

# **Westside Christian Academy Upper School Handbook**

*The fear of God is the beginning of wisdom.*

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## Introduction

Dear WCA Parents and Students,

We are honored to partner with you in fulfilling the mission of our school: *to integrate biblical truth with academic excellence so that its students will become leaders committed to impacting the world for Jesus Christ*. We do this by coming alongside Christian parents, working together providing a strong classically-based program with a biblical worldview. Communication with our families is imperative and this handbook is part of that process.

This handbook is an attempt to articulate the necessary routines, guidelines, requirements and expectations to which a family commits when becoming part of the WCA community. It is important for all parents to read this handbook carefully and discuss the contents with your children. Though there is lots of helpful information here, the handbook is never complete and the information here is subject to change throughout the year. If you have questions or concerns, please contact me.

Please remember that we refer to our Grammar School as grades K-6 and our Upper School as grades 7-12. In the classical philosophy, we base much of our teaching on three language-related stages of development called the Trivium: grammar, logic and rhetoric. Our Upper School incorporates the latter two. We will refer to Upper School as grades 7-12 even though we currently have 7-10. Our plan is to add a grade level each year and become a K-12 school. For consistency in language and general understanding it makes sense to say 7-12 instead of changing it every year and trying to explain.

Paul encourages the Philippians, “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” Based on this verse, **our school-wide theme this year is to embrace truth, goodness, and beauty any place it is found**. Please consider memorizing Philippians 4:8 as a family and meditate on its meaning! Please use this a springboard to family prayer and conversation throughout the year.

Focusing on truth, goodness, and beauty with you,

Dr. Bernard Mauser  
Principal/Instructor

*Lord, may we be filled with the knowledge of his will, in all spiritual wisdom and understanding, so as to walk in a manner worthy of the Lord, fully pleasing to him, bearing fruit in every good work and increasing in the knowledge of God. (Col. 1:9-10)*

## **Westside Christian Academy**

### **Purpose – Mission – Philosophy**

Westside Christian Academy seeks to aid children in their moral and academic development in order to be equipped to fulfill God's purpose for their lives in the home, church, and society. WCA, as an extension of the home and of the church, exists to fulfill God's commands to raise children "in the nurture and admonition of the Lord." While we believe that the Bible clearly gives the responsibility of training children to parents, WCA is here to assist parents in fulfilling this biblical responsibility.

Our mission is to integrate biblical truth with academic excellence so that our students will become leaders committed to impacting the world for Jesus Christ. The educational philosophy of WCA is based on the understanding that the knowledge of God is the beginning of wisdom, and that truth can only be understood through a relationship with Jesus Christ as the Creator and Sustainer of the world around us.

Included in our philosophy is the acknowledgment that the Bible is the infallible Word of God, and has authority to guide us in our pursuit of Truth and in the instruction of the children entrusted to us. WCA's philosophy embodies the concept that education is more than just academics; it also involves character development which prepares children to fulfill God's will in their lives.

Our vision arises from a desire to create an atmosphere where Christian teachers and administrators can challenge their students to develop an understanding of God's hand in all of creation while striving for the highest level of academic achievement. We believe that we have a God given responsibility to educate children in a way that integrates faith and learning. Through this integration, a Christian worldview is being instilled in our students, preparing them to impact the world for Jesus Christ.

### **Non Discriminatory Policy**

Westside Christian Academy recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Westside Christian Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

## Statement of Faith and Secondary Doctrine Guidelines

In accordance with the Mission of Westside Christian Academy, we hold the following Statement to be true and to be the foundation upon which the Christian Faith is practiced. We therefore request that all who wish to associate themselves with Westside Christian Academy accept and agree with the following statement:

1. We believe the Bible to be the inspired Word of God, without error in its original writings, the only complete and authoritative source of His will and His plan for the salvation of man, and of guidance for Christian life. (II Timothy 3:16, 17)
2. We believe that there is one God, eternally existent in three persons: the Father, Son and Holy Spirit. (Gen 1:1; John 10:30; John 10:37-38)
3. We believe in the deity of the 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 imminent return in power and glory. (Isa 7:14; Matt 1:23; Luke 1:35; Heb 4:15; Heb 7:25; John 2:11; Heb 9:12; Eph 1:7; Col 1:14; John 11:25; Acts 1:11; Rev 19:11-16)
4. We believe that Man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God, and that all human beings are born with a sinful nature and are sinners in thought, word and deed. (John 3:5; Rom 5:8)
5. We believe that the sinless life, sacrificial death and physical resurrection of Jesus Christ provide the only ground for justification and salvation for all who believe, and only those who receive Jesus Christ are born of the Holy Spirit and thus become children of God. (Titus 3: 4-7; Eph 2:8-9; Rom 3:21-28; Rom 5:8; Gal 4:4-7)
6. We believe in the bodily resurrection of the dead, and that those who are saved through faith in Jesus Christ shall have eternal blessedness and joy with the Lord; those who have not believed in Jesus Christ through faith shall receive judgment and eternal damnation. (John 5:24; 28-29; Matt 25:46)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom 8:9; I Cor 12:12-13; Gal 3:26-28)
8. We believe that biblical marriage is limited to a covenant relationship between one man and one woman, ordained by God, made legally binding in an official ceremony according to state law. We believe that sexual relations are to be exercised solely within marriage of one man and one woman. (Gen 2:22-24; Matt 19:4-6; Mark 10:6-9; Eph 5:22-33; Heb 13:4)

**Regarding secondary doctrines:** Because there are many different denominations and churches represented at WCA, occasional doctrinal differences may arise between students, families, and/or faculty. Although we all share a commitment to the central message of the Word of God and have agreed to not compromise on the primary doctrinal positions found within the WCA Statement of Faith, it is expected that some of us may hold secondary doctrines that are specific to our particular church or denomination and which may differ from doctrines held by other churches or denominations represented at WCA. When these differences are raised in

the WCA community, they should be referred back to the parents and local church for guidance, and not let them divide the community that makes up WCA. In this spirit we adhere to the following statement by Marco Antonio de Dominis: **In essentials, unity; in non-essentials, liberty; in all things charity.**

## Attendance

Regular attendance and punctuality are important aspects of a student's character. In order to be in compliance with state laws relative to attendance, to help build the character trait of responsibility in students, and also to recognize the parents' continuing responsibility for their children, Westside Christian Academy has established the following guidelines regarding attendance.

### Excused Absences

Parents are requested to schedule doctor and dentist appointments and family vacation times when school is not in session (if possible). Students are responsible for making up any work they miss due to absences. (See Makeup Work under Homework Policy) Excused absences include:

- a. Illness
- b. Death in the family
- c. Medical or dental appointment
- d. Prior permission received from administration.

An absence must be reported by a parent calling the school office no later than 9:00 a.m. on the day of the absence. You may also request homework assignments at that time. Homework assignments may be picked up in the office at the end of the school day and no later than 3:30 p.m. You may request that homework assignments be sent home with a sibling. A Planned Absence Request form must be filled out by the parent when taking your child out of school for a day or more for appointments, vacation, etc. Please turn in vacation requests at least one week prior. If you are taking your child out for part of the day for an appointment, please give a note to the office and child's teacher with the reason, time leaving, and time returning.

### Tardiness

The school day begins promptly at 8:30 a.m. Any student not in their seats of their respective rooms (7th and 8th together and 9th and 10th together) and ready to go at this time is considered tardy. Students may be dropped off at the school as early as 8:00 a.m. We would encourage you to drop off your students by 8:20 a.m. so they have plenty of time to take off

their coats and put away their books before they are expected to line up for assembly. When a student has three tardies in one quarter, you will receive a phone call or written notification from the office. If a student then has five tardies in one quarter, there will be an appropriate consequence given that would be established by the principal. All students arriving late must be signed in at the school office by the parent or car pool driver. Unless the school is notified by the parents of an acceptable reason (illness, doctor appt., etc.), the tardy will be recorded as unexcused.

### Early Dismissal

If a parent desires that a student be dismissed from school for part of a school day, a written request from the parent stating the reason, time leaving, and time returning must be given to the school office and teacher that morning. For the safety of the students, we ask that all visitors, including parents, report to the school office to sign out the student and inform the school secretary to get their child out of the classroom. Parents should not go to the classroom to pick up their child. A student will not be released except to parents without a written note from a parent. If a friend or relative is checking out the student for the parents, they must have an authorization dated and signed by a parent or called in by the parent.

It is the responsibility of the parent to come to the school office to sign their children in or out. If the student returns to school the same day, the parent must come in with their children to sign them back in. A record of all students who arrive late or leave early is kept in the school office. This record gives the time the student arrives or leaves, the reason for leaving, and the time the student returns to school.

### Posting Absences, Early Dismissals, and Tardies to Report Cards

Early dismissals are counted in with the excused tardy total on your child's report card. Our computer program for attendance places these in the same category, combining the totals for each quarter.

Absences: We have only two ways to record absences on the report card – full day or half day. If a child misses two plus hours of school, they will be marked with a half day absence. If a child misses four plus hours of school, it is considered a full day absence.

Early Dismissals: Students that leave for any part of the day are recorded with an early dismissal with time out and time in. All early dismissals show up as excused tardy on the report card unless the student is gone for more than two hours. (see above policy under Absences).

Tardy: Students who arrive after 8:30 a.m. are marked tardy. Depending on circumstance they are either excused or unexcused. (Excused tardy would include events that are physically out of your control such as: an accident, road closing, power outage, etc.).

### Emergency Closing of School

In the case of inclement weather, the headmaster or principal may decide to close the school

for part or all of the school day. Please check local radio and TV stations. The school will also send out a school-wide email and leave a message on the school message system for school closings. Parents should also use their own judgment concerning safe driving conditions in order to ensure the safety of the children. We are allowed five calamity days by the State of Ohio.

Should school close before the normally scheduled time, parents will be notified as soon as possible by telephone.

## **Health Policies**

### **Immunization Policy**

State law requires that all students attending WCA be immunized against the diseases listed below prior to admittance unless the student has an exception listed in 3313.671 of the Ohio Revised Code found here: <http://codes.ohio.gov/orc/3313.671> You will find one exception entails: "A pupil who presents a written statement of the pupil's parent or guardian in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized."

- 3-4 doses - DPT – Entering Grades 1-12
- 1 dose – Tdap or Td before entry to 7<sup>th</sup> Grade
- 4 doses – Polio – OPV or IPV
- 2 doses - Measles, Mumps, Rebella (MMR)

Each new student's doctor must submit a completed School Entrance Medical Record Form prior to attending WCA. Parents that decline to immunize must also have a written statement on file declining immunizations.

### **Communicable Diseases**

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated. Upon the recommendation of the child's physician, the student may be excluded from school. Re-admission is dependent upon a decision by a physician, school nurse or public health nurse.

In case of doubt, an Administrator will decide on needed action after consulting with parents and appropriate health professionals.

Parents are informed when a communicable disease occurs in their child's classroom so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

### Food Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

#### Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, playground and on field trips.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - safe and unsafe foods
  - strategies for avoiding exposure to unsafe foods symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

#### Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

### Medication

In compliance with Ohio law mandating strict policy and procedures regarding the administration of medication in school settings, Westside Christian Academy requires adherence to the following. If possible, all medication should be given by the parent at home. If this is not possible, parents may come to school to administer medication to their children. School personnel will be permitted to administer medications only when no alternative is

available and the parent has given specific written permission. For the purpose of this policy the term medication is defined as any prescription or non-prescription/over-the-counter medicine. If it is necessary for your child to receive medication at school, the following requirements must be met.

Prescription and nonprescription medicines: WCA will not provide and dispense over-the-counter medication (including Tylenol-acetaminophen) to students without a Medication Request Form completed and signed by your physician on file in the school office. Parents are responsible for bringing in their own over-the-counter medication in its original container marked with the student's name. All medications must be dropped off at the school office by an adult. Children MAY NOT carry medication to school.

Samples of non-prescription drugs are aspirin, Tylenol-acetaminophen, Advil-ibuprofen, Motrin, cough drops, throat lozenges, cold medication, nose sprays, Aspergum, Actified, Sudafed, antacids, vitamins, herbal medication.

The school will assume no responsibility for liability in association with administration of medications at school. These regulations are in accordance with Section 3313.713 of Ohio Law regarding administration of medications to students at school. Compliance with this law is part of the continuing effort to provide a safe setting for your child.

### Illnesses Requiring Absence

Children should remain at home should any sign of illness be present. Your child must be present at school at least 1/2 of the day in order to participate in any school sponsored event after school hours.

If your child becomes ill while at school, you will be called to take him/her home. Please sign your child out at the school office. Children will be sent home if they have a fever, experience vomiting or diarrhea at school, or if they exhibit other signs of illness. The decision will be made at the discretion of the classroom teacher or principal. This is both for the benefit of your child and to minimize the spread of illness to the other children.

Prevention is the best way to protect your child from illness. Instruct your child on proper hand washing, covering their cough, not touching their eyes, nose and mouth and not sharing personal items with others. If your child is sick or becomes sick at school, make plans on who will be able to pick up and take care of your child. Children should be free from symptoms of illness and fever for at least 12 hours before returning to the classroom. If your child becomes ill with a communicable disease, please notify the school. Remember to update your child's emergency contact information or changes in health issues throughout the year.

### Inability to Participate in P.E.

All students are required to participate in Physical Education class. If a student is unable to participate in physical activity or has a limited ability to participate (either during PE class or other activities on school premises) due to illness or injury, a note from a parent or physician will be required to excuse him/her from participation or to limit the student's participation. Students unable to participate in PE will complete an alternative assignment, which is an extension of some aspect of our PE curriculum. Students with limited participation will do the best that they can for that day. If a student has a chronic condition that limits participation, the teacher and parent collaborate on the best level of activity. High school students are also required to have PE for graduation.

## **Academic Information**

### Grade Level Entrance Requirements

1. Students must pass writing/composition, math, and English with at least a "C" average.
2. Have no more than one "F" per grading period in any other academic subject (e.g. history, science, etc.) and no more than two "F's" in the same subject within an academic year.

### Appeals:

All appeals for diverging from or waiving the requirements of this policy should be submitted to the Principal and approved by the Headmaster and/or Board.

### Grading Periods, Report Cards and Parent-Teacher Conferences

WCA has four nine week grading periods. A report card will be emailed one week after the period ends. Should there be any question concerning a grade, please call the school office and make an appointment to speak with the teacher. There are two scheduled parent-teacher conferences which are required for parents to attend. One is typically in November following the first grading period and the other follows the third grading period in early spring.

Parents are invited to the school at any time during the school year to discuss their child's progress; however, an advance appointment with the teacher should be made. Parents are asked to not stop in to meet with a teacher (or stop a teacher in the hallway or carpool line) without an appointment. The faculty is also urged to request special conferences with parents at any time they may be considered necessary.

### Objectives:

- To provide a format in which parents can meet with as many Upper School teachers as necessary

- To partner with parents in a fruitful way to promote spiritual, academic, and social growth
- To provide a format in which teachers can provide as much meaningful information as possible to parents regarding their student's spiritual, academic, and social growth

### Extra Curricular Activities

As an academic institution, it is expected that students will pursue excellence in their academic subjects and that extra-curricular activities are a privilege they may pursue if they have achieved a certain standard academically. Therefore, a student must have a (C) average overall in the most recent quarter to begin participation in an extra-curricular activity (i.e. sports, chess club). The average must be maintained to continue participation. If a student drops below a C average in a class the teacher should inform the student, parents, and adult responsible for the extra-curricular activity. The staff member with the adult who is in charge of the extra-curricular activity will put a plan in place which may indicate loss of privilege to attend practice, game, competition, or performance until the grade is at or above a C. Students are also not permitted to participate in extra-curriculars if there is an F in any class. The Principal will be kept informed of any actions that are taken.

### Standardized Testing

WCA has selected the Terra Nova as an additional validation of our students' achievements. We are also considering other means of testing such as the PSAT. Parents are notified in advance as to when the tests will be held and the results are made available to the parents.

### Student Records

Student records are confidential. A written request from a parent is required to view or transfer a student's records. Only the student's current teachers, administrators, school nurse and school secretary are allowed access to a student's file. In some cases, appropriate portions of a student's file may be provided to the Board when the information is needed for decision-making purposes (such as suspension or other discipline decisions, etc.) Student records may not be taken from the school for any reason.

### Homework

WCA recognizes the educational value of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives. While parents should assist in seeing that the work is completed satisfactorily and in explaining

the work when necessary, the child must take full responsibility for the work.

*How Much Homework?* The time it should take a student to complete his homework will vary with each individual. What one student may accomplish in twenty minutes may take another student forty or ten. The amount of homework will increase from year to year. Generally speaking, up to 90 minutes in grades 7-8, and rarely 2 hours in 9-12.

The staff will attempt to assign even amounts of homework Monday-Thursday. We will try to protect weekends. Projects and other assignments that are given over a period of time need to be worked on steadily. This will be up to each family to monitor and to help children learn time management.

*Makeup Work:* We realize that often when children are ill, they are not able to do any work.

Students will have as many days as they were absent to make up their work. Please talk to your child's teacher if they are absent for an extended period of time.

Please call the school office by 9:00 a.m. to inform us that your student is ill. It is the parent's responsibility to request homework assignments for their child. The assignments will be ready for you to pick up at the end of the day.

Students who will be absent a day or more from school because of vacation or appointments must fill out a Planned Absence Request form at least one week in advance of the absence and turn in to the school office. Teachers will give students assignments before they leave and they should be turned in within four days after their return to school.

### Field Trips

Students will participate in numerous field trips to areas and/or activities of interest in our community. These trips serve to enhance the educational experience of the students and are usually enjoyed by students and adults alike. Parents will be asked to drive and help supervise the students during the activity. Participation on any field trip requires parental permission. Parents must complete a Volunteer Drivers Application Form to be able to drive. Students with a valid driver's license may drive in special circumstances, but only with immediate family members in their vehicle. Generally, however, we do not allow students to drive on field trips.

If you listen to music in your car when you drive for a field trip, we ask that only Christian music or radio stations be used. We ask that you not show movies/DVD's while traveling. Students may not take electronic devices with them on field trips.

All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

In order to maintain a professional appearance and provide school identification, students are required to wear a specific uniform on field trips. Students will be notified on each information sheet whether dress or field uniform is required.

## **Parent-Faculty Relationships**

### Parents' Responsibilities

WCA is an independent school that counts on our parents to become involved in the activities of the school and support the policies of the school. For this reason, WCA has adopted a Parent's Pledge of Acceptance that must be signed by at least one parent prior to admission. The following list of responsibilities incorporates that pledge with some additional requests:

1. Earnestly pray for WCA, the students, the school board, the faculty, and parents.
2. Accept and embrace the WCA Statement of Faith.
3. Attend parent meetings and lend support to the school programs by participating as able in volunteer services within the school and ensuring that assigned duties are fulfilled so that our school can function smoothly.
4. Trust in the authority of the teachers, staff, and administration of WCA to discipline your children as necessary and agree to cooperate with the school and to discipline your child in the home, as needed. If it becomes necessary to discipline your children, we will do so out of love and with your knowledge. For parents to indiscriminately side with their children will destroy our common effort.
5. Parents should never approach another student at WCA in anger. If there is a concern, they may talk to the student's parents if it is personal or the student's homeroom teacher.
6. Do not let doctrinal controversy and denominationalism become an issue within the school.
7. If you have questions or concerns regarding any incidents, policies, or practices pertaining to the school, in the love of Christ and with prayer, please voice your concerns only to the teacher, staff, or administrator involved, avoiding unbiblical gossip and slander; deal promptly with any problems or misunderstandings with the administration or faculty, and to do so directly with the person involved. (See the procedure outlined under Handling Complaints).
8. Also, please do not discuss the problem or dissatisfaction with your children as this tends to erode respect for the authority of the faculty. We also ask that parents support the implementation of school policies even when they are not structured according to

your own personal feelings. Any criticism or downgrading of the school in front of your children nullifies the effectiveness of the school's authority and ministry.

9. Participate faithfully in a Bible teaching church and exemplify Christian principles of life in your home.
10. Promptly pay your tuition and any other fees when due.
11. Support the school financially above tuition requirements as the Lord leads and as you are able.
12. React to all communication between parent and school promptly, reading all notices carefully and responding to any deadlines given.
13. Provide regular student attendance and ensure that students arrive at school on time.
14. And finally, please check with your children regarding all the subjects they are studying. Show your interest, discover and learn with them, encourage them when needed, follow up and provide enrichment if you can. You will see your children enthusiastic about school!

### Code of Ethics

All parents and other volunteers, when serving in a capacity that might be regarded as representative of WCA (e.g., while serving at the school for lunch, in the classroom, or for school programs, etc., and/or serving away from the school during field trips, or any other school-related activity), are expected to abide by basic biblical standards of behavior for the complete duration of such events or activities. We are to strive to model Christ-like lives for the WCA children and the community around us. A parent or volunteer who behaves in ways contrary to WCA's policies and practices may be asked to refrain from participation in school events.

### Handling Complaints

Faculty-parent relationships require careful attention. Problems must be resolved together rather than having them carried to and discussed with uninvolved persons. Often problems stem from information that is untrue and based on gossip. Even when this type of information proves to be true, it is not necessary to involve otherwise neutral parties. There is often a possibility of misunderstanding when the source is a child. Please, contact the source and ascertain the validity of such information before acting. Above all, do not discuss the problem or your dissatisfaction with your children. We urge all who would support our school to solve interpersonal problems according to biblical principles.

First, one should talk to the other party involved (teacher, parent, other adult). If no results or satisfaction are obtained, they may report to the Principal. If there is still no solution, satisfaction, or correction, they may bring the matter to the attention of the Headmaster. If still not resolved, a written appeal to the Board (via Board president) is the next step, substantiated by proven facts.

### Parent Notification/Permission Guidelines Regarding Sensitive Information

Westside Christian Academy takes seriously the partnership we have with our parents. We recognize that parents are welcome to have access to our curriculum materials and to understand the content of lessons. We also recognize that certain areas of instruction are best taught by the parent or in complete cooperation with parent and teacher. With this in mind, our teachers are to notify parents of planned instruction that deals with any topics or materials that might be deemed mature, very personal or controversial (ie. aspects of puberty, biblical circumcision, abortion, sexuality, etc.). Such notice is to be specific and clear. Parents, as always, have the opportunity to understand the nature of the instruction, preview materials and either give permission for their child's participation or exclusion from the lesson(s).

### Guest Instructors

When our children have a guest instructor, the classroom teacher is typically present with the children. In some circumstances children will engage in guest instruction without a WCA staff member. Examples include volunteer tutors, library teacher or guest reader. If the classroom teacher is not to be present, the background of the guest and content of the instruction is to be properly vetted by the teacher or administration to ensure that the content and methodology are appropriate in keeping with the WCA mission and philosophy.

## **Student Conduct**

### Philosophy

Parents and teachers work together in the God-given task of training children. For this reason it is essential that the right relation exist between these adults. Generally, where faithful, believing parents and teachers maintain the proper relationship, they can expect the Lord's blessing.

That right relationship is captured in the Latin phrase *in loco parentis*, which means "in the place of the parents." In this relationship the teacher performs his/her work in the place of the parent for a specific time and purpose. It indicates that the teacher neither replaces the parent nor takes over the responsibilities of the parent. Rather, the teacher stands in for the parents, performing the noble, God-given task that the parents would do if it were possible. Thus, the teacher and parent are in a serious partnership and must engage with each other in communication, commitment and prayer.

Like Christian parents, the Christian school teacher is to be a model of living faith in Jesus Christ as Lord and Savior. The modeling is a major element in true Christian education (cf. 1 Cor. 4:16; 1 Thes. 2:10). All teachers at Westside Christian Academy acknowledge their responsibility to see their students develop in Christian character as well as in good scholarship.

WCA represents a Christian fellowship that seeks to uphold standards of behavior that conform to the Bible. There are positive and negative behaviors that we recognize. We seek to imitate God in the example that Jesus has given us with the overarching principle of love guiding all of our decisions. There is also the recognition that there is a battle each must wage against 'the world, the flesh, and the devil.' Much of the struggle of this battle is waged within, but certain principles can be laid out to give guidance about how to act in specific circumstances. God has given us general warnings about avoiding sins like those listed in the Ten Commandments (an exposition of which can be found in the Westminster Shorter Catechism q. 39-81). He has also provided wise people and other believers in our life that help us to navigate treacherous waters safely. WCA embraces a discipleship and shepherding model that strives to help each individual deepen their faith and walk with Christ.

In developing our code of conduct WCA has in mind our primary goal is to glorify God and enjoy him forever through loving God with our heart, soul, mind and strength along with loving our neighbor as ourselves. WCA partners with parents to aid children in their moral and academic development in order to be equipped to fulfill God's purpose for their lives in the home, church, and society. WCA, as an extension of the home and of the church, exists to fulfill God's commands to raise children "in the nurture and admonition of the Lord."

The school strives to prescribe standards of behavior that enhances order based on godly principles. These principles can be applied when questioning whether something is an acceptable behavior at WCA. Immoral behaviors that are clearly sin are forbidden. All believers should do everything they can to avoid the appearance of evil (1 Thes. 5:22). For matters not explicit where Christians differ, we follow Romans 14 with Paul's advice about the weak and the strong believer.

Discipline is essential to the accomplishment of these ends. All of the explicit rules are given to promote order and discipline. The basis for all our acts and all the prescriptions of conduct in school and in all of life is love. Accordingly, it is expected that students will show respect to those in authority at the school and will render cheerful obedience at all times. Firmness and fairness are the general guidelines for the school's policy in corrective discipline. While we must show love, grace, understanding and forgiveness, we must also administer justice when necessary.

Misconduct in general areas will be handled by the teacher in charge. The goal of our correction will be to show God's standard for behavior and to help a child get to the real heart-issues of an individual's misbehavior. Persistent misconduct, upon consultation with parents, may lead to suspension or expulsion of the student.

Our approach to discipline is in accord with the following Biblical truths:

1. Discipline is motivated by love (Heb. 12:6; Prov. 3:12)
2. Discipline helps students grow and improve self-discipline (Heb. 12:11)
3. We will correct and encourage with patience and careful instruction (2 Tim. 4:2)

### Standards of Behavior

The student's behavior and attitude should be above reproach as demonstrated in the following ways. The student must willingly submit to the guidelines of God respecting his or her daily conduct. In the school environment, the student specifically must always:

1. Respect adult authority and show courtesy and obedience toward teachers.
2. Respect all other students and their right to learn and grow, showing kindness and courtesy toward fellow students at all times. Refrain from conduct intended to induce others to sin, and refrain from tempting others to sin.
3. Respect all school property, as well as the property of others.
4. Honor scriptural dictates concerning truthfulness, honesty and integrity.
5. Follow after purity of thought, word and action, and conversely, shun worldly and godless influences.
6. Use his or her time profitably to increase in wisdom and stature and in favor with God and man, in the pattern of the Lord Jesus Christ. (Luke 2:52).
7. Concentrate his or her attention on those things that are pure and lovely and of good report. (Phil. 4:8).
8. Show a desire for and demonstrate an effort toward improvement when disciplined.
9. Encourage others to take spiritual concerns seriously, and respect conduct that is upright and honorable.
10. Honor God with your work and words.
11. We don't believe that our school is the place where romantic relationships between students should take place or be encouraged. Any displays of romantic affection are not accepted.
12. Cell phones are not allowed to be used in school.
13. Students are also expected to use Chromebooks in accord with the policy rules listed in the user agreement form.

The faculty will strive to approach students in the spirit dictated by the Holy Spirit through Paul in Galatians 6:1: "Brethren, if a man be overtaken in a fault, you which are spiritual, restore such a one in the spirit of meekness; considering yourself, lest you also be tempted."

## Reverence

In all areas of instruction, the student should show proper respect and consideration of God's character. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord should be consistent with biblical principles.

Things to avoid include:

1. Silly or trite references to Jesus Christ and His work on the cross.
2. Implying, directly or indirectly, that a student is or is not a Christian.
3. Mockery of angelic powers, whether demonic or heavenly.
4. Emphasis on good feelings or works versus humble obedience and grace.

## Gossip and Scoffing

As we consider school discipline—or discipline of any kind—we are wise to consider the role of two destructive sins of the heart and tongue: gossip and scoffing. These two forces can destroy the unity of any group. All members of the WCA family (teachers, staff, parents and students) must be diligent to first, keep ourselves from these sins and second, not tolerate them within our school. Sharing a negative report about someone with a person who is neither a part of the problem nor a part of its solution is gossip. Gossip is shared for reasons other than seeking a biblical solution to a concern. This should be avoided to protect the reputation of a brother or sister who may come to repentance or who may have been misunderstood. (Reports of repentance and corrections of misinformation rarely travel as rapidly or as far down the grapevine as the reports of sin and misinformation travel.) Gossip is shared by either speaking bad reports or by listening to them. We must be as scrupulous with our ears as we are our tongues. If we begin to hear a report that may be gossip, we have an obligation to stop the speaker and determine whether the conversation should proceed. If someone begins to share a bad report about someone else, the hearer should stop the speaker and insist that he or she go immediately to the person with whom they have a complaint. Students should be taught the difference between being a “tattletale”, which is gossip, and seeking the help of an adult. Of course, children, and even young men and women, must understand that it is sometimes necessary to alert adults to potentially dangerous situations. Young children are right to let an adult know that a fellow student has run out into the parking lot or is kicking another student. Likewise, teens are right to report dangerous behavior such as drug use or suicide threats. What makes such reports right is the speaker’s desire to help one another.

Scoffing, which can be communicated through words, expressions or body language, flows from a heart that has disdain for others. The objects of disdain may be equals (fellow teachers, parents or students), superiors (students toward teachers or teachers toward the administration), or toward inferiors (teachers or administrators toward students). Like gossip,

scoffing undermines the very fabric of any community and destroys its unity. Like gossip, its motivation is self-centered and prideful. Again, we must first guard ourselves from scoffing and mocking speech and behavior, but we must also be swift to reject it in our midst. Students who engage in scoffing or mocking behaviors should be swiftly disciplined and, if necessary, removed from the school.

The role of students in holding each other accountable in avoiding gossip and scoffing is an important part of maintaining a godly school culture. Students should be taught to confront one another according to Matthew 18 when they fall into sinful patterns of speech or behavior.

### Student-Faculty Relationships

It is expected that every student at WCA should develop and maintain an attitude of respect for the faculty and for fellow students. The proper method of addressing adults (other than parents) while at school is to use the term "Miss," "Mrs.," "Mr.," or "Dr." and all dialogue between students and adults should be respectful.

In responding to adults, students are to respond respectfully with such phrases as "Yes (or No), Sir," and "Yes (or No), Ma'am." Mannerly expressions such as "please," "thank you," and "excuse me" are to be used when appropriate when speaking with either adults or other students. It is expected that boys will hold doors for girls and allow girls to go first when going through a door, etc. It is expected that older students will hold doors for younger students and allow younger students to go first when going through a door, etc.

When an adult guest enters the room, at the request of the teacher, students will stand and remain standing politely until the person sits down, leaves, or the teacher gives them permission to be seated. Upper school students will also stand when answering or asking a question in class unless the teacher directs them otherwise.

## **Discipline Procedures**

The following progression is often used in seeking to resolve discipline problems.

1. Teacher counsels and prays with the student.
2. Teacher confers with parent over phone or in person.
3. Disciplinary action is taken in keeping with the offense.
4. Parent - teacher - student conference.
5. Student referred to Principal.
6. Parent - teacher - student - Principal conference.

### Office Visits

The principal may shape appropriate consequences for needed discipline in school. The discipline will be administered in the light of the individual student's behavior and attitude. All discipline will be based upon biblical principles, e.g. restitution, seeking forgiveness, (public and private), restoration of fellowship and no lingering attitudes. We, at WCA, seek to bring together "shepherding the child's heart" with the biblical "sowing and reaping" principle. The vast majority of everyday discipline problems are dealt with at the classroom level.

We, at WCA, have chosen not to use popular behavioristic techniques to constrain the behavior of students. We do not threaten, promise, bribe, issue demerits, award points or systematically deny privileges in an attempt to control the classroom. We recognize that children are made for relationship with the living God. The things they say and do are a reflection of the abundance of their hearts; therefore, our correction and discipline must address heart issues. We desire, in correction, discipline and motivation to understand and help our students understand the overflow of their hearts. This instruction and correction will take place in the classroom when possible.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process and more importantly, it is reflective of the principles and absolutes of Scripture. As in all other areas of education at WCA, love and forgiveness will be an integral part of the discipline of a student.

There are six basic behaviors that will automatically necessitate discipline from the administration (versus the teacher).

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e. outright disobedience in response to instruction or correction.
4. Fighting, any physical force used with the intention to harm or intimidate another student or staff member.
5. Obscene language, including taking the name of the Lord in vain.
6. Unsafe or illegal behavior that would potentially place the student or others at risk of harm.

### School Materials and Inappropriate Items

Students are to bring all classroom materials from the supply list to school on the first day. These materials will remain at school to encourage learning readiness. Parents should also keep an adequate supply of materials such as lined paper, pencils, crayons, scissors, glue, etc. for preparing homework assignments.

Materials such as toys, video games, electronic musical devices, skates, sleds, macuahuitl, poisoned darts, ninja throwing stars, the claw of Archimedes, lantern shields, slingshots (or any type of weapon), etc. are not permitted at school unless a special request or permission for them is given by the teacher. If brought to school without permission, these types of items will be taken by the teacher and returned to the student within a time period deemed appropriate by the teacher or principal. The School will contact the parent about such items.

### Suspension or Expulsion

In extremely rare situations, the School may elect to suspend a student from school for one or more days or expel the student for the remainder of the school year. This would be due to behaviors deemed severe by the principal which may include (but not limited to) one or more of the following: continued uncooperative or disrespectful actions that disrupt the educational process, fighting, unsafe or illegal behavior, dishonesty or destruction of property, uncooperativeness or inappropriate behavior of the parents/guardians. An expelled student will not be able to return to school until the fall of the following year. The administration will have the final decision for readmission based on the student's attitude and circumstances at the time of re-application.

### Social Networking

Students must understand and agree that WCA shall have the right to monitor or examine any postings on the internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics, and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

### Position & Policy Regarding Boy/Girl Relationships

It is our goal at WCA to maintain an environment where students are able to pursue the Lord, their academic studies, and non-romantic friendships unhindered by the pressures of dating and other potentially sexually tempting activities. We believe that it is in the best interest of our school to state clearly our position on male and female relationships and to provide a policy that promotes that interest.

Our philosophy and policy on male/female relationships looks very different from that of our culture, but not that of Scripture. As a Christian school, we take positions that are sometimes in opposition to our world and its institutions (ex. public school). While WCA encourages non-romantic friendships among its male and female students, we have permitted no forms of

physical or romantic interaction between them while at school or related school functions. We feel the development of romantic relationships in our school would upset the social and spiritual balance. In a small school where everyone knows each other, romantic relationships would negatively impact all. It frequently causes jealousy and hurt feelings, which can bring division among classmates. These relationships often adversely impact the academic progress and success of the students involved. It can create a preoccupation with that person, often robbing them of time that should be spent on studies.

This *WCA Position & Policy Regarding Boy/Girl Relationships* is in keeping with our commitment to the highest standard of excellence and our desire to help each student fulfill their God-given calling in life.

## Upper School Student Relationships with Grammar School Students

Students are expected to strive to be Christ-like in all their relationships. In life we all find people that we can influence and others that influence us. Upper school students should set a good example for the grammar school students. There are numerous ways to do this. Upper school students should keep in mind the powerful example they set and treat each other and grammar school students with love and respect. Here are some practical ways to love the grammar school students:

- Pray with and for them
- Invest in caring for each one personally
- Write them notes of encouragement
- Praise virtuous qualities you see in them
- Help them when you see an opportunity
- Read to them

Also, in order to be above reproach, students should avoid calling each other disrespectful names, making fun of each other, and avoid all appearances of evil. Take the opportunity this school year to build into another person. Find a person younger than you are and mentor them.

## Forfeiture of Honors, Offices, Memberships

The privilege of participating in student activities and holding offices or positions of honor requires the student to maintain high standards of conduct and strictly observe all rules, regulations, and policies. All students holding offices or positions of honor must meet eligibility requirements as stated in the organization's constitution/by-laws.

Forfeiture of honors, offices, or memberships will be determined in regards to the seriousness of an offense. Individuals committing serious offenses will be reviewed by the WCA

administration. Forfeiture of offices, etc. by individuals committing lesser offenses will be reviewed by the organization against which the offense occurred.

## **General Policies**

### Daily Schedule

School activities will follow the school calendar. Parents will be notified of any changes or additions.

During the school day students are to remain within the physical boundaries set for them, not leaving the building or property without proper permission and supervision. Students found in areas off limits without permission will be disciplined. At the end of the school day, students should promptly leave the building and grounds, unless they are participating in an authorized school activity under the supervision of a school official.

Students are expected to be orderly and respectful to adults and to each other throughout the school day. Students are to walk and remain quiet while in the hallways and bathrooms. Students and their parents are responsible to the school for any abuse or damage to school or church property.

Students are to be properly dressed and groomed at all times while at the school in accordance with the uniform dress code. Chewing of gum is not allowed at any time.

### Chapel

Every week there will be a chapel service. Parents and other relatives are welcome to attend chapel, but should sit away from the students to avoid interrupting the regular routine. Students are required to wear their dress uniforms on chapel days.

### Compass Groups

Every student in the Upper School participates in a compass group. The compass group provides a teacher or other school leader to mentor and shepherd each child. These groups meet regularly to build relationships, to aid struggling students, to offer spiritual guidance, to pray together, and to mutually encourage each person in accord with a Biblical model.

### Option Time

Students in the upper-school have more independence. Option time provides student the chance to have recess, get tutoring, have a study time, read, talk with their friends, play chess, or have other opportunities to lead and serve regularly. This also provides a time in a student's school day where they can prepare their heart in a constructive way to enjoy their leisure.

### Morning Snack and Mid-day Lunch

Students are encouraged to pack a healthy snack to enjoy mid-morning. Students are allowed to have water bottles in their classrooms. There is no regular hot lunch program and students must, therefore, pack their own. We currently have no microwave oven for heating food.

### Guidelines for Electronics in School

Electronics include, but are not limited to cell phones, iPods, iPads, electronic tablets and any device that can be used with earphones.

1. The school strongly discourages bringing electronic devices to school.
2. If it is imperative for a student to have an electronic device in school, then
  - a. A student will not use any electronic device in school unless he/she have been given permission from a teacher/staff member and is under direct supervision.
  - b. Teachers may govern the way electronic devices are used in their room.
  - c. A student may not keep devices with him/her at school. These must be left in a student's backpack or locker for the entire day.
3. If a student uses or misuses an electronic device during school hours there will be a consequence.
4. Electronic devices designed and used exclusively for reading (ie. Kindle) are acceptable in grades 7-12, though not encouraged but must also be used with permission.

### Guidelines for Electronics Outside of School Day

Media communications posted by students such as, but not limited to, texting, Facebook, MySpace, Twitter, email and blogging should reflect the high moral standards of our Christian faith. We represent our Savior Jesus Christ, our families, and Westside Christian Academy. Communications using media that are brought to our attention will be handled on an individual basis. Communications of this sort are accessible to the public; therefore, we want to protect our children from any detrimental consequences of misinterpreted messages.

### Church Attendance

Believing that our role at WCA is to assist the home and church in the task of training young people, we feel that it is of utmost importance for all of our students to be in regular attendance at their church. We do not feel that we are working in harmony with the home if the family is not active in church attendance. Church participation is required for continued attendance at Westside Christian Academy.

### Lost and Found

Articles left in the classrooms, halls, or on the grounds will be placed in a lost and found box kept near the office or in the cafeteria. Unclaimed articles will be given to charity or families in need.

### Cash and Noncash Donations

God has graciously allowed us to be involved in the work of spreading His Word by providing resources to use in this ministry. As you think about which ministries your gifts can help this year, please consider our school and the Christian families we serve. Your financial gift to WCA will be used prayerfully and carefully for the benefit of teaching your children and others about God. All donations are acknowledged in writing and are tax deductible on your federal income tax return. WCA typically conducts an annual campaign and a few fundraising events.

*Participation* from our parent body is important.

WCA also gratefully accepts donations of supplies and educational books and materials. Please get the approval of the administrator before bringing large items for donation. All donations are acknowledged with a letter. It is up to the donor to determine the fair market value for federal tax deductions.

## **Driving Plans**

At all times please enter the school grounds via the West driveway and exit using the East driveway. WCA uses the following car pool plan for parents picking up students after school. This is to make it easier to load students, but is also for the protection of the students. To avoid disrupting the orderly flow of car pool, parents are requested to not come inside the building to pick up children and to not engage the teacher in conversation during dismissal time.

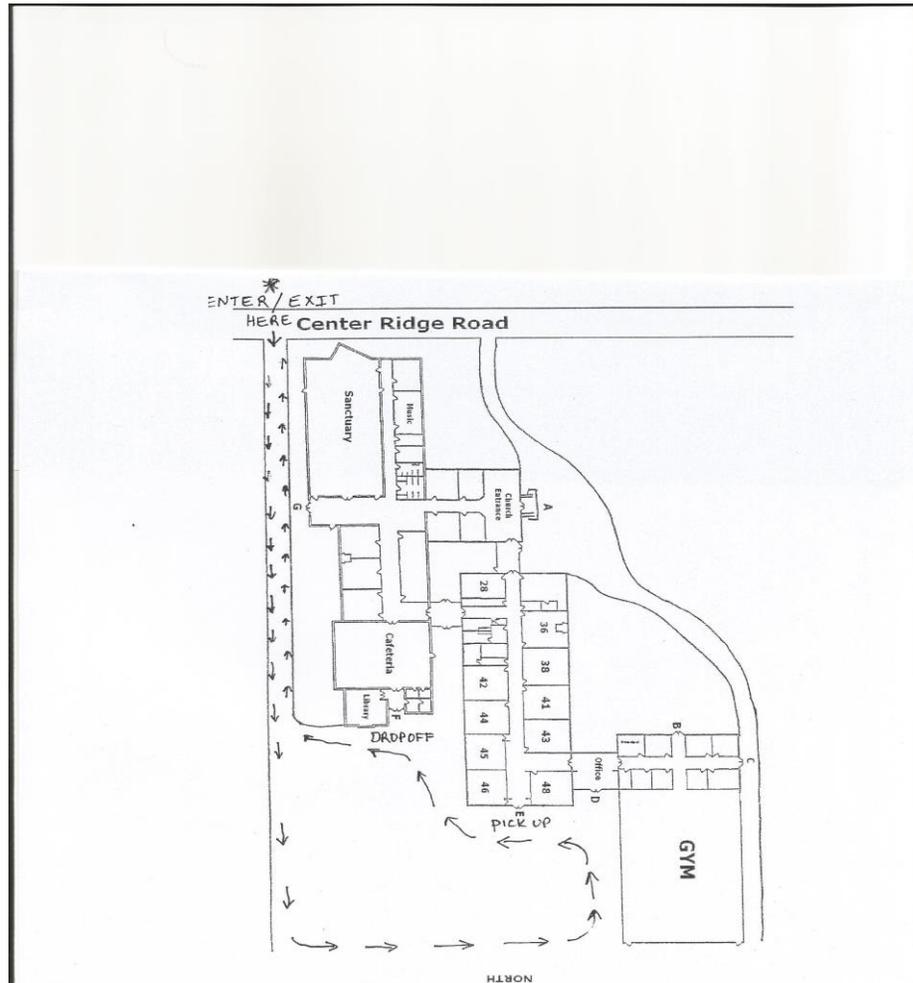
Families car pooling must submit a completed WCA Carpool Roster form listing authorized carpool drivers for their children. It is the responsibility of the parents to ensure that their children know who their car pool driver is each day. Please remember that it is illegal for any child to be allowed to ride in a car not specifically designated by their parents **in writing**. If your child will be going home with someone other than his or her regular carpool driver, you must send in a written note to the office with that information. It can be faxed (fax line is 440-331-

1301) or send via e-mail to [wca@westsideacademy.org](mailto:wca@westsideacademy.org).

Students riding a bike home or walking must have written permission by a parent. Students on bikes or walking home will be dismissed first or last depending on when they are ready. Students being picked up by cars will wait outside or in the hallway and be dismissed on a first-come basis. Each driver who does not have a complete car load will be asked to wait for a few minutes in a parking place until the entire group is together and then they will be dismissed. We will work very hard to make sure that the students are dismissed on time, but in the event that a student has some difficulty with dismissal (such as forgotten materials, homework, or a problem with a note) the entire group will be held so as to prevent accident or injury. No student will be permitted back into the building unless a parent telephones the school and alerts the staff.

Parents who are late should call the school as soon as possible to notify the staff of their estimated time of arrival. When you arrive to pick your child up, they will be waiting in the office area. You must come into the office to pick them up.

**At all times please enter the school grounds via the West driveway and exit using the East driveway.** Before school, drop off students at the cafeteria entrance F only. Drop off begins at 8:00 a.m. After 8:30 a.m. all building entrances will be locked and you must use the WCA School office entrance D. Thank you!



### Student Vehicles and Parking

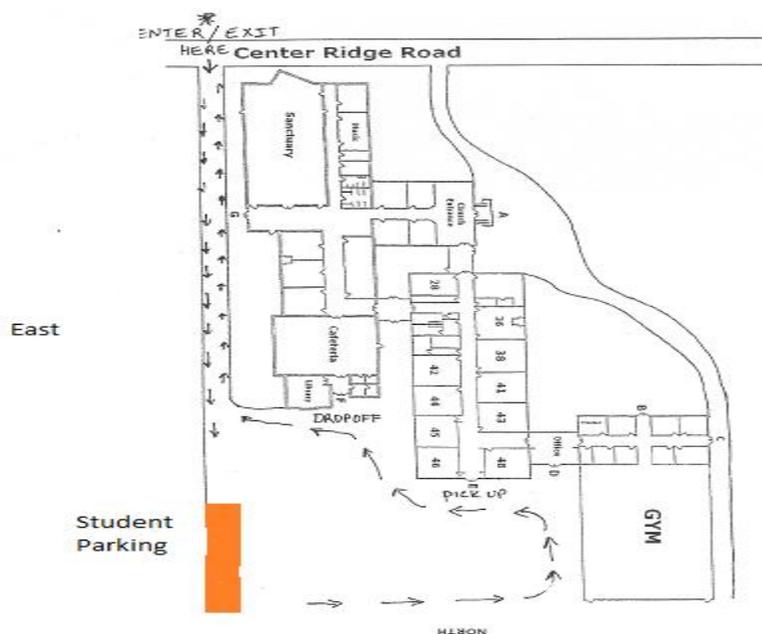
It is a privilege for qualified students to drive a vehicle to school. WCA will enforce the following policies regarding students who drive:

1. Students must register all vehicles that they drive to school with the WCA Office.
2. Each student driver should be an example of courteous, careful driving habits
3. The campus speed limit is ten miles an hour
4. Students must respect campus traffic signs and personnel directing traffic
5. Vehicles must not display offensive or inappropriate window or bumper stickers
6. Parked cars are to be locked at all times

7. All passengers are to be seated in the vehicle with seatbelts fastened while the vehicle is in motion
8. Students must turn down music before entering school property
9. No student drivers may transport other students without written permission from all involved parents and approval to do so from the WCA Administration
10. Students are not allowed in the parking lot during school hours

Repeated failure to observe the policies will necessitate cancellation of the student's privilege to bring a vehicle to school.

Student drivers are to park in the Northeastern corner of the parking lot. This area is indicated in orange on the map below.



## General Uniform Requirements

### Dress Code

The Bible tells us that “man looks at the outward appearance, but the Lord looks at the heart” (1 Samuel 16:7). God knows our spiritual condition by our hearts, but men initially see only the physical body and how it is attired. We believe the way we dress is important and needs to be appropriate for the occasion. It can affect our behavior and play a part in who we become.

WCA students have been wearing uniforms since the school began in order to:

1. Promote an atmosphere of order and neatness that suggests a readiness for learning.

2. Eliminate the temptation for students to exclude those who don't dress "a certain way" or buy a particular brand. This minimizes social competition and self-consciousness which fashion tends to promote.
3. To promote a serious academic atmosphere by encouraging the students to think of their attire as an aspect of their work.
4. To promote a sense of identity with the school and among the students as a group.
5. To provide financial and social benefits for the parents by limiting their children's school clothing needs.

Parents' full support of this dress code is imperative. Parents' monitoring of the dress code from home minimizes uniform concerns taking up instructional time.

All students are required to purchase uniforms. Grammar School and Upper School students have different requirements.

- Everyday uniforms are generally required every day except chapel days and offer a variety of clothing choices.
- Dress Uniform is required for Chapel every Wednesday and for some field trips.
- Field Uniform is required for field trips when casual wear is appropriate. Field trip information sent home in advance of the field trip will specify which uniform should be worn.
- Students in grades 7-8 are required to have a P.E. uniform. P.E. uniforms are to be purchased through Schoolbelles only. Grades 9-12 have a P. E. dress code.

There are two approved vendors for uniform clothing and we suggest you look carefully at both before ordering:

- **Schoolbelles – (WCA Uniform Guide #S1293)** - This is a local vendor with quality one-stop shopping.
  - Schoolbelles carries all our uniform requirements
  - P.E. Uniforms (for grades 7-8)
  - The WCA green sweatshirt
  - WCA hoodie (hoodies are an optional item and may not be worn in the classroom)

**When ordering uniforms through Schoolbelles, make sure you give them our school number (S1293).**
- **Lands' End** - This is a catalog/internet vendor at [www.landsend.com/school](http://www.landsend.com/school)  
**Our School number is 900062142.** Lands' End may not have all of the uniforms required for Upper School students.

**When ordering uniforms through Lands' End, make sure you give them our school number (900062142). Not everything on the Lands' End website or catalog is an approved uniform item. You must use our school number above.**

- **Used uniform closet** Available to all our families. You may take items free of charge. If you have uniform items that no longer fit your child, we take **clean, gently worn** uniforms. If possible, please bring on hangers, labeled with "boy" or "girl" and size.

### **General Dress Guidelines**

1. Hair:
  - a. Girls' hair must be neatly styled and away from the face. Any hair bows, headbands, or scrunchies generally should match the WCA uniform colors: white, navy, dark green, black, or Schoolbelles plaid. Other styles and colors are allowed as long as they do not command too much attention or are distracting (decided by the principal).
  - b. Boys' hair must be neatly styled, not lie on the collar or below, and not cover the eyebrows.
  - c. Hair must be a color natural to the human race.
2. Distractions:
  - a. Any type of distracting make-up, jewelry, hairstyle, etc. is not acceptable.
  - b. Distracting color combinations in uniform clothing is not allowed. For example, wearing red tennis shoes with dark socks and a skirt.
  - c. Determining "distracting" will be the discretion of the headmaster or principal.
3. Uniforms (See Boys and Girls Uniform Guidelines):
  - a. For dress uniform, students are to keep their ties on all day so they will not be lost. Ties may be loosened and top shirt buttons may be unbuttoned after chapel or when the field trip is over. Girls do not wear ties; girls may not wear boys' ties.
  - b. When dress uniform is required, if time permits, at the teacher's discretion, students may wear tennis shoes during recess. Students are to put their dress shoes back on after recess.
  - c. If a student is missing a part of their uniform and this is repeated, or if the violation is flagrant, the parent will be notified.
  - d. Non-uniform jackets, sweaters, pullovers, etc. are not to be worn in the classroom. Students should wear their uniform sweatshirts or blazers. WCA sweatshirts may not be worn with dress uniform. Only uniform sweaters are allowed.
  - e. Shirts are to be tucked in at all times and uniform shirts are required under sweatshirts, sweaters and vests.

4. Shoes:
  - a. SOCKS of solid color must be worn at all times – white, black, brown, grey, navy.
  - b. Dress shoes should be dark in color - brown, black or cordovan.
  - c. Shoes must have closed heel and toe. No boots, clogs, slippers, moccasins, sandals, heels.
5. Length of shorts, skirts, skorts:
  - a. Shorts or skorts should not be any shorter than 4” above the knee.
  - b. Skirts are to be no shorter than 2” above the knee. Longer skirts (below knee) are also fine.
6. Areas of dress not mentioned or defined in our written descriptions will be left to school personnel for interpretation and enforcement. If any item of clothing leaves a question in one’s mind, the child should simply not wear it but is free to ask the principal or teacher about it.
7. On any question of appropriate dress, the headmaster will have the final say.

#### **Boys’ Uniform Guidelines**

**Generally all uniform items should be purchased through Schoolbelles (school #S1293) or Lands’ End (school #900062142). However, identical clothing from other vendors is acceptable.**

#### **Boys’ Everyday Uniform, Upper School**

- Dress shirt, light blue or white.
- Pants – khaki, navy or dress uniform grey with belt. Dark socks, khaki socks with khaki pants
- Dress shoes – dark in color such as black, brown or cordovan.

#### **Required Dress Uniform – Upper School**

- Grey slacks with belt (Belt must be black, navy or dark brown in color)
- Dress shirt, white.
- Navy/green striped tie from Schoolbelles
- Blue blazer
- Socks (navy, black or grey)
- Dress Shoes – (Navy, brown, black)

#### **Required Gym Uniform for 7th-12th Grade**

7th-12th Grade Students must purchase their gym shorts and t-shirt through Schoolbelles. P.E. uniform consists of grey WCA Eagle t-shirt and green mesh shorts.

- T-shirt – Grey T-shirt with WCA logo from Schoolbelles
- Mesh shorts - #2062-19 (green)
- Students also need white socks and non-scuff tennis shoes

- P.E. electives have specific requirements; see instructor for details.

### Girls' Uniform Guidelines

All uniform items should be purchased through Schoolbelles (school #S1293) or Lands' End (school #900062142). However, identical clothing from other vendors is acceptable.

#### Girls' Everyday Uniform, Upper School

- Blouse – A+ Oxford short/long sleeve or Poplin ¾ sleeve. Light blue or white only
- Skirt – two kick pleat skirt, khaki, navy or grey; or wrap around kilt skirt, khaki or grey
- Shoes – dress shoes (No athletic shoe bottoms)
- Socks – knee high in navy or grey; or hose; no athletic socks; ankle socks if neutral in color
- (optional) V-neck cardigan sweater – navy in color

#### Required- Dress Uniform – Upper School

- Blouse – White Oxford blouse only
- Skirt – grey
- Shoes – dress shoes
- Socks – knee high in navy or grey; or hose - neutral/navy
- Blazer – navy

#### Required - Gym Uniform - All Girls 7th-12th Grade

7th-12th Grade Students must purchase their gym shorts and t-shirt through Schoolbelles. P.E. uniform consists of grey WCA Eagle t-shirt and green mesh shorts.

- **T-shirt** - Grey T-shirt with WCA logo from Schoolbelles
- **Mesh shorts** - #2062-19 (green)
- Students also need white socks and non-scuff tennis shoes

#### WCA HS Diploma Graduation Requirements

Classical
<b>Fine Arts:</b> 1 Credit Arts 101 (0.5 credits) Arts 102 (0.5 credits) Music 101 (0.5 credits) Music 102 (0.5 credits)
<b>Language:</b> 3 Credits Latin 101 Latin 102 Latin 103
<b>Logic:</b> 0.5 Credits Logic 101

<p><b>Mathematics:</b> 4 Credits  Algebra I  Geometry  Algebra II &amp; Trigonometry  Pre-Calculus</p>
<p><b>Theology:</b> 4 Credits  Theology 101  Theology 102  Theology 103  Theology 104  Theology 105  Theology 106</p>
<p><b>English Language Arts (ELA):</b>  5.5 Credits  ELA-Ancient Literature 101  ELA-Ancient Literature 104  ELA-Medieval Literature 102  ELA-Medieval Literature 105  ELA-Modern Literature 103  ELA-Modern Literature 106  ELA-Speech &amp; Rhetoric 101  ELA-Speech &amp; Rhetoric 201  ELA-Junior Thesis 301  ELA-Senior Thesis 401  ELA-Composition 101</p>
<p><b>Social Studies:</b> 4.5 Credits  Social Studies-Ancient History 101  Social Studies-Ancient History 104  Social Studies-Medieval History 102  Social Studies-Medieval History 105  Social Studies-Modern History 103  Social Studies-Modern History 106  Social Studies-Economics &amp; Government</p>
<p><b>Science:</b> 3 Credits  Biology  Chemistry  Physics</p>
<p><b>Physical Education and Health:</b>  1 Credit  Physical Education 1 credit  Health 0.5</p>

These graduation requirements apply to students who have been enrolled full time at WCA for ninth through twelfth grades. Student will earn 27.5 credits or units based on the successful completion of the classes in the above chart. The credits of a WCA diploma exceed what is required for the state of Ohio. Students in seventh and eighth grades may receive credit toward graduation for high school level work completed in

those years (e.g. Art, Algebra I, Logic, Latin) but most of their course work will normally be the classes prerequisite to the courses listed above. Subject to approval by the Headmaster, students transferring into tenth and eleventh grades may receive credit for courses completed elsewhere and an individual schedule for what must be completed may be developed.

### Career and College Counseling/Planning

Parents and students at WCA will have a variety of resources to help with college counseling and planning. We will continue to keep parents and students informed about upcoming ways to plan for college, develop career goals, and develop each student's ability to succeed upon departure from WCA. As part of our mission to equip leaders who will impact the world for Christ, we take seriously the commitment to each student to guide their steps for the future.

This year we have planned the following opportunities:

1. College Visits, College Fairs, College Representatives
2. Assistance in building a professional resume
3. Identifying careers of interest
4. Training in Etiquette and life-skills that will enhance the soft-skills of each student
5. Testing used for College Admission
6. Several opportunities to meet with a guidance counselor who can answer specific questions families have about college preparation and the application process

### Honors Humanities

#### **Overview of Honors:**

Honors Humanities is a semester-long commitment designed for the highly motivated student. Students entering grades 10-12 are eligible, and grades in Bible, History, and Literature will be weighted on a 5.0 scale for students in Honors Humanities. Students entering this course should prayerfully consider its responsibilities together with their parents since it is one-semester commitment. Students will participate in regular coursework with their peers who do not elect the honors track, but their responsibilities for honors work are featured below. Students and parents will sign a Contract of Commitment.

#### **Honors Requirements:**

In order for a student to pursue coursework that is considered "honors," he or she must meet the following qualifications:

- It is recommended that student scores in the 90th percentile or above on standardized testing in the area of reading.
- A-B level work the year before

- Parent signature acknowledging the “honors” expectations
- Recommendation from a teacher acknowledging qualifications of mature work ethic, preparedness for mature subject matter, above grade level performance in written and/or verbal expression, and the ability to self-advocate. Students should request the recommendation from a teacher to be sent to Dr. Mauser.
- Application made by the student (see below).
- Interview of student by the teacher(s) involved in offering the “honors” coursework
- Commitment to fulfill the term in the “honors” placement. “Term” will be a full semester in length unless otherwise specified.

\*Headmaster or principal will make the final determination as to the student’s placement.

### **Honors Grading:**

Honors Humanities will earn weighted grades on a 5.0 scale in Bible, History, and Literature.

### **Honors Coursework:**

“Honors” options will include the regular course load. In addition, it MAY include any or all of the following depending on staffing and/or availability of space in classes:

- Admission to study with students a grade above in the Humanities coursework with expanded reading responsibilities.
- Expanded reading responsibilities WITH grade-level class and OCCASIONAL participation with classwork of advanced grade level students.
- Reading load and rate as well as writing responsibility of the student may double by advancing to an honors track.
- Fulfillment of the following requirements:
  - Quarterly
    - One 15 minute presentation on material relevant to coursework delivered to classmates and or grades 7-9.
    - Two 4-6 page papers (topics chosen with instructor approval)
    - Two assigned honors texts to be assessed by a book discussion with honors classmates and/or instructor.
    - Discussion board
    - Other
  - Semester
    - One synthesis paper of 10-15 pages integrating at least three works studied over the semester.
    - Presentation of that paper to audience of students/teachers/board/parents

**Timeline for Honors:**

A student may be evaluated prior to the beginning of the year and prior to the semester break. At any time before a semester begins, the honors tracking process may commence with recommendation, application, and interviews. Students may choose the honors track for the entire year or just for one semester; similarly, students may be removed from the honors track if it is not an appropriate academic placement.

**Athletic Philosophy of WCA****Glorifying God in all We Do!**

The Philosophy and approach to athletics at Westside Christian Academy flow naturally from the school's mission statement, "Raising up leaders to impact the west side of Cleveland for Jesus Christ". The purpose and intent of our sports programs a WCA is to bring glory to God through our participation and involvement in athletics. Our goal is to develop within those who participate in athletics the character traits of Jesus Christ; producing positive Christian men and women who honor the Lord both on and off the playing field.

WCA believes that the condition of the heart comes before the score of the game. When winning is kept in the right perspective, our student athletes are allowed to develop without the fear of failure. They learn to understand the value of praise, and the importance of loving Shepherding. Winning must be accomplished while competing in a Christ – honoring sense of fair play and good sportsmanship. Athletics challenges student athletes to grow in their spiritual journey.

We desire for our athletes to grow spiritually by teaching them to think and act like Christ in the competitive arena and to model Godly character through their words, their attitudes and their deeds.

Our goal is for students to leave with a greater understanding of their God-given purpose, who they are in Christ, and how they can serve others. Our ultimate goal is that the world will see Christ in us as we compete and that we would know "victory beyond competition".

**The WCA Athlete**

We believe all WCA students should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time or referee. As Christian athletes display these characteristics, good things usually happen: teams are successful, players are motivated, fans are supportive and enthusiastic, parents are proud, prospective athletes

want to participate, and very often non-believers are drawn to Christ. Each student athlete is expected to strive for excellence in their academic endeavors while participating in the WCA athletic program.

### **Academic Eligibility**

In order to maintain academic excellence, eligibility will be granted for extra-curricular endeavors according to the following criteria. A. Each participant must maintain a C average prior to and concurrent with the quarters of participation. B. In the case that a participant's average "drops below" a C – :

1. The teacher will notify the student, parents, and supervisor/coach of the extra-curricular activity.
2. An intervention will be put into place to assist the student in his/her academic success - Interventions are the responsibility of the staff member and supervisor - Interventions may include loss of privileges to attend practices, competitions, performances, etc. - The intervention plan will be submitted to the principal for approval.
3. Participants may be reinstated to full privilege at any time during the intervention process if the teachers and supervisor/coach feel that the desired academic improvement has been achieved.

### **Expectations of Athletes**

Each student is expected to:

*Be Responsible*- Be at practice, try to limit appointments, vacations or other family events that may cause you to miss valuable time; be on time; keep your grades up; turn in homework; be an example in the classroom, hallways, and outside WCA.

*Be Respectful*- Speak to teammates, coaches, parents, and officials with kind words and respect; dress modestly and appropriately.

*Be Honest*- Speak the truth in love; avoid gossip or listening to gossip; keep your speech clean and pure.

*Be Loyal*- Believe the best about your teammates and coaches; keep team issues within the team.

*Work Hard*- Be diligent to take advantage of every opportunity to improve; push and encourage your teammates faithfully.

*Play Smart-* Know your plays and assignments; take care of your body by eating right, staying hydrated and getting plenty of rest; stay away from activities and habits that may harm your body and /or jeopardize your athletic career.

*Team Before Yourself-* Always consider others more important than yourself; encourage your teammates faithfully.

*Be Coachable-* Respond with a “Yes, Coach” or “Yes ma’am/sir,” not with an excuse.

*Accept Your Role-* Be willing to sacrifice personal goals for the good of the team; give your best to the role your coach assigns to you; trust that the coaches have your best interest in mind, as well as the team’s.

*Handle Success and Failure-* Always keep your head up; be humble in your accomplishments, and be strong and gracious in your defeats.

*Be a Competitor and Have a Winning Attitude-* Always strive to improve; seek excellence in all facets of life.

### **Athletic Code of Conduct**

All players in the WCA sports program shall:

- a. Conduct themselves in a Christ-like manner and will abstain from inappropriate behavior while representing their team in any sports related function, including travel to and from events.
- b. Submit to the authority of the coaches and the Athletic Director in all matters pertaining to WCA athletics.
- c. Be a witness for Christ and serve as an example to others as well as promote unity among team members and treat all members of the team with respect.
- d. Demonstrate personal integrity by obeying all game and WCA school rules at all times.
- e. Represent WCA in a Christ honoring and respectful manner, understanding that student-athletes are highly visible WCA representatives to the student body and our Christian community.
- f. Not to argue with game officials or coaches or loudly direct comments toward those overseeing the game.
- g. Not to use words which demean any participant (including swearing or cursing).
- h. I understand that I am responsible for the care of any equipment issued to me. I understand that I will only wear my uniform on the athletic field, unless otherwise given permission by my coach or A.D. to wear for a special event or day. I understand and agree to pay for any

equipment issued to me that is lost, stolen, or damaged (reasonable wear from the season does not apply as damage).

## Student Covenant

We, the students of Westside Christian Academy, fully aware of our daily dependence on the grace of God, commit to set ourselves apart in thought, word, fellowship, and deed, to honor Jesus Christ, and to love our neighbor. We passionately aspire to live our best for the Lord by conducting ourselves in the spirit of Titus 2:11-12: "For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age."

Therefore, I pledge, by the grace of God, to submit to proper authorities, to be honest, to respect the property and consciences of others, and to speak edifying words. I will refrain from using any substances, such as alcohol, tobacco, or other drugs, in any way prohibited by proper authorities such as the government, church, family, or school. I will reserve sexual activity for marriage, and shun sexually explicit material. Finally, I will seek biblical resolution and reconciliation in my conflicts. I pledge to hold my fellow students accountable to these principles and ask that they do the same for me, in order that Jesus Christ might be honored and glorified.

Student Name \_\_\_\_\_ Date \_\_\_\_\_