

Westside Christian



Academy
PARENT/STUDENT HANDBOOK
2023-2024
Preschool – High School

Westside Baptist Church
801 Historic 66 West, Waynesville, MO 65583
Phone: (573) 774-2015

Those who trust in the Lord will renew their strength,
they will soar on wings like eagles', they will run and
not get weary, they will walk and not faint. Isaiah 40:31

Parent/Student Handbook

2023-2024

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Westside Christian Academy

David Hartley, Principal
Elaine King, Assistant Principal
Jackie Morrison, Preschool Director

Phone Numbers

Office: 573-774-2015

Fax #: 573-774-6432

School Hours

Monday – Friday

8:30 a.m. – 3:30 p.m.

Before Care 7:00 – 8:30 a.m. and/or After Care 3:30 – 6:00 p.m.

(Office will be closed on designated holidays and open on limited days during summer break.)

Westside Christian Academy does not discriminate on the basis of race, disability, color, religion, biological gender, or national origin in the administration of its educational or admission policies.

WESTSIDE BAPTIST CHURCH/WESTSIDE CHRISTIAN ACADEMY

STATEMENT OF FAITH

This statement of faith does not exhaust the extent of our beliefs. In agreement with the SBC, Baptists have the inherent right to draw up for themselves and publish to the world a statement of their faith and affiliations. The sole authority for faith and practice among Baptists as a whole, and this church, in specific, is the Scriptures of the Old and New Testaments (known in the whole as The Holy Bible). For purposes of WBC's faith, doctrine, practice, policy, and discipline, the ordained Pastors, and ordained deacons are designated as the final interpretive authority on the Scripture's meaning and application.

The Scriptures: The Holy Bible was written by men divinely inspired, and is God's revelation of Himself to mankind. It is a perfect treasure of divine instruction. It has God for its author, personal salvation for its end, and truth without error for its matter. As such, Scripture is totally true and trustworthy. All Scripture is testimony about and to Christ, who is Himself the focus of divine revelation. (Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11, 89,105,140; Isaiah 34:16; 40:8, Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21)

God: There is only one holy, perfect, sinless, living, and true God. He is omniscient, omnipresent, and omnipotent. The eternal triune God reveals himself to us as Father, Son, and Holy Spirit with distinct personal attributes, but without division of nature, essence, or being. To Him we owe the highest love, reverence, and obedience. (Genesis 1:1-2; 18:1; 2:7; Exodus 3:14; 6:2-3; 15:11; 20:1; Psalms 2:7; 19:1-3; 51:11; 110:1; 137:7; Isaiah 43:3, 15; 61:1-3; 64:8; Matthew 1:18-23; 3:16-17; 7:11; 23:9; 28:19; Mark 1:1, 9-11; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18, 29; 4:24; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16, 28; 17:1-5, 21-22; 20:1-20,28; Acts 1:7, 9; 2:22-24; 7:55-56; 9:4-5; Romans 1:3-4; 3:23-26; 5:6-21; 8:14-15; 10:4; 1 Corinthians 1:30, 2:2,8;6; Galatians 4:4-6; Ephesians 1:13-14, 20; 4:6, 7-10, 30; Colossians 1:13-22; 1 Timothy 1:14, 17; 2:5-6; Hebrews 1:1-3;4:14-28; 9:8, 14; 1 John 5:6-7; Revelation 1:10, 13-16; 5:9-14) "Jesus Christ is the same yesterday, today, and forever." Hebrews 13:8

Salvation: Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as the Lord and Savior of this world who, by His own blood, obtained an eternal redemption unto God for the believer. There is no other salvation or deliverance from eternal punishment in Hell apart from having a personal, saving belief and faith in Jesus Christ as The Lord and Savior. Obtaining God's holy, undeserved, and unmerited favor with His supernatural forgiveness is the grace filled purpose of God. (Genesis 3:15; 12:1-3; Exodus 3:14-17; 19:5-8; Matthew 1:21; 4:17; 16:18-19, 21-26; 21:28-45; 27:22-28;6; 25:34; Luke 1:68-69; 2:28-32; John 1:11-14,29,68-79; 2:21,29-32; Acts 2:21; 4:12; 15:11; 16:30-31; Romans 1:16-18; 2:4; 3:23-25; 5:8-10; 6:1-13; I Corinthians 1:1-2,18,30; 15:10,24-28; Galatians 2:20; 3:13; 5:22-25; Ephesians 1:4-23; 2:1-10; Colossians 1:9-22; Hebrews 2:1-3; 5:8-9; 11:39-12:2; James 2:14-26)

Man: Man is the special creation of God, made in His own image. He created the male and female as the crowning work of His creation. God wonderfully and immutably creates each person as male and female, and these distinct complementary genders reflect the image and nature of God Himself. The gift of gender is part of the goodness of God's creation. Biological sex is the condition of being male and female, determined by the person's chromosomes at conception, and is identified at birth to be a person's gender. Some individuals reject their biological sex and may elect to present themselves as the opposite sex or without sex. These individuals reject God's perfect design and the person He created them to be, saying in effect that "God made a mistake." which in truth does not happen. (Genesis 1:26-30; 2:5,7,18-22; Psalms 8:3-6; 32:1-5; 51-5; Isaiah 6:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18; 5:6; 6:6, 1 Corinthians 1:21-31; 15:19;

Ephesians 2:1-22; Colossians 1:21-22; 3:9-11)

Marriage: Marriage is a gift from God and is defined as being between one man and one woman. It is a sacred institution created by God and reflects His love for His bride, the Church. We believe that any form of sexual immorality (sexual relations outside of marriage) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10; Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Proverbs 1:8; 5:15-20; Ecclesiastes 4:9-12; 9 ; Matthew 5:16, 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Philippians 2:14-16, Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7)

Evangelism and Missions: It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ in harmony with the gospel of Christ. (Genesis 12:1-3; Exodus 19:5-6; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 9:1-11)

Education: Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, part of our Christian Heritage. An adequate system of Christian education is necessary to complete spiritual programs for Christ's people. (Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Matthew 5:2; 28:19-20; Luke 2:40; Ephesians 4:11-16; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15, 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17)

The Church and its Ordinances: WBC is an autonomous local congregation of baptized believers, observing the two ordinances of Christ (Baptism by immersion and The Lord's Supper). This congregation operates under the Lordship of Christ through democratic processes. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. Partaking in the two ordinances is limited to only those persons capable of understanding what the ordinances mean, and who have accepted the salvation afforded them by the blood of Christ because of their absolute faith in and acceptance of the sacrifice made for their own sin at the cross of crucifixion. (Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 5:4-5; 9:13-14; Ephesians 1:22-23; 2:19-22; 5:22-32; Philippians 1:1; Hebrews 11:39-40; Revelation 2-3)

Last Things: God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; all of the dead will be raised; and Christ will judge all men in absolute righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord. (Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 25:31-46; Mark 9:43-48; Luke 16:19-26; 17:22-37; 21:27-28)

The Christian and Social Order: All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Every Christian should seek to bring industry, government, and society as a whole under the sway and principles of righteousness, truth and brotherly Christian love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful first and foremost to act in the spirit of the love of a holy God without compromising their loyalty to Christ and His truth. (Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12;27:17; Matthew 5:13-16, 43-48; 22:36-40; Mark 1:29-34; Luke 4:18-21; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 1-23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Ephesians 6:5-9; Philippians 2:14-16; 1 Thessalonians 5:22; James 1:27; 2:8)

WCA GOALS FROM LUKE 2:52

Spiritual Goals:

1. To help students experience a saving knowledge of Jesus Christ and help them develop an individual relationship with Him.
2. To help students realize that they were created in the image of God and help them develop their identity in Jesus Christ.
3. To encourage each student in their spiritual growth and understanding of the Bible.
4. To help each student develop Godly morals and values.

Intellectual Goals:

1. To help students develop a positive attitude toward learning.
2. To help students develop study habits and skills that they will use throughout their lifetime.
3. To teach students that Biblical concepts and academics are interrelated.
4. To help students through academics realize just how wonderful God's creation is.

Physical Goals:

1. To teach students that their body is considered to be a Temple of God.
2. To teach students good health habits, physical fitness and how to take care of their body.

Social Goals:

1. To teach students how to interact with other members of society.
2. To teach students that everyone in society is a unique individual that was created in God's image.
3. To teach students how to cope with members of our society.
4. To teach students how to respect those figures in society that the Lord has put in Authority over us.

MISSION STATEMENT

Westside Christian Academy provides a Christ-centered education that teaches students to Love God, Love Others, and Serve.

PURPOSE STATEMENT

Our purpose is to extend the ministry of Westside Baptist Church by providing Biblical instruction, compassionate care, quality education, and growth opportunities for students as well as a program of ministry and outreach to the families of the students enrolled.

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

OBJECTIVES:

1. Provide a well-trained Christian staff that care about students and communicate that care through love and individualized instruction.
2. Provide an environment designed to meet the age-appropriate needs of each student.
3. Provide a curriculum of well-planned activities designed to facilitate the student's total development.

PHILOSOPHY STATEMENT

We believe that the childhood years are critical. We desire to be a resource for families seeking to train their children spiritually, morally, academically, physically, and socially. We recognize each student has unique gifts and talents, and is at an individual stage of development. We are committed to providing the best possible Christian school setting for the students enrolled. Our student objective is to help each individual:

- experience the love of Christ in a loving, Christian environment
- develop a positive attitude toward learning and obeying God's word
- grow in positive social interactions with others
- gain an appreciation of God's world
- acquire experience and develop necessary skills to become the individual that God designed them to be

SCHOOL POLICIES

CHILD PROTECTION

All staff members must comply with state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any church/school employee acting in his or her official capacity who knows of reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the:

1. Principal/Assistant Principal
2. Preschool Director
3. Administrator or Associate Pastor
4. Division of Family Services

It is imperative that employees are aware of the guidelines and procedures for reporting and investigating child abuse and neglect.

PARENT VOLUNTEERS

We encourage and appreciate parent volunteers in the classroom. You may read, help with art and craft projects, and go on field trips with your class. A parent volunteer form may be obtained from the office. All regular volunteers are required to register and undergo a volunteer screening through the church office.

BACKGROUND CHECKS

Background checks will be conducted for all staff positions prior to recommending a candidate for a position at Westside Christian Academy. In addition, a minimum of two phone references will be obtained for all staff positions.

PROGRAM SPECIFICS

- **PRESCHOOL age requirements:**
 1. The child must be 3-5 years old to enroll
 2. A child who will be 3 by Oct 1st will be accepted. Children turning 3 after Oct 1st will have to start preschool the following school year.
 3. All children must be fully potty trained. If after two weeks of being enrolled in the program the child continues to have frequent accidents, the preschool can dismiss the child.

- **KINDERGARTEN – HIGH SCHOOL requirements:**

1. Kindergarten must be 5 years old by Sept 1st
2. 1st – High School will need to have satisfactorily completed the grade prior.
(transcripts required if not from WCA)
3. All new enrollees will have a 45 day probationary period

- **In order to register your child with our school you will need:**

1. Registration packet completed
2. \$50.00 non-refundable annual registration fee (\$75.00 per family)
3. Copy of Birth Certificate

- **Before the first day of school you will need:**

1. Copy of student’s health record (must be turned in no later than 30 days after the 1st day of school)
2. Immunizations should be up-to-date and a copy provided to the school
3. All book and activity fees paid
4. First month’s tuition paid

- **Cost of program:**

| | |
|--|-------------|
| Preschool Full day program: 8:30am-3:30pm (includes lunch) | \$4900/year |
| Preschool Part day program: | \$3500/year |
| Kindergarten-9th Grade: | \$4600/year |

(Tuition can be divided evenly across 10 months August –May)

(A 10% discount will be given for each additional student enrolled)

| | |
|--|----------------|
| Before/After Care 7:00-8:30 am & 3:30-6:00 pm ** | \$110.00/month |
| Occasional before or after care only | \$5.00/hour |
| Breakfast Fee (Preschool-Before Care only) | \$2.00/meal |
| Lunch Fee (K-9th only) | \$3.00/meal |
| Milk only Fee (K-9th only) | \$0.60/each |
| Activity Fees (K-9th only) | \$100.00/year |
| Book Fees: | |

PreK3 \$40.00/year

PreK4 \$120.00/year

Kindergarten \$205.00/year

1st Grade-9th Grade \$325.00/year

****FEES FOR BEFORE/AFTER CARE**

Students need to be picked up at their classes designated time unless they are enrolled in our before/aftercare program. After a ten minute grace period, your student will be placed in aftercare with a fee of \$5.00 per hour, per student. If your child is not picked up by 6:00 pm a fee of \$5.00 for every ten minutes past the 6:00 pickup time will be charged. If the student is not picked up by 6:30 p.m. after the Principal, Preschool Director or aftercare worker has tried to locate you or other people on your registration packet, the Pulaski County Sheriff’s Office will be called. If an emergency occurs or you are running late please call the church at 573-774-2015 or 573-774-6431. You may pay these additional fees when you pick up the student, or the next day. Five late pick-ups will result in dismissal from the program.

TUITION PAYMENT

Our tuition is based on an annual fee that may be divided into ten equal monthly payments. If payments are divided, full payment is due by the 15th of each month. Payments may be split in half between the 1st and the 15th of the month. Please speak with the office personnel to make these arrangements if you desire to have payments divided. There will be a \$25.00 late fee after the 15th. If the student is sick or otherwise does not attend during this time, please mail your payment to Westside Christian Academy, 801 Historic 66 West, Waynesville, MO 65583. Checks should be payable to Westside Christian Academy. A non-refundable registration fee of \$50.00 or \$75.00 per family /per year is due upon completion of the enrollment form. **We will be switching over to FACTS by October. More Information will be sent out on that.**

OVERDUE PAYMENT PROCEDURES

In the event that a payment has not been received by the 15th of the month the following procedures will be implemented.

1. A late fee of \$25.00 will be added to your account after the 20th of the month.
2. Written notification of non-payment will be provided to the family.
3. If payment arrangements have not been made or 50% of a monthly payment has not been received by the end of the month of non-payment, the child (ren) will not be allowed to attend school the following month.

Please be aware that all balances remain the responsibility of the family and are expected to be paid in full before the end of the school year.

VACATIONS

If you are planning on your student missing school due to a vacation, please let your student's teacher know. This helps the teacher as they prepare their lesson plans and allows for make-up work to be assigned. **NO REFUNDS WILL BE GIVEN FOR DAYS MISSED.**

WITHDRAWAL

If you are planning to withdraw your student from Westside Christian Academy during the school year, a written form must be turned in to the Principal, Preschool Director two weeks before withdrawal. If we have not heard from you in two weeks and the director has made three attempts to get in touch with you, the student will be considered dropped from the program. **NO REFUNDS WILL BE GIVEN.**

RE-ENROLLMENT

If your student has been dropped from the program or left the program for a month you must pay a re-enrollment fee of \$35.00 with the additional monthly fee in order to return. Also your student's spot in his/her class may not be guaranteed, if another student has enrolled during his/her absence. Reasonable effort will be made to put them back in the original class but it will not be guaranteed

CURRICULUM

WCA uses the BJU Press curriculum in all of our classes (Pre-K through 9th). BJU Press is committed to Christian education. BJU Press is committed to producing education materials that are both biblically faithful and academically sound. Although memorization of facts and assimilation of information is a necessary part of all learning, rigorous education is not identified as simply having more pages, more problems and more pressure. Instead, in an academically rigorous environment, students take an active role in their learning and are motivated to master age-appropriate material. Along with this curriculum, students will also enjoy special classes, such as Music, Chapel, and Physical Education throughout the week.

PRE-SCREENINGS

All preschool students will undergo a pre-screening test called DIAL 4. A set of well- trained staff will administer a base-line assessment prior to school or shortly after school begins.

All incoming Kindergarten students will undergo a pre-screening prior to acceptance into Westside Christian Academy.

GRADING

Grades Pre-K – High School will use different scales to reflect behavioral development and academic achievement.

Grading Scale for PreK through Kindergarten

| | |
|----|-----------------------------|
| E | Excellent |
| G | Good |
| S | Satisfactory |
| N | Needs improvement |
| NA | Not applicable this quarter |

Grades 1st and above

| Percentage | Grade | Grade Scale | Rating |
|-------------|-------|-------------|---------------|
| 98-100% | A+ | 4.0 | Excellent |
| 94-97% | A | 4.0 | Excellent |
| 90-93% | A- | 4.0 | Excellent |
| 88-89% | B+ | 3.0 | Very Good |
| 84-87% | B | 3.0 | Very Good |
| 80-83% | B- | 3.0 | Very Good |
| 78-79% | C+ | 2.0 | Average |
| 74-77% | C | 2.0 | Average |
| 70-73% | C- | 2.0 | Average |
| 68-69% | D+ | 1.0 | Below Average |
| 64-67% | D | 1.0 | Below Average |
| 60-63% | D- | 1.0 | Below Average |
| 59% & lower | F | 0 | Failing |

Grades are sent to parents at the end of each quarter.

HOMEWORK

Recognizing that children learn at different rates and need different amounts of time to complete independent assignments at home, the homework guidelines (on average) for elementary school students are as follows:

Grade 1: Approximately 10 minutes per night

Grade 2: Approximately 20 minutes per night

Grade 3: Approximately 30 minutes per night

Grade 4 & 5: Approximately 40 minutes per night

Grade 6 & up: Approximately 50 minutes per night

(This would be in addition to reading homework required for all students)

We encourage parents to set aside time each evening for their child(ren) to complete assigned homework in a quiet place and to take an active interest in what they are learning in school. If the student is spending, on average, significantly or consistently higher amounts of time on his/her homework above the guidelines listed, please contact the teacher.

GRADUATION REQUIREMENTS

Courses required for the General Education diploma:

| | |
|---------------------------|---|
| Language Arts | 4 credits |
| Mathematics | 3 credits |
| Science | 3 credits |
| Social Studies | 3 credits (must include 1 credit each of American History and American Government) |
| Fine Arts | 1 credit |
| Practical Arts | 1 credit |
| Physical Education | 1 credit |
| Health | .5 credit |
| Personal Finance | .5 credit |
| Electives | 7 credits (must include 1 credit of Bible for each year enrolled at WCA) |

Total Required 24 credits

HONORS PROGRAM

We will be using the following when we do graduation honors: Magna Cum Laude, Summa Cum Laude, Cum Laude. More information to come.

COLLEGE COURSES AND DUAL ENROLLMENT

WCA will be pursuing possibilities for our students to take college credit courses. More information to come.

VOCATIONAL-TECHNICAL PROGRAM

WCA will be pursuing vocational possibilities with the Waynesville Career Center to allow our juniors and seniors to apply to participate in their vocational-technical programs. More information to come.

POST TESTING/CONFERENCES

We will conduct one parent/teacher conference in October to discuss the student's progress. If you would like to discuss the student's progress again later in the school year, please request a time with the student's teacher and arrangements will be made. All K-HS students are required to take Iowa testing in the Spring.

SPECIAL NEEDS

Westside Christian Academy may not have adequate staff with training in Special Education to meet the needs of students with moderate to severe special needs. Therefore, students must be able to function independently for their own age level. Acceptance of a student with special needs will be at the discretion of the Principal, Preschool Director and Westside Christian Academy Advisory Board.

If special needs or severe behavioral issues present themselves after a student is enrolled and attending Westside Christian Academy, the teacher, Principal, Preschool Director, and parents will be involved in deciding what is best for the student. If the Principal, Preschool Director and Westside Christian Academy Advisory Board determine that Westside Christian Academy is unable to adequately meet the needs of the individual student, Westside Christian Academy reserves the right to recommend other agencies and/or programs to properly diagnose and meet the special needs of the student, and/or dismiss the student from this program.

Many parents have found that their local school District will be able to best assist their students with special needs/disabilities. You can contact your local school district for more information.

DROP OFF AND ATTENDANCE POLICIES

DROPPING OFF A STUDENT

PRESCHOOL: An adult is expected to drop off preschool students at the 1st preschool entrance with the ramp and sign the child in. We will have a designated adult escort your child to class. If you are not using Before/After care, we ask that you do not come any earlier than ten minutes before class time. Preschoolers adapt better without long good-byes. If your child is upset when you leave, feel free to call the Preschool Director later in the morning to check on them.

K-5TH GRADE: Students who are coming for Before Care will enter the Atrium entrance at the front of the building. Students who arrive after 8:15 am will need to be dropped off at the Lower FLC entrance. Students arriving after 8:30 am are considered late for school and will need to enter through the school office area. (Lower FLC entrance)

6TH - HIGH SCHOOL: Students who arrive between 8:15 and 8:30 am will enter the building at the upper east door. After 8:30 am the student will need to be dropped off at the lower FLC entrance and enter through the school office area.

***Parking lot maps for drop-off and pick-up are located at the end of this handbook.

TARDINESS

1. A student will be considered tardy in the morning if he/she is not in his/her designated location at 8:30 a.m. The office personnel will determine whether the tardy is excused or unexcused. The student will then be sent to class from the reception desk with an admission slip marked excused or unexcused.
2. Continued tardiness will necessitate a conference with the parent and administration.
3. For K-5th grade students: each tardy will count as a one-fourth day absence. Therefore, four tardies to school will count as one absence. In case of excessive absences/tardies there will be a parent and administrator meeting to determine future course of action.
4. For 6th-9th grade students: five unexcused tardies to class in one semester will result in a detention; each additional tardy will result in an additional detention.

ABSENCES AND MAKE-UP WORK (Kindergarten - High School only)

Regular, punctual attendance is expected. Punctuality and presence in class have a direct effect on a student's success in his/her studies. Students and their parents are expected to cooperate fully in carrying out the attendance policy of WCA. Students are expected to attend school except when ill, or there was an emergency or death in the family. A phone call, email, or note from parent or guardian explaining the absence is required before the start of class for the absence to be considered excused.

When dental or doctor appointments are necessary, they should be made for times other than school hours whenever possible. If a student sees a physician during school hours, a note will be required from the doctor. Other non-emergency appointments should also be scheduled outside of school hours. If this is not possible, parents and guardians should notify the school office in advance.

If you need to pick up your student during school, please go to the school office to sign your student out. The receptionist will then contact your student's classroom and the teacher will dismiss your child. Your student will not be allowed to leave unless the teacher has been informed by the school office that the student may leave. Students must still go to the office and sign out.

EXCESSIVE ABSENCES

If a student is absent more than 10 days in a quarter, administration will request a Parent conference to discuss reasons for absences and to discuss concerns about the student's overall success in school. The student will be placed on attendance probation. Attendance is a factor in recommending promotion to the next grade level for the next school year. If excessive, unexcused absences continue, administration may find it necessary to contact the appropriate authorities including Division of Family Services.

EXCUSED ABSENCES

When a student is absent and the parent or guardian has followed the proper procedure to inform the school of the absence, it will be considered an excused absence for the following reasons:

- Student illness – in order to prevent the spread of illness we ask that you do not send your student to school if they are sick (See p. 28 of Student Handbook, Illness at Home). If students are absent due to illness for more than three days, we request that a signed doctor's release is sent to the school.
- Unavoidable medical appointment with a doctor's note sent the next day.
- Death in the immediate family or members of the household in which the child lives – immediate family includes father, mother, sister, brother, stepfather, stepmother, stepsister, stepbrother, aunt, uncle, grandfather, or grandmother.
- School-sponsored activities – sporting events, field trips, etc.
- Other approved absences – approval for other absences may be requested from the school office.

A parent or guardians' discretion in allowing a student's absence will be seriously weighed in the deciding whether to excuse an absence. However, an absence is not automatically excused because a parent or guardian has given written or oral permission for the student to be gone from school. School administration may request a doctor's note before absences for student illness are considered excused. Parents may respectfully disagree in regards to whether an absence is considered excused or unexcused, however the final decision lies with the school.

UNEXCUSED ABSENCES

Examples of unexcused absences include, but are not limited to:

- Lack of parent or guardian notification – any absence in which the school does not receive notification in a timely manner.
- Oversleeping
- Running late
- Students allowed to sleep in
- Birthdays
- Work – Parents should not keep their children home from school to help with work related tasks.
- Student skips school – any absence when a student chooses to skip school for any reason. Skipping school will result in disciplinary action as well.
- Student staying home to care for someone else

STEPS TO FOLLOW WHEN YOUR STUDENT IS ABSENT:

1. Parents or guardians must inform the school of the students' absences via phone call/voicemail, written note, or email prior to the start of school. The notification should include your name, your students name, date, days absent and reason for absence.
2. Students who are absent must make immediate plans to do all make-up work due to the absence.
3. Students who are absent will have the number of days absent plus one to make up work.

ELEMENTARY ABSENCES

If your student is absent for an unplanned reason and you would like to pick up your child's assignments, please call the school office prior to 10 am. We will prepare an assignment list and gather the necessary textbooks and have everything ready for you to pick up on the counter outside of the elementary office before between 12:00 pm and 5:00 pm. Elementary Students are given one day for each day missed to complete assignments without penalty. If it is known that your child will be absent longer than two days a note or email should be sent to your student's teacher explaining the anticipated absence. The teacher will prepare a list of any assignments and instructions that will be missed. These assignments are due on the day that the student returns in order to receive full credit.

MIDDLE SCHOOL AND HIGH SCHOOL ABSENCES

If your student is absent your student is responsible for getting their make-up assignments. Students should check with their teachers. Students are expected to turn in assignments that are due the day they missed as soon as possible. If students miss the day of any major project, quiz, or test they should contact their teachers that day to turn in a paper/project or ask how/when they can make up their test. If the student does not contact their teacher before the end of the school day the teacher has the right to deduct points. The student will be given the number of days absent to make up any assignments that were assigned and due while they were absent.

PICKING UP A STUDENT

A list of adults authorized to pick up your student will be on file or in the school office. If a person is picking up your student and is not on the authorized list, a parent or legal guardian must contact the school

office. Your student will be sent home only with persons known by the staff or who provide proper identification.

***Written notification of any person who may pose a threat to your child's safety or well-being should be submitted to the office and kept on file.

PRESCHOOL students must be signed out at their classrooms. If the student is in aftercare, the parent will need to go to the designated aftercare area. If you have an Elementary, Middle School and/or High School student please make arrangements with the Preschool Director to have them all picked up in one location.

All **AFTERCARE** will be picked up at the Elementary entrance or playground.

ELEMENTARY students who are not in aftercare will be at the upper parking lot entrance and released as their parent or designated adult is seen at the drop-off/pick-up area. If the student(s) are not picked up by 3:40 they will go to aftercare and aftercare fees will be charged. If the student is in aftercare, the parent will need to go to the designated area that is posted at the lower FLC entrance to pick up the student.

If your student must be picked up from school early due to an appointment or other reason, a note should be sent to the teacher in advance. All students who are picked up during school hours must be signed out from the office. Students returning to school must be signed in at the office prior to returning to class.

MIDDLE SCHOOL AND HIGH SCHOOL students will be at the east awning with parent pick up line forming in the handicap parking spaces. Any Middle School and High School students who have a younger sibling(s) will be released to the upper parking lot where the Elementary students get picked up.

RECORDS

The school office will maintain records for each student. Immunization records, registration form, consent to treat form, physical evaluation form, photo release form, and parent agreement must be submitted and kept on file. Please make the school aware of any changes that occur with your address, phone number, authorized pick-ups, etc. In the event WCA ceases to exist, Westside Baptist Church will hold the records of WCA.

SCHOOL RULES

These rules are the general expectations for all students. It is the school's expectation that all students abide by these and individual classroom rules. Please talk about these rules with your student.

1. Be Respectful-

- Use good manners.
- Use an inside voice.
- Be kind in your words and actions.
- Listen carefully when someone is talking.
- Be patient while standing in line.
- Raise your hand quietly for permission.
- Tell the truth without arguing.

2. Be Responsible-

- Be on time.
- Always practice safety.

- Stay in your own space (KHFOOTY).
- Listen to and follow directions.
- Do your best.
- Be careful with church and personal property.

3. Be Ready to Learn-

- Get enough rest and enough to eat.
- Prepare your assignments.
- Choose to listen to teachers and other students.
- Read instructions and ask questions as needed.

FIELD TRIP PRIVILEGES:

If the teacher feels that the student would create a behavior concern during a field trip the teacher may request that a parent or designated adult accompany the student. If an adult is unable to accompany the student as requested the student will not be allowed to go on the field trip. The student's attendance at school on the field trip day will be determined on a case by case basis. Field trips are a privilege and can be lost because of discipline issues.

PERSONAL ITEMS TOYS/ELECTRONIC DEVICES /CELL PHONES

Cell phones and other electronic devices are to be turned off and out of sight during school hours, unless being used under teacher guidance. If they are used by the student, they will be confiscated by teachers and administration to be returned to the parent. If a parent needs to get in touch with a child, the appropriate school office needs to be called. Play/toy guns and weapons of any kind are not allowed at the school. We cannot be responsible for personal items brought from home which can interrupt the educational environment.

INTERNET USAGE/TECHNOLOGY

All students must abide by the technology agreement signed during enrollment.

PUBLIC DISPLAY OF AFFECTION (PDA)

No personal or physical contact with another student is allowed. Examples would include but are not limited to: holding hands, hugging, kissing, touching faces, sitting on each other's lap, or putting legs/arms across each other.

LOCKERS (Middle School-High School)

A locker is assigned to each student. Lockers are to be kept clean and neat at all times. Any damage that occurs to the locker will be the responsibility of the assigned student. NO pictures or signs may be posted inside or outside of the locker. Each student must clean his/her locker at the end of each quarter. The administration reserves the right to inspect lockers without notice.

DRIVING PRIVILEGES (High School)

Students who are licensed drivers are permitted to drive to school, but must follow these rules:

1. All vehicles brought to school by students must be registered in the office and proof of insurance

provided.

2. No vehicle is allowed to be removed from the property during the school day unless permission is granted from the administration.
3. No student is to drive, ride or sit in another student's vehicle without written permission from both sets of parents.
4. No student is to go to his vehicle during school hours without permission.
5. A five-mile per hour speed limit is to be observed on school property.
6. Upon arrival at school, students should park in the designated student parking area.
7. should leave the parking area immediately and not sit in their cars.
8. Reckless driving of any kind is prohibited.
9. Any violations of the above rules may result in the loss of driving privileges on school property.

If a student proves he cannot be trusted, then his keys must be turned in to the office at the beginning of each day and picked up when the student leaves campus.

DISCIPLINE POLICIES

At Westside Christian Academy firm and consistent discipline is maintained. Our teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. When disciplinary action becomes necessary it is firmly carried out, tempered by good judgment and understanding. The ultimate goal for disciplinary action is internal or self-discipline and personal commitment to Jesus Christ as Savior and Lord of one's life.

When a student is sent to the office, he/she will be counseled by the principal. Each situation will be handled individually, and the principal will determine the best course of action. Unacceptable behaviors differ in severity and thus receive different disciplinary responses. When a student is sent to the office for disciplinary purposes, the incident will be recorded. The principal will issue disciplinary consequences as necessary, including but not limited to those listed below.

School Wide Behavior Expectations:

1. Respect* for staff and fellow students
2. Decent and orderly conduct/conversation
3. Honesty at all times
4. Follow all classroom rules, expectations, and procedures.

*Philippians 2:3 – Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves.

Offenses include but are not limited to:

- Fighting, physical or verbal
- Biting
- Foul Language
- Pornographic materials
- Social networking activity that causes a disruption or reflects negatively on the school
- Bullying, including cyber bullying
- Sexual abuse
- Stealing

- Threats against the school and its staff
- Use/possession of tobacco, vapor, alcohol, drug*, and any illegal substance
- Immoral behavior and illegal activities
- Destruction of school property

*Students may be required to consent to drug testing at the student's expense.

Consequences include but are not limited to:

- Detention
- Parent conference
- Loss of privileges (such as an upcoming field trip)
- Restitution
- Suspension
- Expulsion

Westside Christian Academy reserves the right to impose formal discipline in cases where off-campus speech causes, or threatens to cause, a substantial and material disruption at school or interference with the rights of students to be secure.

Students in possession of any firearm or weapon is not permitted and will result in immediate and permanent expulsion. Any violation of this policy, either real or perceived, will be dealt with. Parents and the police will be contacted. Parents or guardians are not allowed to bring firearms into the building or during school trips/functions without prior approval from the Pastoral Staff.

Policy Limits

This Discipline Policy applies to students while they are on campus, on WCA operated buses, or at recognized school functions off campus. While behavior at other times or places is an individual and parental responsibility, behavior that impairs the testimony of the school cannot be ignored. Therefore, behavioral offenses which occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

Trust and freedom will be granted by the teacher as long as the student demonstrates the ability to conduct his/her activities in a purposeful manner.

Administrative Action

1. The type and severity of the disciplinary response will be related to the seriousness of the offense and to the student's previous discipline record.
2. The reason for the discipline will be clearly explained to the student.
3. Zeroes will be given for all class work missed during suspension.
4. Probation is a period of time given to a student to resolve a serious problem and is detailed in the section of the handbook that explains the probation policy. The head of school may recommend probation up to 60 days.
5. Expulsion is the action of the head of school.

Parents have the right to appeal this decision to the WCA Advisory Board.

Parents may seek reinstatement if/when the child's behavior is satisfactorily modified. However, a student reinstated has only one opportunity to demonstrate that their behavior has indeed changed.

Discipline Policies - PRESCHOOL:

If a student has been given a warning or has been redirected, but continues to be disruptive, the student may be removed from the classroom and taken to the Principal, Preschool Director or his/her designee. At this time the student will have the opportunity to calm down and gain control. If the student continues to be disruptive, a phone call to the parent will be made. The policies of Westside Christian Academy prohibit our staff from using corporal punishment or physical and verbal abuse.

Consequences for unacceptable behavior:

1. Redirect student. (to include the possible loss of recess, and/or other special privileges)
2. After redirecting the student, if inappropriate behavior continues, the student will be removed from the classroom.
3. The Preschool Director will conference with the student about behavior and contact the parent.
4. After parent contact by the Preschool Director, if behavior continues the student can be placed on probation or dismissed from WCA.

Discipline Policies - ELEMENTARY - HIGH SCHOOL:

In order to help students maintain proper attitudes and to maintain an environment conducive to learning, we have adopted the following discipline policies:

1. A verbal warning will be given to the student.
2. Reasonable and appropriate classroom discipline will be administered by the classroom teacher, which may include loss of privileges within the class.
3. Parents will be contacted if problems continue.
4. Students will be sent to the director if the problem continues.
5. A conference will be scheduled with the student's parent, teacher, and Principal and Preschool director.
6. A student who is directly disrespectful and/or disobedient toward any teacher/person in authority or who causes intentional injury to another person will be sent immediately to the Principal, Preschool director.

Students who fail to respond to correction will be suspended and/or expelled if/when other methods of discipline have been ineffective.

Behaviors worthy of suspension/expulsion:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures.
- Leaving school without permission.
- Harassment, threats, disrespect or bullying of students and/or teachers, including racial disrespect, through physical, verbal, or written forms.
- Misuse and/or damage to school or private property.
- Moral misconduct: inappropriate contact or conversations of a sexual nature.
- Other serious infractions or behaviors deemed by the administration.

Behaviors worthy of immediate expulsion:

- Possession, using, selling or furnishing any firearm, knives, explosive or other dangerous object.
- Possession, using, selling or furnishing tobacco, vaping items, drugs, or alcohol.

- Failure of parents to cooperate with the school in discipline measures.

Consequences of suspension:

- 1-3 days out of class
- All homework must be made up.
- Suspension removes a student from campus and all **school** activities for that set period

A child’s conduct reflects his/her attitude toward God, parents, and school. He/she is accountable for his/her actions at all times. Behavior directly against school policy that happens off of school property will be dealt with the same as if it were done on school property.

DRESS CODE

Emphasis is placed on NEATNESS, MODESTY, CLEANLINESS and APPROPRIATENESS of dress. The head of school and teachers reserve the right to decide whether a student is dressed properly. Students who are out of dress code have two options:

1. Parents can be called to bring appropriate clothes to school. The student will be required to make up all assignments missed.
2. Students can go home for the rest of the day. The student will be required to make up all assignments missed.

ADHERENCE TO DRESS CODE IS REQUIRED FOR ALL SCHOOL ACTIVITIES.

GENERAL APPEARANCE FOR ALL STUDENTS

1. Hair should be neat and clean.
2. Facial hair and sideburns must be neatly trimmed.
3. All clothing must fit appropriately; no over-sized or form-fitting clothing will be allowed.
4. Hats/Head Coverings may only be worn to and from school. They must be kept in the lockers/book bags during school. (unless prior permission is given)
5. Clothing and jewelry must not have inappropriate words, symbols, or pictures.
6. Tattoos and body piercings should be tasteful.

PRESCHOOL

1. It is recommended that your student come to school dressed in comfortable play clothes.
2. Your child needs to be able to go to the restroom without the teacher having to unhook or take off items (overalls are very difficult for some children to fasten).
3. Wearing tennis shoes and socks is strongly encouraged for school each day. Students have a much harder time running and enjoying active play while wearing sandals or flip-flops; therefore, all open-toed footwear must have securely fastened back.
4. Shorts are allowed, but the length of the shorts must be no more than three inches above the knee when standing. Skirts or dresses must also be no more than three inches above the knee when standing. **Wearing shorts under skirts or dresses is required.**
5. Shirts or blouses must have a sleeve that covers the shoulder, no tank tops allowed.

Please be sure that student’s jackets, coats, hats, sweaters, gloves,

mittens, etc. are clearly labeled with the student's name!

ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL

1. Tennis shoes or closed toe shoes are recommended for times of play on the playground and PE.
2. Shorts are allowed, but the length of the shorts must be no more than three inches above the knee when standing. Skirts or dresses must also be no more than three inches above the knee when standing. **Wearing shorts under skirts or dresses is required.**
3. Shirts or blouses must have a sleeve that covers the shoulder, no tank tops allowed.
4. No low cut tops that are revealing.
5. Pants must be in good shape with no holes above the knee.
6. If wearing skinny jeans or leggings, shirts must completely cover their bottoms
7. Make-up should be appropriate and conservative.

SCHOOL HEALTH SERVICES

MEDICATION

If a staff member is to administer medication to a student, a written permission form must be on file at the school office, and the medication must be in its original container with the student's name and dosage. If your student requires either an asthma inhaler or EPIpen for an emergency, please come to the school office to complete a permission form and to demonstrate proper usage of the needed item. All medications will be stored in the school office in a locked container. No student should have medication in their bags or pockets. An "ALLERGY ALERT" notice is kept in the office and other areas of the school for staff awareness.

HEALTH

Only healthy students can attend school. We require that a student be free of fever, vomiting and/or diarrhea for 24 hours before returning to school. When in doubt, it may be best for your student to stay home.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a student should not be taken from the home when any of the following exists, and will not be accepted at school:

- Fever
- Vomiting and / or diarrhea (even associated with teething and / or medication)
- Any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc. or any infectious contagious diseases.
- Sore Throat
- Croup
- Fifth Disease
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo
- Pinkeye or other eye infections (All eye infections are contagious. The student must be on medication for 24 hours before returning to school).
- Any communicable diseases
- Cloudy or green runny noses/persistent cough

If your student becomes ill at school you will be contacted to pick your student up at the school office. Someone must pick up your student within one hour. If the parents are not available, the emergency

contact person will be called. Please call the school office when your student will be absent due to illness.

FOOD ITEMS

PRESCHOOL:

Lunch and afternoon snacks will be provided. There may be times when you are asked to bring a snack for your child's classroom. All snacks must be purchased and wrapped in their original package. Please notify your child's teacher of any food allergies and return a completed food allergy form to the Office.

KINDERGARTEN-HIGH SCHOOL:

Lunch will be available for you to purchase. There may be times when you are asked to bring a snack for your child's classroom. Please notify your child's teacher of any food allergies and return a completed food allergy form to the Office. Children are allowed to bring sack lunches if they will not be purchasing lunch at school. Children are not allowed to share their food with the other students.

BREAKFAST FOR BEFORE CARE:

Breakfast will be available for before care students. The charge for breakfast will be \$2.00 per day.

SPECIAL CELEBRATIONS

A student's birthday is a special time. Please check with your student's teacher concerning birthday celebrations. In the event that your student has a summer birthday, discuss with your student's teacher about an alternate day for special recognition. Parents may bring treats if they so desire. The treats must be purchased and delivered in their original package. NO home baked items are allowed. Also, ask the teacher if any of the students in the classroom have food allergies. To protect the privacy of our families we do not give out addresses and/or phone numbers of our students. If you need a phone number or address, please speak personally to the other parent. We may give you a list of students in the classroom with the first name only. Holidays are special occasions to be celebrated by all. Your student's teacher will inform you of any upcoming parties or special days. As such, we will ask parents to provide low-cost snacks and other items to share with the classroom.

WEATHER AND SAFETY

WEATHER CONDITIONS

In the case of snow or extreme weather, our school will be canceled. WE WILL HAVE THIS INFORMATION BROADCAST ON KY3, KSPR 33, KOLR 10 and KJBD 97.9 FM AS EARLY AS POSSIBLE. Teachers are not responsible for calling their students to inform them of cancellations. In the event of a change in weather conditions during the school day, Westside Christian Academy will contact parents via message system.

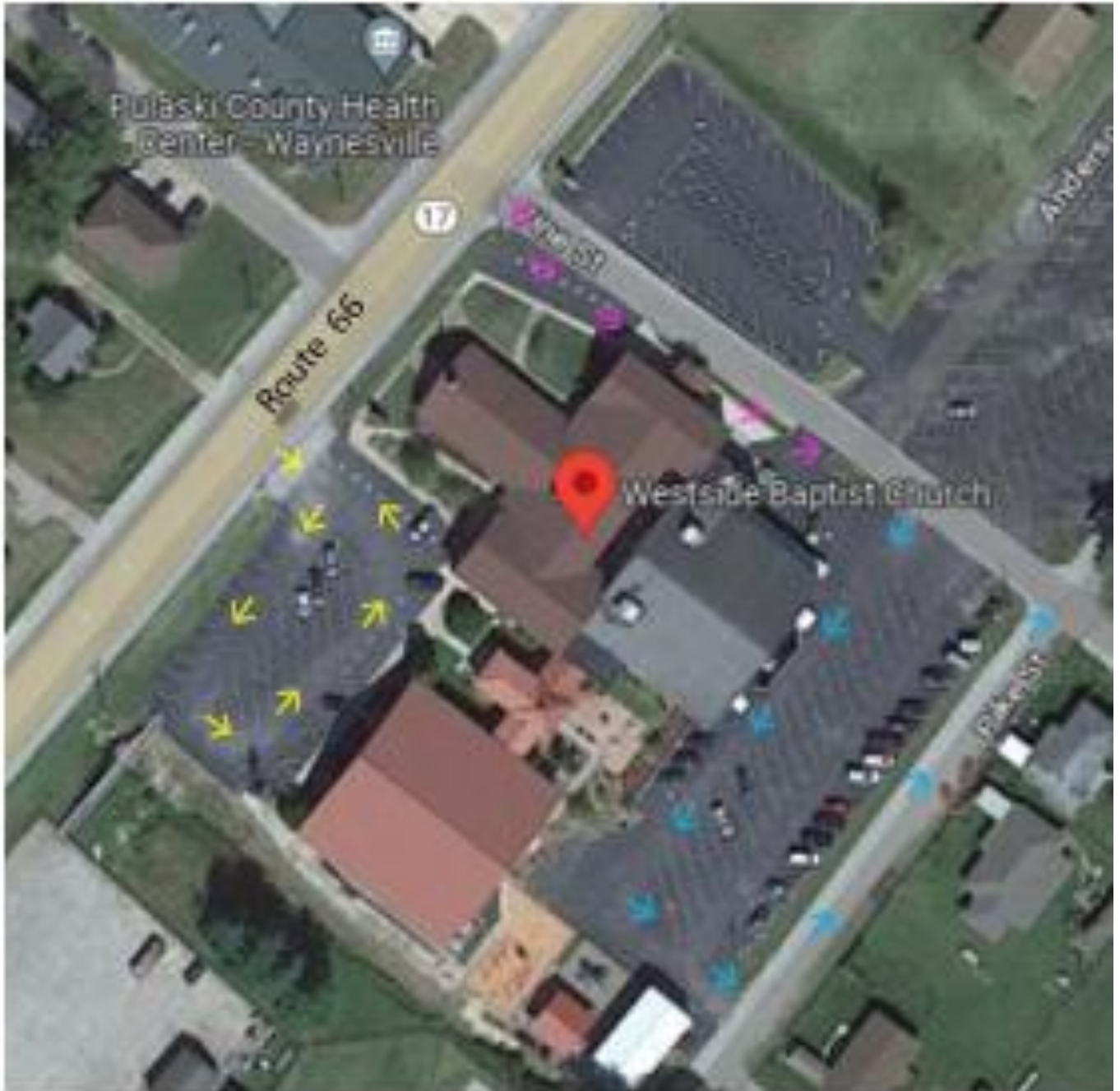
SAFETY

Safety drills, such as fire, tornado, earthquake and intruder, will be conducted periodically. These drills are conducted on a regular basis so students become familiar with escape routes and emergency procedures. A full emergency plan is available in the school office. Attached to the end of this parent packet you will find a letter outlining specific places that students may be taken if an emergency situation requires moving the students away from our building. We highly recommend you keep this letter with you.

PARKING LOTS

Yellow Arrows - Elementary Parents

Pink Arrows-Middle School-High School Parents



Blue Arrows - Preschool Parents

PLEASE DRIVE SLOW!!!!!!!!!!!!!!!!!!!!!!