



UPPER SCHOOL PARENT/STUDENT HANDBOOK

23096 Center Ridge Rd. – Westlake, OH 44145 – 440.331.1300
wca@westsideacademy.org – westsideacademy.org
revised 9/2022

*The fear of God
is the beginning
of wisdom*

INTRODUCTION	1
WHAT THE UPPER SCHOOL AT WCA HAS TO OFFER	2
MISSION AND EDUCATIONAL PHILOSOPHY	3
Portrait of a Graduate	3
Statement of Faith	4
Non-Discrimination Policy	4
Statement on Gender, Marriage, and Sexuality	4
Statement on the Sanctity of Human Life	5
Secondary Doctrine Guidelines	5
Core Values	5
ATTENDANCE	6
Excused and Unexcused Absences	6
Tardiness	6
Early Dismissal or Mid-Day Appointments	6
Posting Absences, Early Dismissals, and Tardies to Report Cards	7
School Closing Due to Inclement Weather	7
ACADEMIC INFORMATION	8
Coursework Advancement Requirements	8
Grading Periods, Report Cards and Parent-Teacher Conferences	8
Academic Watch	8
Academic Probation	9
Homework	9
Missing Work	9
Grading Scale	10
Field Trips	10
Extra-Curricular Activities	10
Standardized Testing	10
Student Records	10
High School Graduation Requirements	10
Career and College Counseling/Planning	11
Remote Learning Plan	11
CONDUCT OF STUDENTS	12
Philosophy	12
Office Visits	13
Suspension or Expulsion	14
Standards of Behavior	14
Reverence	15
Gossip and Scoffing	15
Student-Faculty Relationships	16
Student-Student and Student-Adult Relationships	16
Romantic Relationships	16
Cell Phone and Electronics Use Policy	16
Forfeiture of Honors, Offices, Memberships	17
Cheating	17

Harassment/Bullying	18
Anti-Bullying and Suicide Prevention Policy	18
MISCELLANEOUS GUIDELINES/ROUTINES	19
Daily Schedule	19
Chapel	19
Lecture and Assembly	19
Compass Groups	19
Work Period	19
Option Time	19
Open Lunch	19
School Materials and Inappropriate Items	20
Lost and Found	20
HEALTH POLICIES	22
Immunization Policy	22
Communicable Diseases	22
Food Allergies	22
Medication	23
Illnesses Requiring Absence	24
Inability to Participate in P.E.	24
Work Permit	24
PARENT/ADULT CONDUCT	25
Parent Responsibilities	25
Church Attendance	25
Parent Conduct	26
Handling Complaints	26
Field Trips	26
Notification/Permission Regarding Sensitive Information	26
Guest Presenters	26
Background Check Policy	27
WCA Fundraising Policy	27
TRANSPORTATION	30
Carpool Guidelines	30
Walking/Bicycling Guidelines	30
Student Driving and Parking	30
UNIFORM GUIDELINES	31
Uniform Rationale	31
Uniform Infractions	31
Mens' Uniform Guidelines	31
Womens' Uniform Guidelines	32
Uniform Quick Reference	34
APPENDICES	36
Appendix A - Athletic Philosophy	36
Appendix B - Allergy Information & Peanut Free Snacks	38
Appendix C - Tuition & Fees Policy	39

Appendix D - Chromebook Student User Agreement & Parent Permission Form	40
Appendix E - College Visit Reflection Form	45
Appendix F - Remote Learning	46
Appendix G -Application for Minor Work Permit	48
Appendix H - Physician’s Certificate for Minor Work Permit	49
Appendix I - WCA Student-Led Trips Fundraiser Permission Form	50
Appendix J - WCA Student-Led Fundraiser Permission Fom	51
Appendix K - Student Parking Registration Form	52
Appendix L - Open Lunch Permission Form	53
Appendix M - Parent Agreement	54
Appendix N - Student Covenant	55

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.

We praise God for the privilege of partnering with you in the cultivation of your students towards greater wisdom and virtue.

Jim Whiteman, Headmaster
Caleb Sasser, Principal

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)

WHAT THE UPPER SCHOOL AT WCA HAS TO OFFER

- A carefully cultivated academic culture designed to raise up students who match our Portrait of a Graduate.
- Valuable, and intentional partnership between parents and teachers which is started in Grammar School with the intention of raising children in the nurture and admonition of the Lord.
- Courses which present an opportunity to learn and engage content with a Biblical Worldview and integration.
- Teachers who are committed to using a time-tested, classical methodology.
- A safe, focused, intentionally low-tech environment giving our dialectic and rhetoric students an opportunity to turn off the digital noise.
- Weekly chapels designed to orient our academic community to the Lord.
- An intentional and growing focus on the arts.
- Studying Humanities in mixed-grade groups, providing a variety of perspectives.
- A variety of teachers and the opportunity to move to several classrooms throughout the school day
- The individual responsibility of storing things in your own locker.
- Membership in one of the four houses: Aquinas, Augustine, Galileo, or Lewis.
- Participating in a learning celebration every fall that integrates all the academic subjects into one action packed and fun-filled adventure.
- Compass Groups, Cookouts, and so much more.
- Completing your study of the six year Humanities program and the remaining four focus texts: *The Odyssey*, *The Divine Comedy*, *The New Testament*, and *the Iliad*



MISSION AND EDUCATIONAL PHILOSOPHY

Westside Christian Academy seeks to aid children in their moral and academic development so that they may 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 exists 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.

Portrait of a Graduate¹

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. With this as our primary objective, WCA seeks to cultivate students...

- Who are growing Christians, equipped to receive and proclaim the Truth of the Gospel, and who genuinely love God and others.
- Who are virtuous servant-leaders, equipped to eloquently proclaim Truth and graciously communicate a biblical perspective to the cultural issues of their day.
- Who are educated, disciplined, logical, discerning, loving, and mature lifelong-learners who contribute to the Great Conversation. They listen intently, reason wisely, write skillfully, and speak persuasively.
- Who are prepared to build a redemptive community, especially in family life, church membership, and citizenship.
- Whose affections are rightly oriented towards that which is true, beautiful, and good, with hearts which desire Christ-centered living.

¹ This "portrait" is a general picture of the qualities we strive to instill. When someone asks, "What is your hoped-for outcome by the time a student graduates?" This is the essence of our answer. Much could be written and discussed to unpack each of these statements under the umbrella of our mission.

Statement of Faith

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)

Non-discrimination 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 on Gender, Marriage, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Westside Christian Academy as part of the Body of Christ, and to provide a biblical role model to the WCA community, it is imperative that all persons employed by WCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Westside Christian Academy.

WCA employees of all classifications must be in full agreement with WCA's Statement of Gender, Marriage, and Sexuality.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139.)

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 we ought not to 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

WCA's core values are those foundational beliefs or principles by which we carry out our mission and conduct daily business. Our attitudes and actions should ever be seeking to align with these values.

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

E - EXCELLENCE

U - UNITY

C - CHRISTLIKENESS

L - LOVE

I - INTEGRITY

D - DISCIPLESHIP

ATTENDANCE

Attendance is vital to student success. WCA, however, does welcome families to travel together. 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). WCA strongly recommends that students take NO MORE than 12 absences (excused or unexcused) per semester.

In the event of an absence, a parent *must report absence through the online attendance form.* Materials 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.

Excused and Unexcused Absences

Excused absences include:

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

Unexcused absences include:

- Vacations
- Elective Days Off at Family Discretion
- Other appointments (Hair etc)
- Other athletic events

Tardiness

If a student is not present at 8:30 he or she will be considered tardy. Tardies will be recorded on students' report cards. Tardiness is an appropriate consideration in parent-teacher conferences and other situations in which a student's academic performance is discussed. Endemic tardiness will result in shepherding and appropriate consequences from the student's dean.

All students arriving late must sign in at the school office. 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 or Mid-Day Appointments

In the event a parent needs to take his/her student out of school for part of a day (i.e. doctor's appointment or sporting event), use the online attendance form stating the reason for the dismissal, the departure time, and the return time must be submitted to the school office on or before the morning of.

Signing Students Out: Upon communication from a parent regarding a student's early dismissal, the receptionist will issue a pass and send it to the student so that he/she can be dismissed early. Students should give the pass to their teacher or supervisor at the time of dismissal AND sign out with the office. If a student needs to leave but does not have a pass, a student may request one from the receptionist, who will request parents' permission.

Signing Students In: 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.

Other Circumstances

- **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 7th period** on Fridays (2:40) if they do not have a 8th 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 a work period.
- **Absence in case of illness or medical appointment** Parents are requested to schedule doctor and dentist appointments 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)
- **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 E for the form.
- **Shadow Experiences** are an excused absence. See APPENDIX F for the description and forms
- **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.

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.

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

The following Academic information is a summary. Full details will be provided in the soon-to-be-published Academic Handbook.

Building on the foundation of WCA's Grammar School, the Upper School's dialectic and rhetoric programs equip students to be rational and eloquent servants of our Lord Jesus Christ. 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 in all things. Rhetoric students learn to recognize and appreciate beauty through the arts, sciences and nature and to be persuasive in writing and speech. In all our academic programs we see to fulfil the command of the Scriptures to grow in knowledge, understanding, and wisdom. The ultimate goal of our studies is to shape the affections of our students toward the transcendent things, towards Truth, Goodness, and Beauty, all of which find their fullest expression in God. Every subject is taught through the lens of Scripture.

Coursework Advancement Requirements

In order to advance to the next level of coursework/receive course credit, students must pass all required coursework with a 60% average for each semester. The curriculum director and principal 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 principal.

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 in grades 7-8. A report card will be emailed one week after the period ends. Should there be any questions concerning a grade, students or parents should contact the teacher directly. Students, parents, and teachers are all requested to have the mind and attitude of Christ toward one another in all difficult conversations.

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 also 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. An advance appointment with the teacher should be made. Parents are asked to please not 'stop in' to meet with teachers without an appointment. The faculty is also urged to request special conferences with parents at any time deemed necessary.

Academic Watch

Students who are showing consistent patterns of poor academic performance as evidenced by consistently carrying grades below 70%, frequent absences, excessive missing work, or other indicators will be placed on Academic Watch at the discretion of the Principal. Students on Academic Watch who show no evidence of effort to improve will be placed on Academic Probation. Our desire is not punishment or academic achievement for

personal glory, but for each student to grow and mature in the Lord. We desire our students to do their best as unto Christ.

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 parents, teachers, and headmaster/dean/principal to establish expectations for improvement. If the student does not improve, he or she may be expelled. Our desire is not punishment or academic achievement for personal glory, but for each student to grow and mature in the Lord. We desire our students to do their best as unto Christ.

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. This work 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 significantly.

Make-up Work

In the event a student is ill, the student will have two days to make up for the missed work after they return or 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.

Missing Work

Students who do not turn in assignments or who turn in assignments late will receive consequences. Those consequences are spelled out in each class syllabus.

Grading Scale

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

Field Trips

All school rules apply on all field trips and on all school-sponsored events whether on the school campus or 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

Students will pursue excellence in their academic subjects with the understanding that it is understood 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

Parents will be notified in advance when the tests will be administered and results will be made available to the parents. 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. Juniors take the ACT in April of junior year. Latin students take the National Latin Exam in the spring.

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 school board when information is needed for decision-making purposes (i.e. conferring degrees, suspension, or other discipline decisions). Student records may not be removed from school property 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 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 principal, students

transferring after tenth grade may receive credit for courses completed elsewhere and an individual schedule for what must be completed may be developed.

Career and College Counseling/Planning

Parents and students at WCA will have a variety of resources to help with college counseling and planning. We will continue to keep parents and students informed about ways to plan for college, develop career goals, and develop each student's ability to succeed in their vocation 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.

We have offered the following opportunities in the past:

- 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)

Learning continues even if we are forced to be distant from one another for a time. See appendix G for full information and the handbook.

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 teacher is to be a model of living faith in Jesus Christ as Lord and Savior. This 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 students 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 students 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 man's sinful heart, and encourages faith in the Lord Jesus Christ.

Shepherding is the process by which we *guide* students' hearts (and attitudes), not just behaviors, toward Christ. Although it often involves consequences for sinful behaviors or attitudes, it is not a form of punishment, but rather a process of repentance, restoration, and growth. 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.

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 uniform 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 negative 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.

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 of 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.

- Refrain from expressing or pursuing romantic relationships 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. Any school activities 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 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.

Student-Student and Student-Adult Relationships

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 women and allow women 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.

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 not permitted.

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 intentional 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 (8:00-3:30), which include extra-curricular activities (conferences, etc.), a consequence will be imposed as detailed below.

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

- *First offense:* the device (phone, watch, other electronic devices) is taken away until the end of the day and kept in the principal's office until it is picked up by a parent/guardian.
- *Second offense:* The student is suspended for one day with permission to make up work.
- *Third offense:* The student is suspended for up to three days.
- *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.

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.

Anti-Bullying and Suicide Prevention Policy

Purpose

Westside Christian Academy understands the duty to protect the health, safety, and well-being of our students. We believe the greatest commandments of “loving the Lord with all your heart and loving your neighbor as yourself” sets the standard for these policies. We plan to work alongside the family and the church as part of a three-legged stool in order to maintain a safe environment for all.

Definitions

According to the Ohio Anti-Harassment, Anti-Intimidation or Anti-Bullying Model Policy, Harassment, intimidation or bullying” means “any intentional written, verbal, electronic or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:
Causes mental or physical hardship to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. “

Prevention

Prevention is the ultimate goal for these circumstances. Prevention includes training staff for signs of bullying, suicidal tendencies and providing biblical counseling for these subjects. Prevention for students includes the building of peer and faculty relationships through compass groups where students meet weekly to discuss, build and grow together throughout their educational career. Students also participate in house groups with elected student leaders and frequent bonding opportunities. These relationships promote school connectedness and offer peer leaders that a child can feel comfortable seeking help or support from.

Along with these, students will attend an assembly to discuss and train all Upper School students in suicide and bullying awareness, allowing open conversation about these topics. The assembly informs students on the recognition, prevention of harassment, intimidation or bullying, and their rights and responsibilities under this policy. Parents will be provided with information to discuss with their child/children as well.

Reporting

In the case of bullying, students should report by informing a school staff member or, if they are uncomfortable, by using the Safer Ohio School Safety tipline. Reporting should include the individuals involved, discussions between the individuals, where and when actions took place, any witnesses that observed and the target of the harassment. Faculty should document the report and resolve the report with the individuals and keep the reporter's information confidential.

Disciplinary Action

Any student found responsible for harassing, bullying or intentionally disturbing another is subject to disciplinary action set by the Upper School Dean of Men, Dean of Women and Principal. These actions intend to focus on mending the relationship while teaching biblical principles for all individuals involved. It is our goal to have our students be leaders and disciples for Christ even beyond the classroom. Any disciplinary action is intended to grow and shape our students to be God-fearing and respectful men and women of God.

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 may wait in a designated area.

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*.

Lecture and Assembly

The Upper School takes time out of the schedule each Monday for a special assembly. Some weeks this means that the students will attend a lecture as part of our Noema lecture series, and other weeks the students will be participating in House events, special presentations, service projects, etc. The Noema lecture series for the 2021-2022 school year will focus on the question: "What does it mean to be an American?" Each department in the Upper School will help the students to answer this question.

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 throughout their time in Upper School.. 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 forty or forty-five minute work period. This is a time to read, study, complete homework, or 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, lead or 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.

Open Lunch

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

- Seniors may leave the campus with permission for option time and or lunch every day except Wednesday and when other mandatory school events are planned.
- Students may not take any underclassmen with them. This includes siblings.
- Cars with one male and one female student are expected to have a third student with them.
- GPA of at least 3.0 must be maintained in order to utilize this privilege.
- Parents have authority to take the privilege away whenever desired.

- School administration may also take away privileges of the student due to misconduct, grades, or violation of any of the open lunch guidelines.
- Students 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)

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, prior to admittance, all students attending WCA should be immunized according to the state guidelines which can be found at:

<https://odh.ohio.gov/know-our-programs/immunization/media/immunization-summary-school>.

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 24 hours have 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.
- Teach their student how to read food labels.
- 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.

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.

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 Authorization 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, herbal medication, Aspergum, Actified, antacids, and aspirin.
 - Some non-prescription/over-the-counter medications do *not* require a physician's signature on the medication authorization form. Examples of these items are: cough drops, vitamins, herbal supplements.

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 24-36 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 the WCA 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.

Work Permit

The school is able to complete work permit forms for students. The forms are available in Appendix H and Appendix I. It is the student's responsibility to print and complete the form before returning it to the office for authorization. If the student has a physical that was completed within the past year, it may be used. If this is the case, the student should request a copy of the form from the Athletic Director so they may submit it to the main office with the permit application. The student should also have the Upper School principal sign the form before submitting to the office. Once the student completes the form to the main office, the office manager will issue the work permit. Please note that it may take up to 2 weeks for the permit to be completed and sent out. See the school office with any questions about the process.

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 the above, 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 is 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 unless given explicit permission by the school.

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, 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.

Background Check Policy

Require full background check (FBI/BCI w/fingerprinting) for:

- All Staff (Full time and Part time)
- Substitute Teachers
- Volunteers working during school hours without a designated teacher supervisor
- Anyone coaching athletics
- Any volunteer for afterschool programs
- Any volunteer working one-on-one with a student

Not required:

Volunteers who are helping during school hours under a teacher's supervision and are never alone with a student one-on-one. For example, a parent comes in to help with recess, lunch, or field trip.

Driving record background checks are performed for anyone transporting students. Teachers will choose a driver to ride with (e.g. if there is a parent we do not know well, the teacher can ride with them.) No volunteer should be teaching students (unless specifically invited to, such as guest speakers, chapel speakers, substitute teachers, etc.). We will reevaluate this as the school grows. We are working towards providing training to staff and regular volunteers on preventing child sex abuse and recognizing signs of child sex abusers. WCA is looking to purchase MinistrySafe and have staff and volunteers complete the training. Background check reports are to be sent to and kept on file at the Main Office of WCA. Background checks are valid for five years from the date of the report.

WCA Fundraising Policy

Westside Christian Academy's Annual Fund supports the overall operations of the school. Donations to the WCA Annual Fund play a critical role in the growth and development of our school. Each year, gifts to the Annual Fund provide the resources needed to support tuition assistance, curricular enhancements, purchase additional classroom and athletic equipment, and help to fund faculty and staff professional development opportunities. Perhaps most importantly, the Annual Fund helps us maintain the most affordable tuition possible. These resources help ensure that WCA provides an exceptional Christ-centered educational experience for every student.

WCA's Philanthropy Office adheres to the philosophy of *few but significant* fundraisers. We do not want to overburden our families by asking them to sell items, or have them experience any undue pressure by being approached on the school grounds with various fundraisers. To accomplish this we have developed several channels that both serve our families and raise funds that are not provided through the operations budget. Forms for Fundraising Permission Forms can be found on Appendix J and K.

Pre-Order Lunches

- Proceeds to serve as a booster for: *Upper School Trips, Athletics, or PTF.*
 - PTF- Added to budget.
 - Upper School Trips- divided equally among all students attending stated trip
 - Athletics- Added to the Athletic budget.
- No school club will be permitted to administer a Lunch.
- Must gain approval from the Director of Philanthropy.
- Recipient of funds is responsible for managing the entire aspect of the lunch sales.

Cash and Carry Sales

- Proceeds only to be used for Upper School Trips and are to be divided equally among participating students.
- Must gain approval from the Upper School Activities Coordinator and follow the guidelines laid out in the **WCA Student-Led Trips Fundraiser Permission Form** which can be obtained from the Upper School Activities Coordinator.
- Friday's will be the placeholder day for cash and carry sales.
- Requested date must be submitted to the Director of Philanthropy for final approval.
- Cash sales only.
- Westside Christian Academy (WCA) is not liable to track, count, record, distribute, register, locate, store, account for, or in any way be responsible for funds generated from this type of fundraiser.
- Reimbursement for expenses incurred must come directly from the proceeds collected. Reimbursement requests are not submissible to the WCA business office.

Sales of All Other Goods

- WCA and associated clubs will not participate in the selling of goods, i.e. Malley's chocolate bars, Mitchell's gift cards, etc.
- WCA does not permit the sale of any goods on campus (*on the grounds, car line, or inside the building*) to students, staff, or volunteers, other than prior stated.

Concession Stands

- Concession stands are permitted at WCA sponsored events with the approval of the Director of Philanthropy.
- All proceeds will be a booster for the department hosting the event, i.e. Basketball game concessions serve as a booster for the athletic department.
- Sales will be cash only and monies are to be turned into the Director of Finance and clearly stated to which department it is to be applied.
- No school clubs or Upper School Trips are to sell concessions at WCA Sponsored events.

Student Labor List

- Upper School students have the opportunity to work with the Upper School Activities Coordinator to compile a list of skills and tasks the student is willing to do for hire. The Upper School Activities Coordinator will compile and distribute the list.
 - a) Examples: Babysitting, yard clean up, mulching, etc.
- Monies earned will be paid directly to the student and are to be used toward the cost of their Upper School Trip.

Parent Teacher Fellowship (PTF)

- PTF is approved to raise money through the following Channels:
 - Thursday Lunch - 1x/month
 - Spirit Wear - 2x/year
 - Rewards Program - Ongoing (Amazon, Box Tops, Chick-Fil-A, Office Depot, Office Max)
 - Dress down Day Pass Sale - Grandfriends day and before Christmas
 - Local Restaurant Promotions (ie. Melt, Mitchell's, Chick-Fil-A receipts)
- All aspects of these listed fundraising events are managed by PTF.

Special Requests

- Fundraising requests that are not specified above will be considered on a case-by-case basis.

- A proposal must be submitted to and approved by the Director of Philanthropy.

Clubs

- Clubs as defined as non-budgeted, non-school sponsored, extracurricular, will be self-funded. If a club requires funding, the parent sponsor is responsible for setting club fees, and will be cash only.
- Westside Christian Academy (WCA) is not liable to track, count, record, distribute, register, locate, store, account for, or in any way be responsible for monies collected.

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 the Upper School 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 to receive a parking pass
- Each student driver should employ 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 engaging in any other potential distractions.
- 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

Uniform Rationale

The Bible says that “man looks at the outward appearance, but the Lord looks at the heart” (I 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 and 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 do not dress “a certain way” or buy specific brands.
- Promote a serious academic atmosphere by encouraging the students to think of their attire as reflective of the importance of their academic vocation.
- 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 uniform is imperative. Parents’ monitoring of the uniform from home minimizes uniform concerns interrupting instructional time.

Uniform Infractions

Student uniforms will be checked each day. Uniform infractions will be monitored and tracked daily. When a student’s uniform infractions become endemic or seem to be evidence of a deeper heart issue appropriate conversations and consequences will be discussed between the parents, student, and dean.

Men’s Uniform Guidelines

Most uniform items can easily be purchased through Schoolbelles (school #S1293) or Land's End (school #900062142). The official US tie must be purchased through Schoolbelles and the embroidered navy blue V-neck uniform sweater (*optional*) can only be purchased via our website westsideacademy.org/uniforms.

Hair

- Men’s 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 natural color.

Shoes

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

Miscellaneous

- Any type of distracting jewelry, hairstyle, etc. is not permitted.
- Any type of makeup or cosmetics is not permitted.

Men’s 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 - Embroidered navy blue v-neck sweater may be worn during the day with the exception of Wednesdays. (purchased via our website westsideacademy.org/uniforms)

Men's 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.

Men's Spirit Wear Uniform, Upper School

- Uniform bottoms (pants, socks, belt, shoes)
- Uniform shirt
- Any WCA branded outerwear.

Dress Down Day Guidelines

- Students should wear pants (**no shorts**, spandex, or skin showing above the knee).
- Text on shirts/sweatshirts should be appropriate; if text features the name of another school, it should only be one for whom a student participates as an athlete.
- No tight-fitting shirts, tank tops, cut offs, or short shirts.
- No hats or sunglasses.
- No attire that is deemed by teachers to be distracting.

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.
- PE shorts should not be any shorter than 4" above the knee.

Womens' Uniform Guidelines

Most uniform items can easily be purchased through Schoolbelles (school #S1293) or Land's End (school #900062142). The embroidered navy blue V-neck uniform sweater (*optional*) can only be purchased via our website westsideacademy.org/uniforms.

Hair

- 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).
- Hair must be a natural color

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.

Miscellaneous

- Any type of distracting make-up, jewelry, hairstyle, etc. is not acceptable.
- Fingernails should be safe in length and not distracting.

Women's 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; skirts are to be no shorter than 2” above the knee if one is kneeling. Longer skirts (below knee) are also fine.
- Shoes – dress shoes: leather in brown, black , blue, dark gray, or cordovan.
- Socks – solid and neutral in color; or hose or blue tights
- Optional - Embroidered navy blue v-neck sweater may be worn during the day with the exception of Wednesdays. (purchased via our website westsideacademy.org/uniforms)

Women's Dress Uniform, Upper School

- Blouse – White Oxford blouse only
- Skirt – grey; skirts are to be no shorter than 2” above the knee if one is kneeling. Longer skirts (below knee) are also fine.
- 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.
- PE shorts should not be any shorter than 4” above the knee.

Women's Spirit Wear Uniform, Upper School

- Uniform bottoms (pants, socks, shoes)
- Uniform shirt
- Any WCA branded outerwear

Dress Down Day Guidelines

- Students should wear pants, dresses, or skirts (**no shorts**, spandex, or skin showing above the knee).
- Text on shirts/sweatshirts should be appropriate; if text features the name of another school, it should only be one for whom a student participates as an athlete.
- No tight-fitting shirts, tank tops, cut offs, or short shirts.
- No hats or sunglasses.
- No attire that is deemed by teachers to be distracting.

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 principal will have the final say.

Uniform Quick Reference



long or short sleeve traditional collar with or without collar buttons

long pants only

Chapel Uniform Requirement

Everyday Options



*belt must be worn everyday



long or short sleeve traditional collar with or without collar buttons

7TH-8TH GRADE REQUIRED GYM UNIFORM



only ordered through [schoolbelles](http://schoolbelles.com) or [Land's End](http://landsend.com)



MEN'S UPPER SCHOOL 7TH-12TH GRADE

Our uniform closet is a great first stop for many uniform items.

Chapel

- White Button Up Shirt
- Grey Pants
- Stripped Tie
- Navy Blazer
- Dark Belt
- Solid Dark Socks

Schoolbelles is your sources for our stipped tie & navy blazer.

#S1293 school code

www.schoolbelles.com

Everyday

- White or Blue Button Up Shirt
- Navy, Grey Or Kahki Pants
- Solid Socks
- Belt

Land's End and Schoolbelles are great options for these items but not the only place you have to shop.

www.schoolbelles.com

#S1293 school code

www.landsend.com

#900062142 school code

Frenchtoast.com and Old Navy are vendors who carry uniform items that meet our requirements.

Shoes

- Leather shoes in blue, black, brown, grey or cordovan

US Uniform Sweater

- May be worn throughout the week with the exception of Wednesdays
- On-line orders only thru our website westsideacademy.org/uniforms



long or short sleeve traditional collar with or without collar buttons

Chapel Uniform Requirement

Everyday Options



long or short sleeve traditional collar with or without collar buttons

**7TH-8TH GRADE
REQUIRED
GYM UNIFORM**

only ordered through [schoolbelles](#) or [Land's End](#)



**WOMEN'S
UPPER SCHOOL
7TH-12TH GRADE**

Our uniform closet is a great first stop for many uniform items.

Chapel

- Grey Pleated Skirt
- Navy Blazer
- White Button Up Shirt

Schoolbelles has a boxy cut blazer. Land's End and French Toast have a more feminine cut blazer
www.schoolbelles.com
 #S1293 school code
www.landsend.com
 #900062142 school code
www.frenchtoast.com

Everyday

- Navy, Khaki or Grey Pleated Skirt
- White or Blue Button Up Shirt

Land's End and Schoolbelles are great options for these items but not the only place you have to shop.
www.schoolbelles.com
 #S1293 school code
www.landsend.com
 #900062142 school code

Frenchtoast.com and Old Navy are vendors who carry uniform items that meet our requirements.

Shoes

- Leather shoes in blue, black, brown, grey or cordovan

US Uniform Sweater

- May be worn throughout the week with the exception of Wednesdays
- On-line orders only thru our website
westsideacademy.org/uniforms

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 any 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. 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 3rd quarter, 75% of the annual tuition will be charged. If a student withdraws or is dismissed after the start of the 3rd 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

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

Chromebooks are 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)

- Students 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.
- Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activities 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, social media, 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 their student's 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.** 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.**

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 E

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 F

Remote Learning Handbook

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 which continues 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 enjoy 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. The handbook absence policy may apply.
- 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.

Remote Learning Attendance Procedures

- Absences should be reported to the office; attendance is taken daily.
- Students are required to attend all scheduled classes. With a teacher's permission they may make up a missed class by watching recorded lessons on their own schedule. These should be viewed before a date/time determined by the teacher.
- Students should have cameras on (unless instructed otherwise).

Uniform/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

- These designated time(s) for mentoring and fellowship will continue remotely during distance learning.
- 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.

APPLICATION FOR MINOR WORK PERMIT

4/10/02 ORC

STUDENT / APPLICANT INFORMATION

Name of Student / Applicant, in full: Sex: Male Female Grade Level:

Proof of Age (Type of document): Age: Date of Birth: Physician's certificate: Submitted with this application Valid physician's certificate on file

Address of Student / Applicant:

School District: Building:

Parent or Guardian: Parent or Guardian Telephone Number:

Address of Parent or Guardian:

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE STATEMENTS ARE TRUE AND THAT THE MINOR NAMED ABOVE WILL WORK WITH MY APPROVAL.

Signature of Parent or Guardian

Date Signed

THE NUMBER OF HOURS OR DAYS AND THE TIMES DISPLAYED BELOW OR ON THE FINAL PERMIT ARE FOR REGULATORY PURPOSES ONLY AND ARE NOT TO BE CONSTRUED IN ANY WAY OR MANNER TO BE INDICATIVE OF A CONTRACT BETWEEN AN EMPLOYER AND THE EMPLOYEE.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND APPROVED THE ABOVE NOTED DOCUMENTARY PROOF OF AGE.

Superintendent / Chief ~~Education~~ Officer / Designated Issuing Officer

Name of Office

Address of Office

PLEDGE OF EMPLOYER

Name of Firm: Telephone Number at Minor's Work Location:

Address of Student / Applicant's Place of Employment, Job Site, or Work Location:

Specific Nature of Employment:

Employer's Tax ID Number (9 digits). THIS FIELD IS MANDATORY:

No. of Days Per Week: 1 Hours Per Day: 2 Starting Time: 3 Quitting Time: 4

IF MINOR WORKS A VARIED OR IRREGULAR SCHEDULE, ENTER "REPRESENTATIVE" TIMES IN ITEMS 1 THRU 4. ARE HOURS TO BE WORKED WITHIN THE LIMITS OF THE LAW? YES NO

THE UNDERSIGNED HEREBY AGREES TO EMPLOY THE ABOVE NAMED CHILD IN ACCORDANCE WITH LAWS REGULATING THE EMPLOYMENT OF MINORS. THE EMPLOYER FURTHER AGREES TO GIVE MINOR A COPY OF THE WAGE AGREEMENT IN ACCORDANCE WITH SEC. 4109.42 ORC. THE EMPLOYMENT WILL BECOME EFFECTIVE AS SOON AS THE NECESSARY AGE AND SCHOOLING CERTIFICATE IS VERIFIED BY THE EMPLOYER. THE EMPLOYER AGREES TO PERMIT THE CHILD TO ATTEND PART TIME SCHOOL WHEN SUCH IS AVAILABLE AND TO NOTIFY THE SCHOOL WITHIN FIVE DAYS AFTER THE EMPLOYMENT OF THE CHILD TERMINATES

Signature of person authorized to sign for employer

Date signed Telephone number

Address of employer if different from minor's place of employment

E-Mail address (Optional - if employer wants notification in case of revocation)

1/2009 CDM 0200 (Employee Data Form 8 & 9)

PHYSICIAN'S CERTIFICATE FOR MINOR WORK PERMIT

3331.02 ORC
4109.02 ORC

APPLICANT INFORMATION

Name of Student / Applicant in full: Sex: Male Female

Date of Birth: Height: ft. in. Weight: lbs. Color of Hair: Color of Eyes:

Distinguishing Characteristics, if any:

School District: Building:

Parent or Guardian: Parent or Guardian Telephone Number:

PHYSICIAN'S APPROVAL

THE UNDERSIGNED HEREBY CERTIFIES THAT THEY HAVE THOROUGHLY EXAMINED THE ABOVE NAMED APPLICANT WHO WAS BORN ON THE DATE STATED ABOVE, AND WHO MEETS THE DESCRIPTION GIVEN HEREON, AND THAT SAID PERSON;

IS IS NOT

IN THEIR OPINION PHYSICALLY FIT TO PERFORM THE WORK OF ANY EMPLOYMENT NOT FORBIDDEN BY LAW TO A PERSON OF THIS AGE AND SEX.

X
Physician's Signature

Date Signed

NOTE: IF WORK SHOULD BE LIMITED TO A CERTAIN TYPE OF EMPLOYMENT, THE PHYSICIAN MUST MARK THIS FORM ACCORDINGLY IN THE AREA BELOW.

Limited Certificate: YES NO

If Marked YES;
Employment should be Limited to Work Specified Below:

WCA Student-Led Trips Fundraiser Permission Form

Complete this portion of the form in order to get your fundraiser approved:

What kind of fundraiser do you want to hold?

What cause will this fundraiser benefit?

What is your name? _____ What grade are you in? _____

Have you invited all members of your grade to participate in this fundraiser? (You are required to invite all members of your grade to participate). **YES / NO**

Which students plan to participate?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you understand that all proceeds from this fundraiser will either go to a common cause or be equally distributed among the participants? _____ (Sign your name)

On what date do you plan to hold this fundraiser? _____

What time of day? _____

In what space? _____

Do you plan to decorate in any way? If so, how?

Do you understand that Westside Christian Academy (WCA) is not liable to track, count, record, distribute, register, record, locate, store, account for, or in any way be responsible for funds generated from this fundraiser?

_____ Sign your name

Office use only below this line. Complete the back of this form when the fundraiser has been completed.

Director of Philanthropy Sign here if you approve this fundraiser _____
(Philanthropy Director, please notify the Director of Operations and get this fundraiser on the appropriate (US or GS) calendar.)

Appendix J

WCA Student-Led Fundraiser Permission Form

Complete this portion of the form IMMEDIATELY after your fundraiser is complete:

Have three student count the proceeds individually and sign their names next to the amount:

Student 1 Name: _____ (signed)
Amount _____

Student 2 Name: _____ (signed)
Amount _____

Student 3 Name: _____ (signed)
Amount _____

Student Opportunities Coordinator confirms this is an accurate count
_____ (signed)

How much did each participating student receive?

Which students actually participated in the fundraiser and received proceeds?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Opportunities Coordinator Sign and Date:

Student Parking Registration Form

Westside Christian Academy

Student's Name: _____ Grade: _____

Parent Phone(s): _____ Student phone: _____

Please record the following information for each vehicle you may be driving to school:

_____	_____	_____	_____
Year	Make & Model of Vehicle	Color	License Plate #
_____	_____	_____	_____
Year	Make & Model of Vehicle	Color	License Plate #

I have read and understand the parking regulations in the handbook and below and agree to abide by them.

Student Signature: _____ Date: _____

1. Students must register all vehicles they drive to school with the WCA Office.
2. Each student driver should be an example of courteous, careful driving habits.
3. The campus speed limit is 8 miles per hour.
4. Students must respect campus traffic signs and personnel directing traffic.
5. Vehicles must not display offensive or inappropriate window or bumper stickers.
6. Student vehicles must be backed into and parked in designated student parking spots.
7. Student vehicles should be locked at all times. The School is not responsible for the car or its contents.
8. All passengers are to be seated with seatbelts fastened while the vehicle is in motion.
9. Students may not drive on campus while playing loud music, using a cell phone or engaged in other potential distraction.
10. Student drivers may not transport other students without written permission from parents of all students involved parents and approval from the WCA administration.
11. 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.

Appendix L

OPEN LUNCH PERMISSION FORM

I, _____, agree to willingly comply with Westside Christian Academy's Open Lunch policy. I acknowledge that failure to do so can result in the removal of this privilege any time.

X _____
Student Name

X _____
Student Signature

Date

My student, _____, has my permission to leave for open lunch on days when it is allowed and approved by the school administration.

X _____
Parent Name

X _____
Parent Signature

Date

Note: If a parent desires to revoke his/her son/daughter's open lunch privilege, please kindly give 24 hours notification of this to csasser@westsideacademy.org and be sure to notify the student.

Appendix M

Parent Agreement

I _____ (Parent) have read the WCA Upper School handbook and understand the guidelines and I pledge, by the grace of God, to abide by them. I understand the grading standards, Academic Watch and Academic Probation, and behavioral standards to which my students will be held. I understand that when my student needs discipline for their actions it will be taken with a desire to point my student to Christ and that I will be a part of the process. I understand that in extreme cases this discipline could result in expulsion following the process laid out in the handbook. I understand that WCA expects me to be an active participant in my child's education showing the partnership nature of this educational project.

Parent/Guardian Signature: _____ (Parent/Guardian 1)

Date: _____

Parent/Guardian Signature: _____ (Parent/Guardian 2)

Date: _____

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.

Student Name (print): _____

Grade: _____

Student Signature: _____

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: _____