

# **Westside Christian Academy Grammar School Handbook**

**Grades K-6**

*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 much 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 us.

In the classical philosophy, we base much of our teaching on three language-related stages of development called the Trivium: grammar, logic and rhetoric. Grammar School embraces the first of these stages as we develop the “grammar,” or foundation, of various interconnected subject areas – especially reading, writing and mathematics – to help create a strong biblical worldview in the minds of our children.

**Our school-wide theme this year is *Together in Christ - One Mind, One Voice, One Purpose*.** Please memorize Romans 15:5-7 as a family and meditate on the meaning within the passage context! *May the God who give endurance and encouragement give you the same attitude toward one another that Christ Jesus had, so that, with one mind and one voice you may glorify the God and Father of our Lord Jesus Christ. Accept one another, then, as Christ accepted you, in order to bring praise to God*. This is a springboard to family prayer and conversation throughout the year.

Partnering in Christ with you,

Jim Whiteman  
Headmaster

*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 in which 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 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 the seventeenth century German theologian Rupertus Meldenius: **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 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. They are to report to a study hall in the cafeteria, which is monitored by a staff member until 8:20 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 the course of a month, you will receive a phone call or written notification from the office. If the pattern continues, there will be an appropriate consequence given that would be established by the teacher or 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 children, 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. Students will only be released to their parents/guardians unless we have written permission from the parent/guardian to do otherwise. 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 may decide to close the school for part or all of the school day. The school will send out a school-wide email and text message for these closings or late starts or early dismissals. Parents should also use their own judgment concerning safe driving conditions in order to ensure the safety of the children.

# Health Policies

## Immunizations

State law requires that all students attending WCA be immunized against the diseases listed below prior to admittance.

5 doses - DPT (Diphtheria, Whooping Cough, Tetanus) – for Kindergarten

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, Rubella (MMR) -

3 doses -Hepatitis B

2 doses -Varicella(chickenpox) – Kindergarten-Grade 1

1 dose – Varicella – Entering Grades 1-4

Each new student’s doctor must submit a completed School Entrance Medical Record Form prior to attending WCA.

## 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. Re-admission is dependent upon a decision by a physician, school nurse or public health nurse.

In case of doubt, the headmaster or other school personnel 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.

## Academic Information

Philippians 4:8: *Finally, brothers, 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 these things.*

Colossian 3:23-24: *Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.*

Proverbs 18:15 *An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge*

Scripture is filled with passages that exhort us to learn, seek knowledge and wisdom and to work hard. We are to strive for excellence out of a heart to serve the Lord and each other. At WCA we teach our students to work hard, serve well, learn with diligence and joy, ask questions, and seek truth, beauty and goodness. We do not expect a child to have top grades in every subject, nor for them to work for the grade. We simply expect our students to do their best as they work alongside their classmates and with the guidance and encouragement from teachers and parents. The policies below are not rigid or arbitrary, but guidelines to help meet our goals.

### Grade Level Entrance Requirements (Moving from one grade to the next)

1. Students must pass reading, math, and English with at least a "C" average.
2. Students must have no more than one "F" per grading period in any subject and no more than two "F's" in the same subject within an academic year.
3. Special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted:

Kindergarten to First Grade: Social/emotional maturity and reading, writing and mathematics readiness for First Grade.

First Grade to Second Grade: Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension; able to write complete sentences, with neat lettering; able to add and subtract single digit numbers with at least 80% accuracy.

Second Grade to Third Grade: Cumulative mastery of above requirements, plus: able to read fluently and independently, using books of an appropriate grade level; able to write neatly and correctly identify the basic parts of a sentence; able to spell correctly with at least 80 % proficiency; able to add and subtract two-digit numbers with at least 80% accuracy.

Third Grade to Fourth Grade and Up: Cumulative mastery of above requirements, plus: satisfactory (80%) completion of curriculum objectives for this grade level.

### Appeals:

All appeals for diverging from or waiving the requirements of this policy should be submitted to the Headmaster.

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

WCA has four nine week grading periods. A report card will be emailed home one week after the period ends. Should there be any question concerning a grade, please 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 late March or early April.

Parents are invited 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.

### 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 at least a 77% (C) average overall in the most recent quarter to begin participation in an extra-curricular activity (i.e. sports, chess club, theatre, etc.) and must have no F's in any subject. This must be maintained to continue participation. If a student drops below this standard the teacher should inform the student, parents, and adult responsible for the extra-curricular activity. The teacher, along with the adult who is in charge of the extra-curricular activity, will put a plan in place which may include loss of privilege to attend practice, game, competition, or performance until the academic progress is satisfactory.

### Standardized Testing

WCA has selected the Terra Nova as an additional validation of our students' achievements, beginning with first grade. Testing modifications are available for students with learning disabilities. 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. Students will receive a lower grade for late assignments.

*Homework Assignment Notebook:* In grades 2-6, these are used as a tool to remind students of their assignments and communicate with parents about what is due. They are provided by the school. The teachers in second, third, and fourth grade will check periodically that the homework assignments are recorded correctly. The parents should initial the notebook each night.

In fourth grade, we begin to help the children transition into greater responsibility. The first semester, the teacher will check that the assignment notebooks are adequately filled out and that parents have initialed it. By second semester, the assignments will be on the board and the student will be given ample time to record them. The teacher will not check them for accuracy. By sixth grade, it is expected that students be self-sufficient in keeping up their assignment notebooks, though the teacher and parent should periodically check.

If for some reason homework has not been completed, or if the parent has some question regarding the assignment, that may be indicated in the assignment notebook as well.

*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, about 20 – 30 minutes per night might be required in K-3; up to an hour in grades 4-6. Grammar School students are generally required regularly to review bible memory verse(s), spelling words/vocabulary, and math facts along with any assigned work. Some students may have additional homework on any given evening to make up for work left unfinished in class when ample time was given. If a pattern of classroom unproductivity develops, the parents will be notified and a plan designed to assist.

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.

### *Practice, Practice, Practice*

Repetition is a very valuable teaching tool and many things needs to be reviewed over and over

and over in order for the child to “own” it. Math facts are a good example. Parents of young children are STRONGLY URGED to review math facts with their children throughout the week and on the weekend. This can be fun and can be done just about anywhere. The same is true with spelling words, phonics, geography and history facts. Make a game of it and give small rewards.

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 or email 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. It is usually impossible for a child to make-up work in advance of a trip.

Completing missed school work generally does not make up the learning. Much goes on in one day at WCA and missing several days places a measure of loss and/or difficulty on the child. Nothing adequately replaces the classroom experience, so even if work is “made up” the actual educational lessons might not be.

### Field Trips

Students will participate in numerous field trips to areas and/or activities of interest in our community. Participation on any field trip requires parental permission. 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. Parents must complete a Volunteer Drivers Application Form to be able to drive. 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.

Students should ride in the back seat until they are at least 12 years old, whether or not there is a passenger air bag in front. Students should never be double-buckled. Ohio law states that all children less than 8 years old and less than 4ft. 9inches tall are to be secured in a booster seat when traveling in a motor vehicle.

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 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 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 other fees when due.

11. Support the school financially 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. Supervise homework assignments. See that all work is completed neatly and on time, and provide guidance when your children need help in it. A note should be provided explaining the reason whenever homework is not completed, however this does not necessarily mean the homework is excused.
15. 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 according to Matthew 18:15-16 (teacher, parent, other adult). If no results or satisfaction are obtained, they may report to the Headmaster. If there is still no solution, satisfaction, or correction, they may bring the matter in writing to the attention of the Board President. Upon receipt of a written complaint, the Board will investigate and take action to find a satisfactory solution.

The Board will not entertain a complaint by hearsay from a parent, a Board member, nor anyone else if these steps have not been taken and if the complaint is not 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 relationship 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.

Discipline is essential to the accomplishment of these ends. 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 will generally 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, dangerous or illegal misconduct, may lead to suspension or expulsion of the student.

### Standards of Behavior

We seek to model and teach behavior that is pleasing to God, rooted in a humble heart eager for wisdom, righteousness and obedience to the Lord. We teach respect for authority, beginning by honoring one's mother and father, and extending this to teachers and others in an elder or authoritative role.

In the school environment, behavioral expectations include the following:

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 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. Respect and practice the various WCA protocols. For instance, it is expected that older students will hold doors for adults and for younger students and boys will hold doors for girls. We have certain respectful behaviors we have set for the lunch room, chapel, gym, etc.

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." The teachers, thus, strive to shepherd a child's heart, not just shape behavior.

### 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.

### 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.," or "Mr.," 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. It is expected that boys will hold doors for girls and allow girls to go first when going through a door, etc.

Beginning in third grade, whenever students enter the classroom they are to stand behind their desks until the teacher instructs them to be seated. 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. If the adult's name is known to the students, in unison, they should politely greet the adult as "Good Morning (Afternoon), Mr. (Mrs., Miss, Dr.)," and then state the adult's last name. Students in grades 3-6 will also stand when answering or asking a question in class unless the teacher directs them otherwise.

## Discipline Procedures

The following progression is typically used in seeking to resolve problems due to misbehavior.

1. Teacher talks to, counsels, and prays with the student.
2. If necessary, 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.

There are levels of interaction with students that require disciplinary action where our “Shepherding Moment of opportunity” (SMO) form will be filled out by the student’s teacher and sent home to the parents. This form will be filled out in duplicate for the parent to sign and return one copy to the teacher to be kept in the student’s file. The other copy of the form should be kept by the parents. These forms are also used at times for non-disciplinary purposes.

The headmaster may shape appropriate consequences for needed discipline in school. The discipline will be administered in the light of the individual student’s behavior, attitude and perceived needs. This 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, 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. Willful disrespect shown to any staff member.

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.

### 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 headmaster 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. 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.

## **Miscellaneous Policies and Practices**

### Chapel

We have a weekly chapel service in the sanctuary that typically takes place Wednesday mornings at 8:40. During chapel, faculty and students sing, recite memorized verses, pray, share special news and an area ministry leader or special guest presents a short children's sermon or presentation. Individual students are invited to perform appropriate musical selections during chapel, but this must be approved in advance by the music teacher. Parents and siblings 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.

### 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 actively engage in a local fellowship. Church participation is required for continued attendance at Westside Christian Academy as we are meant to come alongside the family and local church, not replace it.

### Class Parties and Extra Activities

Parties and special non-curricular activities can provide fun and bring students together in ways the classroom may not. If not planned well, however, they can have a negative effect. A few

simple guidelines include: 1) If your child is having a birthday party during the school year and inviting classmates, we ask that every child in the class (or every boy or every girl) be included. 2) End-of-year class parties and other official WCA class gatherings should be simple, held at school or a park. We generally will refrain from amusement-type outings that cost money and may present other challenges (Ex: Sky Zone, Swings and Things). These activities are best left for the summer with participation being optional.

### Daily Schedule

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

Students are to begin arriving no earlier than 8:00 a.m. Parents should have students at school by 8:20 a.m., so that they have time to put away their hats, coats, and book bags. Students should be seated and ready to begin at 8:30 a.m. Students arriving after 8:30 a.m. must be signed in at the school office by the parent or carpool driver and will be marked tardy. Grammar School students will be dismissed at 3:15 p.m. (half-day kindergarten students at 11:35 a.m.) and Upper School at 3:30.

During the first week of school, parents are encouraged to come in with their children and ensure that they understand the correct procedures. After the first week, parents are requested to drop their students off following the carpool plan. Parents need not come inside the building unless they are attending chapel or assembly or have an appointment. Parents are requested not to engage the teachers in conversation when they are preparing for the beginning of the school day or dismissing students during car pool. Please make an appointment if you have something to discuss with a teacher.

In a typical week, the beginning of the day in Grammar School will include:

Monday, 8:30-8:45: Class discussion about the weekend and looking at the week ahead.

Tuesday, 8:33- 8:45: GS assembly in the sanctuary

Wednesday, 8:40-9:25: Chapel in the sanctuary. Dress uniforms are required.

Parents are always welcome.

Thursday, 8:33-8:45 All school assembly in the sanctuary.

Friday, 8:32-8:45: Family group activity/prayer.

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.

### 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.

### 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.
3. Remove the temptation to call attention to oneself through clothing or to be distracted by another's attire.

**Please see the uniform guidelines for details of WCA requirements.** Parents' full support of this dress code is imperative. You do this by the cooperative attitude you display to students and by seeing that your children dress in compliance with this code.

### 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. A student may not keep devices with him/her at school. All electronic devices brought to school will be placed in a basket in the student's homeroom when they arrive at school and remain there until the student is dismissed for the day and leaving the building.

3. If a student uses or misuses an electronic device(s) on school property or during school activities, there will be an appropriate consequence.
4. Electronic devices designed and used exclusively for reading (ie. Kindle) are acceptable with specific teacher permission.

### Electronics and Social Media Outside of School Day

Media communications posted by students such as, but not limited to, texting, Facebook, Snapchat, Twitter, Instagram, 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. Our parents are quite involved at WCA and love to take pictures! We ask that that the privacy of other people's children be taken into account and respected if posting photos. WCA related photos (field trips, school events, etc.) should only be posted on WCA sites such as a class social media page, not on personal social media sites.

### Lost and Found

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

### Lunch Period

Lunch periods begin at 11:40 a.m. Grades K-2 will eat first while grades 3-6 will have a recess. At 12:00 p.m. the classes will switch and grades K-2 will go out for recess and grades 3-6 will have lunch.

Please provide your child with any necessary utensils and napkins as well as having the food ready to eat (peeled oranges, etc.). In this way teachers and lunchroom volunteers are not overburdened with these tasks and students are able to complete their lunches on time. Students are encouraged to use lunch boxes, thermos bottles, and reusable or recyclable containers in order to encourage environmental responsibility. A microwave is not available for use. We ask parents to pack healthy lunches and to avoid "junk" food as much as possible. Energy drinks and sodas are not permitted. Peanuts, peanut butter, and other peanut products are not permitted as WCA is a peanut free school.

Students are expected to use their manners in the lunch room. Lunch room etiquette will be taught by the lunch room monitor. Students will be encouraged to talk politely, eat properly, finish their lunch, and save what is left over

Occasionally the students may eat in the classrooms or outside during special occasions and always under the supervision of a school official. Parents are welcome to come to school and eat lunch with their children or sign their children out for lunch. If signing your child out for

lunch, please return by the end of the lunch/recess period (12:20 p.m.). Parents must sign their child back in at the school office upon their return.

### Morning Snack

Parents are asked to pack a healthy snack (i.e. fruit, veggies, and other peanut free snacks) for the students to enjoy mid-morning. Students are allowed to have water bottles in their classrooms.

### Recess

We will continue to go outdoors as long as the temperature is not below 30 degrees Fahrenheit. Therefore, it is very important that students come to school with coats, gloves, and hats on those cold days. If it is too cold or it is raining, recess will be in the gymnasium.

### 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 cell phones, toys, video games, electronic musical devices, skates, sleds, 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.

## Carpool Plans

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 carpool, 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 carpooling 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.

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!

# DROP OFF AND PICK UP INSTRUCTIONS

## **1. IN THE MORNING**

Students may be dropped off at the Upper School entrance (door F) between 8:00 a.m. and 8:20 a.m. The first couple of days may be a bit more flexible as we settle in. This traffic pattern is much easier to follow since all students are dropped off at the same door.

Please enter the east driveway and circle around the circumference of the parking lot and exit the same driveway. Remember, this traffic flows both ways, so caution is necessary. **Please do not exceed 15 mph in the driveway and lot.**

## **2. IN THE AFTERNOON**

- **Kindergarteners who are a sole family member at WCA (no siblings) – 3:15-3:25 p.m.**
- **K-6 Students with Upper School siblings – 3:15-3:30**

**DISMISSAL DOOR “E”** – THIS FLOW IS INDICATED BY THE **RED ARROWS** ON THE MAP. THESE STUDENTS WILL EXIT THE DOOR FROM THE GRAMMAR SCHOOL HALLWAY. MR. SASSER AND MRS. THOMPSON WILL MONITOR THIS DISMISSAL SINCE IT IS A SMALLER COUNT OF 35 STUDENTS. PLEASE HAVE YOUR FAMILY I.D. PLACARD DISPLAYED ON THE DRIVER’S SIDE WINDOW. NEW STUDENTS CAN PICK UP THEIR PLACARD IN THE SCHOOL OFFICE. PLEASE WAIT FOR THE TEACHER TO INDICATE THAT THEY HAVE SEEN YOUR NAME BEFORE PASSING TOO QUICKLY

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- **Kindergarteners WITH siblings in 1<sup>st</sup> -6<sup>th</sup> grade**
- **1<sup>st</sup>-6<sup>th</sup> grade students with NO Upper School siblings**

**DISMISSAL DOOR “A”** - THIS FLOW IS INDICATED BY THE **BLUE ARROWS** ON THE MAP. THESE STUDENTS WILL EXIT FROM DOOR “A” ON THE WEST SIDE OF THE BUILDING. ALL OTHER TEACHERS WILL MONITOR THIS DISMISSAL SINCE IT IS LARGER IN NUMBER. PLEASE HAVE YOUR FAMILY I.D. PLACARD DISPLAYED ON THE DRIVER’S SIDE WINDOW. NEW STUDENTS PLEASE PICK UP YOUR PLACARD IN THE SCHOOL OFFICE. PLEASE WAIT FOR THE TEACHER TO INDICATE THAT THEY HAVE SEEN YOUR NAME BEFORE PASSING TOO QUICKLY.

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### ***PLEASE REMEMBER:***

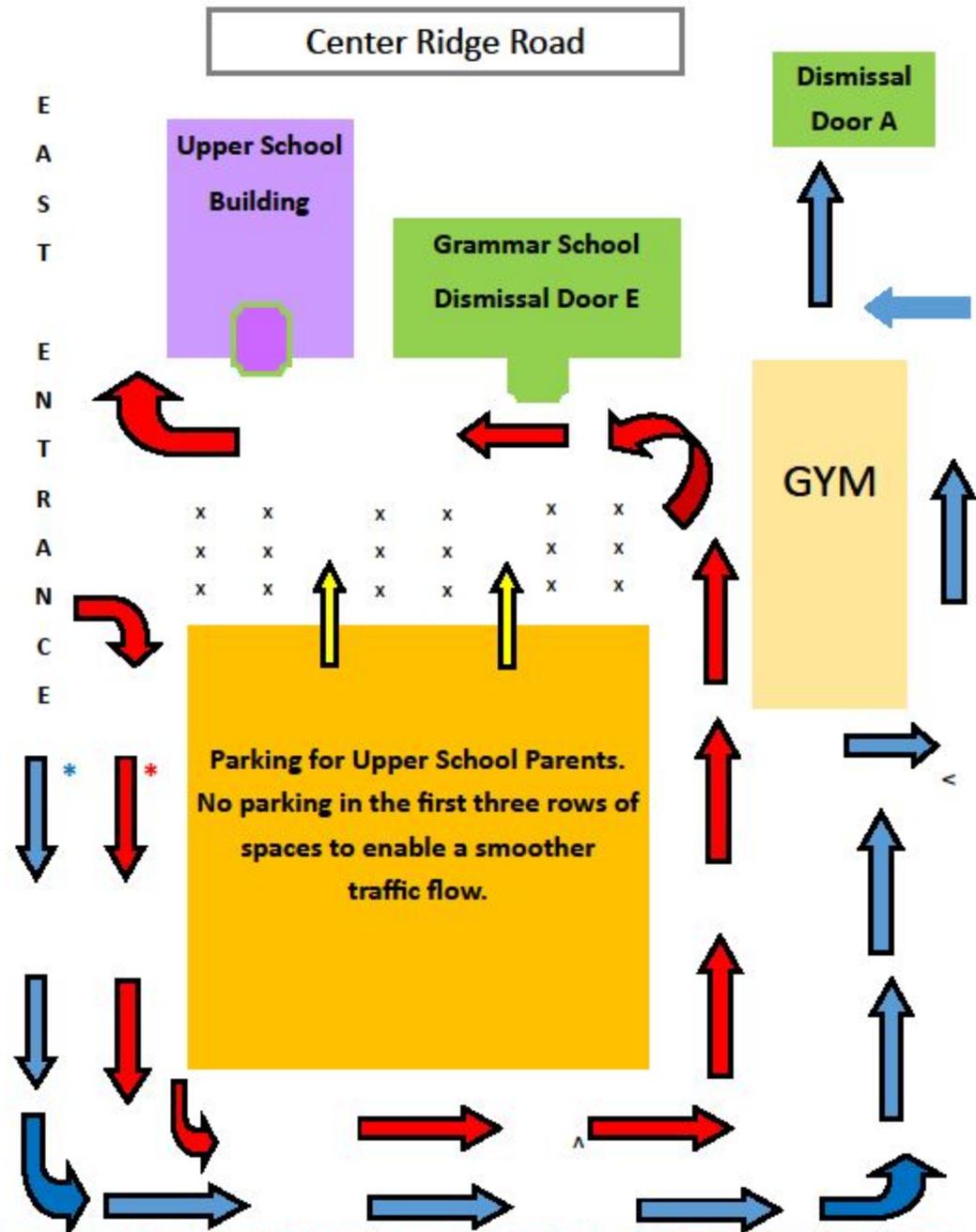
\* Both Dismissal A and E will enter the east driveway in the afternoon and split into two lanes just past the recycling container. Cones will be placed to assist you for the first few days.

\*Dismissal A (**blue arrows**) MUST follow the perimeter of the parking lot. If this is not done, Dismissal E will be unable to maintain their flow of traffic. **EVEN IF THERE APPEARS TO BE ROOM TO PASS THROUGH, PLEASE AVOID THIS PRACTICE.**

\* **Upper School parents** will park in the spots indicated on the map. These students will walk to their vehicles and exit the lot in the same manner as Dismissal E. **Please DO NOT park in the first three spots of lined parking.** These are located precariously close to all the traffic flow patterns.

Thank you,

Cathy Burns ([cburns@westsideacademy.org](mailto:cburns@westsideacademy.org)), Dismissal Supervisor



\*Red = student dismissal location of Kindergarteners who are an "only", and all other students with US siblings

\*Blue = student dismissal location of all students K-6 with NO US siblings.

\*Yellow = Upper School Parent Parking

## General Uniform Requirements

In order to maintain a uniform standard of dress, only certain styles and color of clothing are allowed for students of Westside Christian Academy and these clothing items may only be purchased from approved suppliers. The purpose of the uniform is:

1. To promote a serious academic atmosphere by encouraging the students to think of their attire as an aspect of their work.
2. To minimize social competition and self-consciousness which fashion tends to promote.
3. To promote a sense of identity with the school and among the students as a group.
4. To provide financial and social benefits for the parents by limiting their children's school clothing needs.

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 4-6 are required to have a P.E. uniform. P.E. uniforms are to be purchased through Schoolbelles only.

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 4-8)
  - 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.

### Miscellaneous 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, 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 sole discretion of the 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 are not to unbutton their ties (GS). Girls may not wear boys’ ties and boys may not wear girls’.
  - 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, they will receive a notice indicating what item was missing or did not meet the WCA uniform requirements. If 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 sweaters. 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. K-6 students may wear tennis shoes or other casual shoes, except with their dress uniform. In the spirit of wearing a school uniform, shoes may not be distracting or command too much attention (determined by the administration) Example: Bright, neon colored shoes are not appropriate, but a plain colored shoes with a small neon stripes are fine. Shoes that light up or have rollers on them are not appropriate. When in doubt, think conservative in keeping with the uniform. SOCKS 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.
5. Length of shorts, skirts, skorts:

- a. Shorts or skirts 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 principal 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, Grammar School.**

(Any reasonable combination of the items listed below is acceptable for wearing on regular school days)

- Shirts – Short or long sleeve knit polo style shirts, oxford white shirt, turtleneck shirts.  
(Approved colors: white, uniform dark green, navy, or yellow)
- Pants/Shorts – (khaki or navy only) Shorts may be worn only from August thru October 31 and after April 1 thru June. Belts must always be worn, navy, black or brown in color.
- Shoes – Tennis shoes or leather shoes. Socks are also required.
- WCA green sweatshirt
- Dark green v-neck sweater

#### **Required Field Uniform (for field trips) – Grammar School**

- Khaki slacks with belt (Belt must be navy, black or brown in color)
- Long or short sleeve dark green knit shirt
- WCA green sweatshirt
- Tennis shoes

#### **Required Dress Uniform – Grammar School**

- Navy slacks with belt (Belt must be navy, black or brown in color)
- Long or short sleeve white oxford shirt – (Buttoned-down collar shirt in similar style and material to the approved supplier's shirts may be purchased from any store. No logos of any kind should be on the shirt.)
- Plaid Tie
- Navy Socks
- Dress Shoes – (Navy, brown, black). Tennis shoes are allowed with shorts April 1 – Oct. 31.
- Optional - Dark green v-neck sweater

#### **Required Gym Uniform for 4th-6th Grade**

4th-6th 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

## 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, Grammar School.

(Any reasonable combination of the items listed below is acceptable for wearing on regular school days)

- Shirts – Short or long sleeve knit polo style shirts, oxford white shirt, turtleneck shirts.  
(Approved colors: white, uniform dark green, navy, or yellow)
- Slacks/Shorts – (khaki or navy only) Shorts may be worn only from August thru October 31 and after March 31 thru June. Belts must be worn if the clothing is designed for such.
- Skirt or skort – (khaki or navy only). Girls may wear their dress uniform skirt or jumper as daily wear
- Shoes – Tennis shoes or dress shoes. Socks in school colors only
- WCA green sweatshirt
- V-neck cardigan sweater

### Required - Field Uniform – Grammar School

- Khaki slacks with belt (Belt must be navy, black or brown in color) or skorts
- Long or short sleeve dark green knit shirt
- WCA green sweatshirt
- Tennis shoes

### Required - Dress Uniform - All Girls Kindergarten thru 3<sup>rd</sup>

- Plaid jumper
- White blouse with peter pan collar
- Plaid continental snap-on cross tie
- Navy opaque tights or navy knee socks
- Dress shoes – navy, brown, or black dress shoes.
- Optional – Dark green sweater

### Required- Dress Uniform - All Girls 4th thru 6th Grade

- Plaid kilt skirt
- White oxford buttoned down blouse
- Plaid continental snap-on cross tie
- Navy opaque tights or navy knee socks
- Dress shoes – navy, brown, or black dress shoes.
- Optional – Dark green sweater

### Required - Gym Uniform - All Girls 4th-6th Grade

4th-6th 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

## **Food Allergy and Peanut Free Guidelines**

School should always be a safe and healthy environment for every student. One of the ways we are committing to this at Westside Christian Academy is structuring an environment that allows students with allergies to participate fully with their peers in all areas of the school.

Many of our students have been diagnosed with having peanut and/or tree nut allergies. Some students, who are very sensitive, may react to just touching or inhaling the allergen. For other students, consumption of as little as one five-thousandth of a teaspoon of an allergenic food can cause death, with peanut allergies being the most common cause of food related death. Many cookies, cakes and other snacks contain these ingredients which can be passed on by contact with hands and toys if another child brings these foods into the classroom. The result of this contact can mean anaphylactic shock, rashes and a host of serious symptoms. In fact, food allergies can be so serious that they limit major life activities and qualify for protection under the Americans with Disabilities Act.

The body of Christ is called to make sacrifices for one another, just as read in Jesus' words or those in Paul's epistles. We are called to unity, not personal convenience. WCA becoming a peanut-free and nut-safe school will mean changing some of our habits. Our selfish nature can respond by exclaiming "What? I should be able to. . ." However, God's spirit says Everything is permissible for me, but not everything is beneficial. (1 Corin. 6:12). We thank you for partnering with us in this.

### **School lunches & Snacks**

Lunches and snacks sent to school should be \*completely peanut free\*. If the product contains other allergens such as tree nuts that may affect a classmate the student will be permitted to eat the snack but will be instructed to sit in certain areas and wash his or her hands after with either soap and water or a wet wipe (sanitizer does not work as peanut proteins are not a bacteria). Tables used for allergens must be wiped after use.

\*\*\*This policy applies to parents, guests and anyone eating on school grounds. If you have eaten peanuts prior to arriving on campus please wash your hands or use wet wipes before entering the school!\*\*\*

Absolutely no lunches or snacks containing peanuts should be brought into the school.

### **Class Parties**

All class party foods must be \*peanut free\*. Each class with an allergy present will set additional guidelines to help accommodate the specific allergies in their classroom; class guidelines are enforceable policies of the school. These may include but are not limited to: requesting only items from the safe snack list or giving control of the menu and/or preparation to a parent of a child with allergies in the class.

### **Birthday Celebrations**

In an effort to demonstrate healthier eating habits and make the school safer for students with allergies we encourage parents to find non-food ways to celebrate. We will no longer allow food treats for birthday celebrations.

Examples of non-food ways to celebrate include:

- Send in a special picture book for the class to read.
- Buy a non-food treat such as stickers, pencils, erasers, bookmarks or small favors.
- Bring in a few of the student's favorite jokes to share.
- Have the birthday child show off their artistic skill by making bookmarks or small crafts to pass out.

### **Nut Free Classrooms**

While all classrooms are \*peanut free\* there will also be some classrooms which are totally nut free. A nut free classroom means no food containing nuts of any kind can enter the classroom, this includes daily snacks. No exceptions. These classrooms will have clearly posted signs and teachers will communicate expectations more thoroughly with students in those classrooms.

### **Peanut Free Snacks**

Please visit the following site to learn more about peanut free options.

<https://snacksafely.com/>

## **FOOD ALLERGY STATISTICS**

- A food allergy is an adverse health effect resulting from a specific immune response that occurs reproducibly on exposure to a given food. The health effect, called an allergic reaction, occurs because the immune system attacks food proteins that are normally harmless.
- Food-induced anaphylaxis is a serious allergic reaction that is sudden in onset and may cause death.
- There is no cure for food allergy. Strict avoidance of food allergens and early recognition and management of allergic reactions to food are important measures to prevent serious health consequences.
- Eight major food allergens – milk, egg, peanut, tree nuts, wheat, soy, fish and crustacean shellfish – are responsible for most of the serious food allergy reactions in the United States.
- Results from a 2009-2010 survey of more than 38,000 children indicate that 5.9 million children, or 8 percent, have food allergies. That's 1 in 13 children, or roughly two in every classroom.
- A food allergy is an impairment that limits a major life activity and may qualify an individual for protection under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.
- Caring for children with food allergies costs U.S. families nearly \$25 billion annually.
- Every three minutes, a food allergy reaction sends someone to the emergency room.
- About 40 percent of children with food allergies have experienced a severe allergic reaction such as anaphylaxis.
- About 1 in 3 children with food allergy reports being bullied as a result. Among children with allergies to more than two foods, over half report being bullied due to food allergy.
- More than 15 percent of school-aged children with food allergies have had a reaction in school.