



WESTMINSTER CHRISTIAN ACADEMY

STUDENT/PARENT HANDBOOK

Upper School
2020-2021 School Year

(Revised June 2020)

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WESTMINSTER CHRISTIAN ACADEMY
STUDENT/PARENT HANDBOOK
for Upper School
2020-2021

School Information

Website: www.wca-hsv.org

Alma Mater: Excellence in All Things

School Song: *May the Mind of Christ*

School Colors: Red, White, and Black

Mascot: Wildcat

Upper School Campus:

237 Johns Road

Huntsville, Alabama 35806

Phone: 256-705-8000

Fax: 256-705-8001

Lower School Campus:

375 Mount Zion Road
Madison, Alabama 35757
Phone: 256-705-8300
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Accreditation

Westminster Christian Academy is accredited by CESA. CESA is an organization of Christian Schools committed to the rigorous application of aspirational standards through relationships and expertise of like-minded peers.

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,

We are so excited about this coming school year! We recognize what a privilege you have given us as we covenant together for an eternal impact in the life of each student. Here at WCA, we continue to aggressively pursue academic improvements. These include critical thinking questions on tests that are aligned with the standards for each class; ensuring we are aligned with respect to what is learned in one grade to the next; and new prerequisites and elective classes at the Upper School. We will stay faithful to our continuous improvement initiatives, as it is our desire to constantly improve upon the education each student is receiving.

This handbook is for the WCA community. The information within serves to clarify roles and expectations related to routine school operations. The intent of this handbook is to aid everyone in a mutual understanding and acceptance of the procedures.

I extend a warm welcome, or welcome back, to all families. We are honored by the trust placed in us and are diligent and prayerful about our responsibilities. We pray that God will be honored through all that we do here at Westminster as we embark on this journey together.

In His service,

A handwritten signature in black ink, appearing to read 'Stephen Hooks'. The script is fluid and cursive, with the first name 'Stephen' and last name 'Hooks' clearly distinguishable.

Stephen Hooks
Head of School
Westminster Christian Academy

Section 1

Vision Statement

Westminster Christian Academy's Vision is to educate and disciple students, in partnership with Christian families, for life-long learning and service in God's world.

Mission Statement

The Mission of Westminster Christian Academy is to provide an exceptional educational community, encouraging students to reach their highest potential through growth, spiritual formation, and service while surrounded by relationships that support a Christ-centered life.

WCA is a distinctly Christian school that seeks to provide:

1. A COVENANTAL EDUCATION, which recognizes that God is in relationship with Christian families and that, in partnership with such families, WCA assists in the academic discipleship of their children.
2. A COLLEGE PREPARATORY CURRICULUM that enables students to identify and develop to their fullest their God-given talents and abilities and prepares them to be sensitive to and embrace God's vocational direction following graduation. "For from him and through him and to him are all things" (Romans 11:36).
3. A competent CHRISTIAN FACULTY AND STAFF, which embraces and models the beliefs and values taught by Christian parents at home, and assists them in their God given responsibility to educate their children "in the discipline and instruction of the Lord" (Ephesians 6:4).
4. An evangelical BIBLICAL PERSPECTIVE, integrated into all learning that guides students in their acquisition of knowledge and skill, and equips them to discern truth and error and to make God-honoring decisions throughout their lives. "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is insight" (Proverbs 9:10).
5. A challenging CO-CURRICULAR PROGRAM, providing academic, artistic, athletic, leadership, and social experiences which provide opportunities for students to integrate the teaching and principles of the Bible into their lives, both within and outside the classroom. "So, whether you eat or drink, or whatever you do, do all to the glory of God" (I Corinthians 10:31).

In all of its curricular and co-curricular endeavors, WCA is guided by four core principles.

1. **WCA as a Learning Community**

A student is a learner, one who is engaged in academic discipleship. Therefore, we are learning-centered, not teacher-centered. We have a competent and caring teaching staff, but the real test of teaching is not how well something has been taught but whether students are learning. We believe that learning flourishes in a community characterized by love, encouragement, discipline, and grace.

2. Learning as Discovery

God has revealed himself through his creation, his Word, and through his Son Jesus Christ. Learning is the process of discovering who God is, what he has created, how he has made us to be his image bearers, and how we are to respond in love to him and neighbor. As we discover our amazing God and his world, we experience wonder, awe, and joy.

3. Learning as Development

Each student is uniquely created by God and has been blessed with talents and abilities that express that creation. Additionally, each believer in Christ has been given spiritual gifts that reflect God's work in us to build his Kingdom and to display his glory to the world. Our desire is to see students develop these gifts as they serve God for his glory in whatever vocation to which he calls them.

4. Learning as Display

Students do not learn for learning's sake, nor do they learn for self-service. Students are taught to respond with what they have learned in loving service to God and neighbor for his glory and for the furthering of Christ's Kingdom.

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 education program, stand committed to the following:

1. That the Holy Spirit inspired, guided, and moved the writers of the Holy Scripture as to keep the original writings free from error.
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 are 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 grounds of His shed blood and perfect life.
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 will be a future day of resurrection in which both the redeemed and reprobate shall be raised from the dead – the redeemed to enjoy the estate of eternal blessedness, and the reprobate to suffer the eternal torment of retribution.

With regard to marriage, Scripture teaches that God created man in His image, as male and female (Genesis 1:27), and from the beginning, designed marriage between one man and one woman to propagate His image through procreation (Genesis 1:28) and to provide companionship (Genesis 2:18-23) within the context of a covenant relationship (Genesis 2:24-25, Matthew 19:4-6). Deviation from this design cannot fulfill these purposes and is expressly forbidden by Scripture (Leviticus 20:13, Romans 1:26-27). *(as defined by the Westminster Presbyterian Church statement on marriage dated August 5, 2015)*

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

1. Parents are ultimately responsible for the education of their children, to bring them up in the Lord. Parents may delegate the execution of that responsibility to a school in order to accomplish the educational goals they have for their children.
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.

Christian parents who enroll their students at WCA are choosing a distinctly Christian environment in which to educate their children. New and continued enrollment at WCA is contingent upon a commitment to Christian beliefs and practices as stated in this Doctrinal Basis. In the event that a family does not maintain these beliefs and practices, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Section 2 - Organization

The Church Session (Elders)

Westminster Christian Academy is a ministry of Westminster Presbyterian Church (WPC), and its body of ruling elders (session) provides the ultimate oversight.

The School Board

The School Board is self-perpetuating and all members must be approved by the WPC Session. The school board is responsible for hiring and evaluating the Head of School; approving the annual budget; and ensuring progress towards meeting the long term objectives identified in the strategic plan. At least 4 of the 7 positions are to be filled by members of congregations of Presbyterian Churches of America. Board members generally serve three year terms.

Head of School

The Head of School is responsible for all operational aspects of the school. This includes accountability for progress towards the strategic plan objectives, academic achievements of the overall school, facilities,

oversight of the principals, continuity of the K-12 curricula, adherence to the annual operational budget, and ensuring fulfillment of the Westminster vision. A critical requirement is that he provides leadership and has a world and life view that reflects a strong commitment to Christ.

Principals/Middle School & High School Leads

Principals are responsible for seeing that the day-to-day operations are effectively managed. This includes, but is not limited to: overseeing the students, faculty, and staff of their division and ensuring that the teachers perform their assigned jobs with excellence, passion, and commitment. They also make certain that the academic standards are met or exceeded, monitor student behavior, apply faculty and student discipline, identify teacher professional development, monitor safety, adhere to budgets, and make faculty and/or student selection and retention decisions. A critical requirement is that they provide leadership and have a world and life view that reflects a strong commitment to Christ.

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. 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. Our goal with teacher training and accreditation is to create a strong academic team for all students. A critical requirement is that they provide leadership and have a world and life view that reflects a strong commitment to Christ.

Parent Organizations

Westminster utilizes parent organizations to assist and support various endeavors of the school. Each works under the direction of the respective school administrator or supervisor. Please contact the school office for more information on any of the parent organizations.

- PAW

The mission of Parents Advancing Westminster (PAW) is to enhance Westminster by supporting programs and services which promote advancement, excellence, and enrichment. *Moms in Prayer* meets each Thursday morning during the school year.

- W-Club

The Athletic Booster Club (W-Club) assists and supports athletic needs while strengthening our sense of community. Under the supervision of the Athletic Director, the W-Club provides boosters the opportunity to make sport-specific donations through its sponsor-sign program, seasonal media publications, and yearly athletic passes. *Sport-specific gifts may also be given through the Annual Fund Drive.

- BBC

The Band Booster Club is an organization that works directly with the Band Director to assist and support specific band needs and strengthen our sense of school community.

Section 3 - General Policies

Introduction to General Policies

Westminster has established certain guidelines in order to define the 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.

Attendance & Absences

Regular attendance in classes is essential to the success of a student's school experience. Absences from school impact learning; **therefore, it is expected that students attend and participate in all classes.** While some absences are inevitable and unavoidable, we ask that parents schedule appointments after school or during vacations. The following attendance policy is designed to promote faithful attendance and ensure student's performance.

For a student to receive credit in a class, total absences in that course may not exceed sixteen (16) for a yearly class and total absences may not exceed eight (8) for a semester length class. Parents are regularly notified of absences and tardies through The Westminster Hub. When a student reaches 17 or 9 absences, the student may not receive credit for the class. Any student with excessive absences due to a medical condition should have significant medical documentation on file with the school. The final decision will be made by the administration depending on the situation. All documentation provided by the student will be reviewed as a part of this process.

Absences are not designated as excused or unexcused. Students and parents need to be thoughtful of the required days of classroom attendance when choosing nonessential absences from class.

- School related absences (SR) such as field trips, academic and athletic contests, etc. do not count toward this number.
- College visit days for juniors and seniors also do not count toward this number. Juniors are allowed three days to visit colleges per school year. Seniors are allowed three days to visit colleges per school year. These days must be prearranged with the administration and set up through the college admissions office. A letter must be presented from the college admissions office in order for it not to count as an absence.
- The deadline for college visits is April 15th
- If a senior has missed more than the maximum days without sufficient documentation, the privilege of participating in graduation ceremonies may be revoked even if academic credit through another venue is granted. The final determination is made by the administration.

In cases involving extended or chronic illness or extreme circumstances, exceptions may only be considered with a conference involving the division principal, parents, and student. If a student is unable to participate for an extended period of time in a physical education class, the student will not receive

credit for the class. *Denial or granting of credit beyond the maximum number of absences is at the discretion of administration.*

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

1. Work missed due to an absence must be made up within the number of classes absent plus one; otherwise a grade of zero will be recorded for missed assignments. **Prior knowledge of a test or project assigned before an absence will require the student to take the test or hand in the project the first day back in school.** Projects/tests assigned while a student is absent will be scheduled on a case by case basis.
2. It is the student's responsibility (not the teacher's) to arrange work as necessary in order to meet this timetable. It is the student's responsibility to get notes and materials and get with the teacher. A student is absent after 15 minutes of class (see page 31)
3. Teachers may choose to grade and/or provide feedback after grading/feedback on current work of other students is completed. Any work turned in late will be graded after the other student's work that was turned in on time.
4. It is a teacher's prerogative to decide that missed work/assessments to be made up with the number of classes plus one should be completed on the day that class does not meet. Teachers will provide additional information regarding expectations in the class syllabus.

Co-curricular Related Absences from class

Students who will be absent from class for a school co-curricular event are responsible to take the missed assessments (quizzes, tests) before departing campus. Any papers or projects must be turned in before the student leaves campus. Students are also responsible for contacting their teachers directly (face-to-face or email) before the scheduled event regarding the missed class and homework. The only exceptions allowed are determined by the teacher.

Note to students involved in extracurricular activities: Students must learn how to plan ahead and manage their time wisely. Being an athlete or club member with long proactive hours and possible late-night activities does not relieve a student of the responsibilities of being at school on time, attending classes, turning assignments in on time, or taking tests when scheduled.

Students may not participate in athletic events or other school related activities on the same day they have been absent more than 3 periods, 2 on Thursdays, except when the absence is due to a medical appointment with a note from the physician.

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 not approved areas.
3. Follow the traffic pattern for student drop off and pick up at each campus.
4. Be courteous and 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 cell phone use (talking, texting, etc.) upon entering the campus and leaving the campus.**
6. **The Westminster Presbyterian Church entrance should never be used for school purposes during the hours of 7am - 4pm. The Johns Road entrance is the primary school access point.**

Dropping Off and Picking Up Children

1. Drop off and pick up for 6th – 12th grade students is at the main entrance of the academic building on the Research Park Boulevard side. Please keep car lines moving. Please do not load or unload your children (without an adult) in the parking lot, in the middle of the driveway, or at the side gym doors, forcing them to cross into the path of other cars. Early drop off from 7:00-7:30am must take place in the back (Johns Road side), car line in order for students to walk to the cafeteria. **DO NOT PASS A PARKED SCHOOL/SHUTTLE BUS.**
2. Middle school students are not permitted to cross the driveway to a car unless accompanied by an adult.
3. Middle school students should be picked up in the front of the main building unless a parent or sibling of driving age escorts them to their vehicle. MS students may not meet parents or older siblings in the parking lots.

Student Drivers

Students are required to park in the student parking lot, the gravel parking lot, or in the parking spots on the north side of Craig Aiken Drive. The east side of the student lot is reserved for seniors. Students are not allowed to park in the front parking lot or the parking spaces on the south side of Craig Aiken Drive. Students who do not follow the driving and parking guidelines will be subject to discipline and lose their driving privilege immediately. See “Minor Offenses” in the Discipline Section.

In addition to the general traffic safety and parking guidelines, student drivers are to adhere to the following expectations:

1. Cars must remain on campus until school ends unless a student obtains permission and a pass from an administrator or a teacher.
2. No students are allowed in the parking lot during the school day unless given permission by a school administrator.
3. Students will have to register the vehicles they drive through the Westminster Hub and pick up a parking permit from the front office.

Before School Policies

Students may not be dropped off at the Upper School before 7:00am. Students who arrive between 7:00 and 7:30am, should be dropped off in the back car line (John's Road side) and should report to the cafeteria. Teachers are on duty in the cafeteria to supervise students who arrive before 7:30am. The cafeteria will be the only building that will be accessible to students before 7:30am. Only athletes whose sport is in season and who practice in the gym will have access to the gym. Other school groups that meet before school will have access to the appropriate building under a teacher's supervision.

Students riding the shuttle from Huntsville are dropped off in the back car line and should report to the cafeteria.

Students riding the shuttle to the Lower School should be dropped off in the back car line and report to the cafeteria or parents may wait in the back parking lot until the shuttle arrives.

At 7:30am, students will be released from the cafeteria to go to their lockers and put away their things before school starts. Students are not allowed in the gym in the mornings unless practicing under the supervision of a coach.

Students who arrive **AFTER** 7:30am may be dropped off in the front car line (Research Park side).

Birthday Celebrations

On the middle school and high school level, birthday celebrations are limited to the lunch period. In addition, please do not send invitations to private parties to be handed out at school.

Buildings & Grounds

God has provided us with a wonderful campus. Please assist us in ensuring that we are good stewards of the entire campus, building, and grounds by taking personal responsibility in taking care of the facilities and grounds.

Campus Access/Security

In order to properly secure our campus, all doors are locked after 8:00am. During the school day, the doors will automatically lock at 8:00am. and unlock at 2:45pm. The doors lock again at 3:45pm each day. Any students who arrive after 8:00 or parents who come to campus to pick up their student or to visit the campus must be buzzed in at the main entrance on the Research Park Boulevard side of the building. Any parent or visitor who comes on campus must enter and sign in at the front main entrance of the school. There is an intercom system at the front door that visitors may use. There are a series of security cameras stationed around the building and other security measures in place to provide a safe and secure environment for the students. The main building at the Upper School **will not be open** to students after

school is dismissed in the afternoons or before 7:30am in the mornings. Only students who are involved in school activities and under the direct supervision of a coach or teacher will be allowed in the building before or after school hours. Students should take all belongings/backpacks they will need after practice as staff will not be available to grant access after the doors are locked in the afternoon. These facilities **will not** be available to students on the weekends. The cleaning staff does not have permission to open doors or give students and parents access to the building.

Any damage to the buildings, grounds, or furnishings of Westminster must be repaired and/or replaced at the expense of those causing the damage. Any student caught damaging school property will be subject to disciplinary action if they willfully or negligently cause the destruction of 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 will also be financially responsible for any damage and subsequent repairs resulting from the prank. Transcripts and grades may be withheld until the damage is paid in full and/or proper repairs are made.

Cafeteria

Lunches will be served in the cafeteria building, and students will eat lunch in this building or other designated areas. Parents of students in grades 6-11 who wish to bring their child lunch must drop it off at the attendance office. Students may not go in the back parking lot or other areas on campus to pick up food. This is for the safety of all of our students.

Students who forget their lunch are encouraged to speak with the lunch ladies who will make sure the student eats lunch. We do not wish any student to go away hungry.

Westminster Christian Prepaid Campus Account is used for our lunch program. It provides a more convenient, safe, and efficient way to make on campus purchases from our cafeteria. The Westminster Christian Prepaid Campus Account is an integral part of our goal to become a cashless campus. A cashless campus is more convenient for parents, safer for students, and more efficient for our school.

Both campuses have a system that will allow students to simply enter their PIN as a method to pay for their food. (Please note that details for Lower School students may be different than for middle and high school students.)

Upper School students are expected to order their lunches each morning. The cafeteria does not prepare a high amount of extras, so it is imperative that students order ahead of time each day. Snacks are available for purchase.

During and after lunch, students are expected to display good manners, to assist in keeping eating areas clean, to clean up after themselves each day, and to serve their turn as clean-up crew when assigned.

Campus Visitors

All visitors are required to sign in and wear visitor badges while on campus. Students from other schools are not permitted to visit WCA during the regular school day, including lunch even if other schools are not in session. Exceptions include students that are shadowing and others attending at the discretion of administration. Family members of WCA students may attend lunch at WCA. WCA alumni are permitted to attend lunch at WCA with administrative approval. We love to see our alumni; visits should never interfere with instruction of current students or responsibilities of personnel.

Change of Address

Parents may change their contact information in the Westminster Hub. For assistance in changing this information, please notify the registrar as soon as possible as this information is imperative for our financial, emergency, and health records.

Check Out

All students are to be checked in and/or out at the respective campus offices. **Under no circumstance is a student allowed to leave 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. If a student drives him or herself, then the parent must send a note or email with written permission or call the school office and give verbal permission for the student to leave campus. (*Text messages will not be accepted*)

Prior to leaving campus before the end of the school day, students must sign out at the school office. Upon late arrival on campus, the student must sign in and receive the appropriate pass to class. Students who leave school without permission or who do not sign out at the office before leaving will receive an absence for all class time missed. A detention or suspension may be issued by the principal if deemed appropriate.

All student-athletes, in order to be eligible to play or practice, must be in attendance for at least 3 academic periods of the day of any athletic contest . We encourage all students to be in attendance for the full day of the contest. If there is an absence or tardy, student-athletes are subject to the same standards found in the discipline section of the handbook.

Students will not be called out of chapel for appointments. Parents who must check out their student for a necessary appointment must do so before or after chapel.

Only seniors in good academic, attendance, and behavioral standing are permitted to check out for lunch on the designated day.

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.

When conflicts do arise, 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. 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/staff member 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/staff member first before anyone else is involved. If the issue is not cleared up at this level through direct contact, it should be brought to the appropriate division head, which is the final authority on the matter. If the situation is a moral or illegal matter and the principal is unresponsive, then, in these extraordinary circumstances, a parent may contact the Head of School. 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, school 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.

Social media platforms are not appropriate outlets for dealing with school issues. Parents are asked to refrain from making negative or disparaging comments about Westminster Christian Academy, its staff, or students, on social media sites. Westminster Christian Academy reserves the right to dismiss families from WCA who violate this request.

Discipline & Disciplinary Procedures

Every student has the right to learn, every teacher has the right to teach, and every parent has the right to expect a high quality education environment. Therefore, we ask that all of our students behave in a manner that shows respect for and an acceptance of the responsibilities that are a part of a learning community. We believe that the responsibility for behavior begins with each student. Our goal is for each student to glorify God as a student through their actions, words and deeds. Our goal is Christ in all things, including discipline; therefore, we have chosen to emphasize following guidelines for student behavior:

(Special Note: Students may be disciplined for conduct either on or off campus that impairs the mission of WCA.)

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.

Integrity: All students are expected to exhibit character that reflects our Lord in language and behavior.

Cooperation: All students are expected to cooperate with all Westminster administration, faculty, and staff in achieving the goals of Westminster 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.

Westminster believes it is an honor and a privilege to be a student at our school. Students should recognize their responsibility to uphold the testimony of Jesus Christ and of WCA. 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. Consequences for these behaviors may include:

Detention

This consequence is used for middle school and upper school students. Teachers or administrators may issue before school, after school, break or lunch detentions. Students who miss detention will be assigned to Saturday School.

Saturday School

This consequence is used for repeated disciplinary infractions and will be scheduled on Saturdays from 8:30-11:30 as needed. Students will come prepared to do school work or manual labor on campus. There will be a \$30 fee assessed for supervision.

Out-of-School Suspension (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 given**

zeroes in classes due to the suspension. The principal, director of students and/or the Head of School may issue out-of-school suspensions. OSS requires a meeting with the division head and/or director of students and the parents in order for the student to be allowed to return to campus.

Student Pranks

Student pranks which disrupt any aspect of the school program, cause any property damage, or that have an adverse affect on students and/or faculty, may subject the student to serious disciplinary action. The student will also be responsible for any financial liabilities resulting from the prank.

Harassment/Violence/Hazing/Bullying Policy

Westminster Christian Academy is dedicated to fostering an environment that promotes learning within a caring, responsive, and safe environment that is free of harassment, violence, hazing and bullying. Students are expected to treat each other, their teachers, and school administration with courtesy, dignity, and respect. The school will not tolerate any type of harassment, violence, hazing or bullying.

For purposes of this policy, harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, gender, or national or ethnic origin. Violence means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student. Hazing means any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student. It includes willful actions to subject a student to abusive or humiliating tricks and ridicule. Bullying includes, but is not limited to, intentional acts of physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). Westminster also prohibits cyberbullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

Westminster encourages students and parents to report to school administration incidents of harassment, violence, hazing or bullying. When the school administration becomes aware that such behavior may be occurring, it will promptly and thoroughly investigate the situation and decide what, if any, action will be taken. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person who makes a good faith report of harassment, violence, hazing or bullying. Any student who engages in retaliatory behavior (e.g., threats, intimidation) after a good faith report will be subject to immediate disciplinary action.

Probation Policy

Students who are struggling academically are equipped with a support structure intended to help them learn how to recover and succeed in their studies and develop godly character traits that equip them for

where God is leading them in the future. Students whose behavior impacts student learning or class environment will become subject to the probation policy.

Behavioral Probation

Our goal is to see young people grow as Christians and adults in our responsibility toward one another. In order to ensure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed on disciplinary probation. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. Students who engage in misbehavior which result in a pattern of notifications and/or detentions that persists over a period of weeks or months, will result in a discipline review. The result of this review will be the determination of whether the student is placed on behavioral probation or not. After the discipline review, students may be placed on probation for the next quarter or the remainder of the year. The student, parent, director of students and principal will sign a **behavior contract** which outlines what must be done by the student in order to be removed from probationary status. **The length of the probationary period is at the discretion of the administration.**

Students should be aware that consequences for behavioral infractions may be escalated for a student on probation. If the student commits more serious infractions at any time, immediate suspension or disenrollment is possible. If a student demonstrates a lack of concern or chooses not to change his behaviors during the probationary period, **the family will meet with the US principal and/or the Head of School and the student's enrollment may be terminated.**

Note that more serious issues that may lead to immediate probation, suspension, or expulsion include but are not limited to fighting, insubordination, abusive language, truancy, forgery, fraud, harassment, theft, vandalism, bullying, threats, or use of illegal substances.

Weapons - The possession of any weapon on campus or any school-sponsored activity may result in disciplinary action up to expulsion. Substance Abuse - School administration may take action to correct a situation in which some controlled or non-controlled substance is being used and is impairing the educational process. Additionally, the administration reserves the right to search a student's vehicle, locker, belongings and clothing at any time if reasonable suspicion exists.

Sequence of events:

- Discipline Review: a contract may result with outlined behavioral expectations
- Possible behavioral probation: A behavioral contract will be signed by the student, parent and administration.
- Monitoring of the period of probation: Student's behavior is monitored by the Upper School administration. Consequences are determined by student actions during this time. If the behavior of the student does not change, the student may be disenrolled. This disenrollment may occur at any time.

Expulsion

Students who show 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 or off campus may be asked to immediately withdraw. Expulsion requires a meeting with the Head of School. Parents may appeal the expulsion of their child to the School Board. The Head of School recommends students for expulsion. Students who are asked to leave for disciplinary reasons are not allowed on school grounds for a minimum of one calendar year following the dismissal.

Reporting Offenses

Westminster Christian Academy is required by law to report serious offenses (those offenses that may constitute violations 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

Students should come to school understanding that the purpose of daily activity is learning, thus the goal of the dress code is to foster a standard of modesty, neatness and appropriateness in attire, recognizing that one's dress is ultimately a matter of the heart (I Peter 3: 3-4). Student dress balances expressions of individuality with obligations to others. We have been created by God for relationships, and therefore, there is a need for each individual to govern his personal behavior for the benefit of others.

Dress code rules are in effect during exam week and when students participate in any school sponsored trips.

Monday, Tuesday, Wednesday, Friday:

Female Students:

- Khaki type fabric or blue jean pants, shorts, skirt, skort, or jumper, with appropriate top. The length for shorts, skirts, or dresses must not exceed the length of 3 inches above the knee cap on the front, back, and sides. See through materials are not acceptable.
- **Leggings may only be worn with a dress or skirt that meets or exceeds the length of appropriate dresses/skirts. Leggings must be a solid color without patterns.**

Shirts/Tops:

- Crew neck shirts, appropriate t-shirts (WCA spirit wear, college/sports spirit wear, Christian messages, appropriate corporate logos) polo style tops, Oxford style shirt/blouse
- **Camisoles, bras, bralettes, and other items designed to be worn only as undergarments should not be seen other than at the neckline.**
- Sweaters may be worn provided the required shirt/blouse is worn underneath.
- Any clothing worn must not be tight-fitting, cropped, or low cut in the front, back, and sides. Tops exposing shoulder blades are not acceptable school attire.

Male Students:

- Khaki type fabric or blue jean pants or shorts with appropriate top. Belts are recommended but not required. The length for shorts must not exceed 3 inches above the knee cap.

Shirts/Tops:

- Crew neck shirts, appropriate t-shirts (WCA spirit wear, college/sports spirit wear, Christian messages, appropriate corporate logos) polo style tops, Oxford style shirt/blouse

Chapel Day or Special Programs:

Female Students:

- Must wear dress pants or skirts that meet or exceed the standards of school. Colored pants in denim type material are acceptable as long as they are not too tight. Students who wear pants deemed to be too tight will be asked to change.
- Modest dresses that meet the dress code descriptions.
- Modest dress blouse or polo style / collared shirt
- Sweaters or appropriate jackets.

Male Students:

- Must wear pants
- No shorts, denim jeans or hooded sweatshirts on chapel days.
- Polo style or Oxford type shirt tucked in.
- Belt is required
- Sweaters or appropriate jackets may be worn over chapel attire.

P.E. Clothing:

Female Students

- Appropriate t-shirts, athletic shorts, or athletic sweatpants
- Appropriate athletic shoes

Male Students

- Appropriate t-shirts, athletic shorts, athletic sweatpants
- Appropriate athletic shoes

Unacceptable Dress Code – All Students

- Tank tops, halter tops, camisoles, spaghetti straps, bralettes, sheer, off the shoulder or backless tops – (unless covered by a dress code approved top)
- Inappropriate t-shirts (inappropriate graphics or messages, i.e. Greek organizations, bands/ concerts, divisive messages, derogatory or controversial)
- Any shirt that reveals the midriff when the student sits or reaches
- Sportswear material or athletic-style shorts or pants
- Camouflage pants or shirts (Camouflage jackets or pull-overs may be worn)
- Shorts, jeans, or pants with frayed areas, holes or patches
- Chains on belt or wallet; any item with spikes
- Hats, caps, or overly ornate hair accessories worn inside the building or classrooms

- No costume style accessories allowed (Exceptions at administrative discretion)
- Body piercing (other than earrings for girls), elaborate and/or distracting makeup, hair colors, hair accessories or styles
- Tattoos (temporary or permanent), branding, or other permanent markings
- Blankets, capes, and snuggies are not appropriate for school.
- Any manner of grooming or clothing that is too tight, revealing, distracting, or made of see-through material.

Hair and Accessories

- Hair is to be clean and neatly groomed. Extremes in styling are not allowed. (example: spiked, man buns, spotted or blotches of bleach or other abnormal, extreme colors or styles). Normal and conventional: hair color not obtained through "koolaid" type applications. Young men are to have their hair neatly trimmed and off the collar of a normal dress shirt, without the use of hair ties. barrettes or headbands. Boys and girls are to keep their hair out of their eyes.
- Boys should keep facial hair neatly trimmed.
- Hats and sunglasses are not to be worn at school except when special permission is granted.
- Anything that bears inappropriate or patently anti-Christian messages or symbols is not allowed.
- All students must wear appropriate footwear. No bedroom slippers are allowed.
- Students are not to be barefoot at any time.

Principals reserve the right to determine the appropriateness of clothing, hair and accessories. The expectation is that if asked to change, the student will do so willingly. If students are determined to not be in dress code, they will be removed from class until they are able to return in dress code and attendance policies will be applied.

Consequences:

1st Offense- Verbal Warning

2nd Offense- Written up on the Hub

3rd Offense- Loss of Privilege (ex. If a student continues to wear shorts that are too short, the student will be required to wear long pants)

Early Release

Any freshman, sophomore, junior, or senior wishing to participate in the early release privilege must have the required Westminster Hub form completed with parental permission on file with the attendance office.

High School students who are not yet able to drive themselves, but have the form on file, must be picked up by their parent or sibling in the back parking lot.

If you choose for your student to participate in early release and not participate in study period, he/she will no longer be assigned to a class, and, therefore, must leave campus at 2:40 every day. The study period time from 2:40 - 3:10 each day is designed to give students the opportunity to get a headstart on homework or seek help from an instructor. Students who choose Early Release and need special instruction from a teacher during study period time must schedule in advance with the teacher and give advanced notification to the attendance office as well.

Extended Care

As a service to Westminster parents who work, extended care is available for 6th through 12th grade students who cannot be picked up at the normal dismissal time at the Upper School.

Extended care is offered at the Lower and Upper campuses. Older siblings of elementary students may attend extended care at the Lower School with prior approval. **Younger siblings of Upper School students are not permitted to attend extended care on the Upper School campus.**

Extended care is not available on half days or for middle and Upper School students during exam weeks. Since extended care is an extension of the Westminster day, all school policies and procedures apply.

On the Upper campus, all students who are not under the direct supervision of a coach or teacher, and are not picked up by 3:45 will be sent to Extended Care and charges will apply.

1) Time

The afternoon times are from 3:30 until 5:30pm. All students must be picked up by 5:30pm to avoid late charges. Our staff must be able to leave at 5:30, therefore, all students must be picked up on time.

2) Location

Upper school extended care will take place on the Upper School campus. A specified entrance on the Research Park side will be used for pick-up of children in extended care.

3) Procedures

Students in extended care must be signed out by an adult or other approved guardian. Older students may sign themselves out when their ride arrives. Students are expected to obey all rules and all authority placed over them while in extended care. Those students who consistently disobey the rules will no longer be allowed to remain in extended care and must be picked up at 3:30pm.

4) Cost:

Aftercare is \$8 a day, which will be charged to your smart tuition account. In order to enforce the 5:30pm closing, a late charge of \$1.00 per minute per student will be assessed to parents picking up their children after 5:30pm.

Food and Drink

All food and drink should be consumed while in the cafeteria or other specifically designated areas. Food and drink may not be consumed in the classrooms unless given permission by the teacher. Students may not purchase food in the cafeteria or from vending machines during class periods without permission from faculty or administrators. Students may keep food or drink in tightly closed containers in their backpacks or lockers for consumption before or after school and at break or lunch. Food debris should not be disposed of in classroom trash cans. Larger trash receptacles are available throughout the campus. Students may have only water in clear bottles in the classroom, unless a teacher allows otherwise.

Health and Safety

Please keep your student's medical condition and allergies updated in the Hub. You can access the form by logging into Parents Web, Family Information, and Web Forms.

Parents of ill or injured students will be notified so that proper treatment can be provided by qualified medical personnel off campus. Westminster employs an RN who provides first aid in the event of an illness or injury. The nurse assists in providing health and safety to all students, dispensing of medicines, and special medical situations.

Any child presenting to the school office with an elevated forehead temperature of 100.0°F or higher, oral (mouth) temperature of 100.0°F or higher, or an axillary (under the arm) temperature of 99°F or higher will be sent home from school.

For the safety of everyone, rolling backpacks are not allowed on campus. Exceptions due to health reasons are at the discretion of the administration.

Returning After an Illness

Email or call your school nurse if your student tests positive for Covid-19, has been exposed to a positive case, or is absent due to any other illness. While maintaining confidentiality, the school nurse will then inform any other staff on a need to know basis.

Screen your student(s) each morning before arrival to campus. If they have had *any* of the symptoms below in the last 24 hours, please keep them at home and contact your school nurse. *Note, if your student develops any of these symptoms while at school, based on CDC guidelines, they will be isolated and sent home from school.

- Temperature of 100.0 or higher

- Close contact with someone who is positive for Covid-19
- Has a new onset or frequent cough
- Shortness of breath
- New loss of taste or smell
- Vomiting/Nausea/Diarrhea
- Sore throat
- Headache *and* Congestion

If your student has vomiting or diarrhea and has not been knowingly exposed to a positive case of Covid-19 within the last 48 hours:

- Students may return when they have been symptom free for 72 hours without the use of medication such as Zofran or Imodium.
- If symptoms persist for longer than 72 hours, a written medical release stating permission to return to school is required.

If your student has fever, shortness of breath, cough, new loss of taste or smell, headache *and* congestion, or a sore throat:

- Contact their healthcare provider
- Contact your school nurse
- A written medical release stating permission to return to school is required
- If your student is diagnosed with something other than Covid-19, they may return to school once they have been symptom free without the aid of medication for 24 hours
- If Covid-19 cannot be ruled out, your student will be required to quarantine for 10 days from the date symptoms began

If your student has been exposed to a positive case of Covid-19:

- Call or email your school nurse
- They will be required to quarantine for 10 days to monitor their symptoms
- Your student may attend school remotely as they are able
- If your student becomes symptomatic, contact their healthcare provider
- Contact your school nurse
- Contact tracing will be done if your student becomes symptomatic or tests positive

If your student is diagnosed with Covid-19:

- Contact your school nurse
- If your student tests positive and they are able to stay home for recovery, they may return to campus once no further symptoms are present, have had no fever for 24 hours without the use of medication, and it has been at least 10 days since their symptoms began or tested positive
- If your student tests positive and is admitted to the hospital, they may return once no further symptoms are present, have had no fever for 7 days without the use of medication, have been discharged from the hospital for at least 14 days, and have provided a written medical release

Covid-19

WCA will follow the Alabama Department of Public Health and CDC's guidance in regard to a positive case or exposure. Any individual who tests positive and is able to recover at home may return to campus once no further symptoms are present, have had no fever for 24 hours without the use of medication, and it has been at least 10 days since symptoms began or a positive test. Any individual who tests positive and is hospitalized may return to campus once no further symptoms are present, 7 days without a fever without the use of medication, been discharged from the hospital for at least 14 days, and provides a written medical release.

Individuals who were within 6 feet of someone who has Covid-19 for a total of 15 minutes or more, provided care at home to someone who is sick with Covid-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils, or sneezed, coughed, or somehow got respiratory droplets onto them would be considered a close contact. If a student or staff member is found to have been in close contact with a positive case, that individual would be notified and asked to isolate per ADPH and CDC current standards.

Persons who were positive for Covid-19 and completed their isolation become exposed to Covid-19 again, do not need to quarantine or get tested for up to 90 days as long as they do not develop symptoms.

Persons that develop symptoms again within 3 months of their first bout of Covid-19 should isolate and contact a healthcare provider to be evaluated for other causes of their symptoms, and possibly retested.

Medication

The dispensing of medicine is overseen by an RN. If the nurse is unavailable, a trained unlicensed staff member will administer medications. School personnel are not permitted to dispense any medication, whether over-the-counter or prescription, to students unless the appropriate forms and medication are on file in the clinic. The clinic does not supply stock medication. Students may not self-carry any medicine other than emergency medications, please see below for the required form.

All over-the-counter medication must have a **WCA Over-the-Counter Medication Form** completed and signed by a parent/guardian on file in the clinic before school personnel can administer any medicine.

Over-the-counter medications sent to school with a student must be stored in the clinic. All medicine must be in its new unopened container. Students may not self-carry any over-the-counter medication.

All prescription medication must have a **Prescriber/Parent Authorization Form** completed and signed by both the prescribing physician and a parent on file in the clinic before school personnel can administer any medicine. School personnel cannot deviate from any prescription label unless authorized in writing by the physician. Prescription medications must be brought to the nurse by a parent/guardian. All medicine must be in a current prescription bottle.

Special Medical Situations

If your student is absent due to hospitalization, a written medical release will be required in order for your student to return to campus.

If your student is absent due to a mental health emergency, a written medical release will be required in order for your student to return to campus.

For the safety of your student, please notify the school nurse, your student's teachers, or an administrator of any warning signs to look for or special treatment that needs to be administered in case of a medical situation. In the event of an emergency, if an ambulance is called to transport a student to the hospital, either the Upper School RN or Principal will accompany the student if a parent is not present.

Health Records

Immunization records (blue cards) are required to be on file by the first day of school by the State of Alabama for all students.

Library/Media Center

Westminster's library is housed in the modular building located closest to the main building. Print resources as well as computers are generally available for the students. Printing charges are 25 cents per side (50 cents for front and back). Students must present a pass from a classroom teacher to the library supervisor unless they are accompanying their class. Students without a pass will be sent back to class. The library is generally open from 7:30am until 3:30pm.

All materials require check 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 grades and official transcripts being withheld.

The library/media center is home to our online learning center and may not be available during class times.

Lockers

A locker is assigned to each student 6th – 12th grade. Sixth graders may have their lockers in the classrooms. Students may choose to use a personal lock to ensure the security of their belongings. Students should maintain their lockers and keep food and drink closed tightly when stored in the locker. The lockers are the property of Westminster, and the administration reserves the right to search lockers if a reasonable cause to do so has been established. If a student has problems with his/her locker, the problem should be reported to the front office so repairs can be made in a timely manner. Students who fail to clean out their lockers of trash and debris at the end of the school year will be fined \$25 billed to Smart Tuition.

Lost & Found

Lost articles are housed in the Lost & Found closet. Students need to take responsibility to check for lost items as soon as it goes missing. Periodic sales are held and remaining items are donated to charity. The money raised through the sale is used to fund school events through the Student Council. Lost and found will be cleaned out frequently.

Off Campus School Activities

Off campus activities planned and supervised by school personnel, including field trips, retreats, class trips, and music competitions, are considered a function of the school day. Such activities are to follow the behavior and dress code policies set forth in this handbook.

Middle School Students (6th, 7th, and 8th graders) attend one extended field trip each year. These field trips are included in tuition, and it is expected that students will attend these camps unless there are extenuating circumstances, as these are part of the educational experience. Those students who are unable to attend these field trips will be given comparable work to be completed at home during these field trip days and will not attend classes on campus. The supervising teacher provides details of each of these field trips and the chaperoning opportunities. Student fees are non refundable if a student does not attend unless granted by administration, and this would be only under extreme circumstances.

School Trip Rules

These rules apply to all trips taken by Westminster groups, whether academic, athletic, or other co-curricular activities. All students and chaperones are required to abide by all rules.

1. In order for a student to attend an optional class field trip or competition, their tuition account must be current.
2. Chaperones will be given rooming assignments. In many cases, there will be one chaperone per student room. Couples who are chaperoning will be designated to student rooms and will not be sharing a room with other chaperones.

3. A curfew time will be set and enforced by chaperones.
4. All students and chaperones must travel together. Non-chaperones must provide their own transportation, rooms, and tickets.
5. Absolutely no drinking, smoking or gambling by students or adults on trips at any time.
6. Students must stay in groups of 3 or more of the same gender. No couples are to be alone, and no one should be walking around alone.
7. Students must stay with their chaperone at all times when designated.
8. Adults may not necessarily be chaperoning their own child.
9. Chaperones will set check in times and places during the day for their students to come meet with them.
10. Modest one piece swimsuits or tankinis are required for girls and female chaperones. No two piece swimsuits covered by a t-shirt. Guys may not wear speedos.
11. Siblings are not allowed on the trip.
12. Each trip coordinator will provide specific trip rules regarding cell phones and electronic devices.
13. Westminster school dress code applies to all trips. Guidelines are: modesty, moderation, cleanliness, neatness, and appropriateness.

School Office

Upper school office staff have many responsibilities and they are there to support the daily work of the school. Please respect the office staff and allow them to get their work done in a timely manner. The office is not intended to be a place for adults and students to visit during school hours.

Please schedule all appointments ahead of time as drop in visits will not be accommodated.

Security on Campus

At Westminster 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 each morning, admittance to all campuses for parents and visitors is restricted to the central school doors only. All entrances are locked to all outside entry. Visitors are buzzed in by the office staff.
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. All faculty and staff must wear Westminster issued identification badges during school hours.
4. After-school security follows the guidelines set forth in the Extended Care guidelines.
5. All campuses are closed to the general public. Students are to remain on campus for their entire school day unless checked out by a parent/guardian or they have permission to check out from parent/guardian.

Emergency Preparedness and Procedures:

In addition to the day to day events on our campus, there can be unusual emergency situations that occur. Some involve school closings while others deal with emergency situations while class is in session. As student safety is our top priority, it is the duty of all Westminster 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 are 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, 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. **It is our general policy not to release any student to the parents while the sirens are going off for a tornado warning.** This is to ensure the safety of you and your children.

Visitors or Intruders

All doors remain locked from 8:00am to 2:45pm. Any person seen on campus without a visitor's badge will be confronted by a school faculty or staff member and escorted to the front office. Doors are locked again at the end of afternoon dismissal/carline.

Senior Lunch (Wednesday)

Seniors in good standing (academics, attendance and behavior) must have written parental permission on file in the US office to leave campus for senior lunch. Seniors will be notified on Monday if they do not have the privilege for that week. Seniors must sign out before they leave campus and sign in upon return. Seniors who return late from senior lunch will receive a tardy. If a senior repeatedly returns to campus late, they will lose their senior lunch privilege. **ONLY** seniors have this privilege. If a Wednesday appears to have inclement weather pending, seniors may not be permitted to go off campus. They will be notified in time to order lunch at school. If possible, seniors will be advised that they may go off campus for lunch on that Thursday. Note that the time in the schedule is curtailed on Thursday.

Sexual Harassment Policy

It is the policy of Westminster Christian Academy to maintain an environment that is free of sexual harassment. Any form of sexual harassment is prohibited and will not be tolerated. This includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and/or other verbal or physical conduct of a sexual nature. Any student whose conduct toward or communication with another individual at Westminster that is of a sexual nature and deemed harassment is in violation of school policy; therefore that student is subject to suspension or termination depending on the severity of the case and the number of transgressions.

Students who feel that they have been subjected to or are a witness of sexual harassment should promptly report the matter to a division principal. All complaints will be promptly investigated.

Initial Complaint

A student who feels he/she is being subjected to harassment by another student may make a sexual harassment complaint. Other students, staff or parents/guardians who suspect sexual harassment is taking place may also file a complaint. The complaint may be made to the division principal and only progress further should that not resolve the issue. If a complaint of sexual harassment is not resolved at the division principal level within 15 days or if the alleged offender does not follow through with the resolution agreed upon, the person making the complaint may contact the Head of School.

The division principal or Head of School will inform the person who made the complaint of the results of the investigation as soon as possible. A confidential record of the proceedings and the outcome will be filed at the school.

Sexual Harassment by Westminster Employees

Any student who feels they have been subjected to sexual harassment by a Westminster employee must notify a division principal. Such allegations will be handled under the misconduct procedures of the appropriate collective bargaining agreement or reported to the appropriate authorities.

All complaints, formal or informal, verbal or written, of sexual harassment by a Westminster employee will be investigated and reviewed by the Head of School. The Head of School will discipline or take other appropriate action against any teacher, administrator or other school personnel found to have violated this policy.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Sexual Morality Policy

Westminster maintains a Biblical view of sexual morality (1 Thessalonians 4:3-5, I Corinthians 6:18-20) and all students should practice the highest standards of modesty and sexual morality. Engaging in any form of sexual immorality, on or off campus, is prohibited and will result in disciplinary action including but not limited to (1) suspension, (2) exclusion from regular school attendance and regular school activity participation (homebound education), (3) withdrawal of student from the school, or (4) expulsion from school.

Students who disrupt the school environment by promoting promiscuous practices or immoral behavior are subject to disciplinary action up to and including expulsion of the student. The administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment. The administration also reserves the right to make inquiries of students and parents regarding these issues and to expect truthful responses.

Sexual misconduct, including but not limited to:

- Any sexual contact or activity outside the allowances of the God-ordained institution of marriage
- Verbal abuse of a sexual nature
- Sexual innuendo and/or gestures
- Possession or distribution of pornographic materials
- Sexual harassment or other sexual misconduct.

Shuttle Services

Fee-based shuttle services are available between the Lower and Upper Campuses.

Shuttle from South Huntsville (if offered)

\$5/day per family; \$75 family cap/month

Shuttle between campuses:

\$3/day per family; \$50 family cap/month

Morning Shuttle route and times:

Leave Upper School going to Lower School- As soon as the shuttle is loaded (by 7:10 am)

Leave Lower School going back to Upper School- 7:25 am

Arrive at Upper School 7:45 am

The driver must leave each location promptly to ensure all students arrive at school on time. For everyone's safety, once the driver has left the parking lot, he/she will not stop and board any more students.

Afternoon Shuttle route and times:

Leave Upper School- 3:10 pm

Leave Lower School- 3:25 pm

Arrive Upper School- 3:40 pm

Lower school parents need to make sure your child's teacher knows he/she is a shuttle rider so the teacher can direct your child to the correct location. Seatbelts are expected to be worn while riding the bus. Lower school children must be picked up from the Upper School no later than 3:40. The Upper school aftercare program is not conducive for lower school children. Parents may park and walk up to collect children or pull behind the bus and a teacher will assist your child into your vehicle.

Social Events & Activities

Students and parents who wish to schedule additional events or activities on or off campus must adhere to the following guidelines.

Option A – Westminster Sponsored Event

If a parent and/or student group would like to host an event that involves Westminster students, they may request the school to sponsor that event. If Westminster agrees to sponsor the event, the coordination of the event is then turned over to school personnel. Westminster will determine the dress code, location, chaperones, etc. and may utilize Westminster letterhead, facilities, and run all financial transactions through the Westminster Finance Department. All communication related to the event will come from the Westminster division principal or designated staff member. Parents and students may volunteer to support and help run the event but the responsibility and decision making regarding the event remains with Westminster.

Option B – Parent/Student Group Sponsored Event

If Westminster declines the opportunity to sponsor an event and the parent and/or student group decides to proceed with the event, it is no longer affiliated with Westminster in any way. Fundraising efforts will not be permitted on campus. All funds collected and or spent in relation to the event must remain separate from Westminster Finance Department. Any and all correspondence must not be affiliated with Westminster, i.e. no use of letterhead or use of Westminster email or mailing lists. School facilities will not be permitted to be used in conjunction with the event. Westminster faculty and staff may choose to volunteer to assist, support, or attend any non-Westminster sponsored event, but they will not be directed to do so as an employee. Westminster faculty and staff present at non-Westminster sponsored events are

there independent of the school and their presence does not imply the school's endorsement of the event nor do they represent the school in any way.

Social Media Policy

Definition of Social Media

Social Media is any form of online publication or presence that allows interactive communication. This includes social networks, blogs, photo-sharing websites, internet forums, and wikis. Social media tools are constantly changing. Below are a list of tools that might be used by students, faculty, and staff.

- **Social Networking:** Facebook, LinkedIn, Ning
- **Microblogging:** SnapChat, Tumblr, Twitter, and Facebook
- **Social Media:** YouTube, Vimeo, Google Video, Flickr, Instagram, Vine, Reddit, TikTok
- **Social Collaboration and Creativity:** Prezi, Slideshare, Wikis, Google Apps, Blogging
- **Social Bookmarking:** Delicious, Diggo, Wakelet

Reminder: Social media platforms are not appropriate outlets for dealing with school issues. Parents are asked to refrain from making negative or disparaging comments about Westminster Christian Academy, its staff, or students, on social media sites. Westminster Christian Academy reserves the right to dismiss families from WCA who violate this request.

Purpose

Westminster Christian Academy understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in the fast-moving world of the Internet and “social media” - such services as Facebook, Twitter, blogs, and many other online tools through which people connect and share information. Social media can provide opportunities to create lifelong learners through access to a vast array of resources and experts, increase creativity and collaboration, and make connections with a diverse community of learners.

Student Guidelines

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. As a Westminster student, you represent the school even when you are not posting to social media during class time, and you should follow these guidelines anytime you post material that could identify you or your relationship to the school.

Below are student guidelines to adhere to when using Web tools in the classroom or in any way related to classroom or school activities.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions. However, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Adhere to all age restrictions on social media sites.
5. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
6. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
7. Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs, or other clips.
8. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
9. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
10. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, inform your teacher.
11. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

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. WCA reserves the right to search a student's vehicle at any time.

Substance Abuse Policy

Self Reporting

Westminster Christian Academy, in an effort to partner with parents, may consider drafting a 'probationary enrollment' for students who have a substance abuse problem when the parent or student initiates and informs the school of the issue (self-reporting). Westminster Christian Academy reserves the right to consider if the case is indeed a 'self reporting incident' and whether the violation allows for a probationary enrollment. If an investigation has begun, and there is already prior knowledge of the incident, it will not be considered a self-report. If a 'probationary enrollment' is granted, the school will partner with the parent in forming probationary requirements that may last until graduation. This probation may include counseling and testing at the parent's expense. Parents and students will not be allowed to "self report" more than once. The Head of School in coordination with the school board chair must approve all 'self reporting' exemptions. The administration strives to keep self-reporting confidential. In the case where a student self-reports, the student's parents/guardian will be informed. The intent/spirit of the self-report policy is meant for students who are truly under conviction and seeking restoration.

Proverbs 28:13: "He who conceals his transgressions will not prosper, but he who confesses and forsakes them will find compassion."

Random testing

Westminster Christian Academy's policy is to strive to maintain a drug free environment for all of its students. The school reserves the right to universally or randomly test students for drug use at any time. A part of the school's comprehensive substance abuse policy is to conduct universal and random drug tests as an additional deterrent to illegal use of controlled substances. The penalty for any violation of this policy may, at the recommendation of the school administration, be a request for withdrawal or expulsion of the student. Administration believes random testing is an accountability measure for students to encourage all to remain drug free.

Westminster Christian Academy reserves the right to conduct searches by the staff and administration of Westminster and to invite appropriate law enforcement officers to visit at any time to search for controlled substances. Searches may include the use of law enforcement officers, canines specially trained in the detection of narcotics and/or firearms and explosives, and other technologies. The school reserves the right to search any person or property, including automobiles, brought onto school premises. Any alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession. The possession of prescription drugs on campus is a violation of school policy. The possession of controlled drugs, including prescribed drugs, without a valid prescription is a felony. If, during a search of the school and/or school premises, any controlled substances are discovered, an arrest may be made pursuant to appropriate federal, state, or local law. Any student arrested during the course of a school search will be transported by appropriate law enforcement officials to the appropriate facility. The school has no authority to intervene with law enforcement officials.

Supply Lists

6th-8th Grade Supply Lists are posted on the school's website by July 18th.

9th-12th Grade receive their supply lists the first day of school including lists of trade books as needed for class.

Tardy Policy

We believe that instructional time is valuable, and we encourage punctuality. Westminster requires students to be on time for all classes. Students who arrive after first period has begun must sign in at the main office.

A tardy becomes an absence when the student misses more than 15 minutes of class.

Four (4) tardies will equal one absence. [These tardies can come from one class or any combination of classes.]

If a student has excessive tardies, the division principal may meet with the parents and the students to determine if there is an issue that needs to be resolved.

Tardiness will be handled in the following manner:

First: No penalty

Second: No penalty

Third: Warning to student

Fourth: Tardies now equal 1 absence and a tardy detention will be assigned

Continuous violation may result in further disciplinary action, possibly suspension. Any action is at the discretion of the principal.

Fifth: Tardy detention assigned

Sixth: Tardy detention and Saturday school assigned* **

Seventh: Parents will be contacted by the principal

Eighth: Out of School Suspension (Meeting with student, parents, and administration must take place prior to the student returning to school)

NOTES:

Tardies will start over at the beginning of each quarter. However, a student who demonstrates a consistent pattern of being tardy could find these consequences enforced earlier in the process.

*A \$30 fee will be assessed each time Saturday school is assigned

**Seniors will lose senior lunch privilege for the remainder of the quarter upon receiving their sixth tardy.

Technology

Cell Phone & Electronic Devices

Acknowledging that we live in an ever-changing technological landscape, Westminster Christian Academy asks that parents partner with the school, the administration and the faculty to educate, train and monitor student use of devices. Applications are invented each day with both positive and negative outcomes. It is impossible to predict and prevent ALL student abuses of said instrumentation. Nevertheless, we will strive to collaborate with parents and do all within our power to support a healthy educational environment.

No smart watches or wireless earbuds are allowed during the school day. No earbuds, earphones, or airpods allowed unless assigned by a teacher for use in class.

High School students are permitted to use a personal cell phone before school, after school everyday and during morning break (Monday, Tuesday and Friday only). Personal electronic devices (PED) may be used ONLY for academic purposes with permission of the instructor during class. This permission does not extend beyond the designated time period given by the instructor. Any violation of this policy will result in the PED being confiscated. *Administration reserves the right to randomly search phones/PEDs when there is probable cause.*

Middle School students **ARE NOT** allowed to use a PED during the school day until final dismissal. A Middle School student must keep their personal electronic devices (cell phones, iPod, etc.) in their school locker or bookbags during the school day. Instructors may choose to allow students to use PEDs during class for instructional purposes. This permission does not extend beyond the designated time period given by the instructor. PEDs ARE NOT required and options will be provided for students who do not have access. Students should use the office phone in the case of an emergency, illness, confirming a checkout or other instances deemed necessary by the office personnel.

Please make students aware of appointments and transportation arrangements before they leave for school. If necessary, parents may email their students during the day and should not text. Any violation of this policy will result in the PED being confiscated and student fined. If a parent chooses to text a student during the school day, the student is subject to consequences. Parents are always welcome to call the school directly and leave a message for the student. Those messages will be delivered.

Administration reserves the right to randomly search phones/PEDs when there is probable cause.

PED Violation Consequences:

First Offense: Warning and phone confiscated until the end of the school day.

Second Offense: Phone taken through end of school day. Student must meet with administrator before retrieving the phone.

Third Offense: Parental retrieval from principal and loss of cell phone privileges for semester/school year as determined by the administration.

If a student continues to disregard the policy, consequences escalate.

Students using PED to monitor documented medical conditions that utilize such technology are exempt as long as this technology is used as intended. Teachers and staff will be notified by the school nurse of students with this need.

Students are to be aware of the Westminster Responsible Use Policy for all electronics. No images, video, audio, etc. are to be transmitted inside/outside the classroom except with permission. Additionally, no student/parent is permitted to create a social media profile that appears to represent the school. All such profiles are the exclusive right of Westminster Christian Academy and are to be created and used solely by designates of the school. Any device capable of connectivity (smart watch, etc.) will be treated like a cell phone on campus. Students are not permitted to use or wear them during the school day. They should never be taken out in the locker rooms. Failure to comply with these procedures will result in the student's device being taken up and the appropriate consequence administered.

Remote/radio controlled devices: No one may operate/fly any type of radio controlled/remote devices on/above the property of Westminster without permission and direct supervision of a staff member.

Game playing on PEDS or calculators and the use of laser pointers or pens without permission is strictly prohibited during school hours and students will be subject to the appropriate consequences.

Students should use the office phone in the case of an emergency, illness, confirming a checkout or other instances deemed necessary by the office personnel.

Messages from parents to students about anything other than school related matters are strongly discouraged.

All calls for permission to check out must be made from the office. It is the parent's responsibility to call the school in the case of a student's absence. Parents should email their students if needed and not text. Students are still subject to discipline even if the parent is the one texting the student.

In the case of athletic cancellations or changes, the Athletics Department notifies the main office and information is transferred to students before the designated departure time or in between classes, whichever comes first.

Other co-curricular activities will be handled in a similar fashion.

Personal Mobile Device Policy

Westminster Christian Academy allows the use of personal mobile devices as an educational tool only and use is considered a privilege. These devices include: laptops, netbooks, cell phones, smartphones, iPads, tablets, and eReaders. Failure to comply with the following guidelines may result in the loss of privileges. The parents will be notified and any consequences set forward in Westminster Christian Academy's code of conduct will be enforced. **Gaming devices and watches** with internet access are not allowed. See **Cell Phone & Electronic Devices** for information specifically relating to cell phones.

Guidelines

1. Device use is at the discretion of faculty provided use meets specific educational needs of the student and is deemed necessary for the student's academic progress. Middle school students are **NOT** required to bring a personal mobile device. Students in grades 9-12 must only have a laptop.
2. Mobile devices may include laptops, netbooks, tablets, smartphones, and eReaders. Handheld gaming devices and gaming consoles are not allowed.
3. Personal devices must use the WCA student wireless network connections when accessing the Internet or online resources from the school campus. Students are not allowed to create or join unauthorized wireless or wired networks to bypass WCA's filtered student wireless network.
4. Students and parents must sign and complete the *Responsible Use Form* through their Hub account before the student may participate in BYOD.
5. The owner assumes all liability for damage, theft, or loss of any personal computing device. WCA is not responsible for any monetary charges that may occur while the student is using the device.
6. Anti-virus software is required before use of personal laptops.
7. Use of a personal device in class is at the discretion of the respective teacher.
8. A student must turn off and put away his/her device when requested by faculty or staff.
9. Students may not use their personal mobile device inside or outside of the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of

others, including but not limited to using the device to cheat, to violate school conduct rules, to harass or bully students or staff, or for unlawful purposes.

10. Before recording audio or video or taking a photograph, a student must obtain permission from a teacher or campus administrator and from the person being recorded or photographed. The student must obtain the same permission before publishing, posting, disseminating, sharing, or transferring audio/video recordings or photographs/images.
11. WCA may examine a personal device at any time for the purpose of verifying that it is in compliance with this policy.

Students are expected to demonstrate digital citizenship by conducting themselves in a safe, legal and ethical manner at all times.

School Owned Devices

School owned devices are available for both teacher and student use. The use of these devices is restricted to educational use only. Optimal settings are determined by the IT department and students should refrain from changing settings on school owned devices. (including backgrounds and search settings). Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment is prohibited on any device provided for student or teacher use such as, but not limited to:

- Tablets
- Laptops
- Desktop Computers
- Media Equipment
- Peripheral Devices

All school owned devices must remain on-campus and be stored in the assigned locations with the exception of laptops issued to teachers, administrators and 6th through 8th grade students.

Technology Responsible Use Policy

By facilitating 21st century skills including collaboration, problem solving and creativity, Westminster Christian Academy utilizes technology to enhance instruction, promote lifelong thinking, learning and communication skills necessary for success in a 21st century global community. WCA envisions its students as global citizens and leaders in the 21st century. To reach this goal, it is important that students learn to use technology as a productivity tool rather than simply a social networking and gaming tool.

Westminster Christian Academy utilizes technology to prepare students to become a valuable part of their Christian community. Students will learn to use technology in a healthy way that will foster collaboration and community. A disciplined use of technology that is in tune with a Christian worldview allows our students to collaborate and connect with others to draw people closer to Christ and foster community. Students will be able to investigate and discern issues in their communities and become a part of the solution.

Technology Resources

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 technology use form. The use of Westminster Christian Academy's technology resources is a privilege, not a right. The privilege of using the technology resources provided by WCA is not transferable or extendible by students to people outside the school and terminates when a student is no longer enrolled at WCA.

The use of personal laptops or tablets is allowable for grades 9-12 only after the student has completed the BYOD Acceptable Use Form. Information including the MAC address of any personal device brought on to campus may be recorded for monitoring purposes. Individual student use in the classroom is at the discretion of the teacher. Students are expected to respect the management policies of each individual teacher.

Student Responsibilities

Students are expected to demonstrate digital citizenship by conducting themselves in a safe, legal, and ethical manner at all times. Responsible conduct keeps students and staff safe and helps ensure the integrity and functionality of the school network to maximize learning opportunities. 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."

How should the Internet be used?

The Internet is 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. Students are expected to return all school technology devices to the appropriate location. Refrain from eating or drinking near computers.

The following policies apply for student use of technology whether through the use of technology devices provided by the school or personal devices cleared to be on campus. These policies are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of these policies, technology privileges may be terminated, access to WCA technology resources may be denied, and the appropriate disciplinary action will be applied. The WCA Student Handbook will be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

As a student, you are expected to respect and protect the:

Privacy of Yourself and Others (Philippians 2:4)

- Be prepared to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
- Be aware that once something is posted to the internet, it is permanent. Always remember that information online is available to people you do not know.
- Seek permission before recording or photographing classroom presentations or activities.
- Protect your password and your account – refrain from sharing your password with another person. (You are responsible for anything that happens under your account.)
- Student WCA email accounts are for school use only. Email accounts will be deleted 30 days after graduation or immediately upon expulsion or withdrawal of Westminster students.
- Protect your personal information and that of others while using the Internet.
- Access only your account, e-mail, work and folders - do not use that of other students.
- Use of the computer or the Internet to hurt, harass, attack or harm other people or their work will not be tolerated.
- Avoid any action that violates existing school policy and standards, school or biblical standards, or public law.
- Refrain from viewing, sending, or displaying obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
- Students will not meet with anyone they have met online without their parent's approval and participation.
- Students will inform teachers and other school staff about inappropriate messages they receive, or about any message that makes them uncomfortable.

Integrity, Availability, and Security of all Technology Resources

- Computers, ipads, software and other technology tools are to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- Internet access requires the direct supervision of a faculty or staff member at all times.
- 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.
- Ask permission prior to installing software, downloading files, games, programs or other electronic media. Please remember that opening an attachment from email is considered downloading a file – ask first!
- Refrain from the posting of electronic chain letters and other useless information to avoid network degradation.
- Do not use the school's Internet/email accounts for financial or commercial gain or for any illegal, immoral, or any activity not consistent with school policy and standards.

- Use of anonymous and/or false communications is prohibited.
- Using and/or viewing of streaming video requires prior approval of a staff or faculty member.
- Bypassing or attempting to bypass WCA web filtering or monitoring is prohibited.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the discipline outlined in the WCA Student Handbook.
- Refrain from changing settings on school owned devices. (including backgrounds and search settings)
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment is prohibited.

Learning Community

- The use of blogs, wikis, podcasts, cloud storage or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.

Intellectual Property of Others

- Provide appropriate attribution for any materials gathered using information technology, using all resources to the maximum degree allowed by Federal copyright laws.
- Do not copy logos and/or trademarks for personal use, this includes all WCA logos.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of rules listed in the WCA Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, pictures, movies, music and text.

Parent/Guardian Responsibilities

- Talk to your student about the standards that your family should follow in the use of the Internet.
- Encourage maintaining Christian values in all activities.
- You may choose to opt out of technology use for your student by marking this on the Acceptable Use Policy Form. Be aware that students are still responsible for meeting course requirements through alternative methods.

Please note that the administration reserves the right to read emails or files stored on the computer.

Student Discipline

All applicable policies from the Student Handbook apply to use of school technology. Additionally, if a student violates any part of the above policy, the student may receive the following disciplinary actions:

1st offense - Student violation will be recorded in the Westminster Hub.

2nd offense - Two weeks of suspension of technology privileges including the use of the student's own devices on school property (student are still responsible for all required work using alternative platform or be completed at home per the teacher's discretion.)

3rd offense - Loss of all technology privileges including the use of the student's own devices on school property for a length of time determined by the administration.

Students who lose access to technology services will be required to turn in all personal technology devices to the front desk and pick them back up at the end of the school day. They will not bring these devices into the school hallways or classrooms.

Web-Based Software (Web 2.0 tools)

Web 2.0 describes World Wide Web sites that emphasize user-generated content, usability, and interoperability. A Web 2.0 site allows users to interact and collaborate with each other in a social media dialogue as creators of user-generated content in a virtual community, in contrast to websites where people are limited to the passive viewing of content. Examples of Web 2.0 include social networking sites, blogs, wikis, folksonomies, video sharing sites, hosted services, Web applications, and mashups. (Retrieved from https://en.wikipedia.org/wiki/Web_2.0)

Students 13 or younger

For students under the age of 13, teachers should consult the terms of use for the particular tool being considered. Students must understand that any tools used are strictly for educational purposes. The same guidelines apply as outlined above for all other internet use.

Students over 13 years of age

The terms of use for most Web 2.0 tools limit use by students under 13. It is still recommended that the teacher checks the terms of use before using a Web 2.0 tool. Students will understand that any tools used are strictly for educational purposes. The same guidelines apply as outlined above for all other internet use.

Teachers, [Web 2.0 Tools for Henderson County Schools](#) provides a valuable resource of the most common web tools in use for education. Teachers will determine appropriate use of the tools and ensure that students use the tools for educational use only. WCA and its teachers will always use digital tools or apps in a way that is consistent with the ***Children's Online Privacy Protection Act (COPPA)***. Parents may deny access to any specific digital tool by notifying their child's campus administrator in writing.

Telephones

The telephones in the office are for school related business only. Students will not be called out of class to answer telephone calls and leave messages. Please handle family communications prior to the school day. Office personnel should not be expected to continually deliver messages regarding appointments, transportation, and other business to your student. Messages of an emergency nature from parents will be communicated to the student. Student cell phone use during the school day is intended for educational use only, so please do not text or call your students directly during the school day. **Phone calls and text messages from parents distract students and classes from academic focus. Please partner with us in**

providing the best scenario for academic success for your student by communicating with your students during the day via the school office.

Textbooks

Textbooks are furnished by the school and, therefore, remain the property of WCA. Students are responsible for the care of textbooks and fines are assessed for any damage beyond normal one-year use. Those with any amount of water damage will be charged full replacement cost. Students are required to cover their books by the end of the first full week of school. Heavy paper is required as the slinky stretch covers are slippery thus damaging the book binding when dropped. At the first sign of damage, please come to the Curriculum Office for repair before the damage worsens. Also, if you receive a book with damage that is not marked with a year, please bring it to the Curriculum Office by Aug. 14th.

Students have until August 19th to cover textbooks or a \$5 fee is assessed for each book not covered. Random checks will be done during the school year for covers with a fee being assessed if a textbook is not covered. Anytime a textbook is found to not be covered, there will be a fee assessed. These fees will be billed to your Smart Tuition account.

Weather Announcements

Westminster determines school closings or early dismissals in as timely a manner as possible. In the event of inclement weather and poor traveling conditions, public announcements will be broadcast on all three network television stations, through Westminster Hub and email. In addition, we post any closings or early dismissals on the school's web page and social media (Facebook, Twitter).

Section 4 - Program of Instruction

Academics

Assignment to specific classrooms or teachers

At the upper-school level, the upper school administration makes these assignments. 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.

Class Levels

Many academic courses are offered at two ability levels, with a few offered at three. Level placement is based on student and parent request, testing results, teacher recommendation, and administrative approval.

College Preparatory : College Preparatory courses are designed to insure that students have the necessary foundation to perform successfully in the typical college or university setting.

Advanced and/or Pre-AP: In Advanced or Pre-AP courses, students progress quicker, more in depth, work independently and cover more material than in the College Preparatory level. Pre-AP courses receive a .5 bump in GPA. Not being able to be placed in a Pre-AP, does not preclude a student from later taking an AP course.

Advanced Placement: AP level courses are available in Biology, Calculus (AB), Chemistry, English, Physics, Statistics, US Government, and US History. All students in AP courses are required to sign a contract of commitment and take the appropriate AP exam given in May each year. AP courses receive a 1.0 bump in GPA.

Students who wish to drop an AP course once the contract has been signed and submitted may do so only at the discretion of administration and space availability in a non-AP course alternative.

Dual Enrollment: Juniors and seniors are able to dual enroll in college for courses that are not offered at Westminster. Dual enrollment means that the student is enrolled in two separate, academically-related institutions. WCA maintains a dual enrollment agreement with The University of Alabama in Huntsville and Calhoun Community College.

A Dual enrollment course will add an extra point to a student's grade point when a grade of an A, B or C is earned. For example, a grade of 95 normally receives 4.000 grade points, but in the case of a Dual enrollment class will receive 5.000 grade points which are figured into the student's weighted grade point average (GPA).

A semester dual enrollment class receives 0.5 credit hours in high school; therefore, in order to receive a full credit (1.0 credit) for a core class, the student must complete two college level courses in the same subject area.

Students are responsible for completing the necessary paperwork for course approval. Dual enrollment courses must be approved by a principal and the college and career advisor.

College and Career Advisement (Guidance)+

The guidance office is available for all upper-school students. Services include educational planning and scheduling, and occupational, vocational, and college advising.

Dropping or Adding a Course

Courses may be dropped or added before the end of the 1st full week of a semester. A Drop/Add Form must be obtained from the front office and signed by the student, parent, and counselor. All requests are subject to approval by administration. When extenuating circumstances warrant a class withdrawal after the drop add period, withdrawals are documented on the student's transcript as WP (passing at time of withdrawal) or WF (failing at the time of withdrawal). Students may not drop a 1.0 course at the end of the first semester and receive (0.5) partial credit. The first schedule change is free.

Each subsequent change will result in a charge of \$25 being billed to the student's Smart Tuition account. **Online course drop dates may be different. Refer to course orientation.**

Exams

Semester exams are given in most courses at the upper school level (8-12). Middle school students are not allowed to exempt exams. The only exceptions would be if a middle school student is taking a high school level course and the teacher grants exemptions.

- ***Sixth and seventh grade testing days:*** Sixth and seventh grade students take a chapter test or have an alternative assessment during the allocated time of semester testing days. This test counts the value of a regular chapter test.
- ***Eighth grade:*** All eighth grade students take semester exams that are comprehensive only for that semester. These exams will be weighted and count 10% of the final semester grade.
- ***High School Exams:*** For all high school students (9-12), semester exams will be comprehensive for the semester and count 20% of the final semester grade.
- ***Missed Exams:*** If a student misses an exam, the student must make arrangements with the appropriate teacher to make up the exam.
- ***Exempt Exams:*** In order for high school students to exempt exams, the student must maintain a 90.0% or higher and no more than 4 absences during the semester. Faculty members may choose to not allow exemptions in their course.

Graduation Requirements for Seniors - Class of 2021

Courses	Units
Bible	4 Units
English	4 Units

Math (Alg.I, Geometry, Alg II required)	4 Units
Science (Biology & Chemistry & above)	4 Units
Social Studies (World History 1, US 1 & US 2, Gov. & Econ or AP Government)	4 Units
Speech/Leadership*	.5 Unit
Foreign Language**	1 Unit
Computer Applications*	.5 Unit
Health	.5 Unit
Physical Education	.5 Unit
Fine Arts	1 Unit
Electives	2 Units
Total Credits	26 Units

*Required for students entering the 9th grade effective 2014

****Graduation with Honors Requirements**

2 credits foreign language

2 or more AP or year long Dual enrollment classes

3.75 GPA

High School Grades

A student receives credit for a course when completed as designed (1.0) with a passing grade. Seniors must fulfill all graduation requirements by the end of the senior examination week in order to participate in the graduation ceremony and receive a diploma. Seniors who fail to meet these requirements will be placed on a contract specifying what work is to be completed for graduation and will not be allowed to participate in the graduation ceremony. The student will have until the end of the summer to complete the work or permanently forfeit the right to graduate. Emergency circumstances, such as an extended illness, will be taken into consideration.

Failing grades are handled as follows in grades 9th – 12th:

Credit for any course with a failing grade must be recovered by one of the following:

- Course may be repeated during summer school via a local public school or *Sevenstar*. (Athletes needing to recover credit must select this option in order to be eligible for competition the following school year.)
- Course may be repeated the following school year (grade replacement is not an option)

Homework

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

Integrity/Cheating Policy

A good learning environment requires that students treat others with respect. For this reason, all students are expected to conduct themselves in the classroom with integrity and concern for others. Tardiness to class, cheating, disrespect for the ideas of others, talking while others are speaking, sleeping, and other behaviors are unacceptable because they impact the classroom climate. Cheating is defined as any borrowing or sharing of information that you submit as your own. This includes receiving or giving help on any test, copying homework and submitting it for a grade, and copying and pasting from the internet. All syllabi contain the school's definition of cheating. The consequence of cheating is a zero on any assignment.

Plagiarism amounts to lying, cheating, and stealing. It is a serious academic offense and will be treated as such. If you take information from a text (electronic or otherwise) and do not cite the source, if you present an idea in a work and claim credit when it is not original, or if you quote without giving credit to the author, the student will be cited with plagiarism. No one may not copy information from an encyclopedia or from an internet source without documenting that source. If there are questions about whether something is plagiarism, please see the teacher.

Consequences for Cheating

1st Offense- Zero given for assignment.

2nd Offense- Zero given for assignment and suspension from school.

3rd Offense- Zero given for assignment, suspension from school, the student and a parent must meet with administration before student is allowed back in school.

Middle School High School Credits

Math Placement Policy

Westminster is committed to providing appropriate math placement for students. The following criteria are used:

- Standardized test scores for Pre-Algebra placement in 7th grade
- Standardized test scores for Algebra I placement in 8th grade
 - As Algebra I is a high school level course, the grade and course credit will appear on the student's high school transcript. (Once placed on a transcript, grades cannot be removed)
- Previous course grades
- Teacher recommendation
- Evidence of a strong work ethic/organizational skills and maturity
- Parents and students must understand that a higher workload is to be expected and that the student's best efforts may not mean that an A or B grade is earned. Classes may consist of students from higher grade levels and will be managed accordingly. Students are expected to have the maturity to function well in this setting.

Middle School Grades and Moving to the Next Grade

A student must earn a grade of above 64.5 in order to pass a course. Middle school students who fail a core course will be required to complete summer course work in order to move on to the next level. If a student fails three or more subjects, the grade level must be repeated.

NCAA Eligibility

Students in grades 9-12, who are candidates for positions on Division 1 and/or Division 2 University level athletic teams, should contact the counseling department for more information on NCAA Eligibility. For detailed information, visit the link below:

<http://www.ncaa.org/student-athletes/future/eligibility-center>

Online Course Policy

Westminster Christian Academy offers online courses through *Sevenstar Academy*. These courses are only available to Sophomore, Juniors and Seniors with pre-approval from administration. Online classes are not offered for any class that is taught on campus; however, consideration will also be given in the event of a scheduling conflict. WCA covers the cost of one online course per student. Parents are responsible for a \$45 enrollment fee and fees incurred as described in the Online Course Agreement should the student leave a course before completion. WCA does not cover the cost of any summer courses or credit recovery. The Online Learning Policy Document and Contract are located in Appendix H of the US Course Description Guide.

Valedictorian and Salutatorian Eligibility

A student must have attended Westminster as a full-time on-campus student during the last two years of high school to be eligible for valedictorian or salutatorian.

Westminster's Grading Scale

The official marks for the upper school is reported on a scale from A to F. The following table converts from a numerical system to the letter grade scale:

A+	98-100	4.334	C+	77-79	2.334
A	93-97	4.000	C	73-76	2.000
A-	90-92	3.667	C-	70-72	1.667
B+	87-89	3.334	D+	69	1.334
B	83-86	3.000	D	66-68	1.000
B-	80-82	2.667	D-	64.5	0.667
			F	less than 64.5	0.00

Academic Honors

Honors Graduate

Refer to the graduation requirements chart for honor graduation requirements.

Academic Support Services

Believing that all children are the image bearers of Christ and are created to be useful members of the Body of Christ, Westminster Christian Academy strives to support our students with the best educational opportunities through its academic programs. The goal of the Academic Support Services is to enable the school to meet the diverse educational needs of each student while equipping the whole child for life from a Biblical perspective. WCA is not a special needs school, nor is it equipped to provide individualized educational programs for students with significant physical, cognitive or mental disabilities.

At the Upper School, Student Learning Plans (SLP) are designed for students with diagnosed learning disabilities, learning differences, language processing impairments; and/or attention deficit hyperactive disorder. This resource program offers limited remedial work in reading and math but runs parallel to and supports the existing curriculum. Accommodations will be provided in order to meet each student's needs.

The **Upper School program** is a coaching-consultation model. Designed to train and support students on the building of self-advocacy skills and personal accountability, our goal is to give students the tools to succeed in an academic environment, function as independent learners and be better prepared for post graduation life.

The following guidelines support the School's intention to provide the best education possible for each student.

- a. To be eligible to receive special services a student must have appropriate documentation indicating a need for special consideration. A written evaluation current within five years that includes diagnostic test results from a licensed psychologist or psychometrist meets criteria requirements for documentation.
- b. The school's Director of Academic Support reviews testing and makes the appropriate recommendations regarding eligibility, placement, and the addition of accommodations to the prospective student's academic program.
- c. Definition of Accommodation and Modification:
 - Accommodation does not reduce the required material to be learned and assessed. It simply accommodates different learning styles. This is not reflected on the report card/ transcript and does not affect diploma type. Individual SLPs are developed for upper school students.
 - Modification is either content reduction or working with a point base. Modifications to content are noted on transcripts and *limit the student's candidacy of diploma to a WCA High School regardless of the student's choice of courses*. Westminster does not make modifications at the US.
 - Students with Dyslexia will not be counted off for spelling errors unless they were given the opportunity to research, look up, or otherwise find the correct spelling before the assignment was due (the exception being a spelling test).
 - Students are encouraged to use self-advocacy to assure that the accommodations are carried out. This can be done over email or in person. Students may also contact marshall.ellson@wca-hsv.org for assistance.

Academic Probation Policy

Academic Watch

Existing Students: Because WCA desires to provide the opportunity and support for all of our students to grow academically, any student who has an F in one or more classes, and/or a D in two or more classes at the end of any quarter of instruction will be put on *Academic Watch*. The student is assigned to work with the Academic Support Coordinator (ASC) to determine a course of action to help that student find academic success. During the quarter of grade improvement, the student will be required to attend a rotating study hall with the teachers of the courses where there is a risk of failure, as well as regularly meet with the ASC.

Academic Probation

If, after working with the ASC on *Academic Watch* for one quarter, that student still has an F, and/or a D in two or more classes, she/he will be placed on *Academic Probation*. Probationary periods last nine academic weeks and may carry over to a new grading period.

The principal or academic support coordinator will notify parents of the student's probationary status and the intended plan of action so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. The student, parent, ASC and/or principal will meet to sign the

probation contract defining the course of action and consequences if improvements do not occur by the end of the semester.

If, at the end of the probationary period, the student has at least a C average in all classes, the probation will be lifted. However, if the student does not make sufficient progress, the family will meet with the US principal and the Head of School and the student may be disenrolled.

Sequence of events:

- Any Quarter: Referral to Academic Support Services
- Semester: Academic probation with signed contract
- Subsequent quarters: Student is evaluated for progress. If the student has made significant improvement, the student may be taken off probation on the condition that the grades remain at a C or above. If a student still has Ds or Fs, the student remains on probation for one more quarter. If the student still has Ds or Fs, the student may be disenrolled. This disenrollment may occur in December or May.

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 spiritual and, therefore, it is imperative that God be part of that process. Guest speakers, musical groups, drama presentations, as well as Westminster faculty, staff and students lead these services. Attendance is required. Parents are welcome to join us for chapel at any time. Students will not be called out of chapel for appointments. Parents who must check out their student for a necessary appointment must do so before or after chapel.

Co-curricular Activities

Westminster offers a wide range of co-curricular and extracurricular activities for all grade levels. These activities are educational and offer opportunities that may not exist extensively in the classroom. Some are team oriented while others are for individual participation. However, participation in student activities is a privilege rather than a right. All co-curricular participation must meet eligibility requirements.

We have a commitment to honor the Lord's Day (Sunday) and will, therefore, restrict participation in extracurricular activities on that day. We also discourage activities that do not allow our students to attend midweek services. Therefore, no co-curricular activities/practices are scheduled to extend into this time. On some occasions, there will be midweek sports activities that are scheduled by leagues and the Athletic Association. We try to avoid this whenever possible.

National Honor Society

Westminster's National Honor Society is a member of the John Knox Chapter. Membership for this organization is governed by the Society's national by-laws. Students are selected for membership during

their sophomore, junior, or senior year. Selection is made in part on the basis of service, leadership, and character, in addition to the required grade point average.

To help students determine whether to apply for NHS consideration, the school has put together the following objective rubric which will now be used to determine NHS members. Please read it over and use it as a guide in determining whether your student should apply for NHS membership. Students who meet these qualifications will be invited to apply.

- Student should have a cumulative 3.75 GPA. This includes any high school courses taken in middle school.
- Consistent evidence of service and volunteerism for at least 2 years
- Student should be well regarded by faculty and peers in regards to character
- Consistent evidence of perseverance and diligence
- Consistent evidence of leadership in the student body and faculty as determined by punctuality to school and class, respectfulness to faculty, staff, family, fellow students, and school property and modesty in dress, manner, and conversation
- Consistent evidence of truthfulness as determined by no evidence of deceit in talk, work, or sport

Overall careful consideration will only be given to students who demonstrate consistent evidence of respect for the school and its mission academically, behaviorally, and in their diligence to attend classes prepared, on time, and without violation of other school rules including dress code, technology use, and treatment of their peers and authorities over them. Details will be provided in the application which students are required to fill out on their own. Failure to meet service requirements, drop in GPA, persistent discipline infractions, breeches of honor (lying, cheating), will result in a member's removal from the National Honor Society.

Student Government

Class Officers

Each grade, 9-12, elects its own officers: President, Vice President, Secretary, and Treasurer.

The class officers are responsible for different functions, ranging from service projects to homecoming activities. Officers are elected by the students at the end of each academic year to serve the following academic year. All class officers and student council officers are required to purchase uniform pieces as designated by the class or student council sponsor.

Student Council

The High School Student Council is open to all students 9th through 12th grade. Students who want to run for office must submit an application. The Student Council representative serves for a period of one school year, August to May. Students must reapply to serve the following school year. A Student Council

representative must maintain an overall C average and must attend all scheduled meetings unless absence is approved by the Student Council adviser. The Student Council is responsible for planning and implementing a number of activities during the school year, including Homecoming and service projects.

Communication & Conferences

Teacher Conferences

Conferences are always available at the request of either parent or teacher. To request a conference call the office or email your child's teacher to set up the conference. All Westminster email addresses use the following format: firstname.lastname@wca-hsv.org

School Communication

We make extra efforts to communicate effectively with all parents, but communication is a two way process. The school website and Westminster Hub are major sources of communication with parents and students. Daily announcements can be found on the Westminster Hub page under the appropriate campus tab. The *Upper School Happenings* newsletter is sent to families every Thursday.

Report Cards

A final Report Card is mailed at the end of each school year . First, second, and third quarter reports are available online through Westminster Hub.. Grades may be checked by parents and students at any time during the school year. Information on accessing Westminster Hub is provided at the beginning of each school year. End of the year report cards will not be placed on Westminster Hub. These will be made available for pick up or mailed at a designated time.

Standardized Testing

Westminster Christian Academy accesses students standardized tests each year. These tests are important for informing teacher instruction and in preparation for college admission exams.

The following standardized tests are administered:

- **STAR (Renaissance)** - Grades 1-5 (August, December and May)
- **PSAT** - October- Optional for Grades 10-11 (at cost to parents)
- **CTP (ERB)** - Grades 3-9 - April
- **Advanced Placement Exams** (College Board) - May

ACT Prep Course - Offered on Saturdays before the October and April test dates. Availability of this course is conditional on the availability of the instructors and having enough students signed up for the class.

The choice to take the ACT or SAT depends on specific college requirements. Students are responsible for registration and payment of the ACT or SAT tests. Students may register for these tests online or see the

college and career advisor for registration information. It is recommended that students complete geometry prior to taking the ACT.

Section 5 - Athletics

It is our mission to create better men and women for Christ, through athletics.

Purpose Statement

The purpose of athletics at Westminster is two-fold: first, as a school, athletic competition is part of the development of young boys and girls and should be done with the same excellence and spiritual emphasis as academics. Second, athletics provides another opportunity among many for our students to apply their faith in multiple ways. Our desire is always to provide our students with coaches who will expose them to the truth of the gospel as well as train them properly in the sport of their expertise.

At Westminster we desire to provide quality coaching, teaching and competitive experiences from a Christian perspective, all designed to prepare and enable each individual student to grow in Christ and strive for excellence by way of athletics. Because of this Christian approach, Westminster will not place students on teams that require them to compete against and/or participate with athletes of the opposite gender. This also applies to cheer and dance teams. Since this is not a rule of the AHSAA, Westminster athletes may face competition against athletes of the opposite gender. If this occurs, the decision to compete resides with the athlete's parents.

Middle School

Middle School athletics here at Westminster serves 3 purposes:

1. To disciple our student athletes from a Christian worldview
2. Provide quality instruction and a fundamental approach to each sport. This is for the student athlete to grow in their love and understanding of a sport.

3. Support the Varsity level in that sport. At the middle school level, the student-athletes will be learning skills and concepts that will build the foundation for what they will learn on the Varsity level.

High School

At the high school level, our desire is to continue the quality instruction of the middle school. All of our coaches are encouraged to compete to win but to do so in a manner which brings glory to our Lord and Savior. What does this mean? It means we field a team that plays hard, fair and aggressive in order to win, but that team does not play, win or lose, in a way that taints the name of our Lord and Savior.

Statement about Club and Travel Teams

In this effort to field high-quality, competitive teams in all sports, we find it necessary to address athlete participation on Club and Travel teams. It is against AHSAA rules for an athlete to participate in a school sport and a club/travel team of the same sport at the same time. For instance, a student-athlete cannot play Westminster basketball and play on a club/travel team at the same time. The student-athlete may not even participate in practice for the club/travel team.

Transfer Student Eligibility

All transfer students competing below varsity level are immediately eligible if all other eligibility requirements are met. Transfer students at the varsity level are ineligible from participating in competitions for one calendar year, unless they meet all of the AHSAA transfer exception rules.

Fifty Percent Rule

There is no restriction on the number of players allowed to work with coaches during the **off-season**. This allows multiple coaches to work with multiple athletes at one time. There is a 2-hour restriction per sport for coaching outside of the season and limits the number of weeks allowed to 10 of the approximately 20 off-season weeks.

Participation (includes practice) during the school year on a non-school team outside the school season by students that will play the following season on the same high school varsity or junior varsity/B-team (grades 7-12) is limited to 50 percent of the number of players required to play the game (i.e., three in basketball, six in soccer, five in baseball, etc.).

Note: This rule does not apply to individual sports (bowling, cross country, golf, swimming, tennis, track, or wrestling).

Note: The fifty percent rule is not in effect during the last day of school to the first day of fall sports' contest (excluding week zero).

Note: The school year ends the day school is dismissed for the summer and the new school year begins on the first allowed practice date for Fall sports teams.

Note: In each sport, only the specified number of students participating on a non-school team during the school year may be placed on the same high school team roster the following season. Those students cannot be interchanged on the school team or non-school team rosters.

A freshman team at a high school is considered a junior high team just like a 9th grade team at a junior high school. This rule does not apply to seniors who have completed their high school eligibility in that sport or to middle and junior high school students who will not play on a high school team the following season. This rule applies to students attending individual camps during the summer where their coach works at the camp with them.

(Example No. 1 – If four students play on the same non-school basketball team outside the season, only three of them would be eligible for the same high school basketball team the following basketball season.)

(Example No. 2 – If seven students play on the same non-school soccer team outside the season, only six of them would be eligible for the same high school soccer team the following soccer season.)

When there is a student-athlete participating in a Westminster sport and a club/travel team (of a different sport), the Westminster sport **MUST** take priority! Tardiness, as well as absences, will be disciplined accordingly by each coach.

Administrative Requirements

Athletic Fees

An annual fee of \$300 will be charged to each family participating in athletics. An additional fee of \$300 for Middle School and \$400 for JV/Varsity is required for each sport played to help finance the Westminster athletic programs. Athletic fees must be paid **before** a student-athlete can participate in any sport and before receiving any equipment items.

Sports Supplies Designation

While participating in sports at Westminster, there are certain equipment items the school will supply and personal items to be supplied by the student-athlete. Teams often like to purchase team “spirit wear” items such as hooded sweatshirts, sweatpants, t-shirts, etc. which may be necessary for the participation of the sport. These non-essential team items will be put into the “spirit pack” by the coach and purchased by the families.

Donations/W Club

Parents who are interested in sport-specific donations, please contact the Annual Fund director and/or the Director of Athletics. Please contact the athletic office to discuss membership in “W Club”, Priority seating and Parking.

Required Eligibility Forms

The AHSAA and Westminster both require specific forms to be completed and on file in the Athletic Department before an athlete is eligible to participate. Dragonfly is a program that is used by the AHSAA and it allows the forms to be viewed and completed online. A Dragonfly account must be opened for every athlete and that can be done at www.dragonflymax.com. Once the account is opened it will need to be joined to Westminster’s account through the school’s code: FF1BKX. All of the sections must be completed within the account. The physical form, birth certificate, and sportsmanship certificate will need to be given to the Athletic Department. The Athletic Department will upload these to the athlete’s Dragonfly account. The other forms can be completed online and do not need to be delivered to the Athletic Department. Once the athlete’s information on their Dragonfly account is completed, the athlete will be eligible to participate.

Provide these forms to the Athletic Department:

Physical Examination (Provide <u>original copy</u> to Athletic Department and the Athletic Department will upload this file to the athlete’s Dragonfly account)	Each athlete is required to have a physical examination before participating in any sport at Westminster. Only a licensed medical doctor (MD or DO) is allowed to complete this examination. There must be a completed physical examination form on file in the athletic office before participating in any practices or games . The examination is valid for one calendar year. The form must be the one that the AHSAA provides and these blank forms can be found on the athletic website or from the Athletic Department.	Renew every 12 months
Birth Certificate (Athletic Department can upload to Dragonfly once it’s provided)	Every athlete must have a copy of their birth certificate on file in the athletic office. A photocopy of the student's legal birth certificate will suffice.	Complete once

Sportsmanship (Athletic Department can upload to Dragonfly once it's provided)	All new athletes must complete the online Sportsmanship program through the National Federation of High School prior to participation in any athletic competition. A copy of the certificate must be on file in the athletic office. AHSAA no longer has the S.T.A.R. Program for new athletes. The course can be completed at www.nfhslearn.com .	Complete once
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Complete these forms on the Dragonfly account:

Medical Consent	Provides consent for medical treatment for athletes in an emergency situation.	Update new form at the beginning of every school year
Transportation Release Form	Gives permission for the athlete to be transported by coaches, staff, and any individual that is approved by the parent/guardian.	Update new form at the beginning of every school year
2020-2021 AHSAA Release Form	Contains the Participant Agreement, Consent, Release, and Venue agreements.	Update new form at the beginning of every school year
2020-2021 AHSAA Concussion Release Form	Provides definition, symptoms, signs, and the AHSAA policy for concussions.	Update new form at the beginning of every school year

Athletic Academic Standards

Westminster is a member of the AHSAA and will abide by all AHSAA academic standards regarding athletic eligibility. Please note that athletes must also abide by Westminster academic policies including, but not limited to, credit recovery. Westminster recognizes our athletes as students first and foremost and, therefore, our desire is to do all that we can to ensure our student-athletes will excel in the classroom and on the field.

Thus, Westminster has created the following academic plan for its student-athletes:

1. All student-athletes must meet the academic requirements of the AHSAA rules as stipulated in the AHSAA rule book and the academic plan of their varsity sport.
2. At the end of each semester, student-athletes who fail classes will be required to develop an academic plan with the administration in conjunction with their parents.
3. Any student-athlete in need of assistance as determined by the administration who then fails to take part in an academic plan will immediately become academically ineligible and may not take part in the athletic experience at Westminster.
4. Our goal is always our students, but our students need to understand all student-athletes are natural leaders in our school. To wear the name of the school on a uniform representing the school in competition is both an honor and a privilege at Westminster and will be viewed as such.
5. The administration and Athletic Director reserves the right to deviate from any Westminster policy if the need arises due to special circumstances and situations.

Attendance Eligibility

Student-athletes are no different than other students; they must physically be in class, on campus. We deem class time as extremely important in the process of education; therefore, the athletic department is committed to doing all they can to reduce the time our student-athletes miss from class. In that spirit, our student-athletes must do their part in eliminating missed in-person class time. Westminster is committed to enforcing the attendance requirements of the AHSAA.

Full Day Attendance

All student-athletes, in order to be eligible to play or practice, must physically be in class, on campus for at least 3 full periods of the day of any athletic practice or contest. We encourage all students to be in attendance for the full day of the contest. If there is an absence or a tardy, student-athletes are subject to the same standards found in the discipline section of the handbook. The administration and Athletic Director reserve the right to deviate from this stipulation as circumstances and situations arise.

Dismissal from a Team

All Westminster athletes are expected to avoid the use of illegal drugs, alcohol and tobacco products as well as avoid any illegal activities or any behavior that compromises the testimony of WCA on or off campus. Any Westminster athlete choosing to engage in any of the above will jeopardize the privilege of representing Westminster. The administration of Westminster (Athletic Director and Principal) will review each case individually and will proceed as necessary.

Quitting a Team

All Westminster athletes are expected to honor their commitment to their teams if they are selected to represent Westminster in any sport. Any Westminster athlete who quits a team before the completion of that season will not be given the privilege of participating in another sport until the completion of the prior sport's season. Any Westminster athlete who quits a team is automatically off that team for the remainder of that season. A student-athlete cannot quit a sport at the end of their season to begin another sport at the beginning of its season. Ex. A football student-athlete cannot quit football to get ready for the basketball season.

Coaches

A responsibility of Westminster athletics is to provide Christian coaches of integrity who have the highest possible skills in their respective sports. We will hire the best coach that is available. This person will be well versed in their sport, but will also be someone who we trust to disciple our student-athletes. Whenever possible, qualified faculty members are used to fill coaching positions. The varsity head coach in each sport is responsible for the overall program of their sport and supervises the assistant coaches, junior varsity or middle school coaches involved. Coaches are under the supervision of the Westminster Athletic Director.

Eligibility

AHSAA Rules

As a member of the Alabama High School Athletic Association, Westminster follows the eligibility rules as outlined in the AHSAA handbook. Copies of this handbook are kept in the Athletic Director's office and in the Principal's office. Since the AHSAA eligibility rules are extensive and sometimes confusing, we ask parents to first address questions to the Westminster Athletic Director, Jonathan Adams, or the Assistant Athletic Director, Caleb Hooks, at 256-705-8205 (Please DO NOT call the AHSAA on your own). These eligibility rules cover a range of subjects, e.g. age, academics, transfers, outside participation, etc. Excerpts from the AHSAA handbook, specifically the academic rules, are printed below.

AHSAA HANDBOOK - SECTION 9 - ACADEMIC RULES

AHSAA Requirements:

Students entering the 10th, 11th and 12th grades must have passed all core classes during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.

1. Four core curriculum courses must be included in those units passed and an averaged combination of these courses is accepted.

2. Any student who accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
3. Students entering the 8th and 9th grades must have passed all core classes during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
4. Students entering the 7th grade for the first time are eligible.

Guidelines

1. Eligibility will be determined before the start of each new school year or at the beginning of the second semester. A student who is academically eligible at the beginning of the school year remains eligible for the remainder of the school year as far as grades are concerned (refer to WCA policy). A student who regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester as far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester (or trimester) by meeting the academic requirements listed above during their last two semesters (or three trimesters) in attendance and summer school, if applicable. The regained eligibility of any student may be determined any time after the end of the first semester (or trimester), but all course requirements used to determine eligibility must be completed no later than the fifth day of the second semester (or second trimester).
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
5. An accredited correspondence course may be accepted by a school system but must be completed before Sept. 1.
6. For eligibility purposes, special recitation, extra work, makeup work, tests, review, etc., may not be given for the purpose of making a student eligible.

7. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
 - a. 9th, 10th and 11th graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
 - b. 12th graders who are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4 block schedule).
 - c. 7th and 8th graders must be carrying at least five new subjects.
8. The eligibility of a student who has attended another school during the preceding year must be established by a transcript from the previous school before the student is permitted to participate at the new school.

NCAA Eligibility

Students in grades 9-12, who are candidates for positions on Division 1 and/or Division 2 University level athletic teams, can contact the counseling department for more information on NCAA Eligibility. There is more information in the link below.

<http://www.ncaa.org/student-athletes/future/eligibility-center>

General Policies

Team Selection:

The makeup of each individual team is at the discretion of the head coach. Middle school teams are made up of only seventh and eighth graders. Junior Varsity teams are typically made up of freshmen and sophomores, and varsity teams are usually made up of freshmen through seniors. Exceptions may be approved by the Athletic Director after consultation with the head coach in each individual sport. Widespread participation is desired, especially at the non-varsity levels, and is encouraged, but team rosters may need to be limited in number in order to be effective.

Tryouts:

Tryouts will usually be held in conjunction with AHSAA starting dates found on the AHSAA website. Any interested student who meets the AHSAA and the Westminster eligibility requirements may try out. Coaches determine which players will make up a team. There will be a maximum number of players for each team at each level of play.

Parent Information:

After a team has been determined, the coach will call a **mandatory** parent meeting to go over logistical matters, expectations and requirements of the athletes and parents in regard to the season at hand. Parents will be given an opportunity to ask the coach and Athletic Director questions, and may be asked to sign a form of agreement covering such things as sportsmanship and commitment to the program. In the Fall and Spring, we will have a mandatory parents meeting for all sports, with athletic personnel to review Academic policies and expectations.

Practices:

All athletes are expected to be present and on time to all practices called by the coach during the season of a particular sport. All student-athletes are also expected to stay at practice until dismissed by the coach. Student-athletes should inform the coach in advance when absences are anticipated. Wednesday practices/competitions will be completed by 5:30 p.m. to allow attendance at mid-week church services. There will be no Sunday practices/competitions. Out of respect for WPC, athletic facilities are not to be used on Sundays.

Athletic Practice Dress Policy:

Athletic coaches and student athletes must adhere to the policies and spirit of the Westminster Dress Code.

Insurance/Injuries**Insurance:**

It is the responsibility of the parent(s) to provide health insurance for their children who are participating in athletics at Westminster. Athletes are covered under a catastrophic coverage program through the AHSAA. This coverage has a \$10,000 deductible and a \$2 million ceiling. It is for accidental injury medical expenses only and is only for injuries occurring during participation in interscholastic athletics practices or contests.

Injuries:

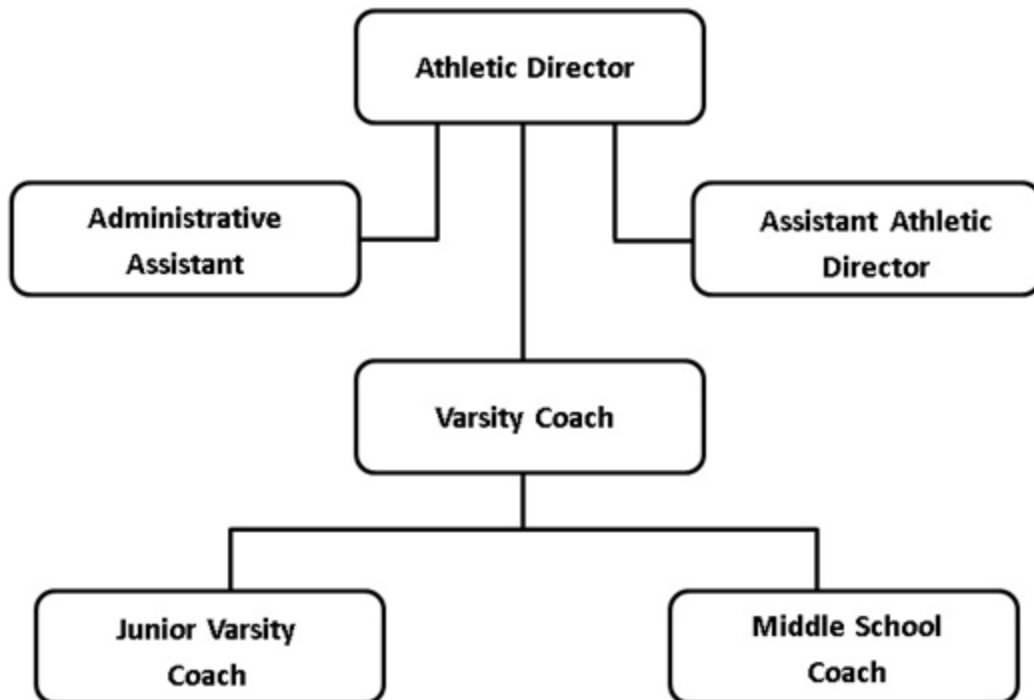
Each athlete's physical well-being is of prime importance to Westminster. Therefore, all injuries must be reported promptly to a student's coach, athletic trainer, and the Athletic Director.

Organizational Affiliation

Westminster Christian Academy is a member of the Alabama High School Athletic Association (AHSAA). As a member in good standing, we recognize and adhere to its guidelines and submit to its authority in all athletics at the high school and middle school levels. The AHSAA rules and regulations are outlined in its members' handbook, a copy of which is kept on file by the Westminster Athletic Director and also by the upper school principal. Westminster is classified in 2020-2021 as a 4A school and competes with other schools of our size in state competition. NOTE: The Director of Athletics will be the school liaison when dealing with issues related to the AHSAA. Therefore, a parent should never contact the AHSAA.

Organizational Structure

The structure for athletics at Westminster is as follows:



Programs Offered

Boys

Sport	Level	Season
Cross Country	Varsity	Fall
Football	Middle School, Varsity	Fall
Swimming	Varsity	Fall/Winter
Basketball	Middle School, Jr. Varsity, Varsity	Winter
Bowling	Varsity	Winter
Wrestling	Middle School, Varsity	Winter
Baseball	Middle School, Jr. Varsity, Varsity	Spring
E-Sports	Varsity	Spring
Golf	Varsity	Spring
Soccer	Middle School, Jr. Varsity, Varsity	Spring
Track and Field	Varsity	Spring
Tennis	Varsity	Spring

Girls

Sport	Level	Season
Cross Country	Varsity	Fall
Volleyball	Middle School, Jr. Varsity, Varsity	Fall
Cheerleading (Football, Basketball)	Middle School, Varsity	Fall /Winter

Dance team	Varsity	Fall/Winter
Swimming	Varsity	Fall/Winter
Basketball	Middle School, Jr. Varsity, Varsity	Winter
Bowling	Varsity	Winter
E-Sports	Varsity	Spring
Golf	Varsity	Spring
Soccer	Middle School, Jr. Varsity, Varsity	Spring
Softball	Middle School, Varsity	Spring
Tennis	Jr. Varsity, Varsity	Spring
Track and Field	Varsity	Spring

Sportsmanship

Good sportsmanship is expected of everyone involved in athletics at Westminster. What is good sportsmanship? It means, players, coaches and fans consistently demonstrate an attitude resembling Christ Jesus. Fans from a rival school are welcomed into our home arena with a cooperative spirit; when we play in an opposing arena, we do so in a way that honors our Lord by being good stewards of the facility, playing hard and fair, and winning or losing with the grace of the gospel. Everyone representing Westminster is expected to treat opposing players and coaches, referees and opposing fans with respect and courtesy at all times.

At Westminster, how we do something is as important as what results from doing it. Our play must be a testimony to the watching world. Our fans and the way we cheer also must be a testimony. We feel so strongly about this that we have developed the Westminster Sportsman's Creed. We ask the entire Westminster community to abide by this creed which states:

Sportsman's Creed:

- Our school and witness are characterized by our conduct.
- We always appreciate a good play, regardless of the team.

- We never 'boo' or criticize a player, coach or official.
- We are humble in victory, praiseworthy in defeat.
- Character, not Victory, is the most important thing!

The 24 Hour Rule

At Westminster Christian Academy, in accordance with who we are in Christ, we ask all parents to wait at least 24 hours before speaking to any coach about matters related to game decisions. We ask parents to abide by the following procedure when questioning any Westminster coach:

1. Wait at least 24 hours
2. Call for an appointment
3. If at all possible, meet face-to-face per Matthew 18:15
4. Be respectful and courteous

If the need arises to have a discussion with a coach, the discussion must be limited to your student-athlete. In meeting with any coach, please understand that playing time as well as other student-athletes will never be topics open to discussion. You are the advocate for your student-athlete; conversations outside that realm can result in gossip and rumor, which Westminster takes a strong stance against.

Transportation

Practices:

It is the parent's responsibility to arrange for transportation to and from practices. Athletes are expected to be picked up immediately after a practice session. Coaches are required to supervise athletes until they have left the school premises. We will make every effort to provide transportation for practices which are held off campus.

Away Games:

Games in Madison County:

The school will make every effort to arrange for transportation to and from all away games played by Westminster student-athletes immediately after school. However, games that are played later in the afternoon or in the evenings are situations where student athletes are in attendance for the entire school day, then proceed home in much the same way they do during the course of a regular day. In these situations, the student-athletes and their parents assume all responsibility for transportation of their student-athlete to and from these games. We strongly encourage parents to transport their student-athletes if at all possible and strongly discourage student-athletes from driving themselves. The safety of our student-athletes is always paramount in our policy making.

Games outside Madison County:

The school will make every effort to provide transportation to and from games played outside of Madison County. If for some reason there are no school vehicles available for transportation, we may ask parents to assist with carpooling, or we will rent vehicles. Athletes are required to ride with the team to these contests unless there is a written exception that is authorized by the team coach. Athletes will be allowed to ride home from the game site with their parents, but must sign a Westminster release form before departing. Each head coach is responsible for making the form available.

Section 6 - Business & Finance

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. Families interested in finding out more about Admissions may contact Leslie Parker, Admissions Director, at leslie.parker@wca-hsv.org.

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 for the first time.

All tuition is paid through Smart Tuition. Parents must enroll in the system upon acceptance to the school. The finance office will supply instructions on how to enroll in the system. In the case that tuition is in the arrears by June 30 of said school year, the student will be prohibited from re-enrolling for the next school year. Student transcripts will be held until the balance is paid in full.

Conclusion

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. If you have any questions or concerns, please contact the school office and they will refer you to the appropriate party.