



UPPER SCHOOL PARENT/STUDENT HANDBOOK

REVISED 12/2025

WCA'S MISSION

Partnering with Christian parents, Westside Christian Academy equips students with a Biblically integrated, academically excellent, classical education so that they engage the world with the truth of the gospel and the love of Christ, near and far, across generations.

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Table of Contents

INTRODUCTION	6
SCHOOL'S MISSION AND VISION	7
Mission	7
Vision	7
Portrait of a Graduate	7
CENTRAL BELIEFS	8
Tenets of Faith	8
Position Statements	9
Secondary Doctrine Guidelines	10
Non-Discrimination Policy	10
Core Values	10
ACADEMICS	11
Coursework Advancement Requirements	11
High School Graduation Requirements	11
Grading Scale	11
End of Semester Assessments	11
Homework	12
Missing Work	12
Grading Periods and Report Cards	12
Academic Watch	12
Academic Probation	13
Standardized Testing	13
Student Records	13
Parent-Teacher Conference	13
Semper Crescente	14
STUDENT CONDUCT	15
Philosophy	15
Standards of Behavior	15
Cheating and Dishonesty	17
Bullying, Harassment, and Suicide Prevention	18
Shepherding	19
Cell Phone & Electronics Use Policy	20
Energy Drink & Caffeine Policy	20
Inappropriate Items	21

Discipline Policy	21
UNIFORM GUIDELINES	22
Uniform Rationale	22
Men’s Uniform Guidelines	22
Womens’ Uniform Guidelines	24
Uniform Infractions	25
Pictorial Uniform Reference	26
STUDENT LIFE	28
Compass Groups	28
House System	28
Attendance	29
Daily Schedule	31
Chapel	32
Work Period	32
School Materials	32
Option Time	32
Lunch	33
Lost and Found	33
Work Permit Policy	33
Field Trips	34
After School Clubs	34
Athletics	34
PARENT PARTNERSHIP	37
Parent Responsibilities	37
Church Attendance	37
Parent Volunteers	38
Handling Complaints	38
Notification/Permission Regarding Sensitive Information	38
FUNDRAISING POLICY	39
HEALTH POLICIES	41
Immunization Policy	41
Communicable Diseases	41
Food Allergies	41
Medication	42
Illnesses Requiring Absence	42
SAFETY POLICIES	43

Carpool Guidelines	43
Walking/Bicycling Guidelines	43
Student Driving and Parking	43
APPENDICES	45
APPENDIX A- Tuition & Fees Policy	45
APPENDIX B- Chromebook Student User Agreement	46
APPENDIX C -Chromebook Parent Permission Form	50
APPENDIX D - College Visit Reflection	51
APPENDIX E- Application for Minor Work Permit	52
APPENDIX F- Physician’s Certificate for Minor Work Permit	52
APPENDIX G- WCA Student-Led Trips Fundraiser Permission Form	54
APPENDIX H- WCA Student-Led Fundraiser Record Keeping Form	55
APPENDIX K -Parent Agreement	57
APPENDIX L- Student Covenant	58

INTRODUCTION

Dear WCA Parents and Students,

Westside Christians Academy's Mission is: *Partnering with Christian parents, Westside Christian Academy equips students with a Biblically integrated, academically excellent, classical education so that they engage the world with the truth of the gospel and the love of Christ, near and far, across generations.* We do this by coming alongside Christian parents working together to provide a strong, classical 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 its contents with their 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.

Dirk Russell, Head of School
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."

Colossians 1:9

SCHOOL'S MISSION AND VISION

Mission

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.

Mission Statement: Partnering with Christian parents, Westside Christian Academy equips students with a Biblically integrated, academically excellent, classical education so that they engage the world with the truth of the gospel and the love of Christ, near and far, across generations.

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.

Vision

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 Graduate

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. But in summary 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.

CENTRAL BELIEFS

Tenets 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)¹

¹ WCA interprets its Statement of Faith from the perspective of these six historic protestant confessions listed in our Constitution. This heritage influences our instruction in Christian Doctrine. **a.** *The Westminster Confession of Faith (1646)* **b.** *The London Baptist Confession of Faith of 1689* **c.** *The Augsburg Confession (1530)* **d.** *The Three forms of Unity: The Belgic Confession (1561), Canons of Dort (1619), & Heidelberg Catechism (1563)* **e.** *The Thirty-Nine Articles of Religion (1615)* **f.** *The Savoy Declaration of Faith and Order (1658)*

Position Statements

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.

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.

Secondary Doctrine 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.**

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.

Rationale

WCA believes in the spiritual unity of all believers and the doctrine of the *Imago Dei*. These beliefs, along with our desire for students to be prepared to build a redemptive community, especially in family life, church membership, and citizenship, causes us to celebrate the diversity of Christ's kingdom.

"After this I looked, and behold, a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, clothed in white robes, with palm branches in their hands"- Revelation 7:9

Core Values

These 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

ACADEMICS

The following Academic information is a summary. Full details are provided in the 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 fulfill 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.

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.

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)

End of Semester Assessments

Students in Upper School will be assessed for their learning at the end of each semester. Three shortened school days are dedicated to administering these exams. The first two of these days are blended learning days in which students are provided with clear instructions regarding how to study for their upcoming exams. These days are necessary due to staffing shortages which require us to send students home to study since there is not sufficient staff available to supervise students while they study in the afternoons.

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 teachers are able to accommodate the request. 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 Periods and Report Cards

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.

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 the 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.

Standardized Testing

Parents will be notified in advance when the tests will be administered and results will be made available to the parents in accordance with the procedures stipulated by the test developers. WCA Upper School has selected the Classic Learning Test (CLT) [including CLT 10, and CLT] as an assessment for all high school students. In addition, freshmen, sophomores, and juniors will take the PSAT. Juniors take the ACT in April of their junior year. Seventh and eighth grade students take the Iowa Assessment. Finally, Latin students take the Universal 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.

Parent-Teacher Conferences

There are two scheduled parent-teacher conferences which are required for parents to attend. Students may also be required to attend at specified times. One is typically in late October following the first grading period and the other follows the third grading period in early spring. 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.

Semper Crescente

At Westside Christian Academy we believe, as Christ both taught and modeled, that each one of us is made in the image of God and worthy of esteem, care, nurture, and love. This remains true for all human beings in all places and at all times, regardless of gifting, capacity, and ability. So when a student enters our building and presents learning differences and challenges, our hope is to meet him or her first with the love of Christ. We then desire to also wisely and skillfully craft their learning experience to meet individual needs. The Semper Crescente team exists to come alongside teachers and families to partner in meeting the unique needs of their students. We target interventions and add classroom support to assist these learners. Our goal is that Semper Crescente students are always growing and to help build in them skills that will last a lifetime. Instructing these children effectively means both teaching them with excellence, and in the manner in which they learn best.

Progress reports of students in the Semper Crescente program will be generated quarterly for all student goals. Progress will be entered into the Ohio Department of Education JPS scholarship portal. All progress reports will be sent to each respective child's parents or guardians, and a copy will also be kept in the student's record.

STUDENT CONDUCT

Philosophy

Parents and teachers work together in the God-given task of training children. For this reason, it is essential that the *right* relationship 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.

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.

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;

1. Willingly submit to the guidelines of God with regard to his or her daily conduct.
2. Respect adult authority and show courtesy and obedience toward teachers.
3. 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.
4. Respect all school property, as well as the property of others.
5. Honor scriptural dictates concerning truthfulness, honesty, and integrity.
6. Follow after purity of thought, word, and action, and conversely, shun worldly and godless influences, including crass or obscene language and 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.
7. 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).
8. Concentrate his or her attention on those things that are pure and lovely and of good report. (Phil. 4:8).
9. Show a desire for and demonstrate an effort toward improvement when disciplined.
10. Encourage others to take spiritual concerns seriously, and respect conduct that is upright and honorable.

11. Avoid unsafe behaviors and look after the benefit of others.
12. The expression of and pursuit of romantic relationships is not permitted at school or school functions.

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)

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), toward subordinates (i.e. teachers or administrators to students), or even toward those outside our community (fellow Americans, immigrants, those from other countries/cultures). 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.

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.

Cheating and Dishonesty

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, or from programs operating with artificial intelligence, 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 may result in expulsion. If an honors student has cheated, it will result in the immediate loss of the privileges of the Honor's group (including membership).

Bullying, Harassment, and Suicide Prevention

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.

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 another 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 to the best of their ability.

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.

Student-Faculty Expectations

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.

Culture of Respect

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.

Shepherding

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

A few notes about shepherding:

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

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

1. What was going on?
2. What were you thinking and feeling as it was happening?
3. What did you do in response?
4. Why? What did you want to accomplish?
5. What was the result?

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.

Guidelines

The school *strongly discourages* bringing electronic devices to school. If it is imperative for students to have an electronic device in school, they must follow the following guidelines:

- Students in grades 7-12 may have electronic devices in their backpack or locker, but they must be turned off during the school day.
- 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.

Violations of Guidelines

If a student uses or misuses an electronic device during school hours (8:30-3:30), which include extra-curricular activities (conferences, etc.), consequences will be imposed as detailed below:

- *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.

Energy Drink and Caffeine Policy

The school strictly prohibits the consumption and possession of energy drinks on its premises to ensure a safe and healthy environment for students. This policy is implemented due to the potential health risks associated with energy drinks and other caffeine delivery products, such as increased heart rate, sleep disturbances, and negative effects on concentration and academic performance. Parents and guardians are requested to support the school's efforts by refraining from providing energy drinks to their children and promoting healthier beverage options.

- Beverages which qualify as "energy drinks" are any that contain large amounts of caffeine, added sugars, other additives, and legal stimulants such as guarana, taurine, and L-carnitin. Prohibited brands are: *Red Bull, Rockstar, V Energy, Monster, Kickstart, Bang, Ghost, and others which meet the description above. If there is question about whether or not a particular beverage qualifies a student is encouraged to seek out their compass group leader.*
- Non-beverage products designed to provide large doses of caffeine are also prohibited. Pouch brands like NZE, Grinds, LF*Go, and Deckies, and any other caffeine pouch, chewable, pill, or other such product designed to deliver high doses of caffeine will not be allowed on school grounds.

Inappropriate Items

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 principal. 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.

Discipline Policy

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.

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.

Forfeiture of Honors, House Leadership, 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

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 are not limited to, one or more of the following:

- Continued uncooperative or disrespectful actions that disrupt the educational process or the WCA culture
- 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
- 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.

UNIFORM GUIDELINES

Uniform Rationale

The Bible says that "man looks at the outward appearance, but the Lord looks at the heart" (1 Samuel 16:7). God knows the spiritual condition of a person's heart, but people initially see only the physical body and how it is attired. Being properly attired is important 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 a reflection 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. Parents who have questions or concerns should direct them to school administration instead of voicing them to their children.

Men's Uniform Guidelines

Most uniform items can easily be purchased through Schoolbelles (school #S1293) or Land's End (school #900062142), or possibly in our uniform closet. 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. No specific brand is required for other apparel items.

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.
- Shoes: leather dress shoes in brown, black, blue, dark gray, or cordovan.
- Socks: plain, dark in color, above the ankle
- Optional: embroidered navy blue quarter-zip, v-neck sweater or sweater vest may be worn during the day or under blazers on Wednesdays. (Purchased via our website westsideacademy.org/uniforms)
- All men's undershirts that are visible through the fabric of shirts or around the shirt's edges should be of light or neutral colors.

Men's Dress Uniform, Upper School

- Slacks: grey with belt. Belt must be dark in color.
- Shirt: white Oxford.
- Tie: navy/green striped necktie from Schoolbelles
- Blazer: navy (blazers must be worn the day of chapel but may be removed after chapel).
- Socks: above the ankle, dark in color, plain.
- Shoes: leather dress shoes 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 which a student participates as an athlete.
- No tight-fitting shirts, tank tops, cut offs, or short shirts.
- No pajamas.
- No hats or sunglasses.
- No attire that is deemed by teachers to be distracting.

P.E./Gym Uniform Expectations

Shirts- WCA approved P.E. uniform shirts can be purchased at WCA for \$10 and are not required to be purchased through School Belles or Land's End.

- They will be available for purchase at the WCA Back to School Open House on August 14th (and throughout the remainder of the school year). Parents should make an exact cash payment or provide verification of a receipt if using the WCA App.
 - Any gym shirts purchased in prior years through School Belles and Land's End may still be worn.
- Shorts- Gym shorts are not required to be purchased through SchoolBelles or Land's End.
- Students must provide their own athletic shorts, of respectable length (no more than 3 inches above the knee), in solid color of black, navy, gray or forest green.
 - No compression shorts or spandex.

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: Oxford short/long sleeve or Poplin $\frac{3}{4}$ sleeve. Light blue or white only
- Skirt: pleated 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 the knee) are also permitted.
- Shoes: leather dress shoes in brown, black, blue, dark gray, or cordovan.
- Socks: solid and neutral in color; or hose or blue tights
- Optional: embroidered navy blue quarter-zip, v-neck sweater, or sweater vest may be worn during the day or under blazers on Wednesdays. (Purchased via our website westsideacademy.org/uniforms)
- All men's and women's undergarments that are visible through the fabric of shirts or around the shirt's edges should be of light or neutral colors.
- Girls may wear black leggings under their skirts for warmth and we recommend they have a thick or fleece-lined pair of leggings for cold weather days.

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 the knee) are also permitted.
- Tie: navy/green striped criss-cross tie from Schoolbelles
- Shoes: – Dress shoes should be leather in brown, black, blue, dark gray, or cordovan.

- Socks: solid and neutral in color; or hose or black tights. Girls may wear black leggings under their skirts for warmth and we recommend they have a thick or fleece-lined pair of leggings for cold weather days.
- Blazer: navy, blazers must be worn the day of chapel but may be removed after chapel.
- All undergarments that are visible through the fabric of shirts or around the shirt's edges should be of light or neutral colors.

P.E./Gym Uniform Expectations

Shirts- WCA approved P.E. uniform shirts can be purchased at WCA for \$10 and are not required to be purchased through School Belles or Land's End.

- They will be available for purchase at the WCA Back to School Open House on August 14th (and throughout the remainder of the school year). Parents should make an exact cash payment or provide verification of a receipt if using the WCA App.
- Any gym shirts purchased in prior years through School Belles and Land's End may still be worn.

Shorts- Gym shorts are not required to be purchased through SchoolBelles or Land's End.

- Students must provide their own athletic shorts, of respectable length (no more than 3 inches above the knee), in solid color of black, navy, gray or forest green.
- No compression shorts or spandex.

Women's Spirit Wear Uniform, Upper School

- Uniform bottoms (skirt, 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 which 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. The principal, deans, and teachers have the authority to identify specific clothing choices that are disruptive to the environment, which may not be specifically stipulated above. If any item of clothing leaves a question in one's mind, the child should simply not wear it but is free to ask a dean or teacher about it. On any question of appropriate dress, the dean will have the final say.

Game Day Allowances

Student athletes are allowed to wear WCA athletic jerseys or warm-up shirts to school on days when they have a scheduled **home** game or match. They must abide by the following guidelines:

- The team must choose which item of their athletic uniform they will wear on game days at the beginning of the season (warm up, home or away jersey, etc.). This is the only item allowed on game days.
- The whole team must participate.

- The jersey must be worn over an appropriate clothing item, one of the following: a uniform shirt, a neutral t-shirt, or a neutral hooded sweatshirt (Fridays only).

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.

Pictorial Uniform Reference



long pants only



long or short sleeve traditional collar with or without collar buttons



Chapel Uniform Requirement

Everyday Options



*belt must be worn everyday

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



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



long or short sleeve traditional collar with or without collar buttons



**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

Pictorial Uniform Reference



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



**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

STUDENT LIFE

Compass Groups

WCA Upper School Students are divided into single-grade, single-gender groups with a faculty advisor. Students meet for short times with their advisor at least once every day, sit together in these groups for all-school events, and meet for longer lunches at least once a week.

This group and their faculty advisor stay together throughout a student's time in the Upper School. The deep relationships which are formed with these students provide faculty members the opportunity to speak intentionally and relationally into these students' lives in meaningful and sincere ways. Compass Group Leaders are included in all disciplinary procedures for a student in their Compass Group. Compass Group Leaders provide a point of contact for academic concerns regarding their students as well. Compass Group Leaders function as the "keeper of the kid" for the students in their Compass Group throughout their time in Upper School.

House System

The House System is an integral part of Student Life and the caught curriculum in the WCA Upper School. Each Upper School student, 7th-12th grade, is placed in one of our four Houses (Lewis, Galileo, Augustine, and Aquinas). These selections are intentional on the part of the teachers in order to most effectively build cohesion and strength within the Houses. Houses meet regularly (at least weekly), compete against one another in athletic, academic, and other challenges throughout the week, and complete service projects together. House points are assigned for many commendable or virtuous achievements including success at the assigned challenges, cleanliness, success in class competitions, and more. These points are tallied throughout the year, and the House which finishes the year with the greatest number is awarded the Headmaster's Cup. Our school community marks the last day of the school year, after all exams have been completed, and great academic rigor is behind us, in a day of revelry and competition with the last chance for Houses to earn points for the year.

The names of our four Houses – Lewis, Galileo, Augustine, and Aquinas – have been selected to honor great Christian thinkers of various disciplines, who each participated impactfully in the Great Tradition. Junior and Senior house-members are eligible to serve as house heads. Students desiring to be elected as house head must announce their candidacy and present a platform. They are then elected by a vote from all house members. House heads meet weekly with the principal and play an important role in directing the program and speaking to the decisions made about the school in general. Rising 7th grade students are inducted into their houses after their promotion ceremony at the end of their 6th grade year. The Student Opportunities Coordinator oversees the House System and is charged with looking for ways to intentionally expand its influence and increase its effectiveness.

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 attend assembly). The Ohio Department of Education requires that students take NO MORE than 20 unexcused absences in a single school year.

In the event of an absence, a parent must report the absence through the online attendance form. Additional documentation may be requested based on the reason for the absence. 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.

The Ohio Department of Education provides an Excused Absence Policy for Non-Public Schools to refer to. WCA is required by the EdChoice Scholarship Program to report attendance monthly for all scholarship recipients. Furthermore, future eligibility for EdChoice Scholarships is contingent on a student's attendance record. In an effort to follow the attendance guidelines set forth by ODE for non-public schools and to promote regular attendance and punctuality, WCA will adhere to the approved list of excused absences.

Excused absences (missed instructional time) include:

- Illness or injury of the child.
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death of relative
- Medical, dental, or mental health appointment
- Observance of religious holidays
- College visitation
- Emergency or other set of circumstances
- WCA-sanctioned athletic event
- Approved enrichment activities or extracurricular activities

Unexcused absences (missed instructional time) include:

- Vacations
- Shadowing (see forms below)
- Elective days off at family discretion
- Other appointments (hair, etc.)

Tardiness

If a student is not present at 8:30 he/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. HS students may sign themselves in; students in 7th and 8th grade will need a parent/guardian to sign them in. If the school is not notified by the parents of an acceptable reason (illness, doctor appt., etc.) and provided with the necessary documentation, the tardy will be recorded as unexcused.

Parents will receive a notification email when their student reaches 3 unexcused tardies. If a student has 6 unexcused tardies, it will result in one unexcused absence and will be recorded as such on their student record and parents will receive a notification.

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), an online attendance form stating the reason for the dismissal, the departure time, and the return time (if applicable) 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. HS students may sign themselves out with a pass, 7th and 8th grade will need a parent to sign them out. 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 grade students' parents must sign the student in again. It is the responsibility of the parent to come to the school office to sign his/her student in or out. Students in grades 9-12 may sign themselves in. 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 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. Parent/Guardian must provide documentation from the college / university / technical college verifying the date and time of the visitation. Upon return, students will fill out the College Visit Reflection and turn it into the college and career counselor.
- Shadow experiences are considered an unexcused absence. When possible, please plan shadow experiences outside of WCA educational hours.
- 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.

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) to four (4) hours. If a student acquires 6 or more unexcused tardies within a term, it will be considered one unexcused absence. Please see above for a list of excused and unexcused absences / missed instructional time.

Early Dismissals: Students who leave school for any part of the day are recorded as having an early dismissal with time out and time in. All early dismissals show up as 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 tardy totals on a student's report card per quarter. Unexcused tardies incurred through early dismissal and/or missed instructional time will count towards the total unexcused tardy count that could result in an unexcused absence. Please see above for a list of excused and unexcused absences/missed instructional time.

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.

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

Students are spiritually fed and formed through their involvement in our weekly chapels. Chapel is a time for the community to gather together in worship through song, reflection, teaching, and prayer. Students frequently lead worship and local pastors often participate in teaching. Chapel is central to everything we do at WCA. It is not in any way intended to replace or even replicate participation in a local church body. It is, instead, an opportunity for our community to gather in worship and to center our hearts and minds on the Lord. We have three goals for chapel in the Upper School:

1. To spur spiritual growth we:
 - Provide speakers who dig into the Bible and encourage students to live out the Word of God through practical applications.
 - Worship through songs that are songs of truth that are sung with joy to the glory of God (Eph. 5:18-20), that are carefully and prayerfully prepared, and that will inspire students to live like Romans 12 encourages.
 - Present the Word of God through memorization, call and responses, songs, and hymns.
2. To unify us as a community we:
 - Worship through songs in various styles from various denominations.
 - Use our voices to sing as one voice, declaring truth to glorify God.
 - Recite scripture together in a responsive reading of Psalms and other passages.
3. We provide opportunity for student led activities through:
 - Recitation of memorized scripture passages,
 - Student-led worship teams.
 - Creative moments such as special music.

Work Period

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

School Materials

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.

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.

Lunch

Upper School students are expected to eat their lunches in designated areas. Students may eat in other rooms or areas (outside depending on the weather) with PERMISSION OF TEACHERS. Before the end of lunch, all areas must be cleaned by students before they may return to class.

House Microwaves

Each of the four houses has a microwave its members may use and are required to take care of. They are distinguished by a sign with their house crest. The purpose of this is to prevent lines from being too long for each microwave. Each house is responsible for cleaning their own microwaves. There are inspections for this on Fridays and each house is awarded or revoked points based on the cleanliness of their microwave.

Open Campus

With parent permission, seniors are permitted to leave campus during lunch, option time, or work period. The open campus 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)

Food Delivery

Students may not order DoorDash, Uber Eats, or any food delivery service to the school without explicit permission by a teacher. Food delivery should be used sparingly and will not be permitted for personal deliveries of any kind, but should only be used for a school event (like a Compass Group lunch or House event).

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.

Work Permit Policy

For a student to obtain a work permit, they must submit the completed *Student Application* and the *Physician's Certificate for Minor Work* to the main office. Ensure that all fields on both forms are

complete, including the Principal's signature, parent's signature, employer's signature, and physician's signature. **Please allow up to two weeks for the work permit to be generated once the application has been submitted.** The aforementioned documents can be found in Appendix G.

Field Trips

Students will participate in field trips to areas and/or activities of interest in our community. Parents may be asked to drive and help supervise students during field trips. Chaperones must apply and be approved (see [WCA volunteer handbook](#)) and approved driver application process 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 and a Volunteer Driver Application on file may be permitted to drive him/herself and his/her siblings. 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.

After School Clubs

Students may organize after school clubs with permission from the principal. Clubs manage all funds, fees, and equipment themselves. Clubs must be led by an adult who is a certified WCA volunteer (see [WCA volunteer handbook](#)) and must have a club sponsor. Sponsors are permitted to lead clubs without a volunteer adult. All WCA clubs and after school activities must be either taught or sponsored by a WCA staff member who is holding a current and valid license (including non-tax) through the state of Ohio.

Club sponsors are responsible for the following:

- Being physically present during club meetings and activities to ensure WCA policy and culture expectations are upheld and followed.
- Overseeing the club leader (if different from the sponsor) and ensuring that the leader's life, character, and instruction are in alignment with WCA's mission, handbooks, and expectations.
- Attending to health and safety considerations and emergencies as they present themselves during club meetings or activities.
- Attending to any disciplinary action necessary that takes place during a club meeting or activity.

Club Sponsor Requirements

- Must hold at least a current WCA Substitute Certificate.
- Must hold a current and appropriate state license.

Athletics

Our goal is to develop within those who participate in athletics the character traits of Jesus Christ: men and women who honor the Lord both on and off the playing field.

WCA believes that the condition of the heart is more important than 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 loving coaches who shepherd them. Students ought to compete with 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. So 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 plan 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 Self- 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 argue with game officials or coaches or loudly direct comments toward those overseeing the game.
- Not 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 will not be considered damage).

PARENT PARTNERSHIP

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, it is of utmost importance for all students to be in regular attendance at their church along with their parents. We are not able to work 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 Volunteers

Policy

Please see [WCA's volunteer handbook](#) and approval policy.

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. All volunteers must complete all necessary training and procedures prior to being certified (see [WCA volunteer handbook](#)).

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.

Notification/Permission Regarding Sensitive Information

WCA takes seriously the partnership we have with our parents. 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 ascertain the nature of the instruction, preview materials, and either give or deny permission for their child's participation in the lesson(s).

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.

Booster:

A discretionary fund to be used at the direction of the budget owner. All funds raised must benefit the designated official WCA department.

Pre-Order Lunches

- Proceeds to serve as a booster for:
 - a. PTF
 - b. Drama
 - c. Athletics
 - d. Upper School and Grammar School
- Thursday will be reserved for fundraising pre-order lunches.
- No school club will be permitted to administer a Lunch.
- Must gain approval and schedule with the Director of Philanthropy.
- Recipient of funds is responsible organization and management of the lunch

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 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 does not permit the sale of any goods on campus (on the grounds, car line, or inside the building) to students, staff, or volunteers.

Concession Stands

- Concession stands are permitted at WCA sponsored events.
- Sales are Cash Only
- All proceeds will serve as a booster for the department hosting the event, i.e. Basketball game concessions serve as a booster for the Athletic Department.
- No school clubs or Upper School trips are to sell concessions at WCA Sponsored events.
- Cash and coins must be counted, labeled, rolled before turning into the school.
- Monies are to be turned into the Director of Finance and clearly stated to which department it is to be applied.

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.
- 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:
 - a. Thursday Lunch - 1x/month
 - b. Spirit Wear - 2x/year
 - c. Rewards Program - Ongoing (Amazon, Box Tops, Chick-Fil-A, Office Depot, Office Max)
 - d. Dress down Day Pass Sale - Grandfriends day and before Christmas
 - e. 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.

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, option time, work period, and on field trips, etc..
- 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.

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.

SAFETY POLICIES

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 gym.

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:

- 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 should 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.

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

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APPENDICES

APPENDIX A

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

Families should first begin with an available state scholarship program: EdChoice Scholarship, EdChoice Expansion Scholarship, or Cleveland Scholarship.

Additional (limited) monies are available through the OCEN (Ohio Christian Education Network) and lastly directly through WCA.

To apply, there are two steps. Both steps are REQUIRED in order to be eligible.

Step 1: Submit OCEN application. The application is fast, easy, FREE. <https://ohiocen.org/>

Step 2: Submit FACTS application (\$45 fee). <https://online.factsmgt.com/aid>

Awards are determined by the WCA Finance Committee and based on verified financial need.

LATE ENROLLMENT

Tuition for students entering after school has begun will be prorated based on the week 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).

Note: The monies awarded to students that receive state scholarships (i.e., Ed Choice, etc.) will also be prorated when calculating final balance(s) due upon withdrawal/dismissal. This is to account for any monies that WCA will have to forfeit as a result of the student(s) no longer attending WCA. Any other tuition assistance/discount your student receives will also be pro-rated.

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 B

Chromebook Student User Agreement

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, 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.
- **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.
- Keep their Chromebooks at school unless signing one out with the Chromebook manager.
- 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)
- 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.

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. Typically, students will leave their Chromebooks at school, 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.

APPENDIX C

Chromebook 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 D

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

APPLICATION FOR MINOR WORK PERMIT

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 Administrative 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: Hours Per Day: Starting Time: Quitting Time:

1 2 3 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)

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.

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.)

WCA Student-Led Fundraiser Record Keeping 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:

APPENDIX K

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: _____

APPENDIX L

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: _____