



# **WESTMINSTER CHRISTIAN ACADEMY**

## **STUDENT/PARENT HANDBOOK**

For Elementary School Grades

**2011-2012**

(Revised August, 2011)

School Song: May the Mind of Christ

School Colors: Red, Black, and White

Mascot: Wildcat

M/M Campus: Grades – K through 5  
375 Mount Zion Road  
Madison, Alabama 35757  
256-705-8300

Brockway Campus: Grades – 6 through 12  
237 Johns Road  
Huntsville, Alabama 35806  
256-705-8000

Westminster 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 at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.



Dear Westminster Parents and Students,

Welcome to another school year. There is much to celebrate as we continue to enjoy our new Brockway campus! Improvements have been made at the Madison/Monrovia campus. There are many wonderful and exciting changes taking place at Westminster.

Our Brockway campus is here. God has provided many wonderful things through many wonderful people. There are so many new things to enjoy, but my prayer is that we not forget from where we came. God has sustained our school for over 45 years through differing situations and circumstances so we could bring Him glory through education that is Christ-centered and excellent in all things. As we strive to be a school where Christ is King, it will be important for all of us to clearly understand the policies and procedures that govern us.

You hold in your hands a very important document. The Parent/Student Handbook is the document that governs all of us. **Please read it carefully as there are changes and revisions made each year.** We work hard to refine this document each year to ensure that it is living and breathing and not static.

On behalf of all us at Westminster, thank you for supporting us and sustaining us. What a blessing it is to serve the Lord in the education of students. Blessings to all!

In Him,

Craig L. Bouvier  
Head of School  
Westminster Christian Academy

## Section 1

### *Mission/Doctrinal Basis*

IN THIS SECTION

- Mission Statement
- Doctrinal Basis

### **Our Mission - Comprehensive, Christ-centered education marked by biblical integrity and academic distinction**

### **Our Vision - Education in Christ... Excellence in all things**

The Westminster Mission and Vision Statement are designed to express the purpose of the school briefly and definitively. When we discuss Westminster's educational characteristics, some of the terms used may have different meanings to people; we submit the following definitions for clarification:

**The Westminster Graduate:** Westminster's intention is to produce graduates that are critical thinkers and discerners, mature growing believers in Christ, articulate defenders of Christ in the face of opposition, independent and life-long learners, and in position to serve Christ in the vocation He calls them to serve. I John 4:1, Matthew 10:16, Philippians 4:8, II Peter 1:3, Psalm 150:2

**Comprehensive, Christ-centered Education:** The word "educate" emphasizes the intellectual or cognitive side and has the classroom primarily in view. It is our intention to achieve excellence in this area, providing a quality education for our students including the spiritual, moral, and social aspect. Comprehensive education goes beyond the classroom and encompasses all that we do. We believe everything we do is curricular and is meant to contribute to the development of the entire student. It is our purpose to instill biblical values through the whole complex of school activities, cultivating Christian attitudes and lifestyle in our students. Proverbs 22:6

**Academic Distinction & Excellence:** Westminster's educational program offers a college preparatory environment encouraging all students to achieve their highest academic potential, becoming critically discerning life-long learners. Westminster provides a comprehensive liberal arts program including a full spectrum of math and sciences. Colossians 3:23-24

**Biblical Integrity, The Bible, God's Inerrant Word:** The Bible is our supreme and final authority in education as well as in all other matters of faith and life. The Bible is fully inspired of God, so that, even though it was given through human authors, it is entirely free from error. This high view of scripture is the foundation for our education and all that we do. At Westminster, we nurture a biblical worldview as the foundational context for all aspects of academic and personal life. II Timothy 3:16, II Peter 1:20-21.

**World View:** Modern secular education has a man-centered view of the world and teaches every subject from this perspective. Christian education at Westminster has a God-centered view of the world, teaching every subject from that point of view. God is creator and sustainer of all things, the One who gives beauty and order to life. He is in sovereign control of all events, directing history towards the final Day of Judgment and redemption. Psalm 19:1, John 1:1-5

**Life-long Service to Christ, Preparation of Leaders:** Westminster is preparing tomorrow's leaders to serve their churches, homes, and communities in the biblical tradition. Our purpose is not merely to prepare students to "get a job" or to "succeed in a career", but to help them discern their calling in life in service to Him. Like the first disciples of Jesus, we want our students to see all of life as a calling from the Lord, a vocation in the highest sense. Thus, their marriages, their jobs, their hobbies, their friendships are all a part of their mission, which is to advance His kingdom for His glory. Matthew 28:19, Romans 12:1-2

**Westminster Partners with Christian Families:** A Christian family is a family that is committed to Jesus Christ as Lord and Savior and is demonstrating this commitment by active membership in a Bible believing church. At least one parent must demonstrate this commitment to Christ in order for their children to be considered for admission to Westminster. Exceptions may be made for young people who have professed faith in Christ and have demonstrated this commitment even though their parents have not. As in all relationships, Christian parent relationships are under the authority of Jesus Christ. In light of changing societal standards of the marriage union, we affirm that the marriage relationship is defined in the Bible as the covenant relationship between one male and one female. Deuteronomy 6:4-9, Ephesians 6:1-4, Genesis 2:18-25.

## **Doctrinal Basis**

We believe...

The doctrinal basis of Westminster Christian Academy shall be that of the Biblical system commonly called "the Reformed Faith" as expressed in the Westminster Confession of Faith together with the larger and shorter catechisms. In this light, we in our educational program stand committed to the following:

1. That the Holy Spirit did so inspire, guide, and move the writers of the Holy Scripture as to keep the original writings free from error, and that the manuscripts and translations, excepting radically liberal versions, are so free from later corruptions as to be properly regarded as the supreme and final authority in faith and life.
2. That there is one God existing in three persons; Father, Son, and Holy Spirit, co-equal and co-eternal.
3. That man was created in the image of God, that he sinned and thereby incurred not only personal death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
4. That Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is true God and true man.
5. That the Lord Jesus died for our sins, according to the Scriptures, as our substitute to satisfy divine justice; and that all who believe in Him are justified on the ground of His shed blood.
6. That on the third day after His crucifixion, our Lord Jesus Christ arose again from the dead with the same body in which He suffered and with which also He ascended into heaven, and there sits at the right hand of the Father making intercession for the saints.
7. That the Lord Jesus Christ showed His power and love by working mighty miracles. This working was not contrary to nature, but superior to it.

8. That the Lord Jesus Christ will in future history return bodily to this world.
9. That there shall be a future day of resurrection in which both the redeemed and damned shall be raised from the dead—the redeemed to enjoy the estate of eternal blessedness, and the damned to suffer the eternal torment of retribution.

With regard to the education of our children, we hold the following to be true:

1. Parents are responsible for the education of their children, to bring them up in the Lord; they, through the agency of a board, employ teachers who give evidence of regeneration and who manifest ability to educate children orally and intellectually in the light of the Bible.
2. All education should reveal God in His works of Creation and Providence.
3. Such consciousness of God in teaching is imperative to the proper intellectual and moral development of children.



## **Faculty**

The men and women who comprise the Westminster Christian Academy faculty are Christian teachers who desire to help students learn from God's perspective. They have a world view and a life view that reflect a strong commitment to Christ. Coming from a wide variety of educational backgrounds, they work together as a unit to help prepare students for a life that is honoring to Christ. All teachers meet SACS CASI accreditation standards.

## **Parent Organizations**

- PTF  
Parents-Teachers-Friends is an organization designed to promote unity, to identify areas to enrich WCA's educational and spiritual environment, and to coordinate fund-raising activities.
- ABC  
Athletic Booster Club is an organization designed to promote the athletic program at WCA.
- MBC  
Music Booster Club is an organization designed to promote the music program at WCA.

## Section 3

### *General Policies*

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#### IN THIS SECTION

- Introduction to General Policies
  - Communal Honor Code
  - Attendance, Hours, Absences, & Tardiness
  - Automobiles on Campus
  - Birthday Celebrations
  - Buildings & Grounds
  - Cafeteria
  - Campus Visitors
  - Cell Phones & Electronic Devices
  - Change of Address
  - Computer Acceptable Use Policy
  - Conflict Resolution Procedures
  - Discipline & Discipline Procedures
  - Dress Code
  - Extended Care Services
  - Health & Safety
  - Library
  - Lockers
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  - Off Campus School Activities
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  - Telephones
  - Textbooks
  - Weather Announcements
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#### **Introduction to General Policies**

Westminster Christian Academy (WCA) has established certain guidelines in order to define limits of acceptable behavior. This is necessary both because Westminster is a community of people who work and live closely together and in order to facilitate our mission of educating children.

Our classrooms are teacher directed. Each teacher's goal is to provide an orderly, structured, and disciplined atmosphere which positively promotes student learning. This handbook is a tool to define and enhance acceptable behavior. Whenever misbehavior occurs, it is our goal to direct the heart and lead the student to an understanding of why a specific behavior is not acceptable. A supportive, conforming attitude on the part of parents usually transfers to the children. Minor infractions of the rules of the school or classroom are dealt with by the teacher. When problems cannot be remedied in this way, it becomes necessary to involve the parents and the school administration.

#### **Communal Honor Code**

A school is composed of parents, students, administration, faculty, and staff, and when all of these groups come together in unison, it is indeed beautiful and glorifying to our Lord. In an effort to

spur one another on to good deeds and unity, Westminster Christian Academy would like to introduce a **Communal Honor Code** that all members of the school community agree to uphold.

The spirit of the code is found in Hebrews 10:24-25 which states:

“And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together as is the manner of some, but exhorting one another and so much more as you see the day approaching.”

The process of encouraging one another is expressed well in the triad of faith, hope, and love which is our calling as Believers in Christ. It is important that we become united in Christ.

### **Communal Honor Code:**

As a member of the community of Westminster Christian Academy, I agree to:

1. Read and adhere to the policies and procedures of the student/parent handbook
2. Abide by the Matthew 18:15 principle of conflict resolution
3. Study daily the scriptures and prayer
4. Support all other members of the community
5. Partner with the school in the education of students
6. Avoid gossip and rumor and encourage others to do the same

### **Attendance, Hours, Absences & Tardiness**

Class begins at 8:00 a.m. and ends at 3:00 p.m. Students not in their designated rooms by 8:00 a.m. are considered tardy. Tardy students must be checked in by a parent in the front office. The school doors are opened at 7:30 a.m. for all students. Full time students are dismissed from 3:00 p.m. until 3:20 p.m. Parents that are picking up students from Brockway first should notify the office and those students will be held until 3:30. Students that have not been picked up after 3:20 p.m. (except those who pick-up at Brockway first) will be sent to after school care. Half-day kindergarten students are dismissed from 11:30 a.m. until 11:40 a.m. Half-day students not picked up after 11:40 a.m. will be sitting in the office until the parent comes to retrieve their child. A continued practice of being late to pick up a half-day student may result in a financial charge.

Each school day provides new learning experiences and opportunities to grow. Regular attendance in classes is essential to the success of a student's school experience, and absence in school usually exacts a price in reduced learning. One can really never make up or compensate for absence from class. **Therefore, it is expected that students attend and participate in all classes.** Some absences, however, are inevitable and unavoidable. When at all possible, we ask that parents schedule appointments after school or during vacation. We do understand that there are occasions when professional schedules will not permit an appointment outside of school hours. Students must attend for a minimum of four hours or they will be counted absent for the day. The following attendance policy will be utilized to encourage faithful attendance and ensure student's performance:

**For a student to receive credit in any class, total semester absences may not exceed ten (10) or the yearly absences may not exceed twenty (20), whether excused or unexcused absences.**

In cases involving extended or chronic illness or extreme circumstances, exceptions may be granted after a conference with the parents and the division head and/or head of school.

All absences are unexcused unless a parent or guardian provides a note documenting the reason for the absence. A doctor's or dentist's note should be provided whenever possible. A note from a parent or guardian does not necessarily mean the absence will be excused. The following is a general guideline for excused absences.

### **Excused Absences or Check-outs**

1. Illness or injury prohibiting a child from coming to school
2. Students participating in school-sponsored activities during the school day
3. Serious illness or death in the family
4. Legal duties or other court proceedings
5. Medical or dental appointment
6. Inclement weather that would be dangerous to the life and health of the child if he/she attended school
7. Pre-approved extended family trip submitted in advance to the principal or head of school.
8. Emergencies or other circumstances which are approved by the principal.
9. Business trips where either parents or legal guardians are required to be out of town and the student has no other place to stay. Advanced approval is required.

### **Unexcused Absences or Check-outs**

Possible examples, but not limited to:

1. Hair appointments
2. Shopping excursions
3. Automobile repairs
4. Tardiness
5. Oversleeping
6. Missing a ride to school
7. Suspension from school
8. Travel (not previously approved by administration)
9. Any other reason not listed above as excused

When a student is absent, the following general guidelines will apply to make-up work:

1. Students with pre-approved excused absences from class, including school sporting events, are responsible for any assignments and/or tests which were due during their absence or on the day of the return.
2. Work missed for other, unscheduled absences (such as documented illness), must be made up within two times the number of days absent, otherwise a grade of zero will be recorded for missed assignments. It is the student's responsibility (not the teacher's) to arrange work as necessary in order to meet this timetable.
3. Make up work for unexcused absences will be at the discretion of the division principal.

### **Check Out**

All students are to be checked out or checked in through the office. **Under no circumstance is a student allowed off campus unless signed out by a parent or guardian.** If someone other than the parent or guardian needs to sign out a student or pick up a student, the office should be notified in writing. In order to allow orderly dismissal from classes, please do not check your student out after **2:45**, except for emergencies and/or professional appointments. Check outs are treated as tardies. Upon receiving six tardies and/or check outs in a quarter, the student will receive an absence (**six check outs and/or tardies equal one absence**).

Prior to leaving campus, the student must be signed out by a parent or guardian in the school office. Upon arriving on campus, the parent or guardian must sign the student in.

## **Tardiness**

We believe that instructional time is valuable, and we encourage punctuality. Being on time helps students get their day off to a good, comfortable start because they will be present for early morning routines, directions, over viewing daily plans, etc. This teaches students to be wise stewards of the time they are given each day. Being frequently tardy to school is an inconvenience to the teacher, to your child, to their classmates and to the office. Furthermore, it's establishing in the child's mind that punctuality is not important. In light of this belief, Westminster requires students to be on time for all classes. Students not in their designated rooms by 8:00 a.m. are considered tardy. Tardy students must be checked in by a parent through the office in order to receive a pass to class. Upon receiving six tardies and/or check-outs in a quarter, the student will receive an absence (six check-outs and/or tardies equal one absence). Continual unexcused, habitual tardiness will result in further disciplinary action.

### **There are two types of tardies**

#### **A. Excused Tardy**

1. Sickness
2. Doctor's or dentist's appointment (slip from the appropriate office required)
3. Traffic accident that caused **many** students to be late
4. Any unique circumstance presented to, and approved by, the administration

#### **B. Unexcused Tardy**

1. Forgetting homework
2. Forgetting to order lunch
3. Going back to the locker after class has already begun
4. Going to the restroom without a teacher's permission
5. Traffic
6. All other tardies not classified as excused in the above list

**A tardy becomes an unexcused absence when the student misses more than 15 minutes of class unless the school office receives a note or a phone call from the parent or guardian.**

## **Automobiles on Campus**

### **Traffic Safety and Parking Guidelines**

Student safety is of utmost importance. To prevent serious injury, all drivers should adhere to the following traffic safety rules:

1. Drive in a manner that reflects a concern for the safety of all people whether seen or unseen.
2. Park cars in marked spaces or approved locations only. Driveways and grassy areas are generally not approved areas.
3. Follow the traffic pattern for student drop off and pick up at each campus.
4. Refrain from conversing with others outside the vehicle while in the drop off or pick up line, thereby holding up traffic.
5. Please refrain from talking on the cell phone as you enter the campus and leave the campus due to the high volume of students walking around campus.

### **Dropping Off and Picking Up Children**

1. Drop off and pick up children at the front of the school. There are two lines for pick up in the afternoons. Please keep both lines moving. Please do not load or unload your children (without an adult) in the parking lot or in the middle of the driveway, forcing them to cross the path of other cars.
2. Children are not permitted to cross the driveway to a car unless accompanied by an adult..

3. Parents are encouraged to wait on your children to come to you instead of coming into the building to pick up your children in the afternoons. Teachers and safety patrol are on duty to escort your children to the car pool line.

## **Birthday Celebrations**

We are happy to have your student observe a birthday at school by sharing a treat or snacks. Please coordinate with the classroom teacher. Please do not send invitations to private parties to be handed out at school unless everyone in the class is invited. Any special vehicles, like limousines picking up students, should be pre-arranged with the principal. This disrupts the car pool line and is very distracting to other students. It can also be a detriment for those students not invited to participate. If you desire for your child to have something special like this, please make arrangements through the principal.

## **Buildings & Grounds**

God has provided us with wonderful facilities to use for the education of our children. All of us must assume personal responsibility for the care and upkeep of the buildings and grounds of our school.

In order to properly secure our campus and to promote our staff and students' safety, WCA's buildings will normally be locked to all outsiders from 3:30 p.m. until 7:00 a.m. on weekdays and all day on weekends. The cleaning staff will not, under normal circumstances, open doors giving students and parents access to the building.

Any damage to the buildings, grounds, or furnishings of WCA must be repaired and/or replaced at the expense of those causing the damage. Students may also be subject to disciplinary action if they willfully or negligently cause the destruction of school property.

Student pranks which disrupt any aspect of the school program or cause property damage will subject the student to serious disciplinary action. The student and parents will also be financially responsible for any damage and subsequent repairs resulting from the prank. Report cards and grades may be withheld until the damage is paid in full and/or proper repairs are made.

## **Cafeteria**

Students may bring their lunches from home or purchase items from the cafeteria. Lunches brought from home should be appropriately contained. All leftovers should be properly disposed or contained and returned home.

The school cafeteria offers students a variety of hot and cold foods each day. Menus for each month are found on the school web site under "Calendars." Parents are encouraged to use the [myschoolaccount.com](http://myschoolaccount.com) as a method of payment for on-campus lunch purchases. It provides a more convenient, safe and efficient way to make on campus purchases for our cafeteria. The prepaid system moves the cafeteria line faster which allots student more time to eat, allows parents to control where money is spent, and encourages better food choices. It is an overall win for students and parents. Elementary students may also request to bring home a lunch order form on Friday for the following week and return the form with their money in an envelope with the student's name and grade clearly printed on it. These forms should be filled out and returned with payment on Monday.

Students are expected to display good manners, to assist in keeping the cafeteria clean by removing items from the table when finished, and to clean up the area where they eat. No open containers of food or drink are permitted beyond the cafeteria.

Each elementary grade will have assigned tables for the lunch period. These table assignments and the lunch guidelines will be explained to the students during the first few days of school. Parents are always welcome to join their children for lunch. Please check in through the front office.

## **Campus Visitors**

Parents are welcome on campus at any time. Parents and other visitors are required to sign in and wear visitor badges while on campus. Visitors are requested to adhere to proper etiquette and décor. The administration reserves the right to refuse visitors access to the school and to the students.

## **Cell Phones and Electronic Devices**

Elementary students are not allowed to have cell phones at school. The use of portable gaming or music devices of any kind is not allowed between the hours of 7:45 and 3:15. This includes, but is not limited to, portable CD players, radios, electronic games, iPods, toys, and playing cards. Adult supervisors of before and after school care, school trips, and school shuttles may determine whether such devices are allowed during school trips and/or shuttles. If a student violates this rule, the item will be placed in the school office. The parent will have to accompany the student to retrieve the item and will be considered a tier one offense (See the discipline section). Repeat violations will be treated according to the discipline plan.

## **Change of Address and Other Contact Information**

Please make changes in RenWeb regarding any change in a student's address or telephone number. Likewise, make changes of parental work or cell phone numbers, email addresses, as well as place of employment. This information is imperative for our emergency, health and financial records. You may also choose to update your information by calling or emailing the finance office.

## **Computer Acceptable Use Policy**

Westminster Christian Academy offers access to computers and the Internet through our network. To gain access, each student must obtain parental permission as verified by the signatures on the Computer Acceptable Use Policy Guidelines form as referenced below. These forms shall be signed upon admission and/or in grades K, 4, 6, and 9 and will be in effect until the student withdraws, graduated, or an updated form is signed.

### **How should the Internet be used?**

The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must be in support of this, consistent with the educational objectives of the school, and be in accordance with our school's mission statement.

### **What is expected?**

Students are responsible for appropriate behavior while using the computer and the Internet. Additionally, students are responsible for their actions while using the equipment and resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in appropriate action being taken.

## Computer Acceptable Use Policy Guidelines

1. Be prepared to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
2. Internet access requires the direct supervision of a faculty or staff member at all times.
3. Do not turn off the monitor and notify an adult immediately if you encounter materials that violate the school code of conduct or are of questionable content.
4. When using the computer, be sure the content you are accessing is in the spirit of Philippians 4:8.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things.”  
Philippians 4:8
5. Use of the computer or the Internet to hurt, harass, attack or harm other people or their work will not be tolerated.
6. Please be a good steward and protect the computer and the network.
7. Refrain from the posting of electronic chain letters and other useless information to avoid network degradation.
8. Ask prior to installing software, downloading files, games, programs or other electronic media. Please remember that opening an attachment from e-mail is considered downloading a file – ask first!
9. Observe all copyright laws.
10. Refrain from viewing, sending, or displaying obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
11. Protect your password and your account – refrain from sharing your password with another person. (You are responsible for anything that happens under your account.)
12. Protect your personal information and that of others while using the Internet.
13. Access only your account, e-mail, work and folders, refraining from using that of other students.
14. The library computers are for research and educational use only. Games, social networking (FaceBook, MySpace, etc.), and emailing (except to email an assignment to a teacher), should not be accessed from a school computer.
15. If you use a laptop, return it properly to the laptop cart.
16. Refrain from eating or drinking near computers.
17. Refrain from instant messaging, chatting, or social networking.
18. Using and/or viewing of streaming video require prior approval of a staff or faculty member.

**Please note that the administration reserves the right to read e-mails or files stored on the computer if the need arises.**

The Westminster Christian Academy Computer Acceptable Use Policy is designed to provide guidelines for using our computer system and the Internet in classrooms, the Media Center (library), and the Technology Center (computer lab). This policy agreement is issued to new families and to

students entering K, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grades, and must be read and signed by the student and a parent/guardian. After the agreement is signed and returned, the student will be given access to the computer system. Please note that if your student violates the terms of this policy, disciplinary action will be taken and your student may lose computer privileges. It is the parent and student's responsibility to read and ask questions about this policy.

## **Conflict Resolution Procedures**

The Matthew 18 Principle of Conflict Resolution

*If your brother sins against you, go and show him his fault, just between the two of you. (Matthew 18:15)*

Westminster Christian Academy is a Christian school, and the Word of God governs all of its affairs.

As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators, but as brothers and sisters in Christ. Therefore, the school board, administration, faculty, staff, and students are expected to maintain a decorum that is honoring to the name of Christ.

However, in spite of the best efforts of students, parents, and the school, conflicts will inevitably arise. When they do, it is important that they be handled in a biblical manner and in a way that leads to an effective resolution.

The foundation of Matthew 18:15 is a direct, one-on-one meeting between individuals involved. Since most conflict results from a breakdown in the communication process, adhering to the Matthew 18:15 principle enhances and extends communication. Therefore, the first step in conflict resolution should always be communicating directly with the person involved.

In accordance with this principle, an administrator's first response to a vocalized complaint regarding a teacher will be to ask whether a discussion with the teacher in question has taken place. If one has not, the administrator will strongly encourage a meeting with that teacher. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. If the situation is not cleared up at this level through direct contact, it should be brought to the appropriate division head. If it is still not solved at this level, it should be presented to the head of school for his consideration. The Board president will usually not become involved until the other steps have been followed. School board members do not deal directly with the daily operational issues of the school and are, therefore, not directly involved in most of the conflicts that arise. Therefore, board members should not be called to voice complaints or seek their influence in individual matters or conflicts.

Parents and students should work through the process outlined above as the appropriate means to settle conflicts. Examples of inappropriate responses to conflicts include: involving individuals who are not directly a part of the problem in a discussion of the matter, soliciting public support for a private matter, initiating or signing petitions, gossiping or demeaning others, or attempting to circumvent protocol by going around proper channels to a higher authority.

## **Discipline & Discipline Procedures**

The mission of Westminster addresses this process of educating and training students for life-long service to Christ in a multitude of ways; one of those ways is discipline. Education that is excellent is only possible in a disciplined environment. Therefore, we ask that all of our students behave in a manner that is conducive to teaching and learning. We believe that the responsibility for behavior first begins with each student, or at least should. Our goal is for each student to glorify God as a student

through their actions, words and deeds, but each student is still a young growing child designed to be in a submissive environment, whether that be family, church, or school.

To be disciplined is to be ordered and structured; discipline is good and should not be confused with punishment. A discipline system is necessary and must be part of all schools; in the same way that discipline is necessary at home, it is just as important at school. We do not know the heart of each student because only God can know a heart; therefore, discipline must serve as a filter to expose these heart issues in order for a school to partner with parents in this area. Our goal is to create a system aimed at the heart and not just at the behavior. We will strive to be loving and restorative, but we will also work to have a system that is fair, clear, and objective in order for there to be no confusion regarding acceptable and unacceptable behavior. While we do not desire to set up a system based on legalistic tendencies, we do desire to clearly outline the policies and procedures that define our discipline system in order for the system to be followed consistently.

Our goal is Christ in all things, including discipline; therefore, we have chosen to promote the following guidelines for student behavior:

**Respect:** All students are expected to act in such a way that demonstrates the proper respect for God in school and out of school. Students are also expected to show proper respect to any authority placed over them as well as to each other.

**Honesty:** All students are expected to be honest and truthful in all situations, especially in the taking of tests, the completion of homework, and the interrelationships that occur daily in general school life. Please see the Honor Code section for further explanation in the academic area.

**Integrity:** All students are expected to exhibit character that reflects our Lord. Language and behavior often display character and serve as a determinant to that which is glorifying to their Lord and Savior.

**Cooperation:** All students are expected to cooperate with all Westminster administration, faculty, and staff in achieving the goals of WCA regarding their education. This includes expectations in conduct, performance, and attitude that are vital to a student's academic success as well as spiritual well-being.

**Effort:** All students are expected to use their God-given gifts to the best of their ability in accordance with God's will for their lives as well as their citizenship in the kingdom. It is the desire of the school to instill in every student an ability to work hard and be diligent in whatever vocation chosen for the glory of God.

Contained within the above guidelines, are the following expectations of our students:

1. Obey all policies and procedures of the school
2. Be responsible, prepared, punctual, and cooperative in all classes and school-related situations
3. Be honest and truthful in all situations
4. Adhere to all dress code policies and procedures
5. Respect and submit to all aspects of the school's authority
6. Be good stewards of the school and its facilities as well as all school property entrusted to the students by the school.
7. Avoid any public display of affection "that appears beyond friendship"
8. Contribute to keeping our campus neat and clean.

We acknowledge that children are children and will, at times, fall outside of these expectations. Our goal is to provide that proverbial “path” to the cross for each student and educate them on how to get back on the “path” when one has fallen off. Occasional lapses will result in minor disciplinary action designed to provide students a restorative means back to the path of the cross. Our system is also designed to expose negative patterns that can lead to problems and ultimately destructive tendencies. Consistent inappropriate language, a disrespectful attitude, a rebellious and uncooperative nature, consistent ridicule, a pattern of deceit or lies, and a warring spirit are just a few examples of dangerous patterns of behavior in this area.

We will have a three-tiered discipline system designed to provide that “path” back to the cross. It is a system created by flawed sinful men and women, so it will not be perfect. It will be subject to change as we observe ways to change it for the betterment of our students.

### **Tier One: In the Classroom**

Each teacher will have a discipline system that is his or her own. Rules and consequences of violations are carried out by the classroom teacher inside their own classroom. Tier 1 offenses are generally minor offenses and include, but are not limited to:

1. Disobeying class rules or bus rules
2. Classroom disruptions
3. Being irresponsible
4. Failure to come to class prepared
5. Tardiness
6. Violation of dress code
7. Running or horseplay in the building
8. Not following direct instructions
9. Public displays of affection “that appears beyond friendship”
10. Littering
11. Any other offense which the principal may reasonably deem to fall within this category

Consequences will be age appropriate for students. Possible consequences for Tier 1 offenses include, but are not limited to:

1. Phone call or email to parents
2. Reduction in daily participation grade
3. loss of classroom privilege
4. loss of recess
5. lunch in the classroom with the teacher
6. classroom detention

### **Tier Two: Outside the Classroom**

All teachers are required to have a second level of discipline that exists outside the classroom. The purpose of this is to expose the student to the teacher in another discipline environment. Tier Two still deals with the minor offenses which are being repeated as well as more serious offenses.

#### **Two Tier Offenses:**

1. Repeated minor offenses
2. First offense of lying or cheating, whether verbally or on any test, assignment, class work or homework, copying another student’s work (class work, homework, assignments), plagiarism, or knowingly allowing someone to copy your work.
3. First offenses of forgery

4. Profane or abusive language
5. Disrespectful conduct
6. Any other offense which the principal may reasonably deem to fall within this category

Examples of tier two discipline include but are not limited to:

1. Personal meeting with parents
2. Grade reduction
3. Lunch detention with the teacher
4. Silent and separate lunch
5. Morning detention with the teacher
6. After school detention in the classroom with the teacher.

### **Tier Three: The WCA Discipline System**

Only if the first two tiers fail to curb the behavior of the student is the student to be sent to the office to engage in the school's discipline system. A student who commits a first time serious offense may also jump automatically to tier three.

### **Serious Offenses**

Serious Offenses include, but are not limited to:

1. Repeated minor or serious offenses
2. Repeated detentions, whether recess detentions or before school detentions
3. Behavior deemed improper and adversely reflecting on WCA
4. Disruptive behavior
5. Gambling
6. False fire or police alarms
7. Forgery
8. Second offense of lying or cheating
9. Indecency
10. Defiance to authority
11. Fighting on school property or at school functions or on school buses or vans
12. Threat, harassment, bullying, or intimidation of any person

### **Major Offenses**

Major offenses include, but are not limited to;

1. Possession, use, supplying, or selling of alcohol, tobacco, or drugs of any kind on or off school property
2. Repeated violations of discipline that have resulted in suspensions
3. Assault or battery of a teacher or another student
4. Arson
5. Sexual misconduct
6. Other serious moral misconduct
7. Robbery
8. Burglary
9. Possession, use, or threat of use in a dangerous manner of a weapon of any type which is perceived to be capable of inflicting physical harm whether loaded or unloaded (i.e. knife, firearm, explosive device, fireworks, etc.) on or off school property.
10. Skipping class
11. Leaving school without permission
12. Smoking or possession of tobacco products either on or off campus during the school day or at school functions.

13. Stealing
14. Destruction of property/vandalism with malice
15. Any other offense with the principal may reasonably deem to fall within this category.

Once a student has had **repeated minor offenses with repeated consequences and the behavior continues**, the student is then sent to the principal. Minor offenses have now moved to the level of major offenses. Assuming that the teacher has already assigned at least 2 detentions in an effort to curb the behavior, the following consequences are now put in place.

- 1st Offense: The student receives In School Suspension (ISS). The student works on his or her school work and has the opportunity to receive credit for the work while in ISS. Students must finish their assignments to receive credit. A written and documented warning is sent home and a copy placed in the student's file.
- 2nd Offense: The student receives In School Suspension (ISS). The student completes his or her school work while in ISS. The student will be required to complete all work but will not receive credit for the work. A 2<sup>nd</sup> written and documented warning is sent home and a copy placed in the student's file.
- 3rd Offense: The parent will be contacted to come to school and discipline their child immediately. A 3<sup>rd</sup> written and documented warning is placed in the student's file and a meeting with the head of school will be scheduled to discuss the student's future at Westminster.
- 4th Offense: The student may receive an Out of School Suspension (OSS). An immediate meeting between the parents and the head of school to discuss the student's future at WCA will be held.

Westminster believes it is an honor and a privilege to be a student at our school. Any student repeating major offenses jeopardizes the entire student body and shows a blatant disregard for school policy, discipline, and the desire to submit to the authority placed over him by God. The school views repeated major offenses as symptoms to a greater problem that involves more than education. Repeated major offences are considered serious and will, in most instances, lead to expulsion from the school.

**Explanation of consequences used by faculty and administration:**

**Recess Detention:** This consequence is used for minor offenses. Teachers or administrators or others in authority may issue recess detentions. Recess detention may include staying inside a classroom under teacher supervision, sitting out of recess, running laps during recess.

**Lunch Detention or Silent Lunch:** This consequence is typically used for older school students for minor offenses or minor offenses that have been repeated. Teachers or administrators or others in authority may issue lunch detentions. Lunch detention or silent lunch requires the student to sit with teachers during lunch or to sit alone during lunch.

**Before or After School Detention:** This consequence is for tier two offenses. Before School detention is held any morning from 7:25 to 7:55 a.m. After School detention is held any afternoon from 3:15 to 3:45 p.m. Teachers or administrators may issue before or after school detentions. These may be served in the classroom with the teacher or in the cafeteria with the teacher on duty for the day. Students who are tardy to detention will be required to serve an additional detention.

### **In-School Suspensions (ISS)**

This consequence is used when there are serious offenses or when minor offenses have become a serious problem. For example, excessive tardies or excessive dress code violations would constitute the possibility of an in-school suspension. In those cases, ISS will be assigned. The student will come to school as normal and then report to the office. This time will be spent working on the classroom assignments for the day and/or physical labor around the campus as needed. Students in ISS are required to complete their coursework for the day but may or may not receive credit. Students who are suspended may not participate in after-school practices, rehearsals, performances, or athletic contests on the day(s) of their suspensions. Principals and the head of school may issue in-school suspensions.

### **Out-of-School Suspensions (OSS)**

Students involved in a serious violation of school policy may be given out-of-school suspension. A student may not participate in extracurricular activities during this time. The students will be subject to zeros in classes due to the suspension. Principals and the head of school may issue out-of-school suspensions. OSS requires a meeting with the division head and the parents in order for the student to be allowed to return to campus.

### **Probation**

Students placed on probations will be placed on probation for a period of time determined by the division principal. Probation, as defined by Westminster, is a status given to a student who has violated a policy or procedure in a serious manner. The status of probation applied to the student allows the current violation to stay “open” in the event that another violation occurs. In the event that another violation occurs, the student would be disciplined for both violations. The philosophy behind this is two fold: first, the school would like to provide the student another means of accountability to use in order to adhere to the policies and procedures of the school. Second, the school places a student on probation because the first violation is such a nature that any additional violation would move the student quickly to the points of expulsion for the sake of the student and the school.

### **Expulsion**

Students who show a blatant disregard for school policy, do not respond to disciplinary measures, and continue to exhibit negative behavior and/or attitudes, who are involved in very serious misconduct, or who bring discredit to the school on campus and off campus, could be asked to immediately withdraw. Students who exhibit any of these traits at any point in time as a Westminster student can expect a meeting with the head of school and a discussion concerning expulsion. Parents may appeal the expulsion of their child to the School Board. The head of school recommends students for expulsion.

### **Reporting Offenses**

Westminster Christian Academy is required by law to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Alabama) to the proper authorities and to press charges against the student if the situation should warrant.

## **Dress Code**

### **Rationale for the Dress Code**

The purpose of the dress code is to create a proper school environment that emphasizes a Christ-like attitude. Since we believe the dress code serves as a filter to the heart, students are expected to dress modestly and in an appropriate manner. At Westminster our guiding principles are modesty, moderation, cleanliness, neatness, and appropriateness.

## Specific Rules

### Boys Shirts and Jackets:

1. Collared shirts are permitted such as button downs and golf shirts.
2. Solid or striped t-shirts, Westminster t-shirts, college t-shirts and church logo t-shirts are permitted. Plain T-shirts that are not WCA or College may have small logos such as Nike or Under Armour, but the logo should be no larger than a credit card. No other writing is permitted. Except for the previously mentioned t-shirts or logos, no art work is allowed on clothing.
3. Sweatshirts, hoodies, and jackets should follow the above guidelines for t-shirts.
4. Boys may not wear sleeveless shirts.
5. Large shirts will not qualify as jackets and, therefore, must be tucked.
6. Third, fourth and fifth grade boys are to wear ALL shirts tucked in during class. Allowable exceptions are sweaters and sweatshirts.

### Boys Pants and Shorts:

1. Shorts and pants must be hemmed. No “cut-offs”, frayed edges, or holes are allowed. Pants must be of a proper length such that they are not walked on and do not cause a tripping hazard.
2. Pajama pants are not allowed except for special designated days.
3. Shorts may be worn that are of appropriate length—to the knee (Bermuda or walking shorts).
4. Pants must be worn at an appropriate hip level. No sagging or ill-fitting pants are allowed.
5. Undergarments should never show. Baggy pants are not permitted.
6. Belts must be worn by third, fourth and fifth grade boys with pants having belt loops.
7. Third, fourth and fifth grade boys are not permitted to wear jogging suits, wind suits, sweat pants, athletic shorts, and other athletic attire during the school day.

### Boys Chapel Day Dress:

Third, fourth and fifth grade boys are to wear collared shirts for chapel.

### Girls Shirts and Jackets:

1. Girls may wear a turtleneck, mock turtleneck, boat neck, jewel-neck or collared blouse or shirt. Collared shirts are permitted such as peter pan collars, button downs and golf shirts.
2. Solid or striped t-shirts, Westminster t-shirts, college t-shirts and church logo t-shirts are permitted. Plain T-shirts that are not WCA or College may have small logos such as Nike or Under Armour, but the logo should be no larger than a credit card. No other writing is permitted. Except for the previously mentioned t-shirts or logos, no art work is allowed on clothing.
3. Sweatshirts, hoodies and jackets should follow the above guidelines for t-shirts.
4. Girls’ sleeveless shirts must be 3”-4” wide at the shoulders. Tube tops, tank tops and tops with spaghetti straps are not allowed.
5. Exposed midriffs are not allowed.
6. Necklines should be modest.
7. See through, sheer, form fitting or tight tops are not allowed.

## Girls Pants, Shorts, Skirts and Dresses:

1. Shorts and pants must be hemmed. No “cut-offs”, frayed edges, or holes are allowed. Pants must be of a proper length such that they are not walked on and do not cause a tripping hazard.
2. Pajama pants are not allowed except for special designated days.
3. Shorts may be worn that are of appropriate style (Bermuda or walking shorts).
4. Shorts must be no more than 3 inches above the knee.
5. Skirts or dresses should be at knee length or longer.
6. Pants must be worn at an appropriate hip level so that skin never shows even when sitting down, bending over, or raising hands over the head.
7. Leggings may be worn under dresses or skirts but not as pants. No sagging or ill fitting pants are allowed. Undergarments should never show.
8. There is to be no writing or art on the back of pants or shorts across the buttocks.
9. Third, fourth and fifth grade girls are not allowed to wear jogging suits, wind suits, sweat pants, athletic shorts, and other athletic attire during the school day.

## Girls Chapel Day Dress:

Third, fourth and fifth grade girls should not wear t-shirts on chapel day.

## Hair and Accessories:

1. Hair is to be clean and neatly groomed. Extremes in styling are not allowed (example: spiked, spotted or blotches of bleach or other abnormal, extreme colors or styles). Young men are to have their hair neatly trimmed and off the collar of a normal dress shirt and out of the eyes. Boys and girls are to keep their hair out of their eyes.
2. No body piercing for boys or girls with the exception of pierced ears for girls and no permanent skin markings, i.e. tattoos.
3. Hats and sunglasses are not to be worn at school except when special permission is granted.
4. Tennis shoes are required to be worn on P.E. days.

Additionally, Westminster reserves the right to request students refrain from wearing or displaying a particular style of dress, make-up, or hairstyle that calls undue attention to them and/or is judged to be inconsistent with the standards that define the rules and policies of WCA. Students are expected to conform to the dress code while on the campus. The administration reserves the right to monitor the dress of WCA students during school functions both on and off campus and to request compliance from students when necessary.

As parents and adults, the dress code can serve as another filter to the hearts of our children. We are quite sure that God does not concern himself with the tucking in of shirts, but in that same spirit, we are also quite sure that God is very concerned with the heart of a student who has been told to tuck in his shirt, and after the adult leaves immediately pulls out the shirt. Please partner with us in the enforcement of the dress code policy.

Parents who wish to purchase the uniform pieces chosen by WCA administration may purchase from Education Outfitters located at 97 Hughes Road, across from Madison Skate Park. Their phone number is 256- 464-6151 and their hours are Monday-Friday from 10:00 a.m. – 6:00 p.m. and

Saturday 10:00 a.m. – 3:00 p.m. We have also established a relationship with Lands End. Items may be purchased online using the **school's code – 900031162**. Logos have been sent to Lands End, and there are some pieces where the WCA logo is required. Others it is optional. If you receive items that do not fit properly, you may return them to any Sear's store. We have chosen a variety of items that students may wear if parents and students choose to wear uniform pieces.

## **Extended Care**

As a service to WCA parents who work, Extended Care is available for K through 5<sup>th</sup> grade students who must be dropped off early or cannot be picked up at the normal dismissal time. Older siblings of elementary students may attend Extended Care on the M&M Campus with prior approval. Extended care is generally not available on half days. Since Extended Care is an extension of WCA, all WCA policies and procedures apply.

**Students not picked up by 3:20 will be sent to Extended Care and charges will apply after a 10 minute grace period.**

### **Time**

Extended care is available in the mornings from 7:00 until 7:30. The afternoon times are from 3:15 until 5:30 p.m. Westminster has to staff Extended Care and wants to be good stewards of all God's resources; therefore, the 5:30 p.m. closing time is very firm and will be strictly enforced. If you cannot pick up your child before 5:30 p.m., you must make arrangements for someone to pick up your child by 5:30 p.m.

### **Location**

M&M Extended Care will take place in the activity room. Specified entrances will be used for pick up of children in Extended Care.

### **Procedures**

Children in Extended Care must be signed out by an adult or other approved guardian or adult. Students will be expected to obey all rules and all authority placed over them while in Extended Care. Those students who consistently disobey the rules or give the Extended Care supervisors problems will not be allowed to stay on campus after the normal dismissal time.

### **Cost**

The costs of Extended Care are as follows:

Morning only: \$60/mo. \$6/day per student

Afternoon only: \$80/mo. \$8/day per student

Both: \$130/mo. \$13/day per student

In order to enforce the 5:30 p.m. closing, a late charge of \$1.00 per minute per student will be assessed to parents picking up their children after 5:30 p.m.

## **Health and Safety**

Normally, parents of students who become ill or are injured during the school day will be notified so that proper treatment can be provided by qualified medical personnel off campus. Westminster does have a limited capability to provide first aid in the event of a non-life threatening illness or injury. Volunteers, who may or may not be qualified health workers, are sometimes present to assist.

### **Dispensing Medicine**

School personnel are not permitted to dispense any medication to students unless requested to do so in writing by a parent. A Medicine Release Form must be filled out. If the medication is a prescription, the container of the medication must be in the original container with clearly labeled

directions stating the dosage and frequency of administration. School personnel cannot deviate from this label unless authorized **in writing** by the physician.

### **Special medical situations**

For the safety of your child, please notify your child's teachers, an administrator, or the health care professional of any warning signs to look for or special treatment that needs to be administered in case of a medical situation.

### **Returning after an Illness:**

Children returning to school after an illness must not have had fever or vomiting within the past 24 hours.

## **Health Records**

Immunization records are required by the state for all students.

## **Library**

Westminster is blessed to have a library with resources at the students' disposal. Print resources as well as computers are available for the students. Students are expected to treat these resources with care and use them in a manner that is appropriate. Students are expected to follow all library rules.

No materials are to be removed from the library unless checked out. Fines will be assessed for materials not returned on time. Not returning borrowed materials or paying fines in a timely manner may result in report cards being withheld.

## **Lockers**

A locker is assigned to each student in grades 3 - 5 at the beginning of the school year. Each student should use only the locker assigned to him/her. Locks are not permitted. Students should keep their lockers neat and clean with no open containers of food or drink.

## **Lost & Found**

Lost articles are typically turned in to the front office. All lost items are placed in the activity room.. Students are encouraged to claim lost items as quickly as possible. At the end of each semester, unclaimed items will be donated to charity. Please label all items clearly.

## **Off Campus School Activities**

Occasionally, teachers plan field trips and/or class trips. Chaperones must attend a volunteer orientation before participating. Chaperones and students are expected to follow the school guidelines for behavior and dress. **ABSOLUTELY NO DRINKING, SMOKING OR GAMBLING BY STUDENTS OR ADULTS IS ALLOWED ON TRIPS AT ANY TIME.**

In all things we want to be honoring to Christ.

## **Security on Campus**

At WCA we strive to ensure that your students remain safe and secure at all times while under our jurisdiction. Therefore, to provide adequate security for all our campuses, the following rules will be put into place:

1. After school starts, admittance to all campuses for parents and visitors will be restricted to the central school doors only. All other entrances will be locked to all outside entry.
2. All visitors, whether parents, relatives or other guests, must sign in at the main office and receive a visitor's badge, which must be worn at all times while on campus.
3. After-school security follows the guidelines set forth in the Extended Care guidelines.
4. The campus is closed to the general public.
5. Students arriving late to school must be escorted into the building by an adult.

### **Emergency Preparedness and Procedures:**

In addition to the day to day events in the school classroom and playground, there can be unusual emergency situations that occur. Some will deal with school closing while others deal with emergency situations while class is in session. As student safety is our top priority, it is the duty of all WCA employees to take steps to identify, notify, and then act as soon as possible to provide for a student's safety.

Each campus has an emergency preparedness plan on file. Fire, tornado, and intruder drills will be conducted regularly each school year to ensure that each employee knows how to provide safety for the students in emergency situations.

### **Fire Alarms**

Students are led out of the building following evacuation plans that are posted in each classroom. Students and teachers are allowed to re-enter the buildings at the sound of the bell or with a signal from an administrator.

### **Tornado Alarms**

Students are led to the designated shelter area as posted in each classroom. Students are to assume the protective position, possibly with a book over his/her head. Protective position is one of kneeling or sitting, with head bent down, and covered with a book or hands and arms.

### **Visitors or Intruders**

All doors, except the main entry, will be locked. Any person seen on campus without a visitor's badge must be confronted by a school faculty or staff member and escorted to the front office.

In situations where a locked door is breached or there is difficulty in escorting the visitor, the front office is to be notified immediately of an intruder alert. At this time, the teachers will close their locked doors, move students out of the line of sight and remain there quietly until the "all clear" notice is given. The "all clear" notice is not published as to protect the security of the students.

### **Shuttle Services**

Shuttle services will be provided between the M&M and Brockway campuses and from South Huntsville to Brockway. We will be glad to assist anyone in forming car pools to our campus. Please email Kristn Click at [kristn.click@wca-hsv.org](mailto:kristn.click@wca-hsv.org) with your information – name, phone number, where you want to carpool to and from, number and age of children. Mrs. Click will pass your information on to others that have similar needs.

### **Student Search & Seizure**

The administration recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search and seizure of students, their property, cars, and their lockers by school officials. Students shall be free from unreasonable searches and

seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing a reasonable cause or securing the student's voluntary consent.

## **Telephones**

The telephones in the offices are for school related business only. Students will not be permitted to use these phones except in cases of extreme emergency. Students will not be called out of class to answer telephone calls. Please handle family communications prior to the school day. Office personnel should not be expected to deliver messages regarding appointments, transportation, and other business. Messages of an emergency nature from parents will be communicated to the student.

## **Textbooks and Supplies**

Most textbooks are furnished to the students and, therefore, remain the property of Westminster. The textbooks, when taken care of, generally have a minimum life expectancy of five years. Students are responsible for the care and protection of textbooks, and any excessive wear and tear on textbooks will be reflected in a fine charged. Some classes may require special supplies, materials, or books that are not furnished by the school. Teachers will make every reasonable effort to provide adequate instructions regarding the purchasing of these required classroom materials. Most classroom supply lists can be found on the school's web page before the new school year begins.

## **Weather Announcements**

Westminster generally follows Huntsville City Schools in determining school closings or early dismissals. In the event of inclement weather and poor traveling conditions, public announcements will be broadcast on all three network television stations and local radio stations. We will also post any closings or early dismissals on the school's web page.

## Section 4

### *Program of Instruction*

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#### IN THIS SECTION

- Academics
  - Grading Scale
  - Grade Retention
  - Chapel
  - Communication, Conferences & RenWeb
  - Music Education
  - Physical Education
  - Other Curricular Activities
  - Report Cards
  - Standardized Testing
- 

### **Academics**

Westminster offers a well-rounded academic program tailored to meet the needs of all students. It stresses the necessary skills to graduate students with a Biblical worldview who can function in and make a Christian impact on today's society. We believe that true reality is bound up in God and His purpose for man. Therefore, we seek to teach and train the whole child so that our graduates have a Christ-centered view of the world, mankind, and life.

#### **Homework**

We recognize that homework can quickly get out of balance and, therefore, commit to closely monitoring all student homework. However, our philosophy on homework is that it is a vital ingredient in producing students who will be successful at the next level. We believe homework instills in students two foundational traits: the ability to work independently and the ability to do that independent work successfully.

#### **Wednesday Night Homework**

Teachers are encouraged to refrain from giving Wednesday night homework or requiring major projects due on Thursdays; however, there will always be times when homework is necessary on Wednesdays.

#### **Tutoring and Skills Center**

In order to provide remedial instruction for students who are struggling academically, Westminster has acquired the services of trained resource specialists. Individual or small group instruction can be given in reading comprehension, phonics, writing, or remedial math. Students will be placed in this tutorial program based on availability. A teacher can refer a student to the resource specialist who, upon assessment by qualified professionals, will make a recommendation. Parents can choose to or not to contract with the resource specialist.

#### **Assignment to particular classrooms or teachers**

At the elementary level, the school principal, with input from classroom teachers, determines classroom assignments for students. These assignments are made with the best interests of the students in mind. Requests from parents for specific teacher assignments will not normally be honored.

## Grading Scale

A+	98-100		C+	80-82
A	95-97		C	77-79
A-	92-94		C-	74-76
B+	89-91		D+	71-73
B	86-88		D	68-70
B-	83-85		D-	65-67
			F	64 or less

## Grade Retention

Year-end report cards will indicate whether a student has been promoted or retained. Any potential retention of a student will be the subject of discussion beforehand between the teacher, the principal, and parents. The ultimate authority to promote or retain a student remains with the principal. In kindergarten through second grade, a student may be retained if the teacher and the principal agree that he is developmentally delayed so that it hinders his learning or he is having great difficulty with grade level reading and/or math. In third through fifth grades, a student may be retained if he fails two subjects (i.e., reading, math, social studies, science, language, or Bible) and/or if the teacher and principal agree that retention would be in his best interest. Attending summer school or a tutoring program may be required for promotion.

## Chapel

Weekly chapel service is an integral part of the academic life at Westminster. It is intended to promote spiritual growth in the student body as well as include in the education process the corporate worship of the Lord God. At Westminster we view the educational process as a spiritual process and, therefore, it is imperative that God be part of that process. Guest speakers, musical groups, drama presentations, as well as WCA faculty, staff and students lead these services. All parents are welcomed and encouraged to join us for chapel at any time.

## Communication, Conferences & RenWeb

The school schedules one parent/teacher conference the first semester for all students in order to promote good communication. Teacher conferences are always available at the request of either parent or teacher. As a parent, to request a conference just call the office or e mail your child's teacher to set up the conference. All WCA e-mail addresses are structured in the following format: [firstname.lastname@wca-hsv.org](mailto:firstname.lastname@wca-hsv.org).

### School Communication & RenWeb

We will make extra efforts to communicate effectively with all parents, but communication is a two way process, and, therefore, is also dependent on you, the parents. The school has remodeled the website and will use it as a major resource to improve our communication with parents and students. Please log onto the website to retrieve most school information. Additionally, the school uses RenWeb for parents to access grades, lessons, and attendance reports. The school will also send out several new communication documents throughout the year.

## Music Education:

The elementary music curriculum involves a variety of movement and hands-on instrumental experiences. In the fourth grade, students are asked to purchase their own recorders for class. The

teacher will communicate the information concerning recorders to the parents at the appropriate time. In the fifth grade, students may choose between the music class or band. Two musical performances are planned this year. The teacher will communicate this information to the parents.

### **Physical Education:**

The elementary PE curriculum involves a variety of movement, manipulative, and sport specific skills. In addition, general rules, teamwork, and play are addressed and emphasized to go along with good sportsmanship. Students are asked to dress appropriately on PE days to allow for freedom of movement and full participation within the confines of modesty.

### **Other Curricular Activities**

The elementary grades participate in several activities outside the classroom. Examples include: Destination Imagination, Geography and Spelling Bees, Math team, Poetry, Art, and academic contests.

### **Report Cards**

Report cards are sent home at the end of each quarter for first through fifth grades. Fourth quarter report cards are mailed to families after the end of the school year. Kindergarten teachers send home report cards at the end of each semester. First through fifth grade classes use an electronic grading system. Grades for these classes are updated weekly online. Grades for students in first through fifth may be checked by parents and students at anytime during the school year using RenWeb.

### **Standardized Testing**

The following tests are administered:

Grades 1 – 2 – Gates MacGinitie

Grades 3 – 5 – Stanford 10 Standardized Tests (given in the Spring)

**The above tests are not optional and the cost is included in tuition.**

## Section 6

### *Business & Finance*

.....  
**IN THIS SECTION**

- Admissions
  - Financial Policies
- .....

### **Admissions**

Applicants must agree with our Mission Statement, Doctrinal Basis, and Admissions Standards. All forms may be downloaded and printed from Westminster's website: [www.wca-hsv.org](http://www.wca-hsv.org) and found under the Admissions section.

#### **Application Form**

Complete an online application form with a non-refundable \$25 application fee per student. An additional \$125 registration fee, which is non-refundable, is due by the time of the interview.

#### **Pastor Reference Form**

Regular church attendance by the family, parent(s) and children is a requirement, and the Pastor Reference form is updated annually. Give this form to your pastor or other church leader to be completed. It can be mailed to WCA (Attn: Registrar), 237 Johns Rd., Huntsville, AL 35806 or faxed to (256)705-8001.

A Copy of the Birth Certificate should be submitted prior to the interview.

A Copy of Grades and Test Scores from school last attended should also be submitted.

By the time of the interview, we need a copy of at least the most recent report card and standardized test scores. For high school students, report cards for the 9<sup>th</sup> grade and up are required. Upon acceptance, WCA's Transcript Request Authorization needs to be signed and given to your student's previous school.

#### **Testing**

After receiving the report card grades and standardized test results, a determination will be made as to whether additional testing is necessary for admission. Children applying for kindergarten should be five years old by September 1; those applying for first grade should be six years old by September 1. All incoming kindergartners and first graders will be tested.

#### **Student Health Form**

Please fill out a student health form before the interview if there are unusual health or psychological circumstances. Please attach doctor evaluations or a letter with detailed information regarding those circumstances.

#### **We will then schedule an interview with your family.**

The purpose of the interview may be summarized in the following questions:

1. Why are you making application for your child(ren) to attend Westminster?
2. What is your personal, spiritual background, and present church involvement?
3. On what basis do you believe God gives eternal life to a person?
4. How do you think Westminster can benefit your child(ren) and your family?

**Acceptance**

Acceptance of the applicant will be based on the family interview, test scores, transcript grades, and the pastor form. A letter of acceptance, financial contract, student health form and a transcript request form will be sent to you to be completed and returned promptly. The State of Alabama Certificate of Immunization (blue card) and copy of the child's birth certificate must be received by the first day of classes.

**Finances**

A financial contract must be signed by each family and payment of one month's tuition must be made before the student is officially registered.



**Parents, this is a copy of the permission form you have already signed. It has been include for you for reference purposes only.**

## **Computer Acceptable Use Policy Permission Form**

I acknowledge that I have read, understand, and agree to all terms outlined in the Computer Acceptable Use Policy printed in this handbook. I further understand that this agreement will be kept on file at the school until a new form is signed or the student withdraws or graduates.

My child, \_\_\_\_\_, on campus \_\_\_\_\_, in grade \_\_\_\_\_, (teacher if in elementary \_\_\_\_\_ ) may use the school's computer system, e-mail, and access the Internet according the rules previously outlined.

Please initial the following options that you **agree** to:

\_\_\_\_\_ I agree to have my child's work published on the WCA web site.

\_\_\_\_\_ I agree to have my child's picture published on the WCA web site.

\_\_\_\_\_ I agree to have my child's name published on the WCA web site.

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Parent/Guardian's Name (printed)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

*For Office Use Only*

*Student Name:*

*Date Received:*

**Student-Parent Handbook Acknowledgement Form  
Westminster Christian Academy  
2010-2011**

This handbook is published for the community of Westminster Christian Academy. The information contained in this handbook serves as the foundation for the daily operation within the structure of the school. It is imperative that parents read the contents of this handbook and understand that they will be held responsible for the contents of this handbook. By signing and dating the acknowledgement form below, you are indicating that you will adhere to and abide by all policies and procedures contained in this handbook.

Please sign, detach, and return this page to the office after reading this handbook thoroughly.

Families with more than one student may use one form or request another Acknowledgement form.

By signing below, I agree to abide by the rules and guidelines stated in this handbook.

Student Name – Please print \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Name – Please print \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Name – Please print \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

I have also read the contents of this handbook, and I agree to support the school in the administration and upholding of the policies and procedures contained in this handbook.

Parent Name – Please print \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_