Winchester Christian Academy promises to be filled with the excitement of unlimited opportunity. The challenges faced while beginning our new

school will be rewarded over the years with a rich history of tradition and achievement. Part of the tradition of any school relates to its colors and mascot.

The WCA school colors are purple and gold. Purple is a symbol of royalty—Christ our King. Gold is a symbol of the streets of heaven—our destination.

The lion is our school mascot. The lion is a symbol of courage and boldness. We read in Joshua 1:9 — “Be strong and courageous, do not be afraid, do not be discouraged, for the Lord your God will be with you wherever you go.” Our goal at WCA is for our students to seek Christ first in their lives and to be courageous and bold for Him each day as they grow in mind, in body, and in spirit.

Enrollment in WCA constitutes student and parent acceptance of all WCA policies.

Winchester Christian Academy

**Accredited by COGNIA*

**Accredited by the National Christian School Association*

501(c)3 Non-profit Organization

Faculty Directory – 2023-24

Susan Brown
Ashley Chasteen
Stacey Chasteen
LeeAnn Childers
Alex Courington
Maureen Cox
Ashley Davis

Reading/Math Specialist
Kindergarten
Preschool 2's T/T
PreK
Upper Bible
6th grade Homeroom/Athletic Dir.
4th grade

susan.brown@wcaedu.net
ashley.chasteen@wcaedu.net
stacey.chasteen@wcaedu.net
leeann.childers@wcaedu.net
alexcourington@gmail.com
maureen.cox@wcaedu.net
ashley.davis@wcaedu.net

Helen Faris	9 th grade Homeroom	helen.faris@wcaedu.net
Brian Fleck	Music	brian.fleck@wcaedu.net
Kristen Floyd	5 th grade	kristen.floyd@wcaedu.net
Norma Foster	Kindergarten assistant	norma.foster@wcaedu.net
Cindy Gipson	3 rd /Assistant Principal/Chorus	cindy.gipson@wcaedu.net
Amanda Glenn	7 th grade Homeroom	amanda.glenn@wcaedu.net
Diana Green	4 th grade assistant	diana.green@wcaedu.net
Sherrie Greene	Preschool 3's M/W assistant	sherrie.greene@wcaedu.net
Lori Greer	STEM	lori.greer@wcaedu.net
Jennifer Harding	5 th grade/Dir. of Accreditation	jennifer.harding@wcaedu.net
Judy Hanger	3 rd grade assistant	judy.hanger@wcaedu.net
Bunny Hawkersmith	Tae Kwon Do	b.hawkersmith@wcaedu.net
Cheryl Heatherly	Secretary	cheryl.heatherly@wcaedu.net
Joseph Horton	Chapel	jhorton16@hotmail.com
Stephanie Jernigan	7 th grade Homeroom	stephanie.jernigan@wcaedu.net
Lauren Horton	2 nd grade	lauren.horton@wcaedu.net
Becky Lawlor	Preschool 4's M/W, 3's T/Th	becky.lawlor@wcaedu.net
Kaley Lea	Librarian	kaley.lea@wcaedu.net
April Livingston	2 nd grade assistant	april.livingston@wcaedu.net
Joyce Mann	Pre-K assistant	joyce.mann@wcaedu.net
Kate Mason	2 nd grade assistant/nurse	kate.mason@wcaedu.net
Tom Maurer	Band	tom.maurer@wcaedu.net
Josh Neal	Principal/Upper School	josh.neal@wcaedu.net
	Director of Student Life/Asst. Athletic Director	
Stephanie Neal	Art	
Nikki Nunley	Kindergarten assistant	nikki.nunley@wcaedu.net
Mike Oliver	8 th grade Homeroom	mike.oliver@wcaedu.net
Timothy Payne	P.E.	timothy.payne@wcaedu.net
Jenny Pfister	1 st grade	jenny.pfister@wcaedu.net
Jamie Price	10 th Grade Homeroom/nurse	jamie.price@wcaedu.net
Jennifer Prince	Preschool 2's assistant	jennifer.prince@wcaedu.net
Jenny Rayburn	Preschool 2's M/W, 4's T/Th	jenny.rayburn@wcaedu.net
Caycee Roberts	Principal, Lower School	caycee.roberts@wcaedu.net
Ginny Robertson	Preschool 3's	ginny.robertson@wcaedu.net
Daniel Ross	Chapel	
Donavon Samuels	Custodian	donavonsamuels@bellsouth.net
Mindy Seagroves	Upper School assistant	mindy.seagroves@wcaedu.net
Beth Simmons	Reading/Math Specialist	beth.simmons@wcaedu.net
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