

WCA Elementary Handbook 2011-'12

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VISION, MISSION AND PURPOSE

VISION STATEMENT

Young people with the spiritual and academic foundation to obey God's will for their lives and to walk in a manner worthy of their calling

MISSION STATEMENT

To serve families with a Christ-centered educational environment that encourages each student to grow spiritually, academically, physically, and socially

PURPOSE

Westover Christian Academy seeks to provide an education that is in alignment with biblical standards of instruction to prepare young people to become godly and productive members within the family, the church, and society. Learning is a primary purpose of Westover Christian Academy, and this takes place through the mastery of basic skills in reading, writing, mathematics, science, social studies, Bible study, and other disciplines. The educational program is designed to develop in the individual student both practical knowledge and godly attitudes, to instill biblical values that will foster obedience to God and the authorities He has established, to develop a willingness to submit to the Holy Spirit which in turn produces the fruit of the Spirit, to emphasize the responsibility of each Christian to share the gospel, to develop a healthy body which is the temple of the Holy Spirit, and to develop an appreciation of God's creation, giving all glory to Him.

CORE VALUES

*Encouragement of Christian Families
Pursuit of Academic Excellence
Enablement of Qualified Teachers
Development of Spiritual Vitality
Management of Available Resources
Commitment to a Nurturing Environment*

STATEMENT OF FAITH

- *We believe the Bible to be the inspired, the only infallible, authoritative, Word of God. (2 Timothy 3:16, 2 Peter 1:21)*
- *We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)*
- *We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).*
- *We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)*
- *We believe in the resurrection of both the saved and the lost – the saved to the resurrection of life, and the lost to the resurrection of damnation. (John 5:28-29)*
- *We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)*
- *We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)*

HOME-SCHOOL RELATIONSHIP

WCA is in partnership with the home. It is essential that parents and teachers work together as a team for the benefit of the students. Through mutual prayer, support and communication, much can be accomplished in the spiritual, academic, physical and social development of the students. Therefore, at the time of registration, parents are required to sign the following Parent Commitment.

- We understand the general philosophy of education and are in agreement with the purpose and intent of WCA.
- We agree to support the standards of conduct, discipline and student dress as detailed in the student handbook. We agree to help our child (ren) abide by the guidelines of the handbook and will maintain a cooperative and supportive spirit towards the faculty and administration of WCA. We further invest authority to the teacher and administration to discipline our child(ren) when necessary. We further agree that we will cooperate and discipline our child(ren) in the home as needed.
- We will uphold the spiritual emphasis of WCA by regularly attending church services and encouraging our child(ren) to actively attend church services and will support their involvement in youth programs.
- We agree to uphold and support the high academic standards of the school by providing a place at home for our child(ren) to study and to give our child(ren) encouragement in the completion of homework and assignments.
- We will faithfully support the school through our prayer and positive attitude and share any complaints, questionable or negative comments with only the people involved, and not around our child(ren).
- We understand that monetary assessments will be made to cover damages to the school including breakage of windows and destruction or abuse of other property, as a result of my child's actions.
- We agree to fulfill our financial obligations to WCA as detailed on the Family Registration Form.
- We understand that our failure to report psychiatric counseling, any prescribed medication, involvement with the law or juvenile authorities, pregnancy and marriage may be cause for dismissal.

ADMISSIONS

ADMISSION STANDARDS FOR NEW STUDENTS

Kindergarten (K5)

- Parent's agreement to the Parent Commitment
- Satisfactory Pastor's Recommendation
- K5 children must be 5 years old on or before September 30. All children must be potty-trained.
- Satisfactory completion of WCA kindergarten screening program

Grades 1-6

- Parent's agreement to the Parent Commitment
- Satisfactory Pastor's Recommendation
- A grade average of "C" for preceding year's schooling
- Evaluation of student performance on most recent achievement testing
- Satisfactory completion of academic screening, if needed

CHURCH ATTENDANCE

It is expected that students associated with WCA faithfully attend a Bible believing church. For those seeking a church home, we offer the ministry of Westover Baptist Church. *"Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much more, as ye see the day approaching."*
Hebrews 10:25

POLICY OF NON-DISCRIMINATION

Westover Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial aid policies, and athletic and other school-administered programs.

AFFILIATION AND ACCREDITATION

Westover Christian Academy is a fully accredited member of the Association of Christian Schools International (ACSI) and is recognized as an accredited school by the Virginia Council of Private Education.

ADMISSIONS PROCEDURE

The mission of Westover Christian Academy is to serve families with a Christ-centered educational environment that encourages each student to grow spiritually, academically, physically and socially. The purpose of the application process is to help ensure that the student and the school are a good “fit”. To help families through the application process, the following is a summary of the steps for admission:

- 1. Each completed application form must be accompanied by the appropriate non-refundable application fee. If the student is accepted for enrollment, the application fee is applied towards the registration fee.*
- 2. A complete application to be submitted includes a completed application form, application fee, completed pastor's reference form, copy of most recent report card, and standardized test results (if applicable).*
- 3. After the application file is complete, the Admissions Committee reviews its contents and makes a decision regarding the applicant's admission to Westover Christian Academy. Only those applications with the appropriate signatures are considered.*
- 4. Kindergarten applicants are scheduled for kindergarten screening.*
- 5. Upon acceptance, parents must complete and sign the financial agreement and pay the registration fee.*
- 6. A copy of the student's birth certificate and up-to-date immunization record must be submitted before the student may attend Westover Christian Academy.*

Class placement of new students rests with the faculty and school administration. Final placement is made on the basis of transfer records, achievement test scores, and results of the probationary period.

New students are placed on probation for a period of twelve weeks. Faculty and staff evaluations are made during probation regarding the student's academic progress, discipline, peer interaction, and adjustment to WCA.

FINANCIAL POLICIES

Westover Christian Academy seeks to provide a quality education at a reasonable cost. The school does not seek nor receive any federal or state assistance. The school is supported by tuition and gifts.

REGISTRATION /APPLICATION FEE

The registration/application fee for each student must accompany the application (for first year students) or re-enrollment form (for returning students). The application fee covers the evaluation of the application and then is applied to the registration fee upon acceptance of the student. The registration fee covers administrative cost of enrollment. These fees are non-refundable. **All accounts for the present school year must be current before registering children for the next school year.**

TUITION RATES

Tuition rates are set annually. It is the desire of the school to keep tuition rates as reasonable as possible while at the same time providing funds for an excellent Christian education. Any questions regarding tuition cost should be addressed to the business office.

A limited amount of financial aid is available to school families based upon need. Financial aid applications are available upon request from the business office and must be filed by June 15 in order to receive consideration for the following school year. Tuition discounts are available to pastors, alumni of Southhall/Westover Christian Academy, and to tithing members of Westover Baptist Church. Discounts must be renewed each year. Multi-child discounts do not apply to K3 or part-time K4 students.

FINANCES/HOME SCHOOL STUDENTS

There is a nonrefundable registration fee for home school students who attend a limited number of classes at WCA. Monthly tuition is prorated per class based on full-time attendance. Home school accounts follow the ten-month payment plan, starting in August and ending in May.

ENVELOPE POLICY

Whenever sending money to the school office with a student (for tuition, lunch tickets, fundraisers, etc.), parents are asked to put the money (cash or check) in a sealed envelope. On the outside of the envelope, put the student's name, grade, teacher, amount enclosed, and purpose.

TUITION PAYMENT OPTIONS

Five tuition payment options are available: one-payment plan, two-payment plan, ten-month plan, eleven-month plan, and twelve-month plan.

- ◆ ONE-PAYMENT PLAN: All tuition is due August 1.
- ◆ TWO-PAYMENT PLAN: Tuition is divided into two payments due August 1 and January 1.
- ◆ TEN MONTH PAYMENT PLAN: Each of the ten (10) monthly payments is due on the first of each month, August through May.
- ◆ ELEVEN MONTH PAYMENT PLAN: Each of the eleven (11) monthly payments is due on the first of each month, July through May.
- ◆ TWELVE MONTH PAYMENT PLAN: Each of the twelve (12) monthly payments is due on the first of each month, July through June.

ADDITIONAL CHARGES NOT INCLUDED IN TUITION

- ◆ YEARBOOK CHARGE: Any student who desires a copy of the school yearbook may purchase one online or at the yearbook sale in September.
- ◆ TEXTBOOK CHARGE: Textbook charges for pre-school through sixth grade are due on July 1.
- ◆ ATHLETIC PARTICIPATION CHARGE: An athletic fee per sport is charged to each student.
- ◆ AFTER-SCHOOL CARE: Information sheets regarding after-school care charges are available at the WCA office. Charges are payable weekly.
- ◆ TRANSPORTATION SERVICE CHARGE: Transportation service information is available at the WCA office. Charges are payable monthly, September to May.

LATE PAYMENTS AND RETURNED CHECKS

Payments are due in the financial office on the first of the month and are late after the 7th. **A late fee of \$30.00 is assessed to accounts having an outstanding balance on the 8th day of each month.**

The returned check fee is \$30.00. If an account receives two (2) non-sufficient fund checks during a school year, the family will be required to pay all tuition and fees in cash for the remainder of that school year.

PAST DUE ACCOUNTS

Accounts falling two months past due receive a letter of notification giving an additional ten-day grace period to pay the account in full. If the account is not paid in full by the designated date, the family's child (ren) will not be permitted to attend school. Once the account is paid in full, the child(ren) may return to school. Repeat offenses are not acceptable.

END OF SCHOOL YEAR / WITHDRAWAL

At the end of the school year or at the time of withdrawal, all outstanding bills are to be paid and all rented textbooks and WCA materials returned. Accounts must be current before final report cards, official records, transcripts, and diplomas may be released. Fees are nonrefundable; refunds on tuition are pro-rated, based on the number of months or grading periods the student was enrolled at WCA. Partial months are not refundable.

THE SCHOOL DAY

SCHOOL HOURS

Full Days	K4 - gr. 6	8:30 am-3:10 pm
	Grades 7-12	8:00 am-2:50 pm
Half Days	K4 - gr. 6	8:30 am-12:10 pm
	Grades 7-12	8:00 am-11:50 pm

All students are expected to attend school every day, to be on time for classes, and to remain in school all day in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

BEFORE SCHOOL

- ◆ **KINDERGARTEN:** Students are to report directly to the kindergarten classrooms.
- ◆ **GRADES 1-6:** Upon arrival, students are to report to the lunchroom (before 8:15), directly to their classroom (between 8:15 and 8:30), or to the office (after 8:30).

Doors do not open and no supervisors are on duty before 7:30 a.m. on school days. Students should not arrive at school before that time.

LUNCHES

The cafeteria offers a lunch program catered by various vendors. Students may bring lunches from home or purchase lunch in the cafeteria. A current lunch menu is available in the office. Cafeteria items may be purchased using cash or a \$20 a la carte ticket; checks are payable to Westover Christian Academy. Only 7-12th grade students may purchase soft drinks.

Lunch orders must be placed at the beginning of the school day. Students in grades K5 through 6 must order lunch by 9:00. If a student is going to arrive at school after these cut-off times, he/she may order lunch by phone before the designated times. On late arrival days (due to inclement weather) and half days, no lunches are served. Students need to bring lunch from home.

Microwave ovens are available in the cafeteria for warming items brought from home. Drinks and snacks are available in vending machines.

Lunch period for all students is "closed". This means that students stay on campus for lunch. It also means that visitors are not allowed to come on campus for lunch. Exceptions to this policy are as follows: 1) After checking-in at the office, parents are welcome to bring lunch and eat with their child. 2) A child's youth pastor is permitted to sign in at the office and visit in the lunchroom. 3) A parent may "check-out" his or her child (no other students), for lunch. This is discouraged due to the brevity of the lunch period. A late return from lunch to class is treated as an unexcused tardy/dismissal.

PHONE MESSAGES FOR STUDENTS

Parents should make every effort to limit phone messages to their children to emergency situations only. If a parent needs to get a message to their child at school, he/she should call the school office. Although an effort will be made to deliver the message, there is no guarantee that your child will get the message. Students will not be pulled out of class to talk with their parent on the phone (except in the case of emergency.) **NOTE: Students are allowed to bring cell phones to school, but they are not to be seen, heard, or used in the classrooms.**

AFTER-SCHOOL CARE

All students who have not been picked up by 3:30 must be supervised by after-school care or be supervised by a teacher/coach in an after-school activity. The after-school care program is available for a fee each full school day, 3:10 - 5:30, for a fee. **At no time should a child be left at school unsupervised.**

INCLEMENT WEATHER DISMISSAL

All weather-related announcements are posted on the school's web site and on **ParentsWeb**, and text alerts are sent to school families through the Parent Alert System. Announcements are also communicated to radio station WAKG (103.3 FM), television stations channel 13 WSET (www.wset.com) and channel 2 WFMY (www.wfmy.com), and as a message on the school phone system, 822-0880 ext. 46.

School cancellation or delayed opening: Parents and students should check specifically for WCA's announcement regarding **school cancellation or delayed opening**, as the school does not automatically follow the decision made by other local school districts.

Early dismissal: In the case of an **early dismissal** due to inclement weather during the school day, WCA typically follows the decision made by Pittsylvania County Schools. The plan will be to dismiss 2 hours early or 3 hours early in order to keep the staggered dismissal times.

ATTENDANCE

Regular school attendance is essential to successful class work. Sporadic attendance causes children to drop behind in their work and thus endangers their academic progress. Parents are to see that their child attends school regularly and is prompt in arriving and departing from school.

LATE ARRIVALS AND EARLY DISMISSALS

Punctuality is a character trait that Westover Christian Academy seeks to instill in its students. Parents are encouraged to assist in making sure that students are prompt in arriving and departing from school. The tardiness of one individual can disrupt an entire class by making it difficult for the classroom teacher to complete attendance records and take lunch orders before beginning class. The early dismissal of students is also discouraged, as valuable classroom instruction is missed when students check out of school early. Whenever possible, medical and dental appointments should be made for after-school hours or non-school days. Parents are strongly discouraged from checking a student out for "convenience" sake.

An elementary student is considered tardy when not present class at 8:30 am. A student who arrives after 8:30 is to sign-in at the office and receive a Tardy Slip before reporting to class. Lunch for tardy students may be ordered at the office until 9:00 am.

Early dismissals must be made through the office and must be accompanied by a note from the parent. It is helpful for the teacher to receive a note from the parent early in the day so that he/she can anticipate the call from the office to dismiss the student from class. If a student returns to school after an early dismissal (ex.: dentist appointment), the student must *sign in* through the office, bringing documentation of the appointment.

Excused tardies and early dismissals are the exception, not the rule. Examples of excused tardies/early dismissals would include medical or dental appointments, court proceedings, or inclement weather conditions. Students are to furnish documentation from the doctor or dentist's office or court verifying the appointment.

"Parental excused" tardies/early dismissals for running late, car trouble, out-of-town travel, appointments other than medical, etc. must be confirmed by note or phone call from parent and are **limited to eight per year**. Once a student has used his/her eight "parental excused" tardies/early dismissals, penalties are accumulated for additional tardies and/or early dismissals (see below).

PENALTIES FOR UNEXCUSED TARDIES AND/OR UNEXCUSED EARLY DISMISSALS

Elementary unexcused tardies and early dismissals (after 8 parental excused ones are used) will result in the following:

- # 5 Notification to the parent
- # 8 Notification to the parent from the Dir. of Elementary Ed.
- # 10 For each ten unexcused tardies and/or unexcused early dismissals, a grade deduction of one point from every subject's final grade is made at the end of the school year.

Tardy & early dismissal penalties are cumulative for the year.

ABSENCES

In the event a student must miss part or all of a school day, the parent must call the WCA office or send a signed note to the teacher stating the reason for the absence. The following shall constitute valid excuses for such absences:

- | | |
|-------------------------|-------------------------------|
| Illness or injury | Death in family |
| Quarantine | Medical or dental appointment |
| Court proceedings | Religious observances |
| Educational opportunity | Inclement weather conditions |

An effort is made by the teacher to remind students of absences which have not been accounted for by a parental note or phone call. At the conclusion of each six-weeks, absences that have not become "excused" officially become "unexcused".

The academic penalty for unexcused absences is as follows:

Three-six days	1 point deduction from each year-end average
Seven-ten days	2 point deduction from each year-end average
Eleven-fourteen days	3 point deduction from each year-end average

A student who checks in to school after 11:00 am or checks out before 11:00 am is considered absent for that school day.

Attendance at a school-sponsored trip is credited as a regular school day. An absence from a field trip is counted as a missed school day. Any student absent from school will not be allowed to participate in any after-school activity that day, unless his absence during the day was for a doctor's appointment or was pre-arranged with the elementary director.

PARENT-INITIATED ABSENCES

Upon occasion, parents request an excused absence of special nature (weddings, college graduations, travel, etc.) for their child. **Excused parent-initiated absences are limited to a total of five days during the course of the school year.** Notice of parent-initiated absences should be given to the student's teachers prior to the absence so that arrangements can be made to make-up work, quizzes, tests, etc. **For parent-initiated absences of at least 3 days in succession, the student must receive academic clearance from the administration.**

Parent-initiated absences will be marked as unexcused absences in the following cases:

- ◆ If the student has exceeded the allotted five parent-initiated absences
- ◆ If the student has exceeded 15 absences from class/school during the current school year
- ◆ If the student is experiencing serious academic difficulty

EXCESSIVE ABSENCES

LOWER ELEMENTARY (Gr. 1-3): A student who misses a total of 20 or more days per year will be retained at his current grade level if

- ◆ he has D or F average in both Arithmetic and Reading for the year
- ◆ he has D or F average in a total of any three subjects for the year

UPPER ELEMENTARY (Gr. 4-6): A student who misses a total of 20 or more days per year will be retained at his current grade level if

- ◆ he has D or F average in both Arithmetic & English for the year
- ◆ he has D or F average in a total of any three subjects for the year

NOTE: It is the responsibility of WCA Administration to report students with chronic absenteeism and/or continual tardiness to local truancy officials.

MAKE-UP WORK

Grades 1-2: Parents of students in grades 1-2 may call the WCA office to request that class work and homework assignments be collected for their child on the day of that child's absence. **Such requests must be made by 11:00 a.m.**, as the teacher will need time to make note of the assignments, gather the child's books, and deliver them to the office.

Grades 3-6: Students in grades 3-6 should consult ParentsWeb to access missed assignments and make an effort to keep up with current work.

In the case of absence due to out-of-town travel, work may be given to the child to complete in advance, whenever possible.

ATTENDANCE AND ATHLETICS (For 6th graders participating in middle school athletics)

The following guidelines are in place to assist student athletes in understanding the importance of school attendance:

1. If a student is absent from school on the day of a game or practice, that student is not eligible to play in a game that day or attend practice.
2. If a student arrives late to school, he/she must do so prior to 11:00 am to be eligible to participate in team activities that day.
3. If a student has an early dismissal from school on the day of a game or practice, that student is not eligible to play in a game that day or attend practice.
4. If a student is absent from school with a preplanned "Parental Initiated" absence or misses part or all of a school day due to a preplanned medical appointment, he/she is allowed to participate in team activities that day.
5. Whenever an athletic team is dismissed from school to travel to an away game, it is the responsibility of the athletes to turn in assignments and make arrangements for missed class work.

ACADEMICS

ELEMENTARY CLASS PLACEMENT

Elementary students are divided into classes which are balanced in regard to academic ability, motivation, attitude, gender, behavior patterns, first names, etc. The only parental requests which are considered are those pertaining to a student's physical limitations, medical needs, or a special family situation (separation of siblings, cousins, etc.). Any such request must be made in writing to the Director of Elementary Education no later than the second week of June.

GRADING SCALE

The following uniform grading scale is to be used at Westover Christian Academy for grades 1-12:

A+	99-100	D+	76-77
A	96-98	D	72-75
A-	94-95	D-	70-71
B+	92-93	F	below 70
B	88-91	O	Outstanding
B-	86-87	S	Satisfactory
C+	84-85	N	Needs improvement
C	80-83	U	Unsatisfactory
C-	78-79	I	Incomplete

TEXTBOOKS

Required textbooks are provided to WCA students at the beginning of the school year. Some of the textbooks are given to the students to keep; others are textbooks that are used for multiple years at WCA and are "signed out" by the students on a yearly basis. It is imperative that students take good care of these "signed out" books, and not write in, tear the pages, or break the bindings. Students are assessed a fee for textbooks which are damaged beyond the normal wear-and-tear usage of one school year. A current list of textbooks for each grade level is available upon request.

USE OF SCHOOL COMPUTERS

Student use of school computers will be in accordance with the WCA Student Use Agreement for Computers. The use of computers will be monitored; information stored on school computers is not private and may be viewed by school personnel.

ELEMENTARY PACKETS

Class work, quizzes, tests, and the Friday Flyer are sent home with first through sixth graders in a packet once a week, usually on Fridays. The packet includes a cover sheet providing space for the date, the number of papers enclosed, and the parent's signature.

Test papers should be returned in the packet the next school day with the cover sheet signed by the parent.

PARENTSWEB

The internet resource, ParentsWeb, provides valuable resources for Westover Christian Academy students and their families. Students are encouraged to utilize the site for information regarding homework assignments, test and quiz dates, project details, and up-to-date grades.

PARENT/TEACHER COMMUNICATION AND CONFERENCES

WCA recognizes the importance of parents and teachers working together to encourage spiritual and academic growth in the child. There are several scheduled times during the year for teachers and parents to discuss the needs of the student, including back to school orientation and conference days scheduled twice per year. Parents who wish to talk to teachers at other times should e-mail the teacher or schedule an appointment by contacting the teacher at school. Teachers may also request conferences with parents as needed. Dates for conferences and report cards are listed on school calendars and on the weekly newsletter, the Friday Flyer.

REPORT CARDS

Grading periods (grades 1-6) of six weeks each are designated on the calendar. Report cards are issued one week following the close of each grading period. Kindergarten report cards are issued quarterly.

YEARLY AVERAGES

The six grading period grades are averaged together to compute the yearly average for each subject.

PROMOTION AND RETENTION

KINDERGARTEN: Students are promoted to first grade on the basis of academic performance, physical and social development, and emotional maturity.

LOWER ELEMENTARY: (Grades 1-3)

A student will be retained in his current grade in either of the following cases:

1. He fails both Arithmetic and Reading for the year
2. He fails a total of any three subjects for the year
3. In some situations, the student's academic performance, physical and social development, emotional maturity, and other factors may indicate a need for retention and/or intervention.

UPPER ELEMENTARY: (Grades 4-6)

A student will be retained in his current grade in either of the following cases:

1. He fails both Arithmetic and English for the year
2. He fails a total of any three subjects for the year

NOTE: Excessive absences can affect promotion and retention. See pages 14-15 for details.

ACHIEVEMENT TESTING

CTB/McGraw-Hill has partnered with ACSI schools to provide the TerraNova, Third Edition for ACSI achievement testing. Spring 2012 will mark the transition for WCA to adopt the new achievement testing program, and the TerraNova Three will be administered to all students, kindergarten through eighth grade. Individual results will be reported to parents, and school-wide results will be tabulated for the purpose of evaluation and instructional improvement.

ENRICHMENT CENTER

Westover Christian Academy's Enrichment Center provides a place and time for students to meet with a qualified, loving teacher to enhance learning and meet individual academic goals. Services of the Enrichment Center include:

- Assessment of individual needs
- Tutorial or academic intervention
- Referral for educational/development testing and coordination
- Personalized Educational Plans for students
- Intervention for students with learning disabilities
- Enrichment classes to enhance elementary curriculum

FIELD TRIPS

In order to enhance the academic program of the school, field trips are often taken in various grade levels. These trips are scheduled as an aid to learning and are considered a regular school day for attendance purposes. All permission forms necessary for the planning and approval of a field trip must be filled out prior to the trip.

ACADEMICS AND ATHLETICS (For 6th graders participating in middle school athletics)

The academic standard for a student to be eligible for athletic participation is a least a C average in each class. At each report card, student athletes' grades are evaluated, with points being assigned to each grade below C: one point for each D and two points for each F. If an athlete accumulates 4 or more points for grades of D and/or F on a given report card, he/she is considered "ineligible" for athletics.

Ineligible athletes' grades are re-calculated as follows:

- ◆ At the "academic updates" (three weeks after report cards are issued), ineligible students are reinstated to eligible status if they have fewer than 3 points for grades of D and/or F at that time.
- ◆ At the next report card, ineligible students are reinstated to eligible status if they have fewer than 4 points, as described above.

While a student is ineligible for athletic participation, he is not allowed to play in games. If the coach chooses to allow the student to continue to be a part of the team, the player may practice with the team and will sit with the team (not in uniform) at home games. He/she is not allowed to travel to away games.

If a student athlete has one or more "Incomplete" grades on his report card, his eligibility cannot be calculated until the incomplete grades are rectified. In the meantime, the student may practice with the team but not play in games. When a student has had numerous absences near the end of a six-week grading period, grace days of eligibility may be extended while the student completes the make-up work.

DISCIPLINE

Westover Christian Academy trains its students to strive to live above reproach, showing respect for God, country, family, faculty, and fellow students. While discipline is basically positive training in the right direction (Prov. 22:6), there is a negative side of correction as well. Students who fail to cooperate spiritually, morally, or scholastically, will jeopardize their privilege to attend WCA.

Discipline is administered when actions of a student interfere with the right of the teachers to teach and students to learn. Disciplinary measures will include reprimands, loss of privileges, detention, suspension, and expulsion. It is the goal of both administration and teachers to stay in close communication with parents and work together as partners in the process.

RESPECT/COURTESY

WCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of abuse, intimidation, exploitation and harassment. Respect is needed between students and teachers as well as among the students themselves as each one is made in the image of God. Students are to show courtesy to each other at all times. Adults are to be addressed as Mr., Mrs., Miss, Dr., or Coach--never by first names.

Disrespect serves to tear down the work of God in the life of the individual as well as the life and nature of the school. **Disrespect should not and will not be tolerated whether in the form of talking back or "sassing" a teacher, willful disobedience, willful damage to another's self esteem, including unkind or derogatory remarks, or in the form of willful damage to property, including horseplay.** Students will make errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be handled swiftly and surely.

Parents, please recognize that Westover Christian Academy serves Christian families representing a broad range of convictions and personal preferences. Let's help our children to be sensitive to students whose families may have practices of language, entertainment, or standards of living different than our own.

UNAPPROVED ITEMS

Students are not to bring unapproved items of any kind to school. Unapproved items will be collected by the teacher and may not necessarily be returned. Such items would include, but would not be

limited to the following: magazines, comic books, playing cards, CDs, DVDs, collectibles, skateboards, inline skates, electronic games, ipods, etc. unless temporarily approved for a specific class activity. The use of any kind of personal audio or video player is not permitted on school property. Students are discouraged from bringing valuables such as cameras or large amounts of money to school. Gum chewing at school is not allowed. **Cell phones and/or pagers are not to be seen, heard, or used in the classrooms.**

Guns, incendiary devices, knives, or any other dangerous weapon may not be brought to school at any time. Infractions will be dealt with severely. No fake guns, water guns, etc., should be on campus or at any school event without prior permission of the administration.

ELEMENTARY DISCIPLINE SYSTEM

The teacher in each respective classroom, grades K5 through 6, deals with minor infractions of individual classroom rules and assigns appropriate consequences of such, including detentions. The following infractions, however, are subject to documented discipline procedures, referred to as "Steps".

1. Teasing or making fun of another child
2. Vulgar or unwholesome language (verbal or written)
3. Showing disrespect for another's property or for anyone in authority
4. Fighting, stealing, cheating, or lying

Students in grades 1-6 will receive the following "step" consequences for the infractions listed above:

- First Step:** Warning from teacher
- Second Step:** Parental notification
- Third Step:** Conference with student, parent(s) and teacher
(Written summary of meeting to be submitted to Director of Elementary Education)
- Fourth Step:** Conference with student, parent(s), teacher, and Director of Elementary Education
- Fifth Step:** Suspension* for one day with an assignment given by the teacher and Director of Elementary Education
- Sixth Step:** Expulsion, withdrawal from school, or one to two days of suspension* (At the discretion of Administrator and Director of Elementary Education)
- Seventh Step:** Expulsion or withdrawal from school

Any part of the above process may be adjusted at the discretion of the Director of Elementary Education and the Administrator according to the severity or need of the situation. In addition to the conferences listed, discipline may include loss of privileges, work duty, or detention.

DETENTION GUIDELINES

Detentions may be assigned by a teacher as a consequence of classroom behavior or a school standard (for an extensive list, see Secondary Student Handbook, pages 27-29.) Elementary detention is held after school one day per week from 3:20-4:00 pm. Detentions must be served the week following the receipt of the detention notice. A students who receives more than one detention during a week will serve one detention per week until all assigned detentions are served. An additional detention is given each time a student misses a detention deadline.

The procedure for serving a detention is as follows:

1. The student is to report to the designated detention room no later than 3:20 and stay until 4:00. He is to bring a Bible, pencil or pen, notebook paper, and the detention hall notice, signed by his parent. Detention may include written work and/or work crews.
2. No talking is allowed during detention, except to the supervisor. Tardiness, inappropriate attitude, or misbehavior during the detention my result in another detention.
3. The student and his parents are totally responsible for working out any transportation needs.

DETENTION CONSEQUENCES

Detentions are cumulative for the school year. As the number of detentions a student serves increases, parent involvement becomes greater and the penalty becomes greater. Note the following consequences:

Detentions per Year	Consequences
3	Referred to Director of Elementary Ed.
4	Conference with parent and admin.
6	Discipline probation
7	Suspension for one (1) day
8	Suspension for two (2) days
9	More days of suspension or expulsion
10	Expulsion from WCA

SUSPENSION AND EXPULSION

If a student is suspended, the following consequences will occur:

1. The student is not permitted to attend school. Attendance at extracurricular school activities on the suspension day is not permitted unless approved by administration due to unusual circumstances.
2. All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work. (page 15)

3. Suspension days affect year-end averages with the following deductions in each subject:

One suspension day	No point deduction
Two-three suspension days	One point deduction
Four-five suspension days	Two point deduction
4. The student may be permitted or requested to go before the student body or a group of peers to ask forgiveness for the wrong committed.

If a student reaches a seventh STEP and/or tenth detention, he will be asked to withdraw or be expelled from WCA.

When a student has been expelled or asked to withdraw for disciplinary reasons, a re-application to WCA will not be considered until the student has successfully completed a minimum of 18 weeks (one semester) of schooling elsewhere.

FRIENDSHIPS: GIRL/BOY

WCA is co-educational and operates on the premise that it is wholesome for boys and girls to develop many friendships during the school years. Displays of affection at school or school functions, such as holding hands, having arms around each other, and the like, are not permitted.

CHEATING

WCA endeavors to teach its students that personal integrity is of utmost importance, especially in academic matters. Therefore, cheating shall be defined as follows:

- ◆ Copying someone else's answers. Students may occasionally be given permission to "work together", either in school or outside the classroom. Even then, students should only help each other, not simply give/receive answers. If there is any doubt about the appropriateness of working together, the teacher should be consulted in advance to determine the policy.
- ◆ Having another student's homework, notes, test, quiz, workbook, rough draft of paper or project without permission from the teacher of that subject.
- ◆ Altering or filling in answers during the grading process to make an item correct. This is cheating whether it is done on the student's own paper or on someone else's.
- ◆ Obtaining test or quiz questions and/or answers in advance through unauthorized means. The person who provides access to these is also guilty of cheating.
- ◆ Making provision to cheat in advance of a test or quiz by preparing a "cheat sheet" or by making arrangements with another student

(verbal or written) to cheat during the test or quiz. This is considered cheating whether the student uses the provision or not.

- ◆ Having a source containing information for that subject available to the student's line of sight during the quiz or test, whether the student refers to it or uses the information.
- ◆ Giving answers during a quiz or test, either orally or by intentionally allowing another student to copy them.
- ◆ Receiving answers during a quiz or test in any way, e.g., orally, copying from another student, or looking at any source containing answers. Looking on another student's paper or at any other source of information for that subject during a testing time is considered cheating whether the student changes answers or not.

Plagiarism, with or without the use of the internet, is considered a serious offense. Students should take every effort when preparing reports to carefully cite the use of another person's thoughts or words. Failure to do so will result in the same consequences as cheating.

CONSEQUENCES OF CHEATING: Even if the student is not "caught," there is loss of fellowship with God and loss of respect for one's self (personal dignity). If a student is caught cheating, there is a loss of trust and reputation. Parents will be contacted and expected to support the action of the school. Consequences to cheating depend on the situation, the age of the student, and the number of times cheating has occurred.

DRUGS AND ALCOHOL

It is the position of Westover Christian Academy that the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment provided at WCA. Although consumption is an expulsion offense, individual situations will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the administration.

SEARCH AND SEIZURE

To maintain order and discipline at Westover Christian Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of students, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

PERSONAL SEARCHES: A student and/or personal effects (e.g., purse, book bag, electronic devices, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent and/or guardian's permission or the student's permission. School registration of the child constitutes parental and/or legal guardian consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student), then the parents will be phoned and must come to the school to perform the search. If the parents fail to come to the school to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his/her person what is suspected, then the student's privilege to attend WCA will be revoked.

LOCKER SEARCHES (sixth grade): Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their assigned lockers. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental and/or guardian consent, and without a search warrant.

SEIZURE OF ILLEGAL MATERIALS: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

DISCIPLINE AND ATHLETICS (For 6th graders participating in middle school athletics)

The discipline records of athletes are reviewed at the end of each six-week grading period. **In order for a student to be eligible for athletic participation for the next six-weeks, he/she must have been assigned no steps, no suspensions, and fewer than three detentions during the six-weeks.** If a student does not meet the minimal discipline standard, he/she is considered "ineligible" for athletics. Ineligible athletes' discipline records are re-evaluated as follows:

- ◆ At the four-week point of the next grading period, ineligible students are reinstated to eligible status if they have not received any steps, detentions or suspensions during their period of ineligibility.

- ◆ At the end of the next grading period, ineligible students are reinstated to eligible status if they meet the discipline standard outlined above.

While a student is ineligible for athletic participation, he is not allowed to play in games. If the coach chooses to allow the student to continue to be a part of the team, the player may practice with the team and will sit with the team (not in uniform) at home games. He/she is not allowed to travel to any away games.

OFF CAMPUS BEHAVIOR

Although Westover Christian Academy recognizes that we have no direct control of the students when away from school, any violation of accepted behavior by WCA students will be considered serious, for the testimony which students give forth for or against the Lord Jesus Christ when in public, is also the testimony which is reflected upon WCA. *"Let no man despise thy youth, but be thou an example of the believer, in work, in conversation, in charity, in spirit, in faith, in purity." 1 Tim. 4:12*

HONOR SYSTEM

Students at WCA should consider it a sin to tolerate wrongdoing. Known offenders should be reported to the administration for the sake of the testimony of the Lord and the school. Students who participate in wrongdoing or who have knowledge of wrongdoing and do not report it will be considered guilty.

MISUNDERSTANDINGS/CONFLICT RESOLUTION

The faculty and staff of WCA are committed to resolving conflicts according to the principle of Matthew 18, the principle of giving good reports. Most problems are due to miscommunication or the lack of thereof. We seek to resolve conflict by the pattern expressed in Matthew 18:15-17, in the spirit of Galatians 6:1. Forgiveness and restoration is the goal of conflict resolution. When a problem or misunderstanding arises, the parent or student should go to the teacher or individual directly associated with the situation. If the problem is not resolved at that level, then a supervisor would meet with the parent and teacher or individual. Any appeal of an administrative team decision should be made in writing to the office of the senior pastor.

ACTIVITIES

CHAPEL

Chapel, held once a week, is a vital part of school life at Westover Christian Academy. Students must bring their Bibles and sit with their homeroom class and teacher.

MUSIC, PHYSICAL EDUCATION, AND TECHNOLOGY

All elementary classes have music, physical education and technology instruction on a weekly basis.

LIBRARY

Students in kindergarten through 6th grade visit the library with their class on a regular basis to learn library skills and check out books. Junior and senior high students may check out books for two weeks at a time. Students are held responsible for books until they are returned to the library. Overdue books may not be renewed. Students are charged for overdue books as well as damaged or lost books.

BAND

Beginning, intermediate, and advanced levels of band are offered at WCA. Each 5th – 12th grade band student receives two to five 45-minute instrumental lessons per week. Performance opportunities for elementary students include concerts and competitions.

SILK TEAM

Sixth graders may participate in Silk Team, an auxiliary band unit that serves as a training ground for the marching band's color guard.

SPECIAL EVENTS

Annual special events for elementary students at WCA include

Christmas program	Grandparents' Day
Musicals	World's Fair
Missions Emphasis Week	Field trips
Spelling bee	Speech meet
Spirit week	Outreaches
Intramural Basketball	Cheerleading
Kindergarten graduation	6th gr Retreat

DRESS CODE

There are two primary reasons for a dress code. The first is to insure modesty, which the Bible encourages (1 Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy setting. While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of the principles of modesty, neatness and appropriateness, we have set an institutional standard for WCA. A well-groomed attractive student should come to the Academy with an attitude that prepares him for neat, conscientious work. His attire should convey respect for himself, his fellow students, and his teachers.

The cooperation of the students, their parents, and the faculty in accepting and maintaining this code will greatly enhance the school's effectiveness in serving its stated purpose as a Christian school. The dress code is not solely the responsibility of the school, but also of the parents. Parents are expected to cooperate with the school in seeing that their students meet the dress code prior to arriving at school.

The requirement of "modest" items of clothing is mentioned several times. "Modest" is defined as (1) sufficiently loose so as to not appear form fitting to the body, (2) thick enough that undergarments are not visible through the material and (3) adequate coverage.

LOWER ELEMENTARY (KINDERGARTEN THROUGH 2ND GRADE)

Children are to be dressed neatly and appropriately for the weather and activity.

ACCEPTABLE

Pants, jeans, sweat suits
Shorts (Aug-Oct and Apr-May)
Dresses and skirts (girls)
Leggings under dresses (girls)
Tops and shirts with sleeves
Sleeveless shirts with collars
Sleeveless tops with sleeved shirt over or under
Shoes suitable for outside play (Flip flops not recommended)
Well-groomed hair

NOT ACCEPTABLE

Shorts (Nov-Mar)
Leggings under tops shorter than thigh
Shirts with inappropriate messages or pictures
Boys' hair hanging over the collar or eyebrows, or covering more than half the ear

UPPER ELEMENTARY BOYS (GRADES 3-6)**ACCEPTABLE**

Long Pants

Tucked in shirts
(unless shirt has fitted band)Conventional shoes
with socks

Well-groomed hair

Rings and watches

NOT ACCEPTABLETight-fitting or oversized pants
Sweatpants, windsuits, or knit pants
Pants with holes
Ragged, sloppy, or worn out pants
Shorts of any style

Inappropriate messages or pictures

Flip flops, sandals, shoes with
wheelsHair hanging over the collar or
eyebrows, or covering more than
half the ear

Necklaces and pierced jewelry

NOTE: Boys in sixth grade will make a transition to the junior high dress code during the months of April and May.

UPPER ELEMENTARY GIRLS (GRADES 3-6)**ACCEPTABLE**

Modest slacks and jeans

Modest cropped pants
(covering at least 1/2 the calf)Modest skirts and dresses
(leggings or shorts under skirts
encouraged for outside play)**NOT ACCEPTABLE**Form-fitting or oversized pants
Sweatpants, windsuits, or knit pants
Pants with holes
Ragged, sloppy, or worn out pants
Shorts of any styleCapris with form-fitting pant legs
or shorter than specifiedSkirts and dresses shorter than the
top of the knee when standing or
longer than top of ankle (for safety)

Slits more than 2 inches above knee

Modest shirts and tops	Inappropriate messages or pictures
Sleeveless tops with collar	
Leggings under dress of proper length	Leggings under dress or top of length shorter than top of knee
Shoes or sandals (Flip flops not recommended) <i>1 1/2" heel or less recommended (with strap around back for safety)</i>	Shoes with wheels
Hair, jewelry, and make up appropriate to age	Hair, make up or jewelry that detracts from the classroom environment
Hair of a traditional hair color	Pierced jewelry other than earrings Hats, kerchiefs, and sunglasses

NOTE: Girls in sixth grade will make a transition to the junior high dress code during the months of April and May.

PARENTS: Parents are asked to dress modestly and follow the school dress code guidelines when on campus or participating in school activities as an official volunteer or chaperone.

PICTURES AND MESSAGES ON CLOTHING

All slogans, advertising, or other writing on clothing worn at WCA or WCA functions must be appropriate for school and in good taste. Clothing containing inappropriate language, offensive sayings and/or messages, or promoting illegal substances will not be allowed.

CLOTHING STYLES

Jewelry, make-up, accessories, clothing or other items that portrays a distinctively negative and/or non-Christian lifestyle or can be associated with a belief system contrary to Biblical principles is unacceptable. This includes, but is not limited to anything promoting self-mutilation, hatred or antagonism toward any person, Wiccan, Satanism, gothic or any other thing that is determined to be in bad taste. School personnel understand that there may be differences of opinion on these issues. However, the school administration shall reserve the right of authority on these matters to determine whether or not the student's dress is acceptable for the school setting.

PHYSICAL EDUCATION DRESS CODE

All students are required to have tennis/athletic shoes for physical education classes. PE students in grade 6 are required to dress in PE uniforms to be purchased by students from the school.

AFTER-SCHOOL ACTIVITIES & ATHLETIC EVENTS

Generally speaking, students should follow the regular dress code when attending extracurricular activities and athletic events. When students represent WCA in an after-school event, the coach or sponsor may impose a certain dress standard for the group. At all times, students are to comply with the school's principles of modesty, neatness and appropriateness. School personnel reserve the right to determine what is modest, neat and appropriate.

HANDLING OF DRESS CODE INFRACTIONS

KINDERGARTEN AND GRADES 1-2

The teacher observes the students early in the day, identifies any infractions, and communicates with the parents the same day.

GRADES 3-6:

The teacher observes the students early in the day, and the teacher and/or the Director of Elementary Education decide the best course of action for infractions (options: verbal warning, parental notification, parents bring change of clothes, or student remains in the office to do class work). Repeat issues are referred to the Director of Elementary Education.

AWARDS

HONOR ROLL

Each grading period, an honor roll list is compiled, recognizing students in grades 4-12 who have met the honor roll standard.

To qualify for the **elementary honor roll**, a student must meet the following criteria:

HIGH HONOR ROLL	All A's for the grading period
"A" HONOR ROLL	All A's and B's, but more A's than B's
"B" HONOR ROLL	All A's and B's, but more B's than A's

NOTE: This is not a numerical average of grades, but merely an assessment of the letter grades.

YEAR-END AWARDS

At the conclusion of each school year, Westover Christian Academy recognizes students who have shown extraordinary achievement, effort, and character in various areas. School-wide awards include Perfect Attendance (grades 1-6) and Honor Roll (grades 4-6). In addition, teachers may choose to grant awards for good sportsmanship, servant's heart, most improved, and various Christian character traits. Some teachers also award winners of reading contests and Bible drills.

HEALTH, SAFETY, AND SECURITY

MEDICATION AND TREATMENTS

Whenever possible, it is best to have medications and treatments prescribed for dosages and times that can be administered at home.

School personnel are not allowed by law to prescribe or give any medication or treatment on their own. Therefore, any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper form with a parent's signature as well as a physician's signature, if required. All such medications must be in the original prescription bottle, properly labeled for school dosage and time, and stored in the school office. Forms are available from the school office; parents are encouraged to take forms to each doctor's visit.

SLEEP AND NUTRITION

Proper sleep and nutrition are very important to a student's health and academic performance. Parents are requested to insure an adequate night's sleep and a good breakfast before sending a child to school. Parents should also routinely investigate what and how well their student is eating at lunch.

SAFETY

Students are to wear proper clothing and shoes for the current weather conditions and to be able to safely climb stairs, and play on playground equipment. For safety sake, students must know how to keep shoes tied or wear shoes that stay on without strings.

CHECKUPS AND IMMUNIZATIONS

All students should have regular physical, dental, and eye examinations, as medical screenings are not provided at Westover Christian Academy. All immunizations must be up-to-date; parents may contact the local health department to be certain the student has received all required immunizations. A copy of each student's updated immunization record must be on file in the school office.

SICKNESS

Although regular school attendance is important, students must not attend school if sick. Sick students are unable to fully participate in class and are thus a hindrance to their own learning and to the progression of the class. They need time to rest and recover strength, appetite, and resistance before returning to school. Students who have not fully recovered become prone to other illnesses and may expose many other students and families to their illness. This can be particularly hazardous to pregnant staff members and to students with medical conditions and lowered immune systems.

CONDITIONS NOT PERMITTED AT SCHOOL

Students may not attend school with the following conditions. If the student is at school with one of the following conditions, the parents are notified to come for their child:

Fever: Temperature of 100 or above within the preceding 24 hours. Temperature must be below 100 for 24 hours before returning to school. Therefore, if a child is sent home from school with a fever, he/she may not attend school the next day.

Vomiting and/or diarrhea: Occurring within the preceding 12 hours

Coughing: If disruptive to the student or the class

Rash/open sore: Student may return to school when the rash/open sore disappears or when a doctor's signature diagnoses the rash/open sore and indicates when the student may return to school.

Pink Eye: Student may return to school when the redness/pinkness of the eye disappears or when a doctor's signature diagnoses the cause and indicates when the student may return to school.

Head Lice and/or nits: Student may return to school when the head lice are killed with a thorough and adequate head lice treatment and all nits manually removed.

HEAD LICE

Head lice, a common occurrence in school children, are tiny insects in the hair and on the scalp which usually cause itching. Nits are lice eggs that look like small oval white specks that are attached to the hair. Since head lice and nits spread easily from person to person, parents should beware of possible transmission when shopping, at dance studios, with sports equipment, at sleepovers, on picture day, etc. and should teach and instruct their children not to allow anyone to play with their hair and for them not to play with another student's hair. Students should also avoid body and head contact as much as possible and should not use other students' clothing, headgear, hats, mats, costumes, headphones, hair utensils, hair accessories, etc.

Each family should responsibly inspect their children regularly for any signs of head lice. If any signs of lice or nits are found, the student should be treated immediately and thoroughly. This will prevent others from being infested and help to prevent a head lice epidemic. Consult a professional if in doubt about the findings. Students may return to school when successfully treated for head lice and all nits manually removed. In order to avoid reoccurrence, each family member should be inspected and treated if necessary, and the home, car, and all personal clothing and belongings should be vacuumed and cleaned.

SUDDEN ILLNESS OR INJURY

Should a student become sick or injured while at school, he/she may visit the school office. If necessary, the parent will be called to come to school to get the student. Overtly sick or injured students (those with obvious signs of illness or injury) may rest in the school's clinic until a parent comes. Covertly sick or injured students (those with only expressed symptoms) must return to class and wait there until a parents comes. Students must return washcloths, ice packs, splints, etc. to the school office promptly after use. If borrowed items are not returned, charges are assessed to the parent's account.

The school office is not an infirmary. Sick or injured students must go home to recover and/or mend. Parents are to provide the school with numerous contact numbers which are accessible during school hours; information about sickness or injury cannot be left on answering machines. After being called, parents or another designated individual should come as soon as possible to pick up their sick or injured student. If a student becomes a frequent complainer to the teacher and frequent visitor to the school clinic, parents may be requested to counsel their student about the ramifications of hypochondria and "crying wolf".

VISITORS AND SECURITY SYSTEM

Parents are welcome at WCA at almost any time. In order to help provide a safe and secure environment for our students, all exterior doors are locked, 8:45 a.m. – 3:00 p.m. Please do not prop doors open or knock for someone to let you in a locked door. When visiting the school, enter through the glass doors at the lobby and sound the buzzer. After office personnel identify you and grant you access to the building, check in through the office to receive a visitor pass before going to the cafeteria or your child's classroom. Parents bringing articles to the school for students should leave such articles to be delivered at the school office.

Visitors at lunch are limited to parents and youth pastors.

EMERGENCY DRILLS

Fire, tornado, and lockdown drills are held periodically throughout the school year in cooperation with Danville Fire Department and Emergency Services.

CRISIS MANAGEMENT PLAN

A written crisis management plan is in place to give direction in the event of a crisis situation in or around the school. A Crisis Management Team (CMT) is made up of school personnel to carry out designated plans for lockdown or evacuation, as needed, and communication with parents and emergency services.

CHANGE OF POLICIES AND PROCEDURES

This handbook is not intended to be exhaustive, but to provide parents and students with appropriate information regarding school policies and procedures. The administration reserves the right to add to, delete, or change its policies and procedures as necessary. The administration also has the responsibility and final authority to enforce the intent and spirit of the guidelines of the Student Handbook.

Recommended Parenting Resources

Boundaries with Kids: How Healthy Choices Grow Healthy Children by
Dr. Henry Cloud & John Townsend

Bringing Up Boys by Dr. James Dodson

Instructing A Child's Heart by Tedd and Margy Tripp

Positive Discipline by Jane Nelsen, ED.D.

Shepherding A Child's Heart by Tedd and Margy Tripp

*Training your Children to Turn Out Right! A Biblical Guide for Christian
Parents* by David Sorenson

Helpful Parenting Web Sites to Explore

www.family.org (Focus on the Family)

www.homeward.org