

**WCA Secondary Student 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 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 when necessary. We further agree that we will cooperate and discipline our child in the home as needed.
- We will uphold the spiritual emphasis of WCA by regularly attending church services and encouraging our child 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 to study and to give our child 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.
- 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**

### **Grades 7-8**

- A grade average of "C" for the preceding year's schooling
- Evaluation of student performance on most recent achievement testing
- Parent's agreement to the Parent Commitment
- Satisfactory Pastor's Recommendation
- An acceptable personal interview with both the parent and student, with the Directors of Secondary Education and Academic Services

### **Grades 9-12**

- A grade average of "C" for the preceding year's schooling
- Parent's agreement to the Parent Commitment
- Satisfactory Pastor's Recommendation
- An evaluation of the student's character as demonstrated by completion of two character evaluation forms completed by someone other than family members (preferably a previous year's teacher)
- Completion of the student questionnaire as part of the student's application
- An acceptable personal interview with both the parent and student, with the Directors of Secondary Education and Academic Services

## **CHURCH ATTENDANCE**

It is expected that students associated with WCA faithfully attend a local 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

## **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 registration.*
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). Applicants for grades 9-12 must also submit an up-to-date transcript and two completed character evaluation forms.*

- 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. Applicants for grades 7-12 are scheduled for a personal interview with the applicant, parent, and the Director of Secondary Education..*
- 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. Students enrolled under a written probation contract will be subject to a monthly administration fee for the duration of the contract.

**Returning students who are entering grades 7, 9, and 12 must re-apply for admission to junior high, senior high, and the senior class, respectively. Each student entering one of these grades must submit an updated pastoral reference and a written statement expressing their desire to continue enrollment at WCA and their personal commitment to uphold the spiritual, behavioral, and academic standards of the school. The student will then be "accepted" or "not accepted" into the appropriate grade level on the basis of his/her discipline record, academic progress, updated pastoral reference, and personal statement.**

### **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.

## **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 Southall/Westover Christian Academy, and tithing members of Westover Baptist Church. Discounts must be renewed each year.

### **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. All home school accounts follow the ten-month payment plan, starting in August and ending in May.

### **TUITION PAYMENT OPTIONS**

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

- ◆ 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 grades 7-12 are due on August 1.
- ◆ ATHLETIC PARTICIPATION CHARGE: An athletic fee per sport is charged to each player when rosters are completed by the athletic director.
- ◆ AFTER-SCHOOL CARE: Information regarding the after-school care fee is 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.
- ◆ CLASS DUES: Class dues are charged for grades 7-12 and are billed in October. A portion of dues collected each year is used for special class projects, but the majority of funds is escrowed from year to year for the purpose of eventually helping to fund the Jr/Sr Banquet and Senior Class Trip. Class dues must be paid in full before students can participate in their class field trips and before final report cards can be issued. All funds remain the property of the class and are non-refundable.

### **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 children will not be permitted to attend school. Once the account is paid in full, the children 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 and class dues must be paid 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	Preschool - Gr. 6	8:30 am-3:10 pm
	Grades 7-12	8:00 am-2:50 pm
Half Days	Preschool - 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**

Upon arrival, junior/senior high students are to report directly to their first period class (by 8:00) or to the office (after 8:00).

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

### **STUDENT DRIVERS**

Any student who drives an automobile to school is to park in the assigned parking area and stay out of the car until school is dismissed. There is to be no loitering in cars or in the parking lot at any time, either alone or in groups. The playing of loud music, careless driving, and/or careless behavior associated with vehicles is not allowed. Any infraction of this policy shall be grounds for detention hall and/or loss of driving privileges.

### **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 lunch ticket. Only students in grades 7-12 may purchase soft drinks.

Lunch orders must be placed at the beginning of the school day. Students in grades 7-12 must order lunch by 8:30. If a student is going to arrive at school after the cut-off time, he/she may order lunch by phone before the designated time. On late arrival days (due to inclement weather) and half days, no lunches are ordered, but drink and snack items are still available.

Microwave ovens are available in the cafeteria for warming items brought from home. Drinks and snacks are available in vending machines. Food and drinks may not be consumed anywhere in the school building except in the cafeteria and in designated tiled areas.

Lunch period for all students is "closed", meaning that students stay on campus for lunch and 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, and a late return from lunch is treated as an unexcused tardy/dismissal. 4) Seniors who have parent permission to leave campus for "senior lunch" on a day that is designated by the administration.

### **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**

All students who have not been picked up by 3:30 must be supervised by a teacher/coach in an after-school activity. **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](http://www.wset.com)) and channel 2 WFMY ([www.wfmy.com](http://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.

A junior/senior high student is considered tardy when not present in first period at 8:00 am. A student who arrives after 8:00 is to sign-in at the office and receive a Tardy Slip before reporting to class. Tardy students should order lunch at the office by 8:30 am.

Early dismissals must be made through the office and must be accompanied by a note from the parent. The student should take the note to the office before classes start on the day he needs to be dismissed early. The office will issue the student a *dismissal form* to be signed by the teacher of each class he will miss that day. Before the student leaves the school property, he must *sign out* in the office and turn in the dismissal form. A parental note is also required for a student to drive himself to and from an appointment; and he must also *sign out*. 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**. The penalties for *unexcused* tardies and early dismissals are listed below.

**JR/SR HIGH PENALTIES FOR UNEXCUSED TARDIES AND/OR UNEXCUSED EARLY DISMISSALS**

The penalty for unexcused tardiness to school and/or unexcused early dismissals is defined as follows:

- # 3 Parent notification
- # 5 Isolated lunch and parent notification
- # 7 Detention assigned and letter sent to parent
- # 9 Isolated lunch for one week and parent notification
- #10 For each ten unexcused tardies and/or unexcused early dismissals, one point deduction is made from the final grade in each class.

**Tardy & early dismissal penalties are cumulative for the year.**

**ABSENCES**

In the event a student must miss a school day, the parent must call the WCA office or send a signed note to the office stating the reason for the absence. The office will issue the student an admit slip, marked *excused* or *unexcused*. The student then takes the admit slip to the teacher of each class he missed. After all teachers sign the admit slip, the student turns it in to the office.

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 office 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 pre-arranged with/approved by the administrator.

### **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 office and 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 pre-approved 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
- ◆ If the request for a parent-initiated absence occurs during exams

### **EXCESSIVE ABSENCES**

**JUNIOR HIGH:** A junior high student who misses a total of 20-29 days of school per year will be retained at his current grade level if he has a D or F yearly average in two or more academic subjects (Bible, English, Mathematics, Science, or History). A student who misses a total of 30 or more days of school per year will be retained at his current grade level regardless of his yearly averages.

**HIGH SCHOOL:** A high school student who misses a class a total of 20-29 times during the school year will not receive credit for that particular class if he has a D or F average in that class. If he/she misses a class a total of 30 or more times, he/she will not receive credit for that class regardless of his/her average in that class. The student's promotion to the next grade may or may not be in jeopardy, since promotion depends on the *total* number of credits earned.

**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**

When a student is absent from class, he or she should consult **ParentsWeb** to access missed assignments and make an effort to keep up with current work.

- ◆ If a student misses only the day a test is given or assignment is due, he is responsible to take the test or turn in the assignment the first day he returns. If a student returns to school on the day of a pre-announced test or quiz, the student is expected to take the test or quiz on the day it is given. If a teacher sets the due date in advance for a major project or research paper, he or she may require that the project or paper be turned in on that date, even if the student is absent from school.
- ◆ If a student misses more than one day of school, it is his or her responsibility to make up missed assignments and tests **as soon as possible**, using **ParentsWeb** as a guide. This work is the responsibility of the student, not the teacher. The make-up work will receive full credit as long as it is turned in by the deadline outlined in the class syllabus. At most, a student who misses several (3+) days of school will have twice the number of days missed to make up the work. For example, if three days were missed, the student would have at most six school days to complete all make-up work. When a student has missed at least five days of school, the teacher and student will work out a reasonable schedule for the student to make up the work.
- ◆ In the case of a student missing school due to a pre-planned "Parent Initiated" absence, the student is to consult each teacher prior to the absence to clarify expectations regarding assignments and testing deadlines.
- ◆ When a student has a late arrival to school, it is his responsibility to see the teacher of each class missed to turn in assignments and make arrangements for missed tests/quizzes. Likewise, when a student has an early dismissal from school, it is his responsibility to see the teachers of classes to be missed before he leaves school for the same purpose.

### **ATTENDANCE AND 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. Students with "early release" must attend at least one-half of their classes to be eligible to participate in athletics 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 see the teacher of each class to be missed to turn in assignments and make arrangements for missed class work.
6. A student may not use a "late ball game" as an excuse for tardiness to school, unless special permission has been granted by the administration to check into school by the end of first period. The student is responsible for all assignments & tests.

### **CLOSED CAMPUS**

Westover Christian Academy operates as a closed campus. Attendance is required for the full school day, regardless of the number of free periods a student may have. After arriving at school in the morning, **no student in any grade may leave the grounds without permission from the parents and the administration.** Exceptions are made for early release students who do not have scheduled classes after a certain point of the day.

## **ACADEMICS**

### **JUNIOR HIGH COURSE LIST**

Course offerings for junior high students as of this writing are:

#### **SEVENTH GRADE**

Bible 7	Wise Up: A study of Proverbs
English 7	Literature, Grammar, Writing, and Vocabulary
Math 7	Saxon Algebra 1/2 (PreAlgebra)
History 7	World History
Science 7	Life Science

## **EIGHTH GRADE**

Bible 8	Lifeway Survival Quest
English 8	Literature, Grammar, Writing, and Vocabulary
Honor's Math 8	Saxon Algebra 1 (A or B earns HS credit)
Mathematics 8	Saxon Algebra 1/2
History 8	American History
Science 8	Physical Science

**JUNIOR HIGH ELECTIVES:** Phys. Ed., Health, Technology, Chorus, Concert Band, Symphonic Band

## **HIGH SCHOOL COURSE LIST**

The courses offered in grades 9-12 as of this writing are as follows:

Bible 9	World Geography
Bible 10	World History
Bible 11	U.S. History
Bible 12	U.S. Government
Honor's English 9* ■	Spanish 1
English 9	Spanish 2
Honor's English 10* ■	Spanish 3 ■
English 10	Spanish 4 ■
Honor's English 11* ■	Speech/Drama
English 11	Select Choir
Honor's English 12* ■	Concert Band
English 12	Symphonic Band
Computer Applications	Sr. Symphonic Band ■
	Graphic Design:
Algebra 1	Yearbook Staff
Geometry	
Algebra 2	Office Assistant
PreCalculus ■	Teacher's Assistant
Calculus ■	
Earth Science	Physical Education
Biology	Athletic Participation
Human Biology	Health 1
Chemistry ■	Health 2
Human Anatomy ■	
Physics ■	

\* Students in Honor's English classes are required to maintain a "B" average in the class. If a student receives a yearly average of "C" or below in the honor's class, he will jeopardize his chances of being invited into honor's English for the following school year.

■ Denotes "weighted class" (A = 4.5; B = 3.5; etc.) Weighted grades affect both cumulative GPA and class rank.

## **REQUIREMENTS FOR GRADUATION**

Westover Christian Academy offers two high school diplomas as outlined below.

### **STANDARD DIPLOMA**

Bible	4
(Or one for every year at WCA)	
English	4
Mathematics	3
(Algebra 1 and above)	
Science	3
Social Studies	3
Geog. or Wd. History (1)	
U.S. History (1)	
U.S. Government (1)	
Foreign Language	1
Fine Arts	1
(Chorus, Band, Graphic Design)	
Physical Education	1
Health	1
Computer	1
Additional credits	2
<b>TOTAL</b>	<b>24</b>

### **ADV. STUDIES DIPLOMA**

Bible	4
(Or one for every year at WCA)	
English	4
Mathematics	4
(Algebra 1 and above)	
Science	4
Social Studies	3
Geog. or Wd. History (1)	
U.S. History (1)	
U.S. Government (1)	
Foreign Language	2
Additional foreign language or social studies	
	1
Fine Arts	1
Physical Education	1
Health	1
Computer	1
Additional credits	2
<b>TOTAL</b>	<b>28</b>

#### NOTES:

- ◆ Eighth grade students successfully completing Algebra 1 with an "A" or "B" receive a high school credit for the course.
- ◆ Enrollment in a math or science class during senior year is required.

## **UNIVERSITY PREP ENDORSEMENT**

Students earning the advanced studies diploma may qualify for the "University Prep" endorsement by accumulating the following credits:

English	4 credits to include at least three credits of Honor's English
Social Studies	4 credits of social studies (Wd. History, Wd. Geography, US History, US Government/Econ)
Foreign Language	3 credits of foreign language through Spanish 3
Math	4 credits of math through PreCalculus
Science	4 credits of science to include Chemistry or Physics

### **HIGH SCHOOL COURSE PROGRESSION**

**MATHEMATICS:** A student must earn a grade of C+ (84) or above in Algebra 1 in order to enroll in Algebra 2. If a student passes Algebra 1 with a grade of less than 84, he or she receives a credit for Algebra 1A, but must repeat the course (Algebra 1B) before moving on to Algebra 2. A student must earn a grade of B(86) or above in Algebra 2 in order to enroll in PreCalculus. If a student passes Algebra 2 with a grade of less than 86, he receives a credit for Algebra 2A, but must repeat the course (Algebra 2B) before moving on to PreCalculus. A student must earn a grade of B+ (92) or above in PreCalculus in order to enroll in Calculus.

**SPANISH:** A student must earn a grade of C or above in order to progress from Spanish 1 to Spanish 2 or from Spanish 2 to Spanish 3. If a student earns a grade of D, he or she receives a credit for the course, but must repeat the course before moving on to the next level. A student must earn a grade of B or above in order to progress from Spanish 3 to Spanish 4.

### **DROP/ADD POLICY**

If a student desires to drop or add a course, he should do so within the first five days of class. After the drop/add week, only elective courses may be dropped, and only in extreme circumstances, under the guidance of the Director of Acad. Services, the teacher, and the parent.

### **TEXTBOOKS**

Required textbooks are provided to WCA students at the beginning of the school year. Some of the textbooks are issued 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. The condition of each book is assessed at the beginning and end of each school year. 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.

### **LOCKERS**

Students are assigned lockers for use during the school year. Students are not to permanently mark or deface the lockers in any way. Infractions will result in damage fines and disciplinary action. Locker decorations are to be neat and philosophically compatible with WCA.

### **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.

### **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		
B-	86-87		
C+	84-85	P	Pass
C	80-83	I	Incomplete
C-	78-79		

### **PARENTSWEB**

The internet resource, **ParentsWeb**, provides valuable resources for students and their families. It is imperative that students and parents 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 open houses 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 of six weeks each are designated on the calendar. Report cards are issued one week following the close of each grading period. Report cards are also available on **ParentsWeb**.

"Inc." (Incomplete) is given when requirements for that 6-weeks have not been met. Effort should be made to complete the necessary make-up work in the week between the end of the six-weeks and the day report cards are issued. In any case, the "Inc." should be reconciled to a percentage grade within two weeks of report card issuance.

### **ACADEMICS AND 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.

**ATHLETIC RED LINE:** Student athletes are expected to complete assignments on time. Whenever an athlete has incomplete homework assignments or other outstanding work, the teacher may solicit help from the student's coach. The coach may use various strategies to encourage the athlete to complete the assignments. A student who continuously has incomplete work jeopardizes his/her spot on the team.

### **TRIMESTER TESTS/FINAL EXAMS**

The guidelines for exams at WCA are as follows:

- ◆ At the completion of each trimester, trimester tests are given in each academic course.
- ◆ **Any student needing a change in their trimester test or exam schedule must have written approval from the office. Students will not be excused from taking exams at the designated times except in the case of emergency.**
- ◆ All academic courses (English, Math, Science, History), grades 9-12, are required to have final exams. Other courses may have final exams at the teacher's discretion. Final exams cover material taught during the entire school year to the extent that the subject matter allows.
- ◆ Ninety (90) minute exams are administered, 2 per day, on designated final exam days. If a student does not have an exam scheduled for a particular session, he is not required to be at school during that session.
- ◆ Students who enroll in WCA after the beginning of the school year take final exams only at the discretion of the teacher and the Director of Academic Services.
- ◆ A student in grades 9-12 with an A (94 or above) average for the year may be allowed to exempt the exam for that class. If a teacher chooses not to implement the optional exemption policy in a particular class, students will be notified of such.

### **YEARLY AVERAGES**

The six grading periods and the final exam are averaged together to compute the yearly average for each subject. For classes with no final exam, the six grading periods are averaged together.

### **PROMOTION AND RETENTION**

JUNIOR HIGH: (Grades 7-8)

If a student fails two or more major subjects (Bible, English, Science, Math, History), he will not be promoted and must repeat the grade.

HIGH SCHOOL: (Grades 9-12)

The following guidelines will apply to senior high grade promotion:

1. English must be passed each year.
2. Bible must be passed each year.
3. Beyond these two requirements, the student may advance to
  - the 10th grade with at least 5 credits
  - the 11th grade with at least 11 credits
  - the 12th grade with at least 17 credits

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

**SUMMER SCHOOL**

*Remedial:* Students who are retained in their grade or who fail credit-bearing courses may re-take 1 or 2 courses, one semester each. For students who are successful in summer school, the summer school grade in a particular course replaces the student's lowest semester average during the school year for that course, which in turn affects the year's average.

*New Classes:* Students who choose to enroll in summer school to lighten their course load during the school year or to take an elective class may enroll in one full-credit course or two half-credit courses. Students with 3.25 GPA or better may be approved to enroll in two full-credit classes for a specific purpose. Students may not use summer school courses to complete their final degree requirements.

Information regarding summer school dates, costs, and policies are available in the school office.

**INSUFFICIENT PROGRESS**

WCA reserves the right to assess each student's academic progress and achievement as it relates to continued enrollment at WCA.

**At the completion of first semester, academic progress is assessed as follows:**

Grades 7-8	Semester GPA below 1.5	<i>Academic Warning</i>
Grades 9-12	Semester GPA below 1.75	<i>Academic Warning</i>

*Academic warning:* A student who is placed on academic warning at the end of first semester will keep the status for the entire second semester. A letter is sent to the student's parents, the student may not participate as a class officer, and frequent conferences are held with the student for the remainder of the year.

**At the end of the school year, academic progress is assessed as follows:**

Grades 7-8	Final year GPA of 1.0 - 1.49	<i>Academic Probation</i>
	Final year GPA below 1.0	<i>Re-application</i>
Grades 9-12	Final year GPA of 1.0 - 1.74	<i>Academic Probation</i>
	Final year GPA below 1.0	<i>Re-application</i>

*Re-application:* A student who finishes the year with a GPA below 1.0 must re-apply for admission to Westover Christian Academy for the following school year. After an updated pastoral form is received and an interview with WCA teachers is completed, the student will be

enrolled as a student on academic probation (see below) or will not be allowed to re-enroll.

*Academic probation:* A student placed on academic probation will remain on probation for the first semester of the following school year. A letter is sent to the student's parents, the student may not participate as a class officer, and a bi-monthly progress report is sent home to the parent. At the end of the first semester of the following year, the student's academic progress is evaluated as follows:

Grades 7-8	Semester GPA of 1.0 - 1.49 Semester GPA below 1.0	Continued Probation Academic Withdrawal
Grades 9-12	Semester GPA of 1.0 - 1.74 Semester GPA below 1.0	Continued Probation Academic Withdrawal

*Continued probation:* The student is placed on academic probation for one more semester. At the conclusion of that year, he/she must re-apply for admission to WCA for the following school year.

*Academic withdrawal:* The student must withdraw from Westover Christian Academy. After one semester of academic withdrawal, the student may re-apply for admission.

### **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.

### **PSAT/SAT/ACT/AP/CLEP EXAMS**

WCA is a testing site for the PSAT. College entrance exams (SAT and ACT) are available at several local high schools; the College Board code for WCA is 470-669. WCA students are also eligible to obtain college credit for knowledge gained through high school courses by taking AP (Advanced Placement) and CLEP (College Level Examination Program) exams.

### **DUAL ENROLLMENT COURSES AND INDEPENDENT STUDY**

Students may enroll in approved college courses for dual enrollment credit at the college and WCA. Independent study opportunities are available for honor's students to pursue self-initiated, academically challenging study projects within special interest areas. Students

contract for credit under specified guidelines agreed upon by the Director of Academic Services. Courses in the regular curriculum will not be considered for Independent Study unless there is an unresolved scheduling conflict.

### **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 include:

- Assessment of individual needs
- Tutorial or academic intervention
- Individualized Educational Plans for students
- Intervention for students with learning differences

## **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 from our own.

### **DETENTION SYSTEM**

A detention system is used at WCA as a means of correction for infractions of school standards, rules, and classroom procedures.

Whenever possible, the teacher will give the student both verbal and written warnings (parent notification) regarding a certain infraction prior to the assignment of a detention hall. The warnings are issued with the intent to inform parents of a problem and to solicit their assistance in supporting school rules and correcting wrong student behavior. Detentions served for the following infractions do not accumulate toward suspension or expulsion unless the student becomes a flagrant or habitual offender:

- Being tardy to school
- Being tardy to class
- Being unprepared for work or not completing homework
- Not "signing in" when tardy or not "signing out" for early dismissal, even when parents and school have given permission
- Chewing gum or consuming food/drink outside approved time/areas

**In regard to infractions that are more serious in nature, the avenue of warnings need not be taken. Students may automatically be assigned a detention for the following infractions:**

- Misbehaving in class (This may include talking in class without permission, writing or passing notes, getting out of seat and moving around class, using cell phone (or other cell phone infraction), bringing unapproved items to school (see list on page 35), playing with irrelevant objects, throwing objects, and/or violating other classroom rules set by individual teacher)
- Being in an location outside of designated areas

- Meddling with other people's property without permission
- Rough-housing anywhere inside or outside of school buildings
- Defacing school property (Detention & cleaning or replacing of such)
- Throwing food or any other object
- Driving infractions (Detention hall and possible loss of driving privilege)
- Use of profane language
- Displays of affection
- Skipping class (missing 15 minutes of class or more without excuse)
- Leaving school without permission from administrator\*\*
- Direct disobedience\*\*
- Rudeness or intimidation toward faculty, staff, or other students\*\*
- Rebellious or negative attitude\*\*
- Disrespect for anyone in authority\*\*
- Setting off false alarm\*\*
- Trespassing on school property after hours\*\*
- Lying or forgery\*\*
- Cheating or plagiarism\*\* ("0" on assignment or test plus detention, suspension, or expulsion)
- Failure to comply with the WCA Student Use Agreement for Computers\*\*
- Stealing\*\*
- Fighting\*\*

\*\* *Grounds for detention and/or suspension*

**The following infractions are grounds for suspension or expulsion:**

- Cumulative detention record
- Continued deliberate disobedience
- Repeated use of profanity, inappropriate comments and other oral or written communication that is unwholesome or is suggestive in nature. Bullying, slander, or threats of any kind against another person will be dealt with harshly. Appropriate law enforcement officials may be contacted.
- Possession of offensive materials, including but not limited to music, printed lyrics, pictures, photographs, magazines, internet material

- Comments made “in jest” about sin
- Skipping school or leaving school without permission from school or parents
- Possession of firearms, knives, etc.
- Cheating or plagiarism on a major test, project, or exam
- Use of or possession of tobacco in any form
- A rebellious spirit which is unchanged after extended effort by the school staff
- A continued negative attitude and bad influence upon other students
- A serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school
- Failure of the parents to support and/or comply with the disciplinary actions of the school
- Failure of the parents to maintain a cooperative and supportive spirit towards faculty and/or administration

**The following infractions are grounds for extended suspension or immediate expulsion:**

- Repeated use or possession of tobacco in any form
- Use of or possession of harmful drugs
- Use of or possession of alcohol
- Immoral conduct

**DETENTION GUIDELINES**

Detention for grades 7-12 is held after school on Wednesdays, 3:00 - 3:40 pm. Detention must be served the Wednesday following the week the notice is received. A student who received more than one detention during a school week is expected to serve detentions every Wednesday until all of his/her detentions have been served. An additional detention is given each time a student misses a detention deadline. **If a student accumulates three un-served detentions, all of which are at least one week past their deadline, the student is assigned one day of suspension. The suspension then takes the place of the three detentions.**

The procedure for serving a detention is as follows:

1. The student is to report to the designated detention room no later than 3:00 and stay the entire period. 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 may result in another detention.
3. The student and his parents are totally responsible for working out any transportation needs.

### **DISCIPLINE 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:

<b>Detentions per Year</b>	<b>Consequences</b>
3	Referred to Director of Secondary 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 day of a suspension is not permitted except in unusual circumstances approved by the administration.
2. The student may be required to do research and/or work related to the violation.
3. All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work. (page 16)
4. Each suspension day counts as “two detentions” in reference to the consequences listed above.
5. 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
6. The student is placed on discipline probation for the remainder of the school year.
7. The student may be permitted or requested to go before a group of peers to ask forgiveness for the wrong committed.

**Ten (10) detentions or a total of six (6) days of suspension (for any reason) result in expulsion. 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.**

Upon suspension or expulsion of a student, the administration may give the rest of the student body an appropriate statement regarding the basic nature of the offense and purpose of discipline. This action will be designed to:

1. Protect the reputation of student(s) involved from what conclusions others might draw if gossip were the only channel of information
2. Solicit prayer for those involved
3. Reinforce the clarity of the school's position regarding the type of behavior in question
4. Serve as a warning to other students

### **DISCIPLINE AND 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 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 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.

### **DISCIPLINE EVALUATION AND PROBATION**

WCA reserves the right to assess each student's discipline record and progress as it relates to continued enrollment at WCA. A student may be placed on probation or asked not to re-enroll based on his/her discipline record or on the basis of his/her attitude and spiritual impact as observed by school administration and members of the faculty.

**Whenever a student receives one or more days of suspension or accumulates 6 detentions, he/she is placed on disciplinary probation for the remainder of the school year. At the completion of the school year, student discipline records are assessed as follows:**

One or two days of suspension, second semester	<i>Probation</i>
Three or more days of suspension, second semester	<i>Re-application</i>
Four or more days of suspension, entire school year	<i>Re-application</i>

*Probation:* Students are placed on discipline probation for the first semester of the following year. During the period of probation, the student is to demonstrate significant improvement in his/her behavior. At the completion of the semester probation period, the administration and faculty re-evaluate the student and carefully consider his/her progress at that time. One of the following three decisions is made:

1. The student is re-instated to full status at WCA
2. The student continues on probation for an additional semester
3. The student is asked to withdraw from WCA

*Re-application:* Students who are required to re-apply for admission to WCA must obtain an updated pastoral recommendation and complete an interview with WCA administration and teachers, after which the student is either allowed to enroll on probation or not allowed to re-enroll. Students re-enrolled under a written probation contract are subject to a monthly administration fee for duration of the contract.

**The discipline records of rising seventh, ninth, and twelfth graders will be carefully evaluated as part of their re-application process.**

### **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.
- ◆ 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. WCA utilizes the service of [www.turnitin.com](http://www.turnitin.com), an online plagiarism prevention tool to certify the authenticity of student work. Students should take every effort when preparing reports to carefully cite the use of another person’s thoughts or words. It is the student’s responsibility to avoid plagiarism by following proper research and citation methods. Failure to do so results in serious consequences. NOTE: It is the student’s responsibility to use word processing software that is compatible with the “turnitin” program.

*CONSEQUENCES OF CHEATING/PLAGIARISM:* 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 or plagiarizing, there is a loss of trust and reputation. Parents will be contacted and expected to support the action of the school. Consequences include automatic “0” on the assignment or test in addition to detention, suspension, or expulsion, depending on the age of the student and the seriousness of the offense. A conference with the student, teacher and an administrator is held.

### **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. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked. In the event of a positive result, the parent will pay the cost of the test.

### **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:** 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.

**AUTOMOBILE SEARCHES:** Students are permitted to park on Westover Christian Academy premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student's automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental 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.

### **UNAPPROVED ITEMS**

Students are not to bring unapproved items of any kind to school. 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 project or activity. The use of any kind of personal audio or video player is not permitted on school property. Unapproved items will be collected by the teacher and may not necessarily be returned. Students are discouraged from bringing valuables such as cameras or large amounts of money to school.

**Cell phones may be brought to school, but are not to be seen, heard, or used in the classrooms. Infractions will incur consequences including parent notifications and detentions. Following a cell phone infraction, an administrator may hold the phone for a given period of time (length of time to be increased with repeated offenses) and require that parents come to school to retrieve the phone.**

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.

### **GUM AND CANDY**

Gum chewing at school is not permitted. Candy and/or snacks are not to be consumed in the classroom except during approved activities.

### **FRIENDSHIPS: GIRL/BOY**

WCA is co-educational and operates on the premise that 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.

**Couples should not be together un-chaperoned at any place on the school grounds before, during, or after school.** Infractions of this rule will result in detention halls, suspensions, and/or expulsions.

### **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. 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.

### **RULE CHANGES**

It would be impossible to make rules to cover every type of infraction. These lists are not intended to be exhaustive, but to provide general guidelines for acceptable and unacceptable behavior. The administration reserves the right to add to, delete, or change the rules and regulations as necessary. The administration also has the responsibility and final authority to enforce the intent and spirit of the discipline guidelines.

# ACTIVITIES

## **CHAPEL**

Chapel is a vital part of school life at Westover Christian Academy. Junior and senior high chapel is held once a week, replacing Bible class on that day.

## **LIBRARY**

Students may check out books for two weeks at a time and 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**

For students in 9-12th grades, band is a credit-bearing course. Concert and symphonic levels of band meet five days a week, and Symphonic Band members also participate in the marching band. Junior and senior high band students may choose to participate in the pep band. Instrumental performance opportunities include field shows, concerts, parades, and home basketball games as well as various competitions.

## **ORGANIZATIONS**

The following clubs and organizations provide WCA students with opportunities for fellowship, leadership, and service:

- ◆ Yearbook Staff  
Staff members work together to publish WCA's yearbook.
- ◆ Honor Society  
Membership is open to qualified sophomores, juniors, and seniors. Candidates for membership submit applications and are selected by the faculty on the basis of academics, leadership, service, and character.
- ◆ Class Offices  
Class officers are elected by classmates to organize class activities, fundraising, and special events. Students are elected to these offices.
- ◆ Silk Team and Color Guard  
Students in grades 6-12 may try out for the auxiliary band units of Silk Team and Color Guard.

- ◆ Prayer Groups  
Student-led prayer groups meet before school hours and during lunch to pray for our school, our community, and our nation.
- ◆ Worship Team  
Select students in grades 9-12 have the opportunity to use their musical skills by participating in the Worship Team for chapel services.
- ◆ Fellowship of Christian Athletes  
Athletes in grades 9-12 may participate in this international organization with the goal of seeing the world impacted for Jesus Christ through athletes and coaches.

### **ATHLETICS**

Westover Christian Academy competes in interscholastic athletics as part of the Virginia Association of Christian Athletics (VACA) in the following sports:

Fall	Girls' Volleyball (Varsity, JV and MS) Co-ed Soccer (Varsity and MS) Co-ed Cross Country (Varsity)
Winter	Girls' Basketball (Varsity, JV, and MS) Boys' Basketball (Varsity, JV, and MS) Cheerleading (Varsity and JV)
Spring	Boys' Baseball (Varsity and JV) Girls' Softball (Varsity) Co-ed Golf (Varsity)

Policies and guidelines regarding athletics are available through the athletic department. Also see attendance (page 16), academic (page 22), and discipline (page 31) portions of this student handbook for respective policies regarding student athletes.

### **SPECIAL EVENTS**

Annual special events at WCA include choral and band programs, spirit week, homecoming, fine arts festivals, missions emphasis week, drama productions, sports awards programs, junior/senior banquet, senior night, and high school graduation.

### **CLASS TRIPS**

Each year, eighth graders (Washington DC), tenth graders (Williamsburg, VA), and twelfth graders (destinations vary) participate in overnight trips. The trips are funded by the WCA Student Activity Fund, class treasuries, and the students.

## **CONDUCT ON SCHOOL-SPONSORED TRIPS**

The same standard of conduct required of students at school is also required of students on school-sponsored activities. When a school vehicle is used to transport students to an activity, adult chaperones are to be present.

## **HOMECOMING COURT**

Homecoming court consists of 6 female students and 6 male students. Two representatives (one male and one female) are selected from each grade, nine through eleven, and the king, queen, and 4 (2 female and 2 male) representatives from the senior class are selected. Students on the Homecoming court must meet the following qualifications:

- Enrollment: Candidates must be enrolled as part time or full time students at WCA by October 1 of current school year.
- Discipline record: Candidates must not have served any suspensions during the current school year, either as part of the detention system or as a separate discipline measure.
- Academics: Candidates must have all passing grades the grading period prior to nomination.
- Previous Homecoming involvement: Candidates in grades 10 and 11 may not have previously been Homecoming representative.

The process for selecting the Homecoming court is as follows:

1. The names of all students in each grade who meet the qualifications listed above are placed on a potential candidates ballot.
2. Faculty members and students in the senior class elect a number of candidates according to the following characteristics. Seniors nominate seniors, and teachers nominate students in grades 9-12. No more than 6 girls/guys may be nominated, grades 9-11; no more than 10 of each, grade 12.

### **CHRISTIAN TESTIMONY**

All members of the Homecoming court should have exemplary Christian character. Seniors running for homecoming court must give a brief testimony in chapel before student voting takes place.

### **SCHOOL SPIRIT**

All members of the Homecoming court should be active in school activities. They should support WCA, not only at athletic events, but also in the classroom, hallway, and community.

3. Students in grades 9-12 vote for nominated representatives after the seniors give testimonies in chapel. In grades 9-11, each student votes for one male and one female in each grade. In twelfth grade, each student votes for 2 male and 2 female seniors.

## 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 on a daily basis. Tolerance for dress code infractions will be limited and repeated offenses may indicate an issue of direct disobedience. Such students will lose certain dress privileges and be subject to disciplinary action ranging from detention to expulsion.

The school administration reserves the right to determine the acceptability of clothing and hairstyles and expects support from the parents. Generally speaking, extreme or outlandish styles of dress and grooming are not permitted as they detract from the classroom environment. We are aware of the fact that any dress code cannot cover all situations. If parents have questions, please feel free to call the office for additional clarification. 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.

**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.**

## JUNIOR AND SENIOR HIGH GIRLS (GRADES 7-12)

See page 40 for clarification of “modest”.

### **ACCEPTABLE**

Modest slacks

Modest jeans (not on Fridays)

Modest cropped pants  
(covering at least 1/2 the calf)

Modest skirts and dresses

Modest shirts and tops  
(modesty must prevail over  
a sensuous look)

Sleeveless tops with collar

Leggings under dress of  
proper length

Shoes or sandals

Appropriate jewelry and  
make up

Hair of a traditional hair color

### **NOT ACCEPTABLE**

Form-fitting or oversized pants  
Pants with holes

Ragged or worn out pants  
Sweatpants or windsuits

Capris with form-fitting pant legs  
or shorter than specified

Skirts and dresses shorter than the  
top of the knee when standing  
Skirts and dresses longer than the  
top of the ankle (for safety)  
Slits higher than 2 inches above knee

Inappropriate messages or pictures  
Tops that show the back, chest,  
and/or cleavage

Halter tops or tops designed to look  
like undergarments  
Exposure of midriff  
See-through clothing

Leggings under dress or top shorter  
than the top of knee

Hair, make up or jewelry that  
detracts from the classroom  
environment

Hats, kerchiefs, and sunglasses

Visible tattoos

Pierced jewelry other than earrings

### **FRIDAYS FOR GIRLS:**

Fall and spring Friday dress code for girls: **Dressy** skirts or dresses (no tennis shoes or Tshirts), August-October and April-May

Winter Friday dress code for girls: **Dressy** slacks and top, skirts, or dresses (no tennis shoes or Tshirts), November-March

## **JUNIOR AND SENIOR HIGH BOYS (GRADES 7-12)**

### **ACCEPTABLE**

Long pants or jeans  
(no jeans on Fridays)

Tucked in shirts  
(unless fitted band)  
(collars on Fridays)

Conventional shoes  
with socks

Well-groomed hair  
of traditional color

Clean shaven faces

Neatly trimmed mustaches

Rings, watches, ID bracelets

Single neck chains inside collar

### **NOT ACCEPTABLE**

Tight-fitting or oversized pants

Pants with holes

Ragged, sloppy, or worn out pants

Sweatpants or windsuits

Inappropriate messages or pictures

Un-tucked shirts (even if worn as  
over-shirt)

Flip flops or sandals

Hair hanging over the collar or  
eyebrows or covering more than  
half the ear

Side burns longer than bottom of  
earlobes

Hats, headwear, and sunglasses

Visible tattoos

Pierced jewelry

**FRIDAYS FOR GUYS:** Pants (no jeans) and tucked in collared shirts  
(no sweatshirts or hooded sweatshirts over them)

### **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 grades 7-12 are required to dress in PE uniforms to be purchased by students from the school.

### **HALF DAYS**

When half days of school or “delayed weather” days occur on Fridays, students may dress according to the Monday-Thursday dress code.

### **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.

### **SPECIAL OCCASIONS**

Evening gowns must uphold the school’s standard of modesty. This means that they may not be shorter or tighter than the regular dress code allows and must have adequate coverage (no cleavage showing, backs above the natural waistline, and no long slits).

### **HANDLING OF DRESS CODE INFRACTIONS**

1. First period teachers observe students and notify the office of any infractions.
2. The office contacts the student and/or parents to verify the infraction and give the following options for correction:
  - Parents may be asked to bring in a change of clothing.
  - The student may wear alternative garment provided by the school or another student.
  - The student may be required to stay in the office for the rest of the day if it is impossible for a change of clothes to be arranged.
  - The student (boy) may be given a definite period of time to get a hair cut or to shave.
4. The office keeps records of infractions including warnings. Students with repeat infractions have additional consequences, including loss of dress options, detention, and suspension.

## AWARDS

### HONOR ROLL

To qualify for the **high school honor roll**, students in grades 7-12 must meet the following criteria:

HIGHEST HONOR ROLL	3.75 GPA
HIGH HONOR ROLL	3.50 GPA
HONOR ROLL	3.25 GPA

*NOTE: Junior high honor roll is based on the five core subjects (Bible, English, Mathematics, Science, and History). Senior high honor roll is based on all credit-bearing courses.*

### 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 are outlined below. In addition, teachers may choose to grant additional awards.

#### PERFECT ATTENDANCE

#### HONOR ROLL

#### DEPARTMENTAL AWARDS

Students who excel in each academic area are selected by that subject teacher.

#### ROOKIES OF THE YEAR

Rookies of the year may be chosen by teachers to recognize new students who have been an asset to the WCA student body during their first year at the school. Rookies of the Year are chosen on the basis of character and their contribution in the areas of academics, athletics, fine arts, or leadership.

#### PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

This award is given by the U.S. Department of Education to encourage students to achieve high academic standards. Awards are given at eighth and twelfth grades. To be eligible, eighth grade students must earn a grade point average of 3.0 and achieve 85th percentile or higher in math or reading on standardized achievement tests. Seniors must earn a GPA of 3.00 and achieve a minimum score of 500 or higher on all three sections of the SAT.

#### ACSI DISTINGUISHED CHRISTIAN HIGH SCHOOL STUDENT AWARDS

Recipients of these awards are juniors and seniors selected by the faculty based on achievement in one or more of the following areas: academics, art, athletics, drama, music, leadership, and Christian Service. A consistent Christian testimony and outstanding Christian character are prerequisites for this award.

## SCHOLAR ATHLETES

Scholar Athlete medallions are presented to seniors who have excelled in academics while participating in WCA's athletic program. To be eligible, a student must:

- ◆ Participate in senior high athletics for at least three seasons of one sport or a total of at least four seasons of numerous sports, including at least one sport for each junior and senior year.
- ◆ Have a cumulative grade point average of at least 3.5 through first semester of their senior year.
- ◆ Maintain a discipline record of no suspensions during senior year.

Scholar Athlete medallions are presented at the senior athletic chapel and worn at graduation.

## **GRADUATION HONORS AND AWARDS**

At graduation, Valedictorian and Salutatorian are recognized according to the guidelines listed in the Academic Manual. First year students at WCA are not eligible to be valedictorian or salutatorian. Junior marshals, the two to four eleventh graders with the highest cumulative GPA, are also selected to take part in the graduation ceremony.

Honor graduates wear gold sashes and are recognized according to their cumulative GPA:

Summa Cum Laude	3.75
Magna Cum Laude	3.50
Cum Laude	3.25

WCA Honor Society members and Scholar Athletes wear medallions, and graduates receiving Advanced Studies Diplomas wear white cords.

## **ATHLETIC AWARDS**

Athletic awards shall be given at seasonal sports award programs according to the guidelines listed in the Athletic Handbook.

## **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.

### **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°F or above within the preceding 24 hours  
Temperature must be below 100°F 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.

### **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.

### **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 am – 3:00 pm. 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 proceeding through the building. 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.