



**WESTMINSTER CHRISTIAN
ACADEMY**

STUDENT/PARENT HANDBOOK

2009-2010

School Song: May the Mind of Christ

School Colors: Red, Black, and White

Mascot: Wildcat

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

Brockway Campus: Grades – 6 through 12
237 Johns Road
Huntsville, AL 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 take residence of our new Brockway 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 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 a few changes. 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

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.

Section 2 *Organization*

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IN THIS SECTION

- Accreditation
 - The Church Session
 - The Board
 - Faculty
 - Parent Organizations
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Accreditation

Westminster Christian Academy is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. (SACS CASI). SACS CASI accredits over 13,000 schools and school systems throughout the United States and overseas. WCA is also a member of Christian Schools International (CSI), an educational organization founded to serve Christian Schools, and the Alabama Independent Schools Association.

The Church Session (Elders)

Westminster Christian Academy is a ministry of Westminster Presbyterian Church, and this church's body of elders provides the ultimate oversight.

The Board of Directors

The Board is self-perpetuating and chooses its own members. All members must be approved by the Church Session. The authority for administration lies with the Board of Directors. In the interest of proper coordination of programs of activity and to avoid conflict of purposes, all affiliated school organizations are responsible to the Board. The administration of the school shall be delegated to the Head of school who shall carry out his administrative functions in accord with the policies adopted by the Board with the power to delegate the execution of its decisions to administrative offices.

The Board currently consists of 7 members. At least 4 of the 7 positions are to be filled by PCA members. Board members generally serve two year terms.

Board Members serving for the current school year are as follows:

- Tom Adams, Secretary (2010)
- Carlos Bowden, Treasurer (2012)
- David King (2011)
- Ron Klein, Chairman (2011)
- Dr. Scott Lynn, Vice Chairman (2011)
- Curry Knight (2010)
- Charlie Wingard (2010)

Ex Officio Member
Craig Bouvier

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.
- Moms In Touch
All WCA mothers are invited to join the Moms in Touch prayer group that meets at the Brockway Campus every Tuesday morning. Moms gather at 7:50 and pray from 8 to 9 a.m.

Section 3

General Policies

IN THIS SECTION

- Introduction to General Policies
- Communal Honor Code
- Attendance, Absences, & Tardiness
- 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
- Lost & Found
- Off Campus School Activities
- Security on Campus
- Shuttle Services
- Telephones
- Textbooks
- Weather Announcements

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 WCA 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

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

Attendance, Absences & Tardiness

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. 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

- a. Illness or injury prohibiting a child from coming to school
- b. Students participating in school-sponsored activities during the school day
- c. Serious illness or death in the family
- d. Legal duties or other court proceedings
- e. Medical or dental appointment
- f. Inclement weather that would be dangerous to the life and health of the child if he/she attended school
- g. Pre-approved extended family trip submitted in advance to the principal or headmaster.
- h. Emergencies or other circumstances which are approved by the 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 order to allow orderly dismissal from classes, please do not check your student out after **2:30**, except for emergencies and/or professional appointments.

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

Tardiness

We believe that instructional time is valuable, and we encourage punctuality. This teaches students to be wise stewards of the time they are given each day. In light of this belief, WCA 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.

Unexcused, habitual tardiness will have consequences determined by the classroom teacher and/or principal.

Dropping Off and Picking Up Children

1. Drop off and pick up children at the front of the school. There are two lines (three if necessary) for pick-up in the afternoons. Please keep all 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 child(ren) to come to you instead of coming into the building. Teachers and safety patrol are on duty to escort your children to the car pool line.
4. For the safety of all children, please do not talk on your cell phone during peak traffic times.

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 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

The school cafeteria offers students a variety of hot and cold foods each day. Students may bring their lunches from home or purchase items from the cafeteria. Menus for each month are found on the school web site under “Calendars”.

Elementary students will bring home a lunch order form on Friday for the following week. 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.

Elementary Lunch Rules:

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.

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.

Change of Address

Please notify the finance office as soon as possible regarding any change in a student’s address or telephone number. This information is imperative for our financial, emergency, and health records.

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 attached form. The forms shall be signed upon admission and/or in grades K, 4, 6, and 8 and will be in effect until the student withdraws, graduates, or signs an updated form.

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 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

- Be prepared to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
- Internet access requires the direct supervision of a faculty or staff member at all times.
- 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.
- 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

- Use of the computer or the Internet to hurt, harass, attack or harm other people or their work will not be tolerated.
- Please be a good steward and protect the computer and the network.
- Refrain from the posting of electronic chain letters and other useless information to avoid network degradation.
- 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!
- Observe all copyright laws.

- Refrain from viewing, sending, or displaying obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
- Protect your password and your account – refrain from sharing your password with another person. (You are responsible for anything that happens under your account.)
- Protect your personal information and that of others while using the Internet.
- Access only your account, e-mail, work and folders, refraining from using that of other students.
- 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.
- If you use a laptop, return it properly to the laptop cart.
- Refrain from eating or drinking near computers.
- Refrain from instant messaging, chatting, or social networking.
- Using and/or viewing of streaming video requires prior approval of a staff or faculty member.

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 Headmaster 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 WCA includes the purpose of educating and training students for life-long service to Christ. Education is not possible in chaotic surroundings. Therefore, students are to behave in a manner that encourages teaching and learning. Since Westminster Christian Academy bears the name of our Lord and Savior and is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are pleasing to Christ and further His kingdom. At WCA, as in society in general and within other communities where people live and work closely together, it is necessary to have rules and regulations governing our relations and behavior. It is proper to honor the Lord Jesus Christ in all areas of our lives.

At the same time, the training element of our purpose involves training students to live in a manner that pleases God. When we don't please God, Hebrews 12 tells us that God disciplines those he loves. His discipline is to restore us to a right relationship with Him. It is also tailored to us individually as needed. Discipline at WCA is patterned after God's discipline. Therefore, discipline at WCA will be loving, restorative, and subjective. Because students attending WCA come from Christian homes, we expect that parents are striving for this same standard. There should not be a great difference between discipline at school and that in a Christian home.

Responsibility for behavior begins with each student. Each student is responsible to glorify God. Next, students are responsible for one another. Our goal is to love our brother and sister, including calling them to a standard of behavior which is God-pleasing. Finally, teachers and staff, as parental stand-ins, are responsible for helping students correct behavior that impedes learning, dishonors God, or is inappropriate to the Christian walk.

The term "discipline" has become tarnished in recent years as it is often thought of as a synonym for punishment; it is not. To be disciplined is to be ordered and in control; it is good to be disciplined. Research points to the fact that students thrive in all areas in a disciplined structured environment, and students are made for discipline and subconsciously crave discipline. A discipline system is necessary and must be part of all schools; in the same way that discipline is a must at home, it is just as much a must at school. We are reminded that God disciplines those He loves. Our goal is to create a discipline system aimed at the heart and not just at the behavior. Our goal will always be to do the right thing and not the easy one, even when it comes to discipline.

In order to direct our student behavior to mirror out Lord and Savior, the Bible has set forth many principles of behavior. As a school we have chosen to establish 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 as well as in encounters with school administration, faculty and staff, the school's policies and procedures, and the feelings and rights of other students as well as the student's own feelings and rights.

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 use language and display character that is glorifying to their Lord and Savior.

Cooperation: All students are expected to cooperate with all WCA 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.

We ask that each teacher have their own classroom discipline system in place. Teachers can usually take care of 90% of student issues with their own classroom discipline. If this fails to take care of the problem, then the teacher will involve the principal.

Student Expectations

All students are expected to:

- Obey all policies and procedures of the school
- Be responsible, prepared, punctual, and cooperative in all classes and school-related situations
- Be honest and truthful in all situations
- Adhere to all dress code policies and procedures
- Respect and submit to all aspects of the school's authority
- Be good stewards of the school and its facilities as well as all school property entrusted to the students by the school.
- Contribute to keeping our campus neat and clean .

Minor Offenses

Elementary students will be subject to the teacher's classroom discipline. Elementary consequences include, but are not limited to, time outs or loss of recess (either partial or entirely), running laps during recess, or assisting in cleaning after lunch. Students who consistently misbehave or have more serious discipline issues will be dealt with by the elementary principal on a level appropriate for elementary students. Parents will be notified of any discipline issues regarding their children.

Dress Code

Rationale for the Dress Code

The purpose of the dress code is to create a proper school environment that emphasizes a Christlike attitude and to be imitators of God, even in our dress. We believe that dress code serves as a filter to the heart; therefore, students are expected to dress modestly and in an appropriate manner. At WCA our guiding principles are modesty, moderation, cleanliness, neatness, and appropriateness.

Optional Uniforms for the 2009-2010

After much discussion, searching, and comparing, we have settled on some uniform options for those who choose to purchase uniforms. We have established a relationship with Educational Outfitters located at 97 Hughes Road, across from Madison Skate Park. Their phone number is 464-6151. Their hours are Monday-Friday from 10:00 a.m. – 6:00 p.m. and Saturday 10:00 a.m. – 3:00

p.m. They have our requirements for skirt lengths and will hem pants and skirts to specification. They will also embroider with our chosen logo(s). Their turn around from the day your purchase your items is about 1 week.

Let us remind all of you that these uniform pieces are **OPTIONAL**. If you choose to purchase uniforms, please consider purchasing at least one or two items for your students to wear that fit our chapel day dress requirements. The dress code, as written in the student handbook, is still in effect for all students including those who do not have uniform pieces. WCA does not receive any kickback from the purchase of these items from Educational Outfitters.

Specific Rules

Boys Shirts and Jackets:

1. Fourth and fifth grade boys are to wear **ALL** shirts tucked in during class. Allowable exceptions are sweaters and sweatshirts.
2. Collared shirts are permitted such as button downs and golf shirts.
3. Solid or striped t-shirts, Westminster t-shirts, college t-shirts and church logo t-shirts are permitted. One-word slogans are permissible (ex: Nike, Gap etc.). No writing with a message that has to be read closely to determine if it is acceptable or not is permissible. Art work is allowed as long as it does not go against the Biblical-worldview we are striving to teach—cartoon characters that are demeaning to authority or other clear mandates from Scripture will not be allowed.
4. Sweatshirts, hoodies, and jackets should follow the above guidelines for t-shirts.
5. Boys may not wear sleeveless shirts.
6. Large shirts will not qualify as jackets and, therefore, must be tucked.

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. 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.
3. Pajama pants are not allowed except for special designated days.
4. Shorts may be worn that are of appropriate length—to the knee (Bermuda or walking shorts).
5. Pants must be worn at an appropriate hip level. No sagging or ill-fitting pants are allowed. Undergarments should never show. Baggy pants are not permitted.
6. Belts must be worn by fourth and fifth grade boys with pants having belt loops.

Boys Chapel Day Dress:

Fourth and fifth grade boys are to wear collared shirts for chapel.

Girls Shirts and Jackets:

1. No writing, with the exception of one-word (Gap, Nike, etc.) or names of camps, sports, schools, etc. is allowed on any shirt type. Pictures or artwork are permissible as long as it agrees with the Biblical worldview we are striving to teach. Any cartoon character that is demeaning or disrespectful to authority or any other Biblical mandate will not be permitted.
2. Solid colored or striped t-shirts, Westminster t-shirts, college t-shirts or church logo t-shirts are permitted.

3. Sweatshirts, hoodies and jackets should follow the above guidelines for t-shirts.
4. Girls' sleeveless shirts must have wide (3"-4") straps. 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. 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.
3. Pajama pants are not allowed except for special designated days.
4. Shorts may be worn that are of appropriate length (Bermuda or walking shorts).
5. 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.
6. Leggings may be worn under dresses or skirts but not as pants. No sagging or ill fitting pants are allowed. Undergarments should never show.
7. There is to be no writing or art on the back of pants or shorts across the buttocks.

Girls Chapel Day Dress:

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, WCA 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 WCA 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.

Extended Care

As a service to WCA parents who work, Extended Care is available for Pre-K through 5th 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 3:15 will be sent to Extended Care and charges will apply after a 10 minute grace period.

1) Time

Extended care is available in the mornings from 7:00 until 7:40. The afternoon times are from 3:15 until 5:30 p.m. WCA 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.

2) 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.

3) 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.

4) 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.

WCA 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 by a parent. If the medication is a prescription, the container of the medication must be clearly labeled with the current prescription 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

WCA 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 and students are expected to follow the school guidelines for behavior and dress. 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.

Shuttle Services

Doug Madison will be driving the bus for this route. In the morning, the bus will leave Brockway at 7:20. It will arrive at M&M about 7:30. It will arrive back at Brockway about 7:40. Students may ride from Brockway to M&M or they may ride from M&M to Brockway. These times could change slightly.

In the afternoon, the bus will leave Brockway at 3:25. It will arrive at M&M about 3:35. It will arrive back at Brockway about 3:45. Students may ride from Brockway to M&M or they may ride from M&M to Brockway. These times could change slightly.

On half-days, the shuttle will pick up students from M&M around 11:30 and take those students to Brockway. Then will pickup students at Brockway at 11:50 and take them back to M&M

At this time, we do not see a need to ask students to register for this service. Any student may ride on any day. The big, white bus has a 44 passenger capacity. The cost of the service per student will be \$5 per day (whether the student rides once or twice that day). There will be no family cap as there has been in the past. Mr. Madison will take the names of the students riding each morning and afternoon. He will then turn those lists into the Finance office at the end of each month. The shuttle charge will then be billed to the parents' accounts.

Student Behavior on Buses:

All school rules apply while on the bus. The driver is the authority. Any student behavior problems will be reported to the principal. Any student who is habitually causing problems will not be allowed to continue riding the bus.

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. Students are not to have cell phones on during the school day, so please do not rely on this as a means of communication, whether calls or text messaging.

Textbooks

Most textbooks are furnished to the students and, therefore, remain the property of WCA. 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. Supplies for the classes will be ordered and available for students upon the first day of school. Parents will place the order and send the money with the order.

Weather Announcements

WCA 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.

Grading Scale – First and Second Grades

A	96-100		C	77-79
A-	92-95		C-	74-76
B+	89-91		D+	71-73
B	86-88		D	68-70
B-	83-85		D-	65-67
C+	80-82		F	64 and below

Grading Scale - Third through Fifth Grades

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 and below

Grade Retention

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 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.

Chapel

Weekly chapel service is an integral part of the academic life at WCA. 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 WCA 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

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

School Communication

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. The school will also send out several new communication documents. There will be a quarterly publication called the *Westminster Union*, which will be full of relevant information. The school will also publish an Annual Report that will come at the end of the school year.

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.

Extra Curricular Activities

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

Report Cards

Report cards are sent home at the end of each quarter for first through fifth grades. End of the year report cards will be made available for pick up or mailed at a designated time. Kindergarten teachers send home report cards at the end of each semester. Third through fifth grade classes have and use an electronic grading system. Grades for these classes are updated weekly online. Grades for students in third through fifth may be checked by parents and students at anytime during the school year using Edline services. Passwords for access to Edline are issued to new families at the beginning of each school year.

Standardized Testing

The following tests are administered:

Grades 1 – 2 – Gates MacGinitie

Grades 3 – 5 – Stanford 9 Standardized Tests (given in the spring)

The above tests are not optional. The cost for them is included in tuition.

Section 6

Business & Finance

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IN THIS SECTION

- Admissions
 - Financial Policies/Payment Plans
-

Admissions

Applicants must agree with our Mission Statement, Doctrinal Basis, and Admissions Standards. All forms may be downloaded and printed from WCA’s website: www.wca-hsv.org

Click on “Admissions.”

Application Form

Complete an online application form with a non-refundable \$50 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 Road., 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 9th 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.

Emergency Medical Forms

Please fill out an emergency medical 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:

- Why are you making application for your child(ren) to attend WCA?

- What is your personal, spiritual background, and present church involvement?
- On what basis do you believe God gives eternal life to a person?
- How do you think WCA 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, emergency medical forms 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.

Computer Acceptable Use Policy Permission Form

OptionButton1

I acknowledge that I have read, understand, and agree to all terms outlined in the Computer Acceptable Use Policy. 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 outlined.

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

_____ I agree to have my child's work published on the WCA web

_____ I agree to have my child's picture published on the WCA web

_____ I agree to have my child's name published on the WCA web

6th – 12th Grade Students Only **- Check all that apply**

I am enrolled in the following class(es) this year:

- ___ Computer Applications
- ___ Journalism
- ___ Yearbook Staff
- ___ Special Topics
- ___ Programming
- ___ Web Page Design
- ___ Jr. High Computer

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
2009-2010**

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 _____