

## Introduction

*"Train up a child in the way he should go, and when he is old  
he will not depart from it." Proverbs 22:6*

*"Oh, taste and see that the Lord is good..." Psalm 34:8*

Parents and students, welcome to the Westmoreland Christian Academy Family! It is our desire that as you read through this handbook, you will catch the vision of what the Academy represents: a place where students are given the opportunity to receive wisdom, knowledge, nurture and discipline in order to become fully committed to God and equipped for their God-given destiny. In the original language of the Scriptures, the root meaning of the word "train" in Proverbs 22:6 is connected with the idea of "taste"; our endeavor at the Academy is to teach our students to "taste" our Lord Jesus Christ. This involves training according to the unique personality, gifts and aspirations of each student. It also includes admonishing them to avoid any natural tendencies that may prevent total commitment to God. Although Scripture teaches that the primary responsibility to train each child rests with the parents, the Christian school can support and complement the education and training that the child receives at home.

Children are a heritage from the Lord (Psalm 127:3) and it is a privilege to be involved in their growth. The Administration of Westmoreland Christian Academy desires to see Jesus Christ exalted in and through its teachers, curriculum, programs and activities. Westmoreland Christian Academy is more than an education; we are training a new generation of leaders with the potential to positively impact our world for Jesus Christ.

Please read this entire handbook, sign the verification on the last page and return to the school by the first Friday in September. Note, **Students must also sign this form.**

## Mission Statement

Westmoreland Christian Academy honors Christ by providing excellent academics, opportunities of service in the community, and by providing spiritual growth by integrating the Bible into everything we do. We are committed to developing God's best for each student through every program and activity.

## Statement of Faith

1. We believe that the Bible is the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe that there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. 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 & 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21 & 5:24; Romans 3:23 & 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe that the saved and the lost are resurrected. The saved unto the resurrection of life and the lost unto resurrection of damnation (John 5:28-29).
6. 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).
7. We believe in the present ministry of the Holy Spirit, by Who's indwelling the Christian is enabled to live a godly life (Romans 8:13-14;, 1 Corinthians 3:16 & 6:19-20; Ephesians 4:30 & 5:18).
8. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, transgenderism and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen.2:24; Gen.19:5, 13; Gen.26:8-9; Lev. 18:1-30; Romans 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)
9. We believe that the term "marriage" has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility owned, leased or rented by this school will only be those ceremonies sanctioned by God, joining one man with one woman as that gender was determined at birth. (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23)

## **Five Foundational Elements of the Philosophy of Christian Education**

### **1. *Scriptural Truth***

Scripture is the revealed Word of God and is taught as truth.

### **2. *Integration***

Every element of the curriculum is permeated with God's Word.

### **3. *Christian Personnel***

The school board, administration, faculty, and staff are born-again Christians.

### **4. *Student Potential***

Every learning experience aims to engage students toward their full potential in Christ.

### **5. *Operational Practice***

All the school's practices are biblically based.

## **Educational Philosophy**

Since humankind's chief and highest end is to glorify God (Isaiah 43:7), the highest possible achievement for any child is to understand and obey God's plan and purpose. The Bible, the inerrant Word of God, directs parents to prepare their children to live godly lives. We believe that the school is an institution which provides assistance to parents in fulfilling this responsibility, thereby supplementing and/or complementing the training that child receives at home.

We believe that together the home, school, church and other aspects of a child's experience educate the whole child in his preparation for adulthood. Since a child cannot be separated into isolated components, the school experience must address each of these interrelated components in educating a child. These areas include:

- **Spiritual** - a child's relationship with the personal triune God of the Bible, the understanding of the nature of God, and an understanding of the spiritual nature of this world and humankind. (Romans 12 :1-2)
- **Intellectual** - The God-given attributes of a child which enables him or her to master foundational academic tasks (i.e., reading, mathematics, spelling, language, writing, etc.)
- **Social** - Interaction with others, both adults and children, in groups and on an individual level. (Ephesians 6:4)
- **Emotional** - The part of the child that identifies, understands, and deals with his/her emotional state as well as how a child feels about himself. (self-esteem)
- **Physical** - Abilities of a child to master gross motor and fine motor skills in the framework of the child's ever-changing body.

Therefore, each child not only has individual strengths and weaknesses, but also exhibits change and growth in each of the above areas. Because of this we believe a developmental

approach to education (i.e., assessing each child's development on an individual level) is essential to maximize the potential of each child. (Proverbs 22:6)

As we acknowledge that God has planned individually for every child, and that His plan has allowed adults, parents and teachers the privilege of serving Him in the raising of children, we desire His guidance for all that will be done to fulfill our responsibility to educate children. (Deuteronomy 6:1-3, Titus 2:1-8)

### **General Admission**

A student enrolling in the school's Pre-Kindergarten program must have reached his/her 4<sup>th</sup> birthday on or before October 1<sup>st</sup>. Students enrolling in the Kindergarten program must be at least 5 years old by October 1<sup>st</sup>. Students who do not meet these requirements will be taken on a case by case basis.

Every student must have the required health and academic records on file with the school.

Westmoreland Christian Academy is distinctly a Christian School primarily designed to help the average or above average student. We are neither a remedial school nor a reform school. Nor are we equipped to handle all problem children, slow learners or handicapped students. We reserve the right to place each child in the academic level for which he/she is best suited.

## **Curriculum**

Westmoreland Christian Academy provides for a half day Pre Kindergarten program, a full day Kindergarten program and a curriculum for grades one through twelve which includes all major subject areas as well as instruction in general music, art and physical education.

Electives are available to the high school students dependent upon student interest, staff availability, schedule constraints and other factors which vary each school year. A college co-op program, vo-tech program and school-to-work program are available to qualified students in 11<sup>th</sup> and 12<sup>th</sup> grades after consultation with the Principal.

The A Beka Book curriculum and textbook program is used primarily at Westmoreland Christian Academy and is supplemented with other texts at the discretion of the Administration. Each school day begins with prayer/Bible devotion. Bible is taught everyday to all students with one day per week set aside for Chapel to include guest speakers and student participation. Because God is the source of all knowledge, all academic material is taught with the Bible as the final authority for truth.

The School Board of Directors at Westmoreland Christian Academy has determined that a student will not be advanced beyond the normal pace of their education. This includes early graduation.

## **School Hours**

The school day for Pre-K and K will be 7:55 a.m. to 11:35 A.M. each Monday through Friday. The school day for 1st through 12<sup>th</sup> grade students will be 7:55 a.m. to 2:20 p.m. each Monday through Friday .Refer to the school calendar for modifications to the typical weekly schedule. Students are not allowed in the school building prior to 7:45 a.m. Students arriving late or leaving early must report to the office.

## **School Delays/Closings**

School delays or closings will be announced on TV channel 11, and online at [www.wpxi.com](http://www.wpxi.com), (click school closings). There will also be a link on the school website at [www.westmorelandchristian.org](http://www.westmorelandchristian.org) to school delays and closings. The school calendar is subject to change depending on the number of delays/closings throughout the school year. Parents and transportation personnel will be notified.

## **School Office**

The office hours are from 7:50 a.m. to 2:45p.m. on Monday through Friday, except on days when school is delayed or closed due to weather, school recesses, etc. Parents must report to the office and must not go directly to any classroom. Lunches, homework, etc., must be left in the office with the Principal/Assistant Principal.

## **Phone Usage**

All electronic devices must be turned into the office upon arrival at school. These include cellular phones, iPods and other electronic devices. If caught with any of these devices, they will be confiscated and returned at the discretion of the Administration. Refusal to turn over the item will result in an immediate out-of-school suspension.

The school phone is for business usage only. Students may not use the phone without permission from a teacher or from the office and only when a legitimate reason is given by the student. Forgetting homework is not a legitimate reason.

Students who need to have a cell phone available to call home must turn it in to the office daily. A note from the parent is needed to verify this need.

## **Lockers**

Lockers will be assigned to students in grades 5 through 12. It is the student's responsibility to keep his/her locker clean and able to fully close. Nothing is to be stored on top of or outside of the locker. Students are not allowed to put their own locks on the lockers. Lockers are subject to inspection at any time without the student's consent.

## **Health Forms and Injuries**

All required forms, including immunization and health records are required to be on file in the office by the first week of school. Extenuating circumstances will be handled by the Principal on a case by case basis.

Because there is not a nurse on the school premises most of the time, we are only able to administer simple first aid to students who need immediate but minor medical attention. Any student who requires more medical attention will be transported to the hospital as designated on the Emergency Contact Information Form.

## **Medications in School**

Prescription medication will be administered only by the direct order of a physician. The parent or guardian must complete and sign the Medication Information Form (available in the office) prior to the dispensing of prescription medication. The parent/guardian is responsible for supplying all medication to be taken at school.

Nonprescription medication will be administered in school only by the direct order of physician, parent or guardian. The parent or guardian must complete and sign the Medication Information Form prior to the dispensing of the nonprescription medication. It is the responsibility of the parent/guardian to supply all medications to be taken at school. The only exception is for aspirin, Advil or Tylenol if permission is given by the parent/ guardian.



The Principal or Assistant Principal will be responsible for administering medication to students.

Any medications to be taken at school must be in a container that includes the following information:

- Name of the student
- Name and phone number of the physician
- Name of the medication
- Dosage amount
- Times to be given

## **Attendance**

The instructional program designed by each teacher is a progressive and sequential experience that demands consistent attendance in order to be effective.

When a student will be out of school for a reason other than sickness, and the time of the absence is known ahead of time, it is the responsibility of the parent/guardian to contact the Principal and teachers and secure the class assignments for that period of time. All assignments are due according to teacher's requirements.

Each year the school recognizes those students who miss two days or less with attendance awards. Students are not permitted to be absent more than six days pre nine weeks. Any absence three consecutive days or more will require a medical excuse. Any student who is absent for more than a total of 24 days in the school year, for whatever reason, is subject to retention at the discretion of the School Board.

In order for a student to be counted present for a particular day, he/she must arrive before 9:30 a.m. Students arriving late or leaving early must report to the office and fill out a Late Arrival or Early Dismissal Form.

## **Tardiness**

Students will be considered tardy if they arrive in their homeroom after the bell rings at 7:55 a.m. Three tardies in a nine week period will result in detention. Six tardies in a nine week period will result in an unexcused absence and an additional detention. After six tardies, each additional tardy will result in a detention. If a student drives to school and accumulates five or more tardies the student's driving privileges will be suspended for a month. If tardiness continues more action will be taken. If tardies become too excessive academic credit may be lost.

## **Absences**

An **Excused Absence** is due to a personal illness, serious illness in the family, death in the family, school sponsored trips, medical or dental appointments, court appearances, extenuating circumstances as determined by the Principal with counsel by the School Board. A student with an excused absence will be given a reasonable opportunity to make up assignments and exams missed during the absence. Any exams must be completed within one week after the student returns. In order not to interrupt academic progress, please make medical/dental appointments after school as much as possible. **When a student is going to be absent from school a parent must notify the school.** The office will attempt to notify the parent/guardian if a phone call is not received.

### **Please keep your child home if he/she has:**

- a fever
- nausea or recent vomiting
- diarrhea
- persistent cough producing phlegm
- a sore throat
- a discharge from eyes or inflamed eyes
- unexplained rash
- head lice

Upon return after an excused absence, the student must bring a dated, written and signed note from the parent/guardian explaining the reason for the absence. This note is to be given to the homeroom teacher.

An **Unexcused Absence** is an absence where no excuse has been provided or the excuse provided is not according to the guidelines listed above. If an absence is unexcused, the student will be required to complete the make-up work; however, no credit will be given for these assignments.

### **Homework**

Each student is required to properly complete all homework assignments neatly and on time.

### **Study Hall**

Study Hall is for studying. Students are to be working on homework or reading appropriate materials. We want them to get down to business and not waste time. Study hall teachers will check on students to see if they are working. Teachers, janitors, etc., are not to use students for any reason during study hall without approval from the administration.

### **Gym**

The gym and sports equipment may be used only under the supervision of a teacher. Students may not be in the gym during school hours unless a faculty member is present.

## **Hall Procedures**

- Students who are in the hallway during class time must have a restroom or locker pass.
- Students should walk quickly with no excessive noise while going to and from their lockers, from class to class or to lunch.
- Students should be taught to say “Good Morning, Ma'am/Sir”, etc., when passing in the hall and should move out of the way of adults and hold the door open for adults. This should always hold true whether they are in school or not.
- To use the restroom or locker pass, students must sign out, write the date and time of their departure, a destination and arrival time back to the room within a 4 minute time period.
- Any student found in the hall without a pass will be escorted back to the classroom. Students who abuses this policy may lose this privilege and be assigned detention.

## **Class Preparedness**

The 2 minute break between class periods is designed for students to obtain appropriate materials for their next class. All students should arrive to class on time with their books, notebooks and writing utensils. Students should be prepared when coming to class. The locker pass should not be used excessively by students.

## **Lunch Procedures**

Students may bring their lunch in a lunch box or paper bag. Students will have the option of purchasing lunch on certain days of the week.. Juice and snacks will be available for purchase each day. Cash is required for all transactions. Students will eat their lunches in the designated areas in the gym.

## **Fire Drills**

During the fire alarm drill, the students will immediately open all room doors and leave the room in single file toward the nearest exit with no talking. Teachers must take attendance immediately after the students assemble at their prescribed fire drill locations. Make sure all lights are off and all windows and doors are closed.

## **Rest Rooms**

Rest rooms are to be used during specified break times and only when there is an urgent need during a class period. Good conduct must be maintained at all times.

Women teachers may step to the door of the men's rest rooms to deal with problems but may not enter. Men may never enter the girls' rest rooms.

## **Visitors**

Students desiring to bring a visitor to school must submit a written note to the office with the name of the visitor and the date they wish to come. It must be approved by the Principal at least one day prior to the day the visitor arrives. Visitors will not be permitted to come to the school the last day before a holiday.

The visitor must submit to the W.C.A. dress code and school rules.

## **Celebration of Birthdays/Holidays**

1. Birthday treats may be allowed for the room if parents desire, but they are to be delivered to the office, not to the classroom by the parents.
2. Invitations to birthday parties, etc., may not be handed out to the students unless there is an invitation for each child in the class.
3. Christmas parties will be held the last day before vacation.
4. If parental help is needed for parties, the teachers will contact the parents. Parents should not just send items in.
5. All parents who do plan to help must be dressed according to school dress code.

## **Lost and Found**

Lost and Found articles are kept in the office. Unclaimed articles are given to Christian Charity. Lost and Found is open before school, during break times, and after school.

## **Pictures**

School pictures are taken early in the first semester. Students are required to have their picture taken for yearbook purposes. You are not required to order/ purchase pictures.

## **Field Trips**

1. Before any scheduling of trips the Principal will determine if the trip is acceptable.
2. Parents will be given ample notification concerning the trip. The required signed permission slips must be turned in before the due date listed on the slip. Verbal permission is not acceptable.
3. The Administration will make sure transportation is in place.
4. We will inform all who are driving the students that if any music is played, it should be Christian music or please do not play any music. We are a Christian school and we do not want to bring offense to anyone.
5. Students are not permitted to bring any electronic devices on field trips unless otherwise specified.

## **Parent/Student Drive In/Pick up**

In order to ensure the safety of students, parents must park their vehicles and come into the lobby to pick up their children or visit a teacher. Parents are not to park in the areas designated for the buses and bus traffic or parking spaces by the street (beneath and in front of the portico).

Students are not allowed to change their means of transportation or get into another student's vehicle without a note signed by the parent and the Principal. This is to be pre-arranged and not done by phone or at the last minute during the end of day pickup. Emergency situations will be handled on a case by case basis.



## **Student Cars**

Students planning to drive to school must submit a written request to the School Board. If the request is approved the student(s) planning to drive to school must submit a copy of the student's insurance card and a copy of a valid driver's license. Students who drive to school must park on the side of the school building avoiding spaces designated for faculty and church staff. Driving students may be dismissed to their vehicles after the first bus pickup is announced.

## **Student Employment**

When eligible, students in Grade 12 will be allowed to participate in the school-to-work program. Work permits can be obtained from the school district in which the student resides. Any extenuating circumstances involving school-to-work issues will be addressed on an individual basis.

## **Insurance**

School time accident insurance with certain restrictions is provided for each student and volunteer working while on the school grounds.

## **Parent Teacher Conferences**

Parent Teacher Conferences are held at various times during the school year. Please refer to the school calendar. At least one parent or guardian is required to attend for the benefit of his/her children. Each session lasts 15 minutes. You will be notified in order to schedule an appointment.

## Grading Scale

The following grading scale is used in grades 4-12. The Kindergarten and Elementary grading system is a mixture of satisfactory, unsatisfactory and letter grades. Some Elementary subjects will show a percentage number and others will not.

Grading Scale	
A+	98-100%
A	95-97
A-	92-94
B+	88-91
B	85-87
B-	82-84
C+	79-81
C	76-78
C-	72-75
D+	69-71
D	66-68
D-	62-65
F	61 or below
	(No Credit)

Non-academic subjects for the Elementary students will receive a mark of O, S or U (pluses and minuses may be used), and will reflect actual performance and will be based on objective and subjective evaluation of a student's development and progress. Social development that needs improvement will also be indicated on the report card.

Report cards will be given every 9 weeks. The honor roll is published at the end of the first semester and the end of the academic year.

To be eligible for "A" Honor Roll, a student must maintain a class average of 92%-100% in each subject for the semester. To be eligible at the end of the academic school year, the student must not have received a C letter grade or less in any of the four quarterly grades on his/her report card.

To be eligible for "B" Honor Roll, a student must maintain a class average of 82%-91% in each subject for the semester. To be eligible at the end of the school year, the student may not have received a D or F letter grade in any of the four quarterly grades on his/her report card.

### **Standardized Testing**

Students in Kindergarten through Grade 12 are required to take the Terra Nova III Test given at the school each April. Parents should avoid scheduling any appointments or vacations during this time as the tests are impossible to make up. All 9<sup>th</sup> and 10<sup>th</sup> Grade students are required to take the PSAT test at the school in October. Students desiring to take the SAT's or the ACT are given information about these tests. Tutoring is available

### **Promotion/Retention**

Students who successfully complete and meet the requirements of promotion from one grade to the next will be promoted. Retention of a student is determined by his/her classroom teacher, the Administration and School Board of Directors after careful review of the academic record and other factors. These factors include such things as classroom environment and how it relates to the student's ability to function in the appropriate grade. It is important that you discuss your child's particular needs with their teacher.

### **Extra-Curricular Activities/Sports Programs**

Extra-curricular activities and sports programs are organized under the supervision of the Athletic Director and are formed/maintained based on adequate student interest and qualified staff. The specific activities and sports programs may vary from one academic school year to the next.

## **Tuition Fees and Payment**

As a private institution, Westmoreland Christian Academy relies heavily upon monies received from tuition to cover its expenses, such as teachers' salaries and rent/utilities. Annual tuition and book fees are published and circulated to parents each academic year. Tuition options include multi-child discounts, prepayment discounts as well as various payment options.

Monthly tuition begins no later than the fifth of August. Any payment received after the twentieth of each month will incur a \$25 late fee. This late fee accrues monthly when the balance is past due and will be charged in addition to the balance due.

After the second payment remains unpaid, a meeting will be scheduled with the School Board of Directors. Payment arrangements not made and complied with by the following payment due date will result in the affected student(s) being suspended from school until all past due payments are made.

The Administration of the school is ready and willing to work with each family situation with the goal of ensuring quality education for each student while meeting the school's financial obligations.

**Student records and transcripts cannot be forwarded to another school or entity until all past due payments have been paid in full.**

If you have any change in information (name, address, phone, etc) it is important that you notify the school as soon as possible.

## **Fundraisers**

The school holds several fundraisers during the academic school year to supplement and strengthen its financial resources. Students and parents are strongly encouraged to actively participate in all school-related fundraisers.

## **Parental Involvement**

We invite parental involvement with such activities as helping with chapel, fundraisers and transportation to field trips. A form indicating your area of interest and ability to help is sent home at the beginning of the school year and is also available in the office.

## **School Withdrawal**

All requests for withdrawals must be made in writing and given to the school. In the event that your child will be withdrawn from Westmoreland Christian Academy to be transferred to another school, you will be reimbursed for any prepaid tuition for **the month(s) in which your child did not attend**. If you withdraw your child after the month begins, that month's tuition is not refundable.

If you withdraw your child from Westmoreland Christian Academy and have any outstanding tuition balance or other unpaid fees, your child's records cannot be forwarded to another school, charter school or home school until your outstanding fees are paid in full.

## **Transmittal of Records**

The following records will be considered part of a student's permanent file and will always be sent with other records to a new school that a student is enrolling in or made application to:

- Attendance records
- Report cards
- Health records
- Behavior records, including consistent disciplinary problems, suspensions, expulsion records, and specific family and student contacts.
- Psychological records that relate to learning issues such as attention deficit disorder, learning disability and other school related problems.

A request for records must be submitted by the school your child will be attending. Please allow at least one week for your request of transcripts to be processed. You can request a copy of your student's records for yourself but it must be in writing. We will not release permanent records to parents. Please note that records will be released only if balances are paid in full.

## **Student Standard of Conduct**

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off the property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

This requirement may also be applied to the conduct, support and spirit of parents (if appropriate in light of the school's enrollment standards).

## **Parental Support**

The staff desires a harmonious relationship with parents, If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher or the administration, where appropriate. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administration or ministry staff or the standards articulated in the ministry's Statement of Faith or Standard of Conduct, the administration reserves the right to deny the student continued enrollment in the school.

## **Discipline Section**

### **Physical Contact**

Demonstration of romantic involvement between students on school property is forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.

## **Discipline Policy**

The Discipline Policy of W.C.A. seeks to follow both the Words and examples which God has shown us in the Scriptures and in His relationship to us, His disciplined children. The purpose of His discipline in each of our lives is rooted in His strong, unconditional love for us:

1. To give clear instruction on how we are to live our lives before the Lord and others (Proverbs 6:23).
2. To point out in our lives those areas which need correction (Proverbs 6:23).
3. To bring into our lives-if we continue to disobey-stronger discipline intended to turn us from the wrong direction which we have chosen (Hebrews 12:11).
4. To restore us to the right relationship with the Lord that will bring glory to Him and good to us (II Chronicles 7:13-16).

## **Discipline Code**

Based on God's purposes for discipline and the above general rules of conduct, W.C.A. will administer the following discipline code.

1. It is understood that attendance at Westmoreland Christian Academy is a privilege and not a right. These privileges may be forfeited by any student who does not abide by the standards and regulations of the school.  
At any time, the Academy may request the withdrawal of any student who, in the opinion of the administration, does not fit the spirit of the institution regardless of how well he/she conforms to the specific rules and regulations of the Academy.
2. Each student is responsible to know the rules of conduct as written in this handbook and also any specific rules of conduct given by individual teachers and administration.



3. Should any student continue to violate the school's rules of conduct, he/she will be referred to the Principal who will personally speak with the student involved. The Principal will then have the option to place the student on probation, in-school suspension, or out of school suspension. A conference with the family may also be scheduled. Detentions are also assigned as necessary.
4. Students placed on suspension will receive no credit for work missed.
5. A student may be expelled from W.C.A. provided he/she is afforded due process and that the nature of this offense is considered to be sufficiently drastic by the majority of the members of the School Board to warrant such an action. Administrative action placing a student on suspension for a second time in two consecutive semesters constitutes a recommendation by the Principal that the student be considered by the School Board for expulsion. Reasons for such dramatic actions include the following:
  - a. Continued deliberate disobedience
  - b. A rebellious spirit which is unchanged after much effort by personnel of the academy
  - c. A continued negative attitude
  - d. A negative influence on other students
  - e. Insufficient academic progress
  - f. Refusal on the part of the parent to comply with state requirements for immunization unless waiver is signed
  - g. A student may be placed on probation or suspended by the Principal, but can be expelled only by a majority vote on the School Board.

The purpose of all correction and discipline is to restore the child to a right relationship with the Lord, those in authority and fellow students. Those in authority at WCA pledge themselves to carry out all discipline prayerfully and with God's love in their hearts.

### **Detention Regulations**

Detention will be held on an assigned day from 2:25-3:15 p.m.

1. Students are not permitted to leave the room, eat, sleep or rest heads on desk.
2. Students will sit in silence for the entire time. Students will be given an assignment to complete during detention. Failure to work the entire period will result in additional detentions.
3. Parents are notified of all detentions.
4. If a student does not serve the first detention, their detention will be doubled. Failure to serve two detentions will result in a third detention being issued. Failure to serve three detentions will result in a suspension
5. Students who serve three detentions in a nine week period will be declared ineligible to participate in extra-curricular activities for five days.

Detention begins on the earliest scheduled detention day following the infraction. A one day delay is appropriate for those students who have to make transportation arrangements.

## **General Rules of Conduct**

Westmoreland Christian Academy believes in and insists upon a high code of Christian conduct. Students are expected to be diligent and to observe rules that are laid down as a guide for consistent Christian living. The school considers it dishonoring to God for any student to willfully disregard or neglect his studies.

The following statements are *examples* of what we expect from students at WCA:

1. An attitude of honor toward everyone as stated in I Peter 2:17 - especially to those in authority (the Lord, administration, faculty and staff.)
  - a. Speak respectfully to all adults and fellow students.
  - b. Thoughtful behavior in class, including talking only when permitted or called upon by the teacher.
  - c. Treat other students with the same love, forgiveness, patience and encouragement which God has shown to us.
  
2. Obedience to the instructions of those in authority
  - a. Be seated at your desk and prepared for class before 7:55 a.m
  - b. Walk, not run-in the building
  - c. Chewing gum is not permitted
  - d. Be respectful of all school property
  - e. Observe the dress code

f. Use thoughtful language and guarded responses

g. Conduct yourself quietly in the hallways so as not to disturb others

### **Some Specific Rules**

1. Students must not take the Lord's name in vain or use any kind of speech that would dishonor Him. Use of inappropriate, offensive or blasphemous language will not be tolerated at Westmoreland Christian Academy.
2. Students must respect books and other school property. No school property may be taken from the school without prior permission.
3. Smoking and alcohol are NOT PERMITTED anywhere on school property or school buses or at school functions. Students are not permitted to have cigarettes, tobacco, snuff, etc., in their possession on school property, school buses, field trips, etc.
4. Students are not permitted to sell items at school without permission from the office.
5. Students are not permitted to engage in any form of gambling. They are not permitted to bring into school anything that would pertain to gambling; no chance boards or tickets, etc., are to be sold or purchased.
6. Open display of affection between students will not be tolerated on school property or at any school function. This shall include but not be limited to holding hands, arms around waist or shoulders, kissing or touching of another person's body.
7. No pornographic literature/material is permitted. This shall include but not be limited to pictures, photographs or magazine articles of a sexual nature.
8. Drug abuse or distribution of illegal drugs will not be tolerated. Immediate dismissal will result upon conviction of the first offense.

9. No object which can be looked upon as a possible weapon is permitted on school grounds (i.e. snowballs, folded paper objects, pen knives, brass knuckles, throwing stars, guns, bullets, and/or any other implement capable of inflicting serious bodily injury).
10. Any student known to be involved in smoking, drugs, alcohol, pornography, pre-marital sex, illegal weapons, sexual harassment or with any form of networking (computer, cell phone, text messaging, etc...) that brings dishonor to the Lord, staff or any student will be subject to disciplinary action, including possible expulsion.
11. Students will respect each individual's personal space and refrain from hitting, punching, kicking, inappropriate touching, etc.
12. All electronic devices must be turned into the office upon arrival at school. These include cellular phones, iPods and other electronic devices. If caught with any of these devices, they will be confiscated and returned at the discretion of the Administration. Refusal to turn over the item will result in an immediate out of school suspension.
13. Students are not permitted to be absent more than six days per nine weeks. Any absence above the sixth day will require a medical excuse. Students with twenty-four absences will not receive credit for the school year at the discretion of the School Board. Excessive tardiness will not be tolerated.
14. Cheating is not tolerated. A zero will be given on the assignment along with any other discipline that is deemed necessary.
15. Only Christian music is allowed on the bus, after school and on trips.
16. No gum is allowed. Food or drinks are not allowed in the classroom.

## **Elementary Grades**

In the Elementary grades, discipline may consist of students losing time from electives or recess. Each teacher will also have his/her own set of classroom rules and students will know them in advance. The reason for classroom rules for behavior is to maintain an academic learning atmosphere and to teach our students self-discipline. Experiencing consequences is part of teaching and character building. The Hebrew writer said, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:7-11). As with all forms of discipline, this will not be effective in all situations. The school reserves the right to change the form of discipline in order to find the most effective form of discipline for a particular child.

Students are expected to respect and obey all school staff. Students who disobey staff other than the teacher, i.e., school secretary, bookkeeper, janitor, will be reported to the child's teacher and be disciplined accordingly.

## **WCA School Dress Code**

I Peter 2:11-13 ~ Romans 14:12-13 ~ I Timothy 2:9-10 ~ Ephesians 5:8-11

**This dress code applies to all grades.** Westmoreland Christian Academy's dress code is as follows: Students should be neat and clean and in clothing which appropriately reflects Christian standards. Our clothing needs to be a testimony of our Christian lifestyle. Pictures, words, and graphics must be in accordance with a godly lifestyle. This means that secular bands, sexual innuendos or inappropriate language is not appropriate for school attire. Students should not wear clothing that would be provocative to other students.

### **Shirts:**

1. Polo's or dress shirts- each type can be either short sleeve or long sleeve.
2. T shirts- plain, WCA shirt or if contains a Christian message, verse, band or church.  
Sports team shirts will also be allowed.
3. Hoodies or sweatshirts, same criteria as t shirts.

### **Pants:**

1. Khaki shorts or Capri's - a belt, black or brown, must be worn at all times
2. Jeans, Khaki pants or dress pants - a belt, black or brown, must be worn at all times
3. Dresses or skirts for girls must meet length requirements

### **Shoes: All shoes must have a back.**

1. Tennis shoes - no slip on shoes. They must be tied. Must be worn during gym activity.
2. Boots- no high heels for girls.
3. Dress shoes- no high heels for girls.
4. Casual dress shoes

**If something does not appear on the above list then it is not permitted.**

Athletic apparel may only be worn for gym class or for participating in sports after school. For some fieldtrips this may be allowed as well.

Male and female students may **not** wear hats indoors at any time. This includes hats that are part of an ensemble. Hoods are also not to be worn indoors at any time. Sunglasses may not

be worn in the building. Personal grooming needs to take place at home or in the restroom, not in the hallways and/or classroom.

Hairstyles, hair color and jewelry must allow for clear vision and not be a distraction to the students, peers, or staff. Students should not dye their hair in a way that will draw attention to themselves. You have the right to express your individuality but also the responsibility to make sure your appearance is not offensive or conflicting with Christ-like attributes.

The following apply to male and female students where applicable:

1. All skirts, dresses and shorts **must reach the top of the knee (including when sitting, bending or during activity).**
2. No tank tops, halter tops or midriff showing tops. Bra straps should not be showing at any time.
3. Clothing with low necklines in front or below the middle of the back without a shirt underneath are not permitted. Modesty must be maintained at all times. **Everything must remain covered at all times no matter what activity the student is doing.**
4. No underwear showing at any time (including when sitting, bending, or during activity).
5. Pants must be worn at the waist.
6. Clothing may not be too tight, too baggy, too sheer, dirty, torn or faded.
7. Earrings are not allowed for boys and no more than 2 earrings per ear for the girls.
8. Absolutely no body piercing jewelry is allowed.
9. Tattoos are not permitted.
10. Sharing of jackets, sweatshirts, etc... is not permitted.

Students who are dressed inappropriately must call home for a change of clothes or something more appropriate will be provided. A student's first offense will result in a verbal warning from staff or administration. The second offense will result in detention.

A student that is identified with a dress code violation will immediately be sent to the office.



## STATEMENT OF FAITH ACCEPTANCE AND ACKNOWLEDGEMENT

I have received a copy of Westmoreland Christian Academy's Statement of Faith. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I agree to be bound by the Statement of Faith and the biblical positions taken by this ministry on all the issues of doctrine and lifestyle contained therein, both at and away from school.

I have also received a copy of the Parent/Student Handbook. I understand that it is my responsibility to understand and comply with the requirements contained therein, both at and away from school. I agree to abide by the Standard of Conduct contained therein and understand that if, at any time during or away from school, I violate any provisions of the Standard of Conduct or engage in any of the behaviors listed in the Discipline section of the Handbook, that I am subject to the discipline listed therein, up to and including expulsion or suspension from school.

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Print Student Name	Student Signature
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Print Student Name	Student Signature
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Print Student Name	Student Signature
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Print Student Name	Student Signature
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Print Parent/Guardian Name	Parent/Guardian Signature
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Date