

# UPPER SCHOOL PARENT/STUDENT HANDBOOK

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*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 our 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.

The last page of this handbook contains a Student Covenant. It is our expectation that every Upper School student and parent will fully embrace the WCA guidelines and sign the covenant with understanding and sincere intent.

**The 2020-2021 School Theme is *Walk humbly with your God***, taken from Micah 6:8. May God teach us to put Him in the proper place and to consider others better than ourselves (Philippians 2). As C.S. Lewis said, "Humility is not thinking less of yourself, it's thinking of yourself less." When considering the instability of our current culture, may we strive to humbly serve one another.

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)

## **MISSION AND EDUCATIONAL PHILOSOPHY**

Westside Christian Academy seeks to aid children in their moral and academic development 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 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 WCA 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)

### **Secondary Doctrines Guidelines**

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 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.**

### **Core Values**

E.U.C.L.I.D.

E - EXCELLENCE

U - UNITY

C - CHRISTLIKENESS

L - LOVE

I - INTEGRITY

D - DISCIPLESHIP

### **ATTENDANCE**

Regular attendance and punctuality are important aspects of a student's character and academic success. The school day begins promptly at 8:30 a.m. Students may arrive as early as 8:00 a.m. **It is strongly recommended that they arrive no later than 8:20 a.m.** (allowing plenty of time to put away coats, lunches, and books before being expected to line up for assembly).

**Attendance Requirement**

Attendance is vital to student success. WCA welcomes families to travel together; thus, students are provided with 12 vacation days per semester for each class. These are “unexcused with permission.” Students who are absent with 8 unexcused absences will be notified by the school. Upon the 13th unexcused absence, students will fail the course for the semester. Vacation days count towards the allotted 12 “unexcused with permission” absences. Absences due to illness NOT accompanied by a doctor’s note count towards the 12 absences. Families may petition to extend the 13-day limit if there are extenuating circumstances before the 13th absence is taken.

**Bell Schedule**

<u>Regular Day</u> (Monday, Tuesday, Thursday, Friday)		<u>Chapel Day</u> (Wednesday)		<u>2020 Schedule</u>	
1	8:45-9:30	1	8:45-9:25	1	8:45-9:30
2	9:30-10:15	2	9:25-10:05	2	9:30-10:15
3	10:15-11:00	3	10:05-10:45	3	10:15-11:00
4	11:00-11:45	Chapel	10:45-11:30	4	11:00-11:45
5	11:45-12:22	5A Compass	11:30-12:10	5 Lunch	11:45-12:10
6	12:25-1:10	4	12:10-12:50	6	12:10-12:55
7	1:10-1:55	6	12:50-1:30	7	12:55-1:40
8	1:55-2:40	7	1:30-2:10	Option Time	1:40-2:00
9	2:40-3:25	8	2:10-2:50	8	2:00-2:45
		9	2:50-3:25	9	2:45-3:30

**Tardiness**

If a student is not present in the Sanctuary (or their first period classroom on Wednesday) at 8:30, he or she will be considered tardy. One (1) tardy will result in silent lunch. Three (3) tardies in one quarter will result in a phone call or written notice to the parent(s). Five (5) tardies in one quarter will result in an appropriate consequence established by the Dean or Headmaster.

All students arriving late must be signed in at the school office by the parent or carpool driver. If the school is *not* notified by the parents of an acceptable reason (illness, doctor appt., etc.), the tardy will be recorded as unexcused.

**Early Dismissal**

In the event a parent wants to take his/her student out of school for part of a day (i.e. doctor’s appointment or sporting event), a **written request stating the reason for the dismissal, the departure time and the return time must be submitted** to the school office and teacher on the morning of the dismissal or provided up to a week in advance.

All parents and visitors of 7th and 8th grade students must report to the school receptionist to sign the student out and to request the school secretary get the student from the classroom. Students in grades 9-12 may sign themselves out with the school receptionist. Parents *should not go* to the classroom to pick up their student. Students will not be released except to parents without a written note from the parent. If someone other than the parent is checking out the student, he/she must have an authorization dated and signed by the parent or called in by the parent.

If the student returns to school the same day, the 7th or 8th parent must sign the student in again. Students in grades 9-12 may sign themselves in. It is the responsibility of the parent to come to the school office to sign his/her student in or out. A record of students who arrive late or leave early is kept at the receptionist's desk. This record documents the times a student arrives or leaves and the reason for leaving school.

Students leaving early for an athletic contest are responsible for class work that they missed. They are to: 1) Notify the teacher(s) in advance and receive assignments; 2) Make up missed work within 48 hours of the class(es) missed.

Students in 11th grade may leave after 8th period on Fridays (2:40) if they do not have a 9th period class and they are in good academic standing.

Students in 12th grade may leave after their classes have been completed if they are in good academic standing. If they should choose to stay in the building, they will be required to be in work period and attend closing assembly.

### **Excused Absences**

Excused absences include:

- Illness, medical or dental appointment accompanied by doctor's excuse
- Death in the family
- WCA sanctioned athletic event
- Prior permission received from administration.
- College Visits (see forms below)
- Shadowing (see forms below)

#### *Illness, medical or dental appointment accompanied by doctor's excuse*

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 missed due to absences. (See Make-Up Work under Homework Policy) For an absence to be excused for a doctor or dentist visit or illness, students must submit an official doctor's excuse from the doctor or dentist for an absence to be considered "excused." **In the event of a medical appointment, please give a note to the office and child's teacher with the reason, the departure time, and returning time.**

In the event of an absence, a parent *must call the school office no later than 9:00 a.m. on the day of the absence.* Homework assignments may be requested at that time and picked up in the office at the end of the school day, no later than 3:30 p.m. Homework assignments can be sent home with a sibling or emailed.

In the event of an absence for longer than a school day (i.e. vacations, appointments, etc.), a **Planned Absence Request** form must be filled out by the parent and submitted at least one week prior. **See Appendix H** for form.

## Unexcused Absences

Family trips or other elective days off are to be taken at the parents' discretion are "unexcused absences."

## College Visit

Students may schedule college visits any day that does not conflict with all-school events, semester midterms or final exams, or standardized testing. Upon return, students will fill out the College Visit Reflection and turn in the College and Career counselor. **See APPENDIX F for form.**

## Shadowing Experience

*Purpose:* Shadowing experiences are for the purpose of exploring in order to heed God's calling on the student's life in his or her vocation, ministry, or walk with the Lord.

*What:* Shadowing experiences are days during which the student arranges to "shadow" or follow an adult in his or her place of work or service.

*Who:* Students in grades 9-12 are invited to shadow for up to the equivalent of one day per quarter for each year OR a total of four days per year and not to exceed more than two per quarter.

*Eligibility:* Students must be earning a C- or better in all classes in order to be eligible to shadow. Students must also have no more than 7 absences in any one class to shadow.

*Where:* Students will pursue their own interests and secure their own arrangements for shadowing.

*How:*

- Students will seek out and communicate with potential candidates,
- Students arrange for a day to shadow, but should be mindful to not schedule on test days/ presentation days/ other special days.
- Students communicate with the potential shadow about the following:
  - Dress code
  - Date and times of shadow
  - Expectations for the student
  - Logistics (how and where students will meet the shadow, transportation/parking)
  - Follow up (when necessary)
- Students fill out the Shadowing Experience form for approval. **See APPENDIX G for form.**

*Completion:* Students who have shadowed will share their experience in some format. This could be done by sharing with the student's class. For instance, if a student shadows a pharmaceutical scientist, he or she would present to the science class a little about his or her shadowing experience. Length of time will be determined by the teacher and student and should not exceed ten minutes unless the student is willing and able to share more and the teacher is able to sacrifice instructional time.

*Responsibility:* Students are responsible for making up all assignments.

*When:* Applications for shadowing should be submitted no later than one week prior to the date of shadowing.

Ideas for shadowing opportunities:

- Potential vocational pursuits
- Potential service opportunities
- Adults who are discipling the student (to witness faith in action)

- Preparation for mission

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

Absences: There are two types of absences on a student's report card: full day - a student is absent from school for four (4) or more hours and, half day - a student is absent from school for two (2) or more hours.

Early Dismissals: Students who leave school 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 tardies on the report card unless the student is absent for more than two hours. (See above policy under Absences). Early dismissals are included in the excused tardy totals on a student's report card per quarter.

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

### **School Closing Due to Inclement Weather**

In the case of inclement weather, the administration may decide to close the school for part of or for the entire school day. A school-wide text message and email will be sent to parents in the event of a school closing. The closing will also be posted on some local radio and TV stations. Parents should use their own judgment concerning safe driving conditions to ensure the safety of the children. Should school close before the normally scheduled time, parents will be notified as soon as possible by text message and/or telephone.

## **ACADEMIC INFORMATION**

Building on the foundation of WCA's Grammar School, the Upper School's logic and rhetoric programs equip students to reason and to be artful and winning in communications. Dialectic students learn to draw conclusions by relating facts and ideas from a variety of sources, weighing arguments, and supporting conclusions with evidence and reason. They are equipped to be discerning rather than manipulated by a smooth tongue, a clever retort or a barrage of cited statistics. Rhetoric students learn to recognize and appreciate beauty through the arts, sciences and nature and to be persuasive in writing and speech. They walk on a solid path of building knowledge, understanding and wisdom.

Humanities is taught as an integrated course encompassing literature, Bible and history including the ancient Greek and Roman world, medieval history, modern US and British history, and the Reformation. The challenging literature read dovetails well and engages our minds in classical, medieval, American and European works of fiction, poetry and plays. English composition and rhetoric are strengths as we stress the art of communicating well on paper and in speech. Christian apologetics and a critical understanding of world religions have a practical application of navigating our confusing world of conflicting worldviews. Our traditional science and math courses also stretch minds for critical thinking and understanding God's universe. Language offerings are Latin, Spanish, and an intro to Greek. The arts, athletics and co-curricular opportunities also play an important role.

Studies are not limited to the classroom, but include regular and extensive field trips utilizing the substantial resources of Northeast Ohio and beyond.

### **Coursework Advancement Requirements**

In order to advance to the next level of coursework, students must:

- Students must pass all required coursework with a 60% average for each semester in order to receive course credit for that semester.
- Curriculum director and Headmaster reserve the right to require students to repeat or remediate in the course or to override grade requirements.

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's Upper School has two eighteen week semesters. Mid-term grades are sent after nine weeks. A report card will be emailed one week after the period ends. Should there be any questions concerning a grade, please contact the teacher directly.

There are two scheduled parent-teacher conferences which are required for parents and may be required for students to attend. One is typically in late October following the first grading period and the other follows the third grading period in early spring. Seventh and eighth grade students are required to participate in spring conferences. Parents can schedule a conference with teachers at any point in the year.

Parent-Teacher Conferences - 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

Parents are invited to the school at any time during the school year to discuss their student's progress. However, an advance appointment with the teacher should be made. Parents are asked to please not 'stop in' to meet with teachers, 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 deemed necessary.

### **Academic Watch**

After three weeks into the quarter, students with a 70% or below will be placed on academic watch. Academic watch means that restrictions are placed on the student to help encourage academic progress. The terms of academic watch are unique to the particular student according to his/her individual needs and circumstances. A student failing to meet the terms of academic watch may lose the privilege to continue their WCA education.

### **Academic Probation**

Students on academic watch with no evident efforts for improvement will be put on academic probation. Students on academic probation will be required to meet with parent, teacher, and headmaster/dean to establish expectations for improvement. If the student does not improve, he or she may be expelled for academic reasons.

### **Homework**

WCA recognizes the educational value of homework for students. We believe that meaningful home study is a necessary part of each student'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. "Homework" may include written assignments, projects, studying, reading, preparing for debates or presentations and more. While parents should assist in ensuring 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 ten or forty minutes. The amount of homework will increase from year to year. Students can generally expect up to 90 minutes in grades 7-8, and 1-3 hours in

grades 9-12. However, most Upper School students have a work period every day and when that time is used well, the amount of time required after school diminishes.

### Make-up Work

In the event a student is ill, the student will have two days to make up the missed work after they return or is responsible to make arrangements with each teacher. If a student is absent for an extended period of time, teachers should be contacted by the parents. For students in grades 7-8, parents or students are responsible to request homework assignments in the morning which will be available for pick up at the end of the school day. If they are able, students in grades 9-12 should email teachers for assignments. Failure to meet make-up work guidelines may result in a zero.

In the event a student is absent from school because of vacation or any other planned absences, *a completed **Planned Absence Request form** must be submitted to the school office at least one week prior to the absence.* When possible teachers will give students assignments before they leave, and assignments will be due within four (4) days after their return to school.

### **Grading Scale**

A	(100-94)
A-	(93-90)
B+	(89-87)
B	(86-84)
B-	(83-80)
C+	(79-77)
C	(76-74)
C-	(73-70)
D+	(69-67)
D	(64-66)
D-	(63-60)
F	(59 and below)

### **Field Trips**

All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it. Students are required to wear school uniforms on field trips unless specified otherwise to maintain a professional appearance and provide school identification. Parents sign one field trip permission slip for all trips for the year at the beginning of the year.

### **Extra-Curricular Activities**

It is expected that students will pursue excellence in their academic subjects and that extra-curricular activities are privileges to be pursued *once* students have achieved the following academic standards:

- A student must have and maintain at least a 'C' average in all classes in the most recent quarter to participate in extracurricular activities (i.e. sports, clubs, and theater productions).
- If a student's GPA drops below a 'C' average in a class, the teacher should inform the student, parents, and adult responsible for the extra-curricular activity. The teacher and adult in charge of the extra-curricular activity will establish a plan which may include a loss of privilege to attend practice, game, competition, or performance until the grade is at or above a 'C.'
- Students are not permitted to participate in extracurricular activities if he/she has a 'F' in any class. The principal will be kept informed of any actions that are taken.
- Students must be present for a minimum of three academic periods in a day to participate in evening extra-curricular activities that same day. This includes any sports teams.

## **Standardized Testing**

WCA Upper School has selected the Classic Learning Test (CLT) [including CLT 8, CLT 10, and CLT] as an assessment for all students. In addition, freshmen, sophomores and juniors will take the PSAT. Parents will be notified in advance when the tests will be administered and results will be 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. Student records may be held until balances owed to WCA have been paid. 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 information is needed for decision-making purposes (i.e. conferring graduates, suspension or other discipline decisions). Student records may not be taken from the school for any reason.

## **High School Graduation Requirements**

Graduation requirements apply to students who have been enrolled full time at WCA for ninth through twelfth grades. Students will earn 27.5 credits or units based on the successful completion of the required classes. The credits of a WCA diploma exceed what is required for the state of Ohio. 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.

## **Honors Humanities**

Honors Humanities is a semester-long commitment designed for the highly-motivated student. Students entering grades 9-12 are eligible. 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, and must be recommended by teachers.

### Honors Requirements

For a student to pursue coursework that is considered "Honors," he/she must meet the following qualifications:

- A-B level work the prior year,
- Parent signature acknowledging the "Honors" expectations,
- Verbal or written recommendation from a teacher to the principal 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.
- Application made by the student
- Commitment to fulfill the term in the "Honors" placement. ("term" will be a full semester in length unless otherwise specified).
- One Honors seminar per week

Headmaster or Principal will make the final determination as to the student's placement.

### Honors Humanities Grading

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

### 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.

### **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:

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

### **Remote Learning Plan (US Remote Learning Handbook for Students and Parents)**

#### *Philosophy of Remote Learning*

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. Though technology is NOT a replacement for the teacher, it is a tool that a teacher can use to instruct students' hearts and minds to this end, especially in times when we are asked to remain physically apart. With the knowledge that "distance" affects relationships, particularly those between teacher and student as well as student to student, WCA's instructors aspire to offer excellent instruction to continue to work to fulfill the school's mission, even from a distance.

#### *Collaboration*

In the event that WCA students are required to continue their education for a time remotely, the administration, teachers, parents and students will collaborate together in order to continue the excellent instruction and learning the students are enjoying at school. The staff is sensitive to the demands placed on parents, households and students during a time of remote learning; therefore, ***please communicate special circumstances so that arrangements can be made for the student to make the most of this learning opportunity.*** The following guidelines and expectations have been provided so that the transition will go smoothly.

#### *Remote Learning Standards for the Student* - WCA students are required to:

- Engage in learning with intention and fervor.
- Attend scheduled sessions. Attendance is mandatory. Unexcused absences (not attending class without parent and teacher permission) may hurt a student's grade.
- Chapel is required. Chapel is on Wednesdays at 2:00 pm each week.
- Submit and / or complete all work in Google Classroom. If necessary, photograph work and upload it to Google Classroom.
- Complete work on time, thoroughly, and with academic integrity.
- Keep cameras on during live sessions.
- Communicate absences to the office in the case of illness.
- Communicate conflicts with devices or family schedule with teachers directly.

- Arrange alternate meeting times directly with the teacher. Alternate meeting times will be arranged with approved applications.
- See adjusted schedule below.

Remote Learning Attendance

- Absence should be reported to the office; attendance is taken daily.
- Students are required to attend all scheduled classes. They may watch recorded lessons on their own schedule, but should view those before a date/time determined by the teacher.
- Students should have cameras on (unless the teacher has asked to turn them off.)

Dress Code/Conduct

- Students are NOT required to wear their uniforms to live sessions.
- Students may be required to wear their uniforms when recording assignments or attending special online events.
- Students may not wear hoods or hats during live instruction.
- Students may have water bottles during live instruction.
- Students should refrain from eating during live instruction.

Late Work/Absences

- Parents should email the teacher if a student is unable to do classwork on any given day. Make up work should be completed in keeping with the policy outlined in the Upper School Handbook and as directed in the syllabus.
- Students must check their emails daily; teachers will communicate through email.

Compass Group Meetings

- Designated time(s) for mentoring and fellowship.
- Teachers will set up weekly Compass Group meetings.
- Students are encouraged to attend but are not required to attend.
- Teachers may request one-on-one meetings.
- Students are encouraged to request meetings with their Compass Group leaders.

US Remote Learning Schedule

Period	Time
1	8:45-9:20
2	9:20-9:55
3	9:55-10:30
4	10:30-11:05
5	11:05-11:40
6	11:40-12:15 (Lunch)
7	12:15-12:50
8	12:50-1:25
9	1:25-2:00

### Suggestions to Develop Systems and Routines

- Continue to keep a schedule. Although you will likely have to alter your schedule, hold students to their daily class routines.
- Plan breaks from screens. Remember that your student spends very little time on screens at school, so transitioning to remote learning is difficult.
- Provide a quiet work space for your Upper Schooler. Because your student is old enough to be independent, it is very beneficial for him or her to have their own space to work and attend live sessions. If at all possible, allow for your student to have a space which minimizes distractions, especially during live teaching times. (Dogs, cats, and snacking siblings can interrupt the flow of learning:)
- Allow time for social interactions. Your student will likely miss this part of his or her school day.

## **CONDUCT OF STUDENTS**

### **Philosophy**

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

The *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 WCA acknowledge their responsibility to see their students develop in Christian character as well as in scholarship.

In developing our code of conduct, WCA has in mind our primary goal: 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 assist students in their moral and academic development to be equipped to fulfill God's purposes in 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 based on godly principles that preserve order. These principles can be applied when questioning whether something is an acceptable behavior at WCA. Immoral behaviors that are clearly sin are forbidden. Christians 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 acts and standards of conduct in school, outside of school, and in 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 WCA's policy in corrective discipline. While love, grace, understanding and forgiveness must be shown, justice will be administered when necessary. For this reason, shepherding precedes all consequences.

Shepherding, as the backbone for all WCA consequences, means helping children understand themselves, God's works, the ways of God, how sin works in the human heart, and how the Gospel comes to them at the most profound levels of human need. Shepherding the hearts of children also involves helping them understand their motivations, goals, wants, wishes, and desires for the purposes of aligning the student's heart with God's will. Ultimately, it exposes the true nature of the reality of man's sinful heart, and encourages faith in the Lord Jesus Christ.

- The process by which we *guide* students' hearts (and attitudes), not just behaviors, toward Christ.
- Although shepherding often involves consequences for sinful behaviors or attitudes, it is not a form of punishment, but rather a process of repentance and restoration.
- Shepherding not only involves guiding students away from ungodly heart attitudes, but it also involves encouraging them and spurring them on in their actions that reveal Christ-like heart attitudes.
- We commit to partner with parents in the character education of their children. We commit to pray for our children and to love them for the sake of Christ.

### 5 Heart Questions

When an opportunity for shepherding is presented, teachers will use the following 5-questions to help identify the attitude or idol of the heart.

- What was going on?
- What were you thinking and feeling as it was happening?
- What did you do in response?
- Why? What did you want to accomplish?
- What was the result?

After a student has been shepherded, should he or she need a consequence, WCA's approach to discipline is in accordance with the following Biblical truths:

- Discipline is motivated by love (Heb. 12:6; Prov. 3:12)
- Discipline is provided to help student avoid folly and pursue godliness (Prov 22:15)
- Discipline helps students grow and improve self-discipline (Heb. 12:11)
- Correction and encouragement is to be given with patience and careful instruction (2 Tim. 4:2)

Misconduct in general areas will be handled by the teacher in charge. The goal of correction will be to show God's standard for behavior and to help a student get to the heart-issue(s) of his/her misbehavior, for the purpose of leading them to the repentance and profession of faith. Persistent misconduct may lead to suspension or expulsion of the student. Suspension: *"A student loses the privilege of learning in school with his or her classmates in the hope that time away will provide a heart change of repentance and restoration of relationships."*

### **Standards of Behavior**

A student's behavior and attitude should be above reproach and, specifically in the school environment, be demonstrated by the student in the following ways:

- Willingly submit to the guidelines of God with regard to his or her daily conduct.
- Respect adult authority and show courtesy and obedience toward teachers.
- Respect all other students and their right to learn and grow by 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.
- Respect all school property, as well as the property of others.
- Honor scriptural dictates concerning truthfulness, honesty and integrity.
- Follow after purity of thought, word and action, and conversely, shun worldly and godless influences,

including crass or obscene language, sexually explicit material. This includes behavior outside of the school day as our behavior affects peers and the reputation the family, church and WCA.

- 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).
- Concentrate his or her attention on those things that are pure and lovely and of good report. (Phil. 4:8).
- Show a desire for and demonstrate an effort toward improvement when disciplined.
- Encourage others to take spiritual concerns seriously, and respect conduct that is upright and honorable.
- Avoid unsafe behaviors and look after the benefit of others.
- The expression of and pursuit of romantic relationships is not permitted at school or school functions.

The faculty will strive to approach students in a manner 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:

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

### **Gossip and Scoffing**

When considering school discipline or discipline of any kind, it is wise to consider the role of two destructive sins of the heart and tongue: gossip and scoffing. These two sins can destroy the unity of any group. The WCA family (teachers, staff, parents and students) must be diligent to not engage in these sins and not tolerate them within our school.

Gossip defined:

- A betrayal of confidence - "A gossip betrays a confidence, so avoid a man who talks too much," Proverbs 20:19 (NIV).
- Spreading slander - "Do not go about spreading *slander* among your people," Leviticus 19:16 (NIV).
- "A perverse person stirs up conflict, and a gossip separates close friends," Proverbs 16:28 (NIV)
- "A person who habitually reveals personal or sensational facts about others" and "rumor or report of an intimate nature," Merriam-Webster's Collegiate Dictionary, 11th edition.
- Gossip is NOT sharing information for the purpose of expressing a concern for a classmate. to a responsible adult.

Gossip includes:

- Sharing a negative report about someone with a person who is neither a part of the issue, the problem or its solution.
- Sharing something with uninvolved persons for reasons other than seeking a Biblical solution to a concern.
- Listening to negative reports about someone. It is imperative and wise for individuals to take the initiative to *not* participate in conversations that are gossip, by listening to or discussing issues.

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 peers (i.e. fellow teachers, parents or students), superiors (i.e.

students to teachers, teachers to the administration), or toward subordinates (i.e. teachers or administrators to students).

Like gossip, scoffing undermines the very fabric of any community and destroys its unity. Its motivation is self-centered and prideful. Individuals must guard themselves from scoffing, mocking speech and behavior *and*, be swift to reject it in their midst. Students who engage in scoffing or mocking behaviors will 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 seek to understand how to confront one another, in accordance with Matthew 18, when others fall into sinful patterns of speech or behavior.

### **Student-Faculty Relationships**

The relationship between a student and his/her teachers is a major key to learning and we strive for these relationships to be positive, Christ-focused, and respectful. Just as a parent is not to be their child's "buddy," so it is with teachers who are here in loco parentis.

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.

### **Cell Phone and Electronics Use Policy**

Electronics include but are not limited to: cell/smart phones, smart watches, iPods, electronic tablets and any device that can be used with earphones. Chromebook use will be limited to students in grades 9-12 and used for educational purposes only.

The school *strongly discourages* bringing electronic devices to school. If it is imperative for a student to have an electronic device in school, then:

- A student will not use any electronic device in school unless he/she has been given permission from a teacher/staff member and is under direct supervision.
- Students in grades 7-12 may have electronic devices in their backpack or locker, but must be turned off during the school day.
- If a student uses or misuses an electronic device during school hours, which include extra-curricular activities (conferences, etc.), a consequence will be imposed as detailed below.
- Electronic devices designed and used exclusively for reading (ie. Kindle) are acceptable though not encouraged.

Violations of the established policy will result in the following consequences:

- *First offense:* the phone is taken away until the end of the day and kept in the headmaster's office until it is picked up by a parent/guardian.
- *Second offense:* The student is suspended for one day. Any missed assignments will be given a zero.
- *Subsequent offense:* Any further infraction will result in additional suspensions or other measures determined by the administration.

#### Guidelines for Use Outside of School Day

Media communications posted by students should reflect the high moral standards of our Christian faith. Students are not to post derogatory statements about students, faculty, or staff via text message or social media. All posts to social media should reflect a godly testimony of the student. Students will be held accountable for any negative postings, pictures, or video.

We represent our Savior Jesus Christ, our families, and WCA. 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.

#### **Romantic Relationships**

WCA's goal is to maintain an environment where students are able to pursue the Lord, their academic studies, in fellowship with one another.

WCA's philosophy and policy on romantic relationships is based on Scripture, not cultural norms. As a Christian school, WCA takes positions that are sometimes different from the world and its institutions. WCA encourages non-romantic friendships among students, and forms of physical or romantic interaction between students while at school or related school functions are permitted.

#### **Upper School Student Relationships with Grammar School Students**

Upper school students have the opportunity and responsibility to set good, godly examples for Grammar School students and keep in mind the powerful impact they have on younger students. Here are practical ways to show love and respect to Grammar School students:

- Pray with and for them
- Invest in caring for each one personally
- Write them notes of encouragement
- Praise virtuous qualities seen in them
- Help them when needed
- Read to 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 guidelines.

Forfeiture of honors, offices, or memberships will be determined by 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.

#### **Cheating**

*Lying lips are an abomination to the LORD, but those who act faithfully are his delight. Proverbs 12:22*  
*Whoever walks in integrity walks securely, but he who makes his ways crooked will be found out. Proverbs 10:9*

Cheating includes copying homework, handing in another's work, collusion, plagiarism (see "Definitions" below), and unauthorized assistance from any person and/or source on homework, assignments, exams, tests, or quizzes. If it is determined that a student has cheated, the student will be subject to the consequences outlined below.

### Definitions of Cheating

*Plagiarism* –Everyone who submits written work to the school must be the author of his/her own work. When a student uses facts or ideas originating with others, he/she must make it clear what is his/hers and what is not his/hers. *Failure to make such a distinction is to be guilty of offering, as one's own, what is in fact someone else's.* To misrepresent one's own work knowingly is to defraud the school and, more seriously, the Lord.

*Collusion* – *Two or more persons collaborating to produce or construct the wording and/or syntax of entire phrases, sentences, and/or paragraphs that are in turn presented as a single person's work.* As such, collusion is a form of copying another's work. (Word-for-word phrasing, identical syntax, and/or verbatim sentences on two or more students' papers or quizzes are examples of collusion.) It is a student's responsibility to clarify the boundaries each teacher sets for collaboration on specific assignments.

### Disciplinary Consequences for Cheating

- The teacher involved or the appropriate administrator will inform the student's parents of the incident.
- The student will receive a "0" on the initial submission of the assignment regardless of its nature.
- If the assignment is a project or major paper, the student will resubmit or submit a new assignment to the teacher, devoid of cheating, for a new grade at a time set by the teacher. The teacher will average that grade with the grade of the original submission "0," and the average of those grades will constitute the final grade on the assignment.
- The administration may take formal disciplinary action in addition to the academic consequences if he/she deems such action appropriate. Repeated incidents of cheating in a school year will warrant a recommendation to the Board that the student in question be expelled. If an honors student has cheated, it will result in the immediate loss of the privileges of the Honor's group (including membership).

### **Harassment / Bullying**

WCA is committed to maintaining an academic environment in which all individuals (staff, students, and parents) treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This includes such behavior beyond the school walls and school day and also includes using social media for harassment, bullying or public embarrassment. WCA is prepared to take all necessary actions to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including, expulsion (in the case of students and/or parents) or termination (in the case of a staff member). Report any harassment immediately to a parent, teacher, or administrator.

### **DISCIPLINE PROCEDURES**

Discipline is not intended to simply change behavior. It is intended to help shepherd the heart to turn affects toward the Lord. It is also designed to keep order in our school, to respect the rights of other students to learn, the teachers to instruct and for us to have a safe, wholesome and Christ-centered environment.

WCA has chosen not to use popular behavioristic techniques to constrain the behavior of students. Threats, promises, bribes, demerits, award points or the denial of privileges are not used in some systematic way to

control students. Though infractions associated with tardiness, truancy, or dress code violations will have specified consequences, the student's heart will also be shepherded. We recognize that children are made to be in relationship with the living God. Things they say and do reflect the abundance of their hearts. Therefore, correction and discipline must address heart issues. WCA desires, in correction, discipline and motivation, to help our students understand the overflow of their hearts. This instruction and correction will take place in the classroom when possible, but sometimes needs to be handled beyond the classroom.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and 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.

The following progression is often used in seeking to resolve misbehavior:

- Teacher counsels and prays with the student, sometimes giving logical consequences.
- Teacher confers with parent over phone or in person.
- Disciplinary action is taken in keeping with the offense.
- Parent - teacher - student conference.
- Student referred to principal or headmaster.
- Parent - teacher - student - principal conference and appropriate consequences

### **Office Visits**

The principal may shape appropriate consequences for needed discipline in school, administered in the light of the situation and 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. WCA seeks to bring together "shepherding the child's heart" with the biblical "sowing and reaping" principle. The majority of discipline issues are dealt with at the classroom level.

There are six basic behaviors which will automatically necessitate discipline from the administration:

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

### **Suspension or Expulsion**

In extremely rare situations, WCA 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 or 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, bullying, harassment, intimidation, including outside of school when it negatively affects our school community
- Unsafe, immoral or illegal behavior at school or even outside of school when it negatively affects our school community
- 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.

## **MISCELLANEOUS GUIDELINES / ROUTINES**

### **Daily Schedule**

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. 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 employee. If there is a need to stay late, students in wait outside Room 201.

### **Chapel**

A weekly chapel program is designed to: 1) spur spiritual growth; 2) unify us as a community; 3) provide opportunity for student-led activity. Chapel is not meant to replicate a church service and we recognize that students come from various church traditions and theological underpinnings. 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 *dress uniforms on chapel days*.

### **Closing Assembly**

Students and teachers convene in the Sanctuary for the last five minutes of each day to get announcements, pray, or sing.

### **Lecture**

A weekly lecture is given on Tuesday mornings from 8:30-9:30am. This lecture aligns with the US Humanities courses. Parents and guests are welcome.

### **Compass Groups**

Westside Christian Academy's Upper School students will be cared for in small, single-gender groups. Each group will have a staff advisor who will develop a relationship with each student and shepherd all the students in the group as they pray with and for the students, monitor the students' academic success and need, encourage the students, contact parents with encouragements and concerns, oversee the students' spiritual, emotional and social maturity within our school setting. Within the context of these small fellowships, we hope to see students thrive as they develop their God-given potential during their time in the Upper School.

### **Work Period**

Most every day, Upper School students have a scheduled 40 min. work period. This is a time to read, study, complete homework, receive assistance from teachers or classmates.

### **Option Time**

Students in the upper-school have Option Time which provides opportunities to have recess, receive tutoring, study, read, talk with friends, play chess, or lead and serve. It also provides a time in a student's school day during which they can prepare their hearts in a constructive way to enjoy their leisure.

### **Lunch/Food in the Classroom**

WCA does not have a hot lunch program, but the US has 3 microwaves to student use. Students are advised to bring water bottles to school. Water bottles are allowed in classrooms. Energy drinks and soda are not permitted during the school day. Permission to consume snacks or hot beverages in the classroom will be left to

the discretion of the teacher.

### Open Lunch

With parent permission, seniors are permitted to leave campus for lunch. The open lunch guidelines are as follows:

- Seniors may, with permission, leave the campus for option time/lunch only all days except Wednesday (because of compass groups) and when there are other mandatory school events planned.
- Student may not take any underclassmen with him/her, even siblings.
- Cars with one male and one female student must have a third student with them.
- Student may not bring back food/drinks for others, but may bring back food for siblings with a parent email to the Upper School Dean or Headmaster.
- Student must finish food before he/she returns to class.
- Student should park backed into spots at northeast corner of parking lot.
- GPA must be at least a 3.0
- Students will receive tags to hang in their cars so adults will know they have permission to leave.
- Parents have authority to take the privilege away whenever desired.
- School administration may also take away privileges if the student due to misconduct, grades, or violating any of the open lunch guidelines.
- Student must sign out and sign back in.
- Students and parents will sign a form which will give them permission to:
  - Leave the campus on their own in the designated times
  - Leave the campus with other senior drivers, if desired\*
  - Take other seniors with them\*
- \*The school will not monitor who students are driving with
- 6th period teachers will keep track of tardies
- Penalties for tardiness to class:

	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
1-2 min	Warning	1 week	2 weeks	1 month	Permanently
2-5 min	1 week	2 weeks	1 month	Permanently	-
5+ min	2 weeks	1 month	Permanently	-	-

\*Each offense is considered separate. For instance, if a student is 2 minutes late one time, and 5 minutes late the next, these are each first offenses in their respective categories.

### 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. Parents should also keep an adequate supply of materials at home such as lined paper, pencils, crayons, scissors, glue, etc. for homework assignments.

Items such as toys, video games, musical devices, or any other electrical devices which cause distractions are not permitted at school unless special permission is given by the teacher. If any of these items are brought to school without permission, they will be taken by the teacher and returned to the student within a time period deemed appropriate by the headmaster. WCA will contact the parent about such items. Weapons, drugs, alcohol, any illegal items or any item deemed unsafe are not permitted. Bringing any of these to school may result in immediate expulsion and legal action.

## Lost and Found

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

## 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>.

- 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)

The state law allows for the following exception: “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.” **Prior to attending WCA, a completed School Entrance Medical Record Form *signed by a student's physician* must be submitted to WCA. Parents who decline to immunize their children 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 warranted. 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. Students may not return to school until 12 hours has passed since there was a fever.

In case of doubt and after consulting with parents and appropriate health professionals, an administrator will decide the needed action. 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 in schools can be reduced by working 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 student's allergies.
- Work with the school to develop a plan that accommodates the student'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 student 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 he/she may be having an allergy-related problem.
- How to read food labels (age appropriate).

- Review policies/procedures with the school staff, the student’s physician, and the student (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.

Peanut Free Guidelines

Some 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 result in anaphylactic shock, rashes and a host of serious symptoms including death.

As the body of Christ, we care for students with peanut allergies by prohibiting any foods with any peanut ingredients. We operate on unity, not personal convenience.

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

This policy applies to parents, guests and anyone eating on school grounds. If peanuts have been eaten prior to arriving on campus, please wash your hands before entering the school!

School Lunches and Snacks

Lunches and snacks sent to school should be completely **peanut free**. If a student brings a food item containing other allergens (i.e. tree nuts) that may affect a classmate, the student will follow safety protocols.

Class Parties

Several all-upper school celebrations take place each year. All celebrations will follow allergy safety guidelines. Small celebrations will be commensurate with the purpose, scope, and duration appropriate to WCA’s curricular guidelines.

Nut Free Classrooms

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

**Medication**

For this policy, the term ‘medication’ is defined as *any prescription or non-prescription/over-the-counter medicine*.

In compliance with Ohio State law which mandates strict policy and procedures regarding the administration of medication in school settings, WCA requires adherence to the following:

- When possible, all medication should be given by the parent at home. In the event this is not possible, parents may come to school to administer medication to their children.
- If no alternative is available *and* the parent has given specific written permission, school personnel are permitted to administer medications *once the following requirements are met*:
  - A Medication Request Form is completed and signed by the student’s physician and is on file in the school office;
  - All medications are in their original container clearly marked with the student’s name;
  - All medications are brought to the school office by an adult (students MAY NOT carry medication to school);
  - Parents are responsible for supplying their own non-prescription/over-the-counter medicines. Examples include but are not limited to: Tylenol-acetaminophen, Motrin-Ibuprofen, Aleve-naproxen, cold medicines, nasal sprays, throat lozenges, vitamins, herbal medication, cough drops, Aspergum, Actified, antacids, and aspirin.

WCA 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 students.

**Illnesses Requiring Absence**

All COVID-19 policies and procedures supersede all guidelines listed below.

Students should remain at home should any sign of illness be present. Students 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 a student becomes ill while at school, parents will be called to take him/her home. Students must be signed out at the school office. Students 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.

Students should be free from symptoms of illness and fever for at least 12 hours before returning to the classroom. If a student becomes ill with a communicable disease, the school should be notified immediately. In addition, the school should be notified of any changes to a student’s emergency contact information or to health issues throughout the year.

**Inability to Participate in P.E.**

All students in grades 7/8 are required to participate in P.E. class. High school students are required to have P.E. for graduation. If a student is unable to or has a limited ability to participate in physical activity either in PE class or in 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. Students unable to participate in PE for the day or a time period will complete an alternative assignment which is an extension of our PE curriculum. Students with limited participation will be expected to do their best for that day. If a student has a chronic condition that limits participation, with a doctor’s note limiting participation, the PE teacher and parent will collaborate on the best level of activity.

**PARENT/ADULT CONDUCT**

## Parent Responsibilities

A WCA education is a partnership between parents and teachers, home and school. We are a Christ-following community that shares the same goals which are best met when home and school work in tandem within a trusting relationship. 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:

- Earnestly pray for WCA, the students, the school board, the faculty, and parents.
- Accept and embrace the WCA Statement of Faith.
- Attend parent meetings, lend support to school programs through volunteering when possible and ensure that assigned duties are fulfilled so that our school can function smoothly.
- Trust in the authority of the teachers, staff, and administration of WCA to discipline students as necessary, agree to cooperate with the school and when needed, discipline your student in the home. If it becomes necessary to discipline a student, it will be done out of love and with parental knowledge. To preserve our common effort, parents should avoid indiscriminately siding with their student.
- Do not approach another student at WCA in anger or to "get to the bottom" of an incident with your own child. If there is a concern, the parent may talk to the student's parents or the student's teacher or administrator.
- Do not let doctrinal controversy and denominationalism become issues within the school.
- Voice any concerns or questions regarding any incidents, policies, or practices pertaining to the school, in the love of Christ and with prayer, only to the teacher, staff, or administrator involved, avoiding unbiblical gossip and slander. If there are any problems or misunderstandings with the administration or faculty please deal directly with the person involved. (See the procedure outlined under Handling Complaints).
- In keeping with #7, use discretion when posting on social media being careful to avoid complaining or criticism.
- Do not discuss the problem or dissatisfaction with a student as this tends to erode respect for the authority of the faculty. Parents are asked to support the implementation of school policies even when they are not structured according to their personal feelings. Any criticism or downgrading of the school in front of your student nullifies the effectiveness of the school's authority and ministry.
- Participate faithfully in a Bible teaching church and exemplify Christian principles of life in your home.
- Promptly pay tuition and any other fees when due.
- Support the school financially above tuition requirements as the Lord leads and as you are able.
- React to all communication between parent and school promptly, reading all notices carefully and responding to any deadlines given.
- Provide regular student attendance and ensure that students arrive at school on time.
- Check with your student regarding all the subjects they are studying. Show interest, discover and learn with them, encourage them when needed, follow up and provide enrichment when possible. Parental interest will result in student enthusiasm towards school!

## 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 students to be in regular attendance at their church along with their parents. We do not feel that we are working in harmony with the home if the family is not active in a local church body. Church participation is required for continued attendance at Westside Christian Academy.

## Parent Conduct

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 during field trips, or any other school-related activity), are expected to abide by basic biblical standards of behavior. This includes in-person interactions and use of social media. WCA strives to model Christ-like lives for WCA students and the

surrounding communities. 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 carried to and discussed with uninvolved persons. Problems often stem from information that is untrue and/or 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 student. Please do not discuss the problem or personal dissatisfaction with your student. WCA urges all who would support our school to solve interpersonal problems according to Biblical principles.

An individual should talk to the other party involved in a concerning matter (i.e. teacher, parent, or other adult). If a solution, satisfaction, or correction are not reached, the individual may bring the matter to the attention of the principal or headmaster. If an issue remains unresolved, a written appeal substantiated by proven facts may be submitted to the Board of Trustees via the Board president.

### **Field Trips**

Students will participate in field trips to areas and/or activities of interest in our community.

Parents will be asked to drive and help supervise students during field trips. A Volunteer Drivers Application Form must be completed by parents in order to drive to/from a field trip. Generally, students are not permitted to drive on field trips. However, in special circumstances, a student with a valid driver's license may be permitted to drive but only with immediate family members in the vehicle.

Parents are asked to only use Christian music or radio stations when transporting students to/from a field trip and to not view movies/DVD's while traveling. Students may not take electronic devices with them on field trips.

### **Notification/Permission Regarding Sensitive Information**

WCA 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, teachers are to notify parents of planned instruction that deals with any topics or materials that might be deemed mature, very personal or controversial (i.e. aspects of puberty, biblical circumcision, abortion, sexuality, etc.). Such notice is to be specific and clear. Parents always have the opportunity to understand the nature of the instruction, preview materials and either give or deny permission for their child's participation in the lesson(s).

### **Guest Presenters**

When students have a guest instructor, the classroom teacher is typically present with the students. 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.

## **TRANSPORTATION**

### **Carpool Guidelines**

Upper school students' rides are not monitored by school personnel. Ride arrangements made between families

of classmates are to be made at the discretion of the parents.

### **Walking/Bicycling Guidelines**

US students may walk or ride their bikes to school. Bikes may be locked along the railing outside of US dismissal door.

### **Student Driving and Parking**

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

- Students must register all vehicles they drive to school with the WCA Office.
- Each student driver should be an example of courteous, careful driving habits.
- The campus speed limit is eight miles per hour.
- Students must respect campus traffic signs and personnel directing traffic.
- Vehicles must not display offensive or inappropriate window or bumper stickers.
- Student vehicles must be backed into and parked in designated student parking spots.
- Student vehicles should be locked at all times. The School is not responsible for the car or its contents.
- All passengers are to be seated with seatbelts fastened while the vehicle is in motion.
- Students may not drive on campus while playing loud music, using a cell phone or engaged in other potential distraction.
- Students are not allowed to access their vehicles during school hours unless permission is given by a teacher or the administration.

Failure to observe these policies will result in the cancellation of a student's privilege to bring a vehicle to school.

## **UNIFORM GUIDELINES AND DRESS CODE**

### **Dress Code Rationale**

The Bible says that "man looks at the outward appearance, but the Lord looks at the heart" (1 Samuel 16:7). God knows the spiritual condition of a person's heart, but people initially see only the physical body and how it is attired. Being properly attired is important, must be appropriate for the occasion, can affect behavior and development. Wearing uniforms helps minimize social competition and self-consciousness.

WCA students wear uniforms in an effort to:

- Promote an atmosphere of order and neatness that suggests a readiness for learning,
- Eliminate the temptation for students to discriminate against others who don't dress "a certain way" or buy specific brands,
- To promote a serious academic atmosphere by encouraging the students to think of their attire as an aspect of their work.
- To promote a sense of identity with the school and fellow students and to reinforce the concept that one's identity is based on who God says he/she is and not on what he/she wears.
- To provide financial and social benefits for parents by limiting students' school clothing needs.

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

### **Dress Code Infractions**

Students not in uniform will be excused for up to two times with a parent email to the Dean providing the reason for the infraction. While shepherding the child's heart is at the forefront of what we do, students benefit

from clear and immediate consequences for choosing to break the dress code. Infractions involving ties, belts, or socks will result in a “rental” fee of the item of \$5. Other unexcused uniform infractions will result in the following:

- All infractions will be communicated with parents via email.
- The first and second unexcused infractions will result in a silent lunch and option time.
- The third offense will result in a ½ day suspension during which NO makeup work will be allowed.
- The fourth offense will result in a full day suspension during which NO makeup work will be allowed.

## **General Dress Guidelines**

### Hair

- Girls’ hair must be neatly styled and away from the face. Hair bows, headbands, or scrunchies generally should match the WCA uniform colors: white, navy, dark green, black, or plaid. Other styles and colors are allowed as long as they do not command too much attention or are distracting (determining “distracting” is at the discretion of the headmaster or principal).
- Boys’ hair must be neatly styled, not lie on the collar or below, and not cover the eyebrows.
- Facial hair should be trimmed, neat, and not distracting.
- Hair must be a color natural to humans.

### Distractions

- Any type of distracting make-up, jewelry, hairstyle, etc. is not acceptable.
- Distracting color combinations in uniform clothing is not allowed.
- Determining “distracting” is at the discretion of the headmaster or principal.

### Uniforms (See Boys and Girls Uniform Guidelines):

- If a student is missing a part of the uniform and this is repeated, or if the violation is flagrant, the parent will be notified and an appropriate consequence given.
- Shirts are to be tucked in at all times and uniform shirts are required under sweatshirts and sweaters.

### Shoes

- SOCKS of solid color must be worn at all times – white, black, brown, grey, navy.
- Dress shoes should be leather in brown, black, blue, dark gray, or cordovan.
- Shoes must have closed heel and toe. No boots, clogs, slippers, moccasins, sandals, heels.

### Length Of Gym Shorts Or Skirts

- PE shorts should not be any shorter than 4” above the knee.
- Skirts are to be no shorter than 2” above the knee if one is kneeling. Longer skirts (below knee) are also fine.

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.

On any question of appropriate dress, the headmaster will have the final say.

### How to obtain uniform items

There are two approved vendors for uniform clothing, **Schoolbelles and Lands’ End**. Both vendors offer several options for WCA approved uniforms.

- **Schoolbelles (WCA Uniform Guide #S1293)** - This is a local vendor with quality one-stop shopping.
  - Carries all WCA uniform items for Upper School students.

- o P.E. Uniforms for grades 7-8.
- o The WCA green sweatshirt.
- o **When ordering uniforms through Schoolbelles, make sure to give them WCA's school number (\$1293).**
- **Lands' End (WCA School number is 900062142)** - This is a catalog/internet vendor.
  - o Website: [www.landsend.com/school](http://www.landsend.com/school)
  - o Lands' End may not have all WCA uniforms items for Upper School students.
  - o When ordering uniforms through Lands' End, make sure to give them our school number (900062142).
  - o Not everything on the Lands' End website or catalog is an approved uniform item. WCA's school number above must be used.
- **WCA Used Uniform Closet** - Located at WCA.
  - o Available to all WCA families free of charge.
  - o Donations are always welcome. Uniform items that no longer fit a student and are **clean, and gently worn** will be accepted.
  - o If possible, please bring items on hangers.
  - o Please clearly label items and indicate 'boy', 'girl' and size.

### **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. Belt must be dark in color.
- Dress shoes -leather in brown, black , blue, dark gray, or cordovan.
- Socks above the ankle, dark in color
- Optional - Dark green or navy blue v-neck sweater or WCA sweatshirts as the administration directs.

#### Boys' Dress Uniform, Upper School

- Grey slacks with belt. Belt must dark in color.
- Dress shirt or Oxford - white.
- Navy/green striped tie from Schoolbelles
- Blue blazer
- Socks above the ankle, dark in color
- Dress Shoes – -leather in brown, black , blue, dark gray, or cordovan.

#### P.E./Gym Uniform

All 7th and 8th grade students and those in other grades taking a fitness class must purchase their gym shorts and t-shirt through Schoolbelles.

- Grey t-shirt with WCA logo
- Green mesh shorts (Schoolbelles item #2062-19)
- White socks and non-scuff tennis shoes
- P.E. electives may have specific uniform 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, navy, or grey
- Shoes – dress shoes: leather in brown, black, blue, dark gray, or cordovan.
- Socks – solid and neutral in color; or hose or blue tights
- Optional - Dark green or navy blue v-neck sweater or WCA sweatshirts as the administration directs.

Girls' Dress Uniform, Upper School

- Blouse – White Oxford blouse only
- Skirt – grey
- Shoes – Dress shoes should be leather in brown, black, blue, dark gray, or cordovan.
- Socks – solid and neutral in color; or hose or blue tights
- Blazer – navy

P.E./Gym Uniform

All 7th and 8th grade students and those in other grades taking a fitness class must purchase their gym shorts and t-shirt through Schoolbelles.

- Grey t-shirt with WCA logo
- Green mesh shorts (Schoolbelles item #2062-19)
- White socks and non-scuff tennis shoes
- P.E. electives may have specific uniform requirements; see instructor for details.

## APPENDIX A

### Athletic Philosophy

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 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 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

To maintain academic excellence, eligibility will be granted for extracurricular endeavors according to the following criteria.

- Each student must maintain a 70% average in each class prior to and concurrent with the quarters of participation.
- In the case that a student’s average in each class drops below a 70%,
  - ☐ The teacher will notify the student, parents, and supervisor/coach of the extra-curricular activity.
  - ☐ 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.
  - ☐ 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; maintain a 70% average in classes; 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:

- 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.
- Submit to the authority of the coaches and the Athletic Director in all matters pertaining to WCA athletics.
- 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.
- Demonstrate personal integrity by obeying all game and WCA school rules at all times.
- 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.
- Not to argue with game officials or coaches or loudly direct comments toward those overseeing the game.
- Not to use words which demean any participant (including swearing or cursing).
- 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).

## APPENDIX B

### Allergy Information & 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 a 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.

## APPENDIX C

### Tuition & Fees Policy

#### YEAR-END BALANCES

All tuition, fees, and fines for the school year must be paid in full by June 1 in order for the student to be enrolled for the upcoming school year.

#### TUITION ASSISTANCE

A limited amount of tuition assistance is available for WCA families. To apply for financial assistance, please submit an online application at [online.factsmgt.com/aid](http://online.factsmgt.com/aid). The maximum amount of tuition assistance a family is eligible for is 40% of tuition. There is a fee assessed by FACTS when you apply. Contact the business office for deadlines. Late applications will be considered based on remaining funds available.

#### LATE ENROLLMENT

Tuition for students entering after school has begun will be prorated based on the quarter the student starts.

#### WITHDRAWAL/DISMISSAL

1. A withdrawal form must be completed and received by WCA before a student is considered withdrawn.
2. If an enrolled student withdraws after June 1 for the upcoming school year but prior to the first day of school, 25% of the annual tuition will be charged.
3. If a student withdraws or is dismissed after the start of the school year, but prior to the start of the 3<sup>rd</sup> quarter, 75% of the annual tuition will be charged. If a student withdraws or is dismissed after the start of the 3<sup>rd</sup> quarter, 100% of the annual tuition will be charged.
4. A written appeal from a family to the WCA Board President will be considered if extraordinary circumstances arise (e.g. a military transfer, loss of employment).

#### RECORDS & TRANSCRIPTS

Student records will be forwarded to other schools for students whose tuition, fees, and fine accounts are current. No records or transcripts will be sent from WCA to other schools or colleges for students whose financial obligations are not paid in full.

#### FINANCIAL ACCOUNTS

No student will be permitted to attend classes, participate in school activities or have access to RenWeb whose financial account is more than 45 days in arrears. The school reserves the right to demand full semester payment in advance from families who have in previous years failed to meet their financial obligations on a timely basis, superseding the normal FACTS payment options.

**APPENDIX D**

**Student Covenant**

I, \_\_\_\_\_, a student of Westside Christian Academy, am fully aware of my daily dependence on the grace of God and commit to set myself apart in thought, word, and deed, to honor Jesus Christ, and to love those around me. I aspire to live my best for the Lord by conducting myself 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."

I have read the handbook and understand the guidelines. I have carefully considered the code of conduct and behavioral expectations and I pledge, by the grace of God, to live accordingly. When/if I stray from them, I will submit to the proper authorities, accept consequences, and will seek biblical restoration with God and all individuals affected by my behavior. I fully realize that my conduct outside of school may also affect my classmates, family, church and school and may affect my standing at WCA. I will encourage my fellow students to live by biblical principles and ask that they do the same for me in order that Jesus Christ might be honored and glorified.

Print Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

Sign Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) acknowledgement of familiarity with the Upper School Handbook and the student's commitment to adhere to this Covenant:

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_



### Appendix E

## Chromebook Student User Agreement & Parent Permission Form

### PURPOSE

Westside Christian Academy endeavors to use technology to enhance the classical Christian model of education preparing students to be leaders for Christ in the material and digital world.

### APPROPRIATE USAGE

The Chromebooks issued to students at the discretion of Westside Christian Academy. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Before a Chromebook is issued for use at home, students and parents or guardians will sign an Acceptable Use Policy and Student User Agreement and Parent Permission Form.

Students are expected to abide by the following expectations both at home and within the school:

#### USE OF EQUIPMENT (Hardware and Software)

- Student must have an Acceptable Use Policy and Chromebook permission slip signed by a parent/guardian on file with Westside Christian Academy in order to use the Chromebook and the school's Internet.
- The school Chromebook is to be used for **educational purposes only**.
- The use of the Chromebook must not violate the existing Acceptable Use Policies.
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.
- Students may not reimage or adjust the functionality of the Chromebook.
- Students may only use the Chromebook assigned to them.

### THE NETWORK

- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher.
- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges and possibly other disciplinary or legal action.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences.
- Connecting to the school's wireless network with devices other than school-issued Chromebooks is not permitted.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including but not limited to filtered Internet sites.

### PRIVACY

- Students should not share their Chromebook or password with other students or access any account belonging to other students, faculty, or staff. Students are responsible for all use of their WCA student accounts even if they are not the users.
- Parents/Guardians are obligated to obtain their student's username and password in order to monitor the student's computer usage at home. When the Chromebooks are taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.
- Parents and teachers will have access to student password and all student communications including



email and any shared communication.

- WCA administration and teachers will have access to observe students' web activity via Lightspeed.
- All Chromebooks may only be accessed using students' WCA-assigned Gmail account OR an approved Gmail account necessary for CCP (College Credit Plus).

### MANAGEMENT

WCA reserves the right to monitor all devices. WCA reserves the right to search or monitor Internet accounts accessed with school equipment or school-issued gmail addresses. Improper use of WCA technology devices will result in loss of network/Internet privileges, and other consequences.

### RESPONSIBILITIES

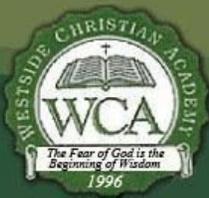
By signing the Acceptable Use Policy and this User Agreement and Parent Permission Form, students and parents or guardians agree to:

- **Submit their Chromebook to school authorities upon request.** Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- **Accept monitoring of student usage of the Chromebooks at any time, when requested by school Personnel (teachers or administration).** Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- **Charge their Chromebook overnight on charging cart.** Just as students are expected to be prepared for class by having all required materials, students will plug in Chromebooks each evening.
- **Protect the Chromebook from damage and theft.** Required precautions include the use of the protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen, parents or guardians are financially responsible for any missing Chromebook and necessary accessories. Replacement cost for a Chromebook for the school year would be approximately \$350.
- **Leave their Chromebooks at school over the summer for regular maintenance.**

### STUDENT EXPECTATIONS

As a learner I will:

- Take full responsibility for the use and care of my Chromebook.
- Make sure the Chromebook is not subject to careless or intentional damage (e.g., as a result of horseplay, leaving device unsupervised)
- Ensure that, when the Chromebook is being stored on charging cart, and when transported, it is as secure as possible. Chromebook **MUST** be carried in its protective case when it leaves the building.
- Ensure that my Chromebook is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
- Store my Chromebook in a safe place when not in use (e.g., lunch, PE, etc.). The Chromebook should be in its case, and no items will be stacked on top of it.
- Use my Chromebook for the task assigned by my teacher at all times. Chromebooks will **ONLY** be used for educational purposes as directed by Westside Christian Academy staff and faculty.
- **Submit documents to my teacher for printing.**
- Not decorate the Chromebook and not allow it to be subject to graffiti/defacing.
- Not install or download software or load extensions not approved by administration or teachers.



### **CONSEQUENCES FOR VIOLATION OF CHROMEBOOK RULES**

By signing the User Agreement, you commit to the student expectations and understand the consequences for violation.

### **Consequences for Breaches of the Acceptable Use Agreements**

In the event a student breaches any part of the Acceptable Use Policy and/or Chromebook Student User Agreement, consequences will be imposed by the school, consistent with the policies in the Parent/Student Handbook. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology.

### **FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS**

#### **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

Westside Christian Academy will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for the damages. The School regards the Chromebook as all other materials that are checked out to a student (e.g. library materials, sports equipment, etc.)

#### **What are the replacement costs of the Chromebook and accessories?**

Chromebook: \$350 | AC Charger: \$30 | Case: \$40

#### **As a parent/guardian, how do I monitor my student's use of the internet?**

Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your student's use of the Internet.

#### **What if we don't have Wi-Fi at home?**

A Chromebook's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the WCA campus.

#### **What if a student forgets to charge the Chromebook?**

There will be a number of limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to leave their Chromebook at school for overnight charging.

#### **Will students keep the Chromebook for the summer?**

Chromebooks and all WCA accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. Students enrolled in online summer coursework may request use of their devices over the summer. **Returning students will be reissued Chromebooks the following year.**

**Please contact your child's teacher with any questions regarding student use of Chromebooks.**



### Parents' Guide to Safe and Responsible Student Internet Use

Westside Christian Academy recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook. While the majority of assignments will not require access to multiple web searches, WCA suggests responsible use of technology begin at home. The following are guidelines for parents of students engaged in any Internet use:

- **Take extra steps to protect your student.** Encourage your student to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your student is doing online. Use the Internet with your student to help develop safe surfing habits. Children often model adult behavior.
- **Go where your student goes online.** Monitor the places that your student visits. Let your student know that you're there, and help teach him how to act as he works and socializes online.
- **Review your student's friends list.** You may want to limit your student's online "friends" to people your student actually knows and is working with in real life.
- **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your student's information.
- **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your student's exposure to excessive use.
- **Report unwelcome or malicious online threats.** Report immediately to the school any online interactions that can be considered threatening.
- **Help your student develop a routine.** Many parents have found success by helping create a routine for their student's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- **Read and share with your student the Chromebook Student User Agreement and Parent Permission Form.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your student.

#### General Tips for Parents for Internet Safety

- Talk with your student about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your student's computer use. Know his passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.



### Chromebook Student User Agreement and Parent Permission Form

As a user of the Westside Christian Academy computer network and recipient of a Chromebook, I acknowledge receipt of and hereby agree to comply with WCA Chromebook Student User Agreement and with the Acceptable Use Policy.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As the parent or legal guardian of the student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use -setting and conveying the school's standards, procedures and rules when selecting, sharing, or exploring information and media. I do not hold WCA or any WCA employee responsible for any material accessed by my student over the Internet. I acknowledge receipt of and hereby agree to comply with WCA Chromebook Student User Agreement and with the Acceptable Use Policy contained.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Appendix F**

Westside Christian Academy  
**College Visit Reflection**

Name: \_\_\_\_\_ Date Visited: \_\_\_\_\_

College Visited: \_\_\_\_\_ Christian: (circle) YES NO

Location & Description: \_\_\_\_\_

How far from home: \_\_\_\_\_ hours Approximate size: (circle) BIG SCHOOL SMALL SCHOOL

What did I learn about the academics during my visit?

What did I learn about the culture of the students during my visit?

What did I learn about the opportunities for spiritual growth at this campus?

Describe the friendliness of the people I encountered during my visit.

Finish the following sentence starters.

I really liked...\_\_\_\_\_

I really  
disliked....\_\_\_\_\_

I would like to learn more about...\_\_\_\_\_

This trip helped me learn that I want \_\_\_\_\_ in the college I attend

**Appendix G**

Westside Christian Academy  
**Shadowing Opportunity Application**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date to Shadow \_\_\_\_\_ Person Shadowing \_\_\_\_\_

Email of Person Shadowing \_\_\_\_\_

Location of Shadowing Opportunity \_\_\_\_\_

Reason for Shadowing \_\_\_\_\_

Class Schedule (Students must get the initial of teachers for each class indicating that he/she has above a C-, that there is no previous academic requirement due that day, and that student has asked for work that will be missed.)

Period	Class	Make up work Y/N	Grade	Teacher Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				

I, \_\_\_\_\_, acknowledge the requirements of the shadowing experience.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Headmaster Approval

\_\_\_\_\_  
Date

WESTSIDE CHRISTIAN ACADEMY  
PLANNED ABSENCE REQUEST

---

Please fill out this form whenever you are planning to take your child out of school for a day or more (ex: vacations, shadowing, medical reasons, etc.). **TURN THIS FORM INTO THE SCHOOL OFFICE. NOTE: WE ONLY NEED ONE FORM PER FAMILY.**

The school office will notify your child’s teachers and request their daily assignments. Any work assigned will be given to the child before they leave on their planned absence.

Please give the office and teachers sufficient time to get assignments ready. A two week turn around time is requested although we know last minute plans do occur. In that case please turn this form in as soon as possible.

---

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

---

**PLANNED ABSENCE PERIOD:**

My child(ren) will be out of school starting on \_\_\_\_\_

They will return to school on \_\_\_\_\_

---

**WE ARE REQUESTING THE ABOVE EXCUSED ABSENCE FOR THE FOLLOWING REASON:**

\_\_\_\_\_  
\_\_\_\_\_

---

**PLANNED ABSENCE HOMEWORK POLICY:**

I agree that any homework assigned ahead of the planned absence will be handed in on the first day back to school or it will not be accepted unless specified by the teacher.

**PARENT SIGNATURE:** \_\_\_\_\_

---

**Office use only:**

**APPROVED:** Admin. Assistant Signature: \_\_\_\_\_

\_ Homework request forms given to each teacher.