

# West-Mont Christian Academy



## Student & Parent Policies

(Revised as of February 20, 2017)

## Introduction

West-Mont Christian Academy was established in May of 1980 as a ministry of Pottstown Youth Centre. As the school grew, the need for a separate incorporation and an independent 501(c)3 Internal Revenue Service determination became evident. The School Board filed for and received its present corporate status in 1995. West-Mont Christian Academy is a registered, religiously-affiliated school in the Commonwealth of Pennsylvania.

West-Mont Christian Academy has established a policy manual to provide guidance to its constituents in determining proper procedures for carrying out day-to-day activities associated with the school. A continuous ongoing process has been established to permit updating of this manual through the School Board. The School Board annually publishes an updated version to the website, including all resolutions that have been passed regarding policy issues. Policy becomes effective at the passing of a resolution by the School Board though it may not yet be included in the following volumes. An official updated copy of the policy manual is located in the school administration office and duplicate copies are held by the Board Secretary and the School Administrator off premises.

To clarify the structure of this policy manual, the School Board elected to create four volumes (and an appendix):

- I. The School Board Policies and Bylaws,
- II. Financial Policies,
- III. Personnel Policies, and
- IV. Parent/Student Policies.

Volumes III and IV respectively serve as the Personnel Policy Manual and the Parent/Student Handbook. Two numbers, separated by a period, identify articles or sections. The first number communicates the volume number and the second communicates the order of placement in the volume. (i.e. Article 3.04 would be the fourth article in the third volume, Personnel Policies.)

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(Items that are in bold print are reviewed during the Parent Administrator Interview)

## **4.000 INTRODUCTION TO VOLUME**

This volume is to be used as a Student/Parent Handbook. Though the volume may be published in a different format (i.e. using an index, different headings to clarify material, etc.) the material is essentially the same. Though the School Board may make changes throughout the year to this volume, the Student/Parent Handbook will be published one time during the school year (typically in the month of February) with a statement to clarify the potential lack of additions from the School Board. Note: Throughout this document, the term “parent(s)” should be interpreted to include legal guardian(s).

### **4.001 PURPOSE**

#### **A. STATEMENT OF FAITH**

1. We believe in the verbal, complete, and inerrant inspiration of the Bible in its original writing.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”

–2 Timothy 3:16-17

2. We believe in the tri-unity of God, eternally existent in three persons-Father, Son, and Holy Spirit.

“Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit,” -Matthew 28:19

“For there are three that testify.” -1 John 5:7

3. We believe in the deity and virgin birth of Jesus Christ.

“In the beginning was the Word, and the Word was with God, and the Word was God. He was with God in the beginning...The Word became flesh and made his dwelling among us...” –John 1:1, 14

“This is how the birth of Jesus Christ came about: His mother Mary was pledged to be married to Joseph, but before they came together, she was found to be with child through the Holy Spirit...

‘The virgin will be with child and will give birth to a son, and they will call him Immanuel’- which means, ‘God with us.’” Matthew 1:18, 23

4. We believe that all have sinned and are in need of salvation. Salvation is secured only through a personal faith in Jesus Christ as both Lord and Savior.

“For all have sinned and fall short of the glory of God.” -Romans 3:23

“Jesus answered, I am the way and the truth and the life. No one comes to the Father except through me.” -John 14:6

“For it is by grace you have been saved, through faith and that not from yourselves, it is the gift of God—not by works, so that no one can boast.” – Ephesians 2:8,9

“That if you confess with your mouth, ‘Jesus is Lord,’ and believe in your heart that God raised him from the dead, you will be saved. For it is with the your heart that you believe and are justified, and it is with your mouth that you confess and are saved.” –Romans 10:9,10

5. We believe God created humanity, male and female, reflecting the image and likeness of God. Each person's biological sex has been sovereignly appointed by God and is an irreversible aspect of his or her nature. It is our assertion that a rejection of one's God-ordained biological sexuality reflects a rejection of God's plans and purposes.

"In the beginning God created the heavens and the earth... 'Then God said, "Let us make mankind in our image, in our likeness, so that they may rule over the fish in the sea and the birds in the sky, over the livestock and all the wild animals, and over all the creatures that move along the ground." So God created mankind in his own image, in the image of God he created them; male and female he created them.'" Genesis 1:1, 26-27

"It is God's will that you should be sanctified: that you should avoid sexual immorality;" 1 Thessalonians 4:3

"As for you, you were dead in your transgressions and sins, in which you used to live when you followed the ways of this world and of the ruler of the kingdom of the air, the spirit who is now at work in those who are disobedient. All of us also lived among them at one time, gratifying the cravings of our flesh and following its desires and thoughts. Like the rest, we were by nature deserving of wrath. But because of his great love for us, God, who is rich in mercy, made us alive with Christ even when we were dead in transgressions—it is by grace you have been saved. And God raised us up with Christ and seated us with him in the heavenly realms in Christ Jesus, in order that in the coming ages he might show the incomparable riches of his grace, expressed in his kindness to us in Christ Jesus. For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God— not by works, so that no one can boast. For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do." Ephesians 2:1-10

"For although they knew God, they neither glorified him as God nor gave thanks to him, but their thinking became futile and their foolish hearts were darkened. Although they claimed to be wise, they became fools and exchanged the glory of the immortal God for images made to look like a mortal human being and birds and animals and reptiles. Therefore God gave them over in the sinful desires of their hearts to sexual impurity for the degrading of their bodies with one another. They exchanged the truth about God for a lie, and worshiped and served created things rather than the Creator—who is forever praised. Amen. Because of this, God gave them over to shameful lusts. Even their women exchanged natural sexual relations for unnatural ones. In the same way the men also abandoned natural relations with women and were inflamed with lust for one another. Men committed shameful acts with other men, and received in themselves the due penalty for their error. Furthermore, just as they did not think it worthwhile to retain the knowledge of God, so God gave them over to a depraved mind, so that they do what ought not to be done. They have become filled with every kind of wickedness, evil, greed and depravity. They are full of envy, murder, strife, deceit and malice. They are gossips, slanderers, God-haters, insolent, arrogant and boastful; they invent ways of doing evil; they disobey their parents; they have no understanding, no fidelity, no love, no mercy. Although they know God's righteous decree that those who do such things deserve death, they not only continue to do these very things but also approve of those who practice them." Romans 1:21-32

6. We believe in the redemptory work of Christ, His blood that had to be shed for salvation, His death, His burial, and His resurrection.

"For what I received I passed on to you as of the first importance: that Christ died for our sins according to the Scriptures, that he was buried, that he was raised on the third day according to the Scriptures." -1 Corinthians 15:3,4

“In him we have redemption through his blood, the forgiveness of sins, in accordance with the riches of God’s grace” -Ephesians 1:7

7. We believe the Holy Spirit permanently indwells the body of each believer. He seals, enlightens, instructs and guides every born-again person.

“And do not grieve the Holy Spirit of God, with whom you are sealed for the day of redemption.” -Ephesians 4:30

“And I will ask the Father, and he will give you another Counselor to be with you forever—the Spirit of truth. The world cannot accept him, because it neither sees him nor knows him. But you know him, for he lives with you and will be in you...But the Counselor, the Holy Spirit whom the Father will send in my name, will teach you all things and will remind you of everything I have said to you.” -John 14:16, 17, 26

8. We believe in the eternal salvation of the believer; and the eternal judgment of the lost.

“God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.” -John 3:16

“I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned; he has crossed over from death to life.” -John 5:24

“This will happen when the Lord Jesus is revealed from heaven in blazing fire with his powerful angels. He will punish those who do not know God and do not obey the Gospel of our Lord Jesus. They will be punished with everlasting destruction and shut out from the presence of the Lord and for the majesty of his power on the day he comes to be glorified in his holy people and to be marveled at among all those who have believed. This includes you, because you believed our testimony to you.” -2 Thessalonians 1:7-10

9. We believe in the imminent return of Jesus Christ.

“We believe that Jesus died and rose again and so we believe that God will bring Jesus those who have fallen asleep in him. According to the Lord’s own word, we tell you that we who are still alive, who are left to the coming of the Lord, will certainly not precede those who have fallen asleep. For the Lord himself will come down from heaven, with a loud command, with the voice of the archangel and with the trumpet call of God, and the dead in Christ will rise first. After that, we who are still alive and left will be caught up together with them in the clouds to meet the Lord in the air. And so we will be with the Lord forever.” -1 Thessalonians 4: 14-17

10. We believe in the need for spiritual growth and separation from all sinful worldly practices and a need to commit to a local assembly of believers.

“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.” -2 Peter 3:18

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” -2 Timothy 2:15

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the

pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.” -Romans 12:1,2

“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the day approaching.” -Hebrews 10:25

## **B. WCA'S PHILOSOPHY OF EDUCATION**

West-Mont Christian Academy believes that education is a life-long process through which individuals grow in their knowledge, wisdom and understanding of truth. Truth is absolute. Truth is infallible. Jesus Christ is the Truth (John 1:1-2 and John 14:6). Jesus Christ never fails (Psalm 36: 5-9).

West-Mont Christian Academy believes that Jesus Christ is revealed to men through the Bible, the Holy Spirit (John 15:26), the creation (Romans 1:20), and through God's servants (Matthew 28:19, 20). Wholesome education requires that we both seek and grow in each of these pathways to truth. Toward that end, West-Mont Christian Academy seeks to both establish and promote truth in the heart and mind of each student by providing a program that builds Godly character, academic success and a Christ-centered world view.

West-Mont Christian Academy believes that God has given parents the responsibility of educating their children (Proverbs 4, Ephesians 6:4, Deuteronomy 6:6-9), and that the school functions as an augmentation and extension of the training begun in the Christian home. The family, the church and the Christian school are to be complementary in educating and training the student for a life of fellowship with God and service to man (Matthew 22:37-38.).

West-Mont Christian Academy believes that, by the grace of God, teachers and school-staff members are accountable before God to exemplify and promote a high moral standard based upon a biblical value system (Titus 2:6-8).

West-Mont Christian Academy believes that a climate of love, understanding and mutual respect between student and teacher will nurture a student's self-worth through an appreciation of one's infinite value to God (Matthew 6:26, 10: 29-31).

## **C. MISSION, VISION, CORE VALUES, & GOALS OF WCA**

The purpose of West-Mont Christian Academy is to assist parents in the training of their children to honor God, by providing a quality educational and spiritual environment where Godly character and unity in Christ can flourish in order to develop productive servants for the Lord, who will impact their world through biblical thought and action.

This purpose statement is condensed into the **WCA Mission Statement**:

*“Bringing God's Truth and Purpose Into the Lives of our Students”*

This ideal is further understood through the **WCA Vision Statement**:

*“West-Mont Christian Academy desires to produce graduates who are prepared for Christ's service and utilize their God-given gifts and abilities to fulfill His purpose. We seek to accomplish this through*

*mentoring and innovative methods so that the Academy, with the partnership of the WCA Family, will develop each student into exceptional learners and worshippers who glorify God with their whole heart.”*

### **Core Values**

West-Mont Christian Academy, with a commitment to a Christian worldview, seeks to maintain the following Core Values:

Christ-Centered Education - We seek to provide discipleship and mentoring to our students with biblically founded truth at the heart of all instruction.

Excellence In Mission - We seek to offer a wealth of wholesome learning opportunities to our students, providing instruction with innovative and effective delivery so that each student achieves to their own level of excellence.

Each Student Is Unique - We seek to develop the God-given abilities and passions of each student, allowing them to discover God's individual purpose for their lives. This is carried out through the belief that every individual has infinite value and bears the image of Christ, since they are created in God's likeness.

Leadership - We seek to mentor each of our students as servant-leaders by providing focus to the role model of Christ Jesus.

Serving the Community - We seek to develop strong relationships between faculty, parents, and students, striving to meet each other's needs, which will naturally be demonstrated in an evangelical outreach to the surrounding community.

Partnering with Parents - We seek develop a strong collaboration between faculty/staff and parents, under the guidance of the parent-elected West-Mont Christian Academy School Board, to nurture our students, allowing us to function as an extended WCA family.

### **Christian School Goals**

1. Spiritual Goals – To provide a quality educational and spiritual environment where Godly character and unity in Christ can flourish.
  - a. To have students come to know God as their loving Father, Jesus Christ as their Savior and Lord, and the Holy Spirit as their constant companion and guide into all truth.
  - b. To teach the Bible as God’s Word for today – speaking to all of our needs, giving the basis for our morals, and giving the foundation for understanding all other subjects.
  - c. To provide guidelines for spiritual growth toward maturity.
  - d. To make students aware of the world around them and their Christian responsibility to that world.
  - e. To teach that all students should yield themselves whole-heartedly to God, lovingly obeying all of His will, and willingly expending themselves in service.

2. Educational Goals: To assist parents in the training of their children to honor God by providing a quality educational and spiritual environment where individuals can grow in knowledge, wisdom, and understanding of the truth.
  - a. To promote high educational standards within the potential of each student as uniquely created by God, and to help him or her realize their full potential.
  - b. To help students gain the ability to communicate effectively through the development of their listening, speaking, reading, and writing skills.
  - c. To teach and encourage the use of good study skills.
  - d. Within the context of a Christ-centered world-view, to develop creative and critical thinking.
  - e. To produce an understanding and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibility to use and preserve it properly.
  
3. Personal and Social Goals: To develop productive servants for the Lord who will impact their world through Biblical thought and action.
  - a. To understand, accept, and use their God-given capabilities in the pursuit of unselfish and constructive life-goals.
  - b. To develop God-honoring personal relationships.
  - c. To learn stewardship of possessions, with a knowledge of worthwhile ways of sharing.
  - d. To use leisure time in a wholesome way, with an understanding of the proper balance between work and recreation.
  - e. To acknowledge Godly authority, accept responsibility, and recognize opportunity, experiencing true satisfaction in worthwhile accomplishments.
  - f. To appreciate that our physical bodies are a gift of God requiring proper care and stewardship.

### **Controversial Information**

WCA seeks to honor God throughout its educational program. Occasionally, controversial information may be presented via guest speakers, pamphlets, textbooks, media center resources, etc. WCA Staff will seek to use such opportunities to promote truth and a Christ-centered worldview.

## **4.002 ORGANIZATION**

### **A. INCORPORATION**

West-Mont Christian Academy, Inc. operates under the leadership of a board, elected by the Parent Association and as such is considered a "parent-run" school. West-Mont is recognized as a non-profit, religiously-affiliated school in the State of Pennsylvania and maintains membership with the

Association of Christian Schools International (ACSI) and the Middle Atlantic Christian Schools Association (MACSA). West-Mont Christian Academy is accredited with the Association of Christian Schools International and the Middle States Association of Colleges and Schools.

## **B. THE PARENT ASSOCIATION**

1. The Parent Association is composed of parents (or legal guardians) of children in the school.
2. The Parent Association elects the Corporate Board (School Board), which is the legal incorporated body of West-Mont Christian Academy.
  - a. Nominations of Corporate Board Members are made to the Nominating Committee. The Nominating Committee is composed of a minimum of two Corporate Board members and two parents appointed by the Board.
  - b. The Nominating Committee verifies nominations by...
    - (1) examining spiritual qualifications of nominees.
    - (2) approaching nominees to accept nomination.
    - (3) upon that acceptance, the Chairman of the Nominating Committee presents names to the Corporate Board for final approval.
  - c. The Corporate Board slates nominee(s) for each position to be filled on the Board.
  - d. The Parent Association elects Corporate Board Members from the slate of nominees. Elections shall take place at the first meeting of the Parent Association prior to opening of the school year. (Special elections can be called by the Corporate Board at any regularly scheduled Parent Association meeting to fill any vacant position.)
  - e. Only the parents who have signed the registration form, agreeing to the Statement of Cooperation, are permitted to cast ballots during election procedures.
3. The Administrator of West-Mont Christian Academy is the Moderator of all Parent Association meetings.

## **C. THE CORPORATE BOARD – (SCHOOL BOARD)**

1. Corporate Board Members are elected by the Parent Association for a three-year rotating basis of four members per year.
2. Corporate Board Member Qualifications

Any Corporate Board Member must:

  - a. Profess Christ as Lord.
  - b. Be actively involved in the ministry of WCA for a minimum of two years.
  - c. Demonstrate a Christ-like humility as a servant-leader with an excellent reputation in the home and community.

- d. Be valued as a mature believer by the leadership of their local church and submits to their authority.
- e. Be trustworthy in character, apt to maintain confidentiality, and not given to gossip.
- f. Be committed passionately to Christian school education and in full agreement with WCA's foundational beliefs (Statement of Faith, Statement of Cooperation, Core Values, & Mission Statement).
- g. Be committed to pray consistently for the welfare of the Academy.
- h. Be committed to the financial strength of the Academy typified by soliciting or supplying monetary support to the school.

### 3. The Nomination Process for Corporate Board Members

The Nominating Committee of WCA will confidentially contact five references (from a list provided by the nominee): their pastor, another spiritual leader (from their church), a professional reference, and personal references. If not previously completed as volunteer to WCA, Nominees for the Corporate Board would have background checks as part of nomination process.

- 4. Corporate Board members, in order to serve, must have their school-aged children enrolled in our school unless the reason given why they are not enrolled is unanimously approved by the Board.
- 5. All operational procedures of the school are controlled by the Corporate Board.
- 6. The Board Chairman is responsible for appointing all committees.
- 7. The three-year term begins and ends at the election of Corporate Board members by the Parent Association.
- 8. A quorum shall be composed of the majority of the board (with 8 or 9 members, 5 is a quorum, with 10 or 11 members, 6 is a quorum, with 12 members, 7 is a quorum).
- 9. The Administrator of the school shall prepare a written agenda and secure a Treasurer's report for each Corporate Board meeting. The Board President shall activate the discussion to follow the agenda.
- 10. The Corporate Board shall organize annually at its September meeting. It shall select a President, Vice-President, Secretary, and Treasurer. Before the September meeting, the Administrator shall contact all Board members to determine their willingness to serve as officers on the Board for the coming year and present their names at the September meeting for election. The Administrator shall conduct this election. These elected officers shall take office immediately.
- 11. At the September meeting, the appointment of representatives to the following committees shall be made by the President for a one (1) year tenure:
  - a. Admissions/Scholarship Committee
  - b. Discipline/Grievance Committee\*
  - c. Executive Committee
  - d. Finance Committee
  - e. Nominating Committee

\* Assigned appointments for two-month tenures.

The Corporate Board also endorses the following administrative committees who provide direct input to the Administrator:

- a. Curriculum Committee
- b. Development Committee
- c. Exceptional Education Committee
- d. Technology Committee

Additional committees of the Corporate Board in the form of organizations include: the West-Mont Women's Circle, the Athletic Booster Club, and the Alumni Association.

#### **D. THE ADVISORY BOARD**

The Advisory Board exists to provide additional input for decisions that the Corporate Board needs to make from time to time. Similar to a committee of the Corporate Board, any vote that is taken by the Advisory Board carries no corporate weight, but rather gives formal advice to the Corporate Board.

##### **A. Qualifications for Advisory Board Membership (elected by the Corporate Board)**

Advisory Board Members must:

1. Have a keen interest in education.
2. Be involved in the local community.
3. Be willing to give time and resources toward WCA's needs.
4. Be supportive of the Vision and Mission of West-Mont Christian Academy.

##### **B. Nomination process for Advisory Board Membership:**

1. Nominations provided by an Advisory Board Nomination Committee composed of primarily Corporate Board members.
2. Nominations for Advisory Board should model 1/3 past WCA board members, 1/3 from community in general, and 1/3 from specialized talents. There should a clear role for the potential board member to fulfill in the WCA community.

##### **C. Terms of Service for Advisory Board Members:**

1. Advisory Board members will be elected to two-year terms.
2. The Advisory Board will be considered full constituted with 36 members.
3. Corporate Board Officers are ex officio members of the Advisory Board.

### **4.003 OPERATION OF THE SCHOOL**

#### **A. ADMISSIONS/ENROLLMENT**

Attendance at West-Mont Christian Academy is a privilege and not a right. The privilege may be forfeited by any student who does not conform to the standards and regulations of the school. The school may, at any time, request the withdrawal of any student, who, in the opinion of the school, does not fit into the spirit of the school, regardless of whether or not the student conforms to the specific rules and regulations of the school.

### **Admissions Procedures:**

1. A Registration Form, the Matthew 18 Agreement, and Educational Services Agreement (which includes the financial agreements between the school and the parents) must be completed and returned to the school office along with the non-refundable registration fee. Please note that **all students enrolling in grades 6 through 12 must submit an essay** (1) expressing their reasons for coming to WCA, (2) communicating their present spiritual position (local church involvement, acceptance of Christ as Savior, etc.), and (3) list any concerns that they would have about the expectations listed in the Parent/Student Handbook (especially in reference to the dress code, classroom expectations, and discipline policies)
2. New families must schedule an interview with an administrative director (typically the Administrator) to discuss the Philosophy of the School, the Statement of Faith, and the Statement of Cooperation in order to determine if the parents are in agreement with them. When meeting with the Administrator, it is best to bring a copy of his/her official transcript (for students in grades 9 through 12) or the student's latest report card.
3. In the middle and high school levels, the prospective student must also be interviewed in order to determine his/her desires and attitude concerning the school.
4. After the initial parent interview with the Administrator, if deemed advisable, prospective students may be requested to accompany their parents to a meeting with the Admissions Committee for a decision concerning the student's admission.
5. To finalize acceptance of a student, records must be transferred from any previous school, after which, a student may be tested for proper grade\class placement.
6. New parents are required to attend one of the scheduled orientation programs to be held in August and September of each school year.
7. In relation to foreign exchange students, the Administrator is empowered to interpret and adjust policies within Parent/Student Handbook to provide flexibility in meeting the needs of school and such students.
8. Kindergarten Admission - We view the kindergarten admission procedure as a process designed to ensure that students entering our program are ready to learn and will experience success. We take into account the age of the child along with a number of other important developmental factors. We believe it is best that a child be five years of age by the date of the start of school, but we also recognize that special circumstances exist, so we offer three distinct admissions procedures as follows:
  - A. Regular admission- For students five years of age by the first day of school with a satisfactory screening.
  - B. Ninety day window admission- students who reach the age of five within 90 days of the first day of school and meet stringent screening/testing requirements.

- C. Early admission- for students who are identified as exceptional and who meet the stringent criteria established by the West-Mont Exceptional Education and Elementary Education Departments.

There is a clearly defined policy that further clarifies the purpose, considerations, and procedures the school adheres to, including those regarding screening/testing and fees, which are also described. It is recommended that parents considering other than a regular enrollment of a kindergarten student, carefully examine the full policy, which is available in the elementary office.

#### **Notice of Non-Discriminatory Policy To Students**

West-Mont Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded 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 and loan programs, and athletic and other school-administered programs.

## B. GENERAL OPERATION

**1. TRANSPORTATION** - Busing is provided by each local school district to children in grades K through 12 (with the exception of Pottstown District which buses only K through grade 5) who live in that district, provided the distance from the nearest perimeter of the district is within 10 miles of West-Mont.

- a. Responsibility for bus service rests upon the parents. At their request, WCA will notify the home district that busing is desired.
- b. Problems occurring from busing are the responsibility of parents.

All students must vacate the school building by 3:15 p.m. or attend Extended Care. Only students who are participating in supervised after-school activities may remain in the building and must be under supervision at all times by the authorized staff member (coach, teacher, club leader, etc.) until the student's ride arrives.

Students (kindergarten and elementary levels) must have written permission from both parents and administration to go home with other students or parents. Permission must be obtained 24 hours in advance.

**2. STUDENT'S SCHOOL SUPPLIES** - Students shall furnish their own Bibles, notebooks, theme paper, pens, pencils, etc. Students are required to have a book cover on each textbook loaned to them. Any book damaged or lost must be reimbursed. Special paper and large pencils that are needed for primary grades will be provided.

**3. GRADING** - The following scale will be used in reporting grades at West-Mont.

92 - 100	A	Excellent
83 - 91	B	Good
74 - 82	C	Average
65 - 73	D	Poor
0 - 64	F	Failure
	P	Passing (Courses with Pass\Fail grades do not count toward GPA)
	WF	Withdrawn Failing
	O	Outstanding
	S	Satisfactory
	U	Unsatisfactory
	I	Incomplete (student has two weeks to make up work or grade will turn to a 60% (or lower if average is less than 60%))

**4. REPORT CARDS** - Report cards are issued four times a year at nine-week intervals. Student grades will also be maintained online for parents to regularly view student progress. (Parents need to log into the system with a password for access to the online grades.) A meeting of the Discipline Committee of the School Board will be held at the close of each marking period to review the overall status of the school, including problems in attitude, absenteeism, academics, etc. At the directive of the Administrator, the student(s) and the parent(s) of offending student(s) are required to be present to discuss the above problems with the Discipline Committee. Failure to be present at this assigned meeting or to provide an acceptable excuse for such absence may result in the expulsion of the student(s).

**5. HONOR ROLL** - An honor roll is published each report period listing all students who have a grade point average (GPA) of 3.5 (based on a 4.0 scale) or better for that marking period. Students with a GPA of 3.75 or better will receive "high honors" for that marking period.- Any student receiving a demerit during a marking period will preclude that student from the honor roll for that reporting period.

**6. HOMEWORK POLICY** - Homework assignments are an important part of our school program. It is vital that students complete their homework assignments. Parents are encouraged to assist in seeking that their child's homework is completed and in explaining work when necessary. The work must be done by the child and he must take responsibility for it.

**SUGGESTED TOTAL AMOUNT OF HOMEWORK PER NIGHT**

- Grades 1 thru 3 - 30 minutes
- Grades 4 thru 5 - 45 minutes to 1 hour
- Middle School - 1½ hours to 2 hours
- High School - 2 hours

This is actual work time and does not include preparation to start homework, breaks, etc. This suggested time is based on the work of an average student.

**Delinquent Homework Policy for Middle & High School Students**

If students do not complete their homework on time (with the exception of excused absences - see "Make-Up Work" under the Attendance Requirements section) they will receive credit (to be applied at the discretion of the teacher) as follows:

- 1<sup>st</sup> Day Late - A grade no higher than a "B" will be given.
- 2<sup>nd</sup> Day Late - A grade no higher than a "C" will be given.
- 3<sup>rd</sup> Day Late - A grade no higher than a "D" will be given.
- 4<sup>th</sup> Day Late (up to Ten days): Students receive a failing grade but must complete work to avoid having an incomplete for the mark period.

In general, all assignments and homework must be completed for a course to receive credit toward graduation. If students fail to hand in their assignments during the above-proportioned-credit period, they receive a zero for the assignment; but must complete the work before the end of the marking period. If any work remains outstanding longer than two weeks past the end of the marking period, that quarter grade will turn to a 60% (or lower.)

Teachers will communicate with parents if assignments are not handed in on a regular basis. Agreements may be made with parents to have students stay after school on designated afternoons (when detention halls are served) until homework is completed. However, detention time will not exceed 3:45 p.m. and parents will be required to pick up their students at that time. This procedure is only recommended for students who habitually fail to hand in their work.

**7. MALE - FEMALE RELATIONSHIPS** – Christ-honoring friendships are encouraged between young men and young ladies of West-Mont Christian Academy. These friendships must honor the Lord in private as well as public situations. Couples must avoid loitering in unsupervised areas of the school campus, holding hands, kissing, or any body contact.

**8. SCHOOL PROPERTY** - Any damage to school property should be reported to the school office immediately. Students responsible for any damage done to the building or furniture must pay for repairs.

**9. DRESS CODE** – Due to the many varying styles available, the dress code must be enforced in a subjective manner. Therefore, the final opinion and interpretation of the dress code will remain with the Administrator of the school. In all cases, the criteria will be: "Is the dress of this student clean, neat, and modest?" and "Is the style safe to wear?" The attitude of the student is paramount in considering dress code. A student with a humble spirit will dress above the standards of the dress code rather than try to push the limits of the code. Students are to refrain from dressing according to faddish styles that represent lifestyles that are dishonoring to God (for example: no punk culture hair style, clothing, or jewelry).

(Parents seeking a standardized West-Mont Christian Academy Uniform may purchase the school uniform through the online school store. Such uniforms are optional.)

- a. All clothing must be clean, modest, neat, loose fitting (yet not baggy), and without tears or frayed areas.
- b. All Students may wear shorts that are knee-length for Middle and High School students (and 2" above the knee for elementary children) and pants that are hemmed and loose fitting.
- c. Only females are permitted to wear knee length skirts, culottes, split skirts, and dresses throughout the entire school year. Hemlines with the limit of 2 inches above the knee are permitted for girls in grades preschool through grade 5. Grades 6 through 12 must have hemlines no higher than the top of the knee.
- d. Sweat pants are permitted only for Kindergarten through grade five. Middle and High School may wear athletic wear that does not gather at the bottom and is heavy enough material to not show undergarments.
- e. Students are expected to wear secure fitting sandals, shoes, and sneakers.
- f. Students must wear shirts (or blouses), which are modest. The shirt fabric must be dense enough to not show any undergarment lines nor should any clothing designed as an undergarment be exposed inappropriately. (We expect students would wear appropriate undergarments.) Shirts must be long enough to insure that the midriff is not shown at any time. All sleeves must be hemmed. Shirts must be sized appropriate to the student. Only females will be permitted to wear sleeveless shirts (arm holes must be small enough as to not reveal undergarment.)
- g. All pictures on clothing may not have emblems resembling or having the appearance of a negative life-style. Any cartoon characters worn may not promote values contrary to the school standards. No pictures or words of music groups are permitted. Christian/Bible related pictures are encouraged, provided that they uphold the above criteria. (Coats, hats, and jackets worn to school should maintain these same standards.) The Administrator (or his designated representative) will have the sole authority to disapprove of any infractions of this rule.
- h. Only females in grade 6 through 12 are permitted to wear make-up. This must be worn in moderation.
- i. Jewelry should be worn in moderation. Jewelry should be limited to finger rings, necklaces, and watches. Females are also permitted to wear earrings, hair barrettes, bracelets, and anklets. (Note: jewelry is limited to the above items.)
- j. Hair is to be kept clean, neat, and out of the eyes. Fad-oriented styles that utilize excessive height of hair, shaven areas, long spikes, unnatural hair coloring, etc. are not permitted. Males may not have long hair and the style must be traditional in nature.
- k. Coats and other outer garments are to remain in the student's locker (or coat storage area) during the school day. Students will be permitted to wear hoodies that do not have pockets or zippers throughout the day, however, the hood must remain off the head while inside the school building.
- l. Gym suits must be worn by students in grades 6 through 12 during gym but are not permitted as classroom attire. Students must change into their normal classroom dress after physical education classes. Uniforms are available through the school store.
- m. Athletic Practice and Physical Education Class Dress Code

1. West-Mont Athletic T-shirt or sweatshirt must be worn (see gym uniforms).
2. WCA black shorts (or WCA sweat pants) and must be loose fitting.
3. All participants must wear white socks and sneakers (or spikes for specific sports).
4. Students must remain in the gym area if dressed in athletic practice-dress or game uniforms.
5. All students must wear WCA sweatpants during weight room activities.

n. Dress Code Violations: If students are found in violation of the dress code, a notice will be sent to the parents for the first offense as a warning (unless the violation is a modesty concern, at which time the student will be required to change immediately). If a second dress code violation occurs, a meeting will be held with the student and an administrative staff member to review the entire dress code. If a third violation occurs within the school year, the student may be (at the discretion of the Administrator) sent home for the day or be given a detention. If they are sent home, parents will be required to promptly pick up their students. Since dress code is reviewed during morning homeroom, and throughout the day, students found with deliberate change of dress (after homeroom) will be sent home for the day and also receive a detention. Consistent violation of the dress code (which demonstrates a disrespect for authority) may result in expulsion from the school.

**10. ABSENCES** - In order for students to gain the most out of school they must be in regular attendance. Irregular attendance greatly affects the progress of the student. Parents are required to call the school office stating the reason for the absence\tardy each day the student(s) is not in attendance.

a. Excused Absences/Tardiness:

1. Sickness
2. Death in the Family
3. Doctor/Dentist visits which cannot be scheduled after school hours.
4. Administrator-approved family educational trip.

(When parents have prior knowledge of a student's absence they should notify the school by writing a note to the principal explaining the details.) Parents must complete the "Request for Educational Trip" form. It must be turned into the office at least one week prior to the trip or the absence will be considered unexcused. Trips to visit colleges, out of state experiences, or taking driver's exams are typically considered educational trips. It should be noted that non-medical appointments or trips for purely entertainment value are not considered educational.

b. Unexcused Absences/Tardiness:

1. Missing bus or coming in late when not transported by a school district.
2. Any absence for which a written (or phone call) notice is not received.
3. Any absence other than those mentioned under excused absences.

EXTENDED ILLNESS: If a student is absent 3 or more consecutive days, a doctor's statement must accompany the student upon returning to school.

MAKE-UP WORK: It is the student's responsibility to make arrangements for all make-up work to be done. Students will be permitted one day for each day of excused absence to make up all work, unless an assignment was given prior to the absence and a due date was established at that time. This includes tests and examinations as well.

PENALTIES: If a student has three or more unexcused absences, West-Mont Christian Academy is required to notify the student's home school district. If a fourth unexcused absence (or combination of unexcused tardies and absences) occurs, the parent(s) of elementary grade students will be required to meet with the Discipline Committee to develop a plan to discontinue the poor attendance habit. Parents

of middle or high school students will be notified of the excessive unexcused absences (or tardies) and the student will serve a detention for each violation. A student may face dismissal from school if the habit continues. (Please note: Three unexcused "tardies" equal one unexcused absence.)

Students wishing to be dismissed early for any reason must have permission from the Administrator. Prior to the day of the early dismissal, a note signed by the student's parents must be brought to the office stating the reason for dismissal. Students are not permitted to leave early to simply provide convenience to transportation.

**11. ATHLETICS/FINE ARTS PARTICIPATION** - Interscholastic competition takes place on the Middle and High School levels. All students participating in interscholastic athletics must have a physical examination. The physician must certify that the student is physically able to participate in practices and games. These examinations are the responsibility of the student and parents. It should be noted that each High School Student is expected to participate in at least one extra-curricular activity each year (i.e., soccer, volleyball, music, drama, etc.)

- a. **Eligibility to participate in Athletics\Fine Arts** - Each year students will be given a fresh start academically and extra-curricularly. At the beginning of each quarter, there will be a two week grace period where student's grades will not be checked as they settle in to the new quarter. After the two week grace period, every middle school and high school student's grades will be checked each Thursday by the Academic Advisor. Any student with a core course grade below a 65% and/or outstanding assignments will be placed on probation. Students and Parents will be notified by Friday afternoon. The student will then have until the following Thursday at 3pm to finish missing work and/or raise their failing grades. If a student does these things, they will be allowed to continue their extra-curricular involvement. If a student does not complete these tasks in that given week, they will be ineligible until they are completed. Students on probation, will still be allowed to participate in extra-curriculars that week, but not clubs, and must understand, their assignments and/or grades must be completed/raised during that week in order to keep playing. Each week, the Athletic Director and Coaches will be notified of students on probation and/or ineligible. In addition, each Thursday, when the Academic Advisor checks the grades, the Eligibility Committee (Academic Advisor, Director of Curriculum and Athletic Director) will meet to review those on probation and if eligibility will result.
- b. To help maintain lower fees, parents of players will be asked to participate in the transporting of the team to and from games. The school's insurance carrier will act as a secondary provider for general liability. All drivers must sign a waiver for damage caused to their own vehicle to drive on sports trips or field trips. Students driving with other students to practices or games must have written permission slips from both students' parents.
- c. **Grading for Sports Participation** - Students may elect to take a sport to fulfill their gym requirement. Students are given a pass/fail grade for this. The pass/ fail grade will be determined by a rubric completed at the end of each season by each head coach. Coaches are to submit completed rubrics to the athletic director at the end of each sport season. The Athletic Director submits the rubrics to the Director of Curriculum who will review the rubrics and record grades for the students.

If students choose to participate in a sport, but not have it not appear as a grade on their transcript, they may elect to audit their participation thereby not receive credit for the sport. Students must make this decision at the time of course scheduling.

**12. LIBRARY** - Our library resources continually grow and we are thankful for donations that have been and can be made. The use of the library is a privilege. It is necessary to charge students who abuse this privilege by losing books, damaging books, or withholding books.

The following library rules apply:

- a. Reference books will remain in the library at all times.
- b. No more than two books (four for high school students) may be checked out by a student at any time and a book may be renewed for one week only. A student is not permitted to check out a book if he/she has an overdue book or owes an unpaid fine.
- c. Any overdue book will carry a 25¢ per day fine to a maximum of the value of the book.
- d. Use of the library is a privilege. This privilege can be lost if abused.

**13. CHAPEL** - Elementary Chapel services will be held every Friday. Chapels are intended to be both evangelistic and edifying in nature. Students must enter quietly and maintain a worshipful attitude during the service. A Middle and High School Chapel service will be held on the first Wednesday of the month. All School Chapel is held on special days during the school year. For middle and high school students, all other Wednesdays will be for Spiritual Life Fellowship Groups (SLF's) where students are assigned to a discipleship group led by a faculty member or other Biblically qualified individual.

**14. HALL PASSES** - Students will not be permitted outside of their classroom without teacher permission, typically established by a hall pass. Students out of class without permission will be considered as "cutting class" (see discipline policies).

**15. LUNCH PROGRAM** - West-Mont offers a lunch program available to all students. This program is offered as a convenience to families. Parents are encouraged to pack a lunch for their student if they so desire. A fixed-price lunch is offered for all students.

**16. EMERGENCY CLOSING OF SCHOOL** - Individuals may see closing announcements on Channel 69 (TV) or on the West-Mont web site ([www.west-mont.org](http://www.west-mont.org)). The decision to delay the start of school or cancel school for the day will be made by 6:30 AM. If a 2-hour delay is called, morning kindergarten students will not have school for that day. If a student's home district cancels school for inclement weather, the student is not expected to attend WCA for the day.

**17. FIELD TRIPS** - Class trips to interesting and educational places in the area are a part of the instructional program. Parents will be notified beforehand and must sign a permission slip for the student to go (phone calls or hand written notes cannot be accepted for permission). No student is permitted on the trip without a proper-signed permission slip (and a medical release form for overnight trips). Fees will normally be charged to cover expenses for field trips. Students unable to go on the field trip will be assigned to another classroom for the time of the trip. Volunteers who drive their own vehicle must sign a waiver form for damage to their own vehicle; however, the school's insurance carrier provides secondary liability coverage for such drivers. Partial participation on school sponsored events\field trips is not permitted without the Administrator's approval.

**18. SCHOOL PICTURES** - Individual student and class pictures will be taken in the fall and may be purchased by the students.

**19. LOST AND FOUND** - Lost and found articles are taken to the designated area. Students must contact the assigned staff member from 3:00 PM to 3:15 PM to obtain their lost items. Remaining articles will be displayed at Parent Association meetings for parents to obtain lost items. Students habitually

leaving books around the school (not in lockers or their designated area for books) will need to retrieve those books from the office at a cost of 25¢ per book.

**20. VISITING THE SCHOOL** - Parents are welcome at our school. When you desire to visit a class for any reason, please contact the office first (24 hours advanced notice is requested). Parents are to stop in the office - Do NOT go directly to the classroom.

**21. SCHOOL VERSES** - The school verses are II Corinthians 5:20 and Isaiah 40:31.

**22. SCHOOL HYMN** - The school hymn is "Great is Thy Faithfulness".

**23. SCHOOL COLORS** - The school colors are Black and Gold.

**24. GRADUATION** – Students are required to complete a minimum of 24 credits for graduation. These credits may only be accumulated in grades 9 to 12. Some High School level courses may be taken in Middle School and credit for such courses will be noted on the final transcript, but will not be credited towards the grade 9 to 12 requirements. (For example, Algebra I may be taken in grade 8 and be a pre-requisite to Geometry and Algebra II, but will not be considered as part of the 24 credits during grades 9 to 12.)

The School Board will determine the Valedictorian and Salutatorian (if appropriate). Factors which influence this decision are: (a) the grade point average over the freshman through senior years, (b) spiritual qualifications, (c) time spent as a West-Mont student and (d) other factors that the School Board deems appropriate to consider. Determination will be made at the end of the third marking period of the senior year.

West-Mont Christian Academy offers two advanced diplomas, an Academic Diploma (college preparatory) and an Honors Academic Diploma. These diplomas demand additional requirements, but speak to greater achievement on the part of students. West-Mont Christian Academy also offers an attendance diploma for students who qualify under state expectations for this certificate.

**Breakdown of Course Expectations for Various Tracks of Study**

24 Credit requirement for all diplomas as listed

**General Diploma**

COURSE	CREDITS
Core Courses of Choice	4
Bible	4
Math	3
Science	3
History	3
English	4
Phys. Ed.	1
Fine Arts	1

Technology	1
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### Academic Diploma

COURSE	CREDITS
Core Courses of Choice	2
Bible	4
Academic Math (to Alg. II)	3
Academic Sciences (including Academic Biology and Chemistry)	3
Academic History	3
Academic English	4
Academic Foreign Language (2 years in the same language)	2
Phys. Ed.	1
Fine Arts	1
Technology	1

### Honors Diploma

This diploma requires that a student take at least 4 honors/AP courses and maintain a 3.5 GPA or higher.

COURSE	CREDITS
Core Course of Choice	1
Bible	4
Academic Math to Trig.	3
Academic Science (including Academic Biology, Chemistry, or Physics and one Honors level Science)	3
Academic History	3
Academic English	4
Academic Foreign Language (all in same language)	3
Phys. Ed.	1
Fine Arts	1
Technology	1

**Note:** The level of the diploma a student receives is not specified on their transcript. However, the diploma choice is a guideline approximating what colleges and trade schools are looking for.

- Core Courses of Choice includes Bible, Math, Science, History, English, and Foreign Language.
- Students are given .25 credits per year toward their Phys. Ed. requirement for completing one full season of a sport.
- Students cannot earn additional course credit through summer courses unless it is for summer school (making up for failed courses during the regular school year.)
- High school students are expected to take a minimum of six credits per year.

High school class standing is determined by the following completed credit values:

- Freshman – 0 to 6 credits
- Sophomore – 6.25 to 12 credits
- Junior – 12.25 to 18 credits
- Senior – 18.25 and higher credits

In addition to the standard credit expectations, all high school students are required to earn two Winterim credits per year for graduation.

(Special note: All middle school students are expected to take at least one fine arts class and one Physical Education class per year.)

**25. COLLEGE COURSES OR CLASSES TAKEN OUTSIDE OF WCA** - Any high school or college course taken outside of West-Mont Christian Academy that has been approved by the curriculum committee may be taken for high school credit toward graduation. However, grades received for these courses will not be counted toward a student's GPA. When presenting a student's transcript to a college, university, trade school, etc. a separate transcript from the school or college for the course(s) taken must be presented to reflect the grades obtained. A note will be placed on the bottom of the student's WCA transcript indicating the grades for these courses can be found on an additional transcript. Parents must provide these transcripts for submission to colleges which would be obtained from the institution from which they were taken.

Online courses taken at WCA (both college and high school) that are not graded by a WCA teacher are given credit toward graduation but do not count toward the student's GPA.

**26. DUAL ENROLLMENT** (definition), also known as "dual credit," "concurrent enrollment," and "joint enrollment," refers to the participation in college-level courses and the earning of college credits by high school students. Dual enrollment is viewed as providing high school students benefits such as greater access to a wider range of rigorous academic and technical courses, savings in time and money on a college degree, promoting efficiency of learning, promoting a student's strength and interest in a specific academic area, and enhancing admission to and retention in college.

**27. TRANSFER CREDITS** - Courses (both high school and college) taken prior to enrollment in WCA may be counted as credit toward graduation but not counted in a student's GPA. Courses considered must meet equal or higher standards as those held at WCA in order to be considered for transfer acceptance.

- TRANSFER OF CREDITS FROM OTHER HIGH SCHOOLS**- The validity of courses transferred from other schools will be determined by the Administrator. One of the criteria contributing to this decision is that these courses must have a minimum grade of C- or better to be considered for transfer.
- TRANSFER OF CREDITS FROM COLLEGES and EARLY COLLEGE ADMISSION** – (Dual Enrollment) West-Mont Christian Academy does not encourage early graduation of students, but acknowledges that some students who excel in academics and are balanced socially and emotionally may benefit from taking college courses. For students who have advanced beyond the scope of the WCA course selection in any academic category, WCA will permit such students

to take college-level courses that are pre-approved by the Administrator. Students with a GPA at West-Mont Christian Academy of 3.2 or higher are permitted to take such courses for credit transfer back to WCA (however these courses would not be included in the student's GPA). These approved college credits will be transferred as one full High School credit for three College level credits. (Note: Since scheduling of these courses are typically during the school day, and a college semester normally addresses half the school year, students will need to schedule two college courses – one for the fall and one for the spring – to complete their school year schedule.)

**28. EXAMS** - These will be given to Middle School and High School students in all major subjects.

A. **All sixth grade students** will take quarterly cumulative exams. These exams will cover material taught during each quarter. The grades for these exams will be included in the quarter in which they are taken.

B. **All seventh and eighth grade students** will take a mid-year exam (after the second quarter) and a non-comprehensive final exam (after the fourth quarter). Each exam will be worth 6% of the total yearly grade in each subject.

C. **High school students (grade 9 through 12)** will take final exams at the end of the school year. All students will take their final exam(s) for their Bible course(s), but will be permitted to exempt out of individual subject final exams if they maintain straight A's for all four quarters or have a cumulative 95% average for the year in that individual subject. These comprehensive final exams will be worth 12% of the total grade in each subject. During final exam week (end of year exams), students must take exams at the time the examination is scheduled. If three examinations are scheduled on the same day, a request for examination change may be given to the office for approval no less than 24 hours prior to the exam. If a student has more than one exam at a particular time slot, the second exam will be taken immediately following the conflicting exam time period. If a student is ill, the exam will be assigned to the first "make-up" slot available. Any "unexcused late/absence" will produce an automatic zero for the final exam. A note from your doctor will be required for any illness. With parental permission (in writing) students may leave school early or come late (if they are not taking a 1st period exam). Students need to be present 15 minutes prior to their first exam and must stay until they have completed their last exam of the day. (Students may not come and go throughout the day.) No questions about the exam (other than typographical errors) will be permitted during the examination time. Students may have only two pencils while in the examination rooms. No books, papers, pocket books, calculators, etc. are permitted in the examination rooms. Study guides will be offered for most courses approximately 20 days before the exams. At that time, students should begin studying each night (approximately 15 minutes per subject) using the study guides. Since exam grades are a high percentage of the year's grade in any one subject, parental encouragement will be extremely helpful to make sure that studying is accomplished.

**29. EXTENDED CARE** - Kindergarten and elementary level students who are not able to go home immediately after school (due to parents work schedule, conflicts of transportation, etc.) will attend a supervised program. Recreation, homework, and snack time are included in the afternoon program. A morning program may be available for students who need to be dropped off before normal school hours (before 7:45 a.m.) Parents **MUST** contract for this service at the beginning of the school year to insure adequate staffing.

**30. SCHOOL HOURS** --School hours are 8:00 a.m. to 3:00 p.m. Students are not to arrive earlier than 20 minutes prior to the opening of school and must leave (unless they are part of a supervised extra-curricular activity) no later than 15 minutes after the close of school for the day. (Kindergarten and elementary students will participate in the Extended Care program if they are dropped off before 7:45 a.m. or not picked up by 3:15 p.m.)

**31. STUDENT DRIVING GUIDELINES** - Students with a valid PA driver's license and permission from their parents may drive their vehicles to and from school or school-sponsored events.

- a. These vehicles must be parked in the designated student-parking area. Students may not congregate in the parking area and must, upon arrival to school, immediately come into the school building.
- b. Students may not transport other students without the consent of the student's (passenger) parents and their own parents.
- c. The school discourages students from driving when inclement weather is present or forecasted. If inclement weather arrives during school hours, drivers will normally be dismissed only at the time when the driver's home school district closes (at the early dismissal time).
- d. West-Mont Christian Academy takes no responsibility for a parent's decision to allow a student to drive. It does, however, reserve the right to refuse this privilege if the driver demonstrates inappropriate or dangerous driving habits.

**32. SELECTION OF STUDENT LEADERSHIP** - When students are representing West-Mont Christian Academy in various capacities, due to the nature of certain roles\positions, only full-time students will be permitted to fulfill such roles.

A full-time student is defined as any student that takes all of their education through WCA classes, including: approved college courses, distance learning through WCA Online taken on location, and cooperative studies courses. A part-time student is considered a home-schooled student that is taking at minimum one full credit course (or major subject) for the entire year.

Note: Part-time (home-school) students may not take more than 3 credits at WCA in any given year. Students wanting to take more than the 3 credits must be enrolled as full-time students.

A. Only full-time students are permitted to fulfill the following leadership positions:

1. Student Council Officers and Representatives
2. Band\Choir Officers
3. Solos in Competitions (such as ACSI Fine Arts Festivals when students are representing WCA.)
4. Sports Team Captains
5. Select Traveling music groups - All members should be full-time students. However, if there appears to be a significant disadvantage to the entire group with the lack of a student, at the discretion of the Fine Arts Director in collaboration with the Administrator, a part-time student may be considered.

B. When equal or close talent exists between two students being considered for the following leadership positions, preference will be given to full-time students over part-time students enrolled at West-Mont Christian Academy:

1. Theatrical Roles - Leading roles (as determined by the Fine Arts Committee or identified as such in the script.)

2. Sports - Starting players (any disagreement would be determined by the Athletic Director in consultation with the coaching staff.)
3. Mission Teams (when limiting the number of students on a particular trip is required.)
4. Chapel Worship Team
5. Any other leadership role not specified in this policy.

## C. DISCIPLINE POLICIES

**1. DETENTION** (for major behavioral problems). A detention consists of detaining a child after school until the length of the detention is served. Failure to serve a detention on the agreed date may result in a demerit. Parents are responsible for transportation.

**2. DEMERITS** (for serious behavioral problems). Demerits are issued by the Administrator based on the teacher's or principal's recommendation and an interview with the student. Demerits accumulate from year to year, but are deleted from the permanent record of a student upon promotion to middle school and again upon promotion to high school. Multiple demerits may result from one incident when multiple violations occur during that incident.

- a. The following are a sampling of the types of behaviors for which immediate demerits may be given:
  1. Disrespectful behavior.
  2. Threatening (bullying) behavior. \*
  3. Unclean life (both in and out of school).
  4. Fighting.
  5. Stealing.
  6. Cheating or Lying.
  7. Receiving repeated detentions for the same offense.
  8. Cutting or skipping classes (including leaving school property without permission from administration \*\*

*\* In the event that a student feels threatened in or out of the school situation and fears to remain in the school situation, the student is permitted to go without permission to the school office to report his/her fears. If, after due evaluation by the Administrator, it is deemed that the threat is probably unfounded, the student is usually requested to resume school activity. If the threat appears to be legitimate, the Administrator shall take appropriate action.*

*\*\* When students arrive on campus for the day, they may not leave without permission from the administration.*

- b. A letter from the Administrator will be sent home to give notification to parents of each demerit.
- c. For elementary grades (Kindergarten through fifth grade), the following procedure is practiced:
  - 1st Demerit - receives a total of 60 minutes detention.
  - 2nd Demerit - receives a total of 120 minutes detention
  - 3rd Demerit - receives a 1 day suspension.
  - 4th Demerit - receives a 2 day suspension.

- 5th Demerit - receives a 3 day suspension.
- 6th Demerit - receives a special meeting with parents and the Discipline Committee for a recommended expulsion.

d. For Middle School grades (sixth through eighth grades), the following procedure is practiced:

- 1st Demerit - receives a total of 120 minutes detention.
- 2nd Demerit - receives a total of 180 minutes detention
- 3rd Demerit - receives a 1 day suspension and a 30 minute detention.
- 4th Demerit - receives a 3 day suspension.
- 5th Demerit - receives a 5 day suspension.
- 6th Demerit - receives a special meeting with parents and the Discipline Committee for a recommended expulsion.

e. For High School grades (9-12 grade), the following procedure is practiced:

- 1st Demerit - receives a total of 180 minutes detention.
- 2nd Demerit - receives a total of 300 minutes detention
- 3rd Demerit - receives a 3 day suspension.
- 4th Demerit - receives a 5 day suspension.
- 5th Demerit - receives a special meeting with parents and the Discipline Committee for a recommended expulsion.

f. \_\_\_\_\_ Students who have accumulated demerits may have a demerit removed from their records if all of the following have taken place:

1. For a full year, the student has accumulated no demerits during that 12 month time period and no more than 3 detentions. This process may be repeated annually.
2. At the end of any quarter, if the student has completed one year without any demerits and has no more than 3 detentions during that given year, that student may make a formal request (in writing) to the Administrator for a reduction of a demerit. The Administrator (along with any representatives that he\she wishes to include) will interview the student and if the situation looks favorable, after research is completed with various teachers as to the advisability of removing a demerit, the demerit may be removed. This process may be repeated annually.

**3. IN-SCHOOL SUSPENSION** - During the in-school suspension, the student will come to school but will not attend class. He (or she) will be given work and will be responsible for getting all class assignments and taking tests during suspension.

**4. OUT-OF-SCHOOL SUSPENSIONS** - A student may be suspended for a period of time up to five school days, if, in the opinion of the Administrator, such action is warranted. Students will be given assignments to complete while on out-of-school suspension. Students have the opportunity to come into school for exams or tests but must take them under the guidelines given by the Administrator. Students missing any exams or tests will receive a zero for the period of suspension. A student may also be suspended for a period of up to five school days if the student is in possession of any prohibited item(s), (see Prohibited Items). Suspensions are not retained in the student's permanent record. Students on suspension are not permitted to participate in extra-curricular activities.

**5. WITHDRAWAL** - It is understood that attendance at West-Mont Christian Academy is a privilege and not a right. The privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The School may require the withdrawal of any student at any time who, in the opinion of the School does not fit into the spirit of the institution, regardless of whether or not he (or she) conforms to the specific rules and regulations of the School. (Tuition refund policies apply in all cases of withdrawal.)

**6. EXPULSION** – It is a privilege, not a right to attend West-Mont Christian Academy. Listed below are some reasons for expulsion:

- a. A student may be expelled immediately for possession of certain illegal or prohibited items.
- b. A student may be expelled for extreme misbehavior or consistent display of a poor attitude at any time (as determined by the Administrator or the School Board).

When expulsion takes place, the following policies go into effect:

- a. Expulsion may be part of the student's permanent records. The reason for expulsion will not normally be released unless required by legal authorities.
- b. Following expulsion, the student will receive a certified letter stating that the student is not permitted on WCA property or at any WCA sponsored activity. Failure to observe the mandate may require legal enforcement.

**7. PROHIBITED ITEMS** – All tobacco products, weapons (inclusive of knives, guns, chains, etc.), dangerous or illegal substances, pornography and certain other items will be confiscated and may be destroyed. Students found with these items may face immediate expulsion.

It is the policy of the school that, without specific permission from the Administrator, students may not bring to school (inclusive of riding on the school bus or placing them in book bags or lockers): radios, tapes or tape recorders, CDs, CD players, computer notebooks/tablets, beepers, laser pointers, animals, playing cards, trading cards, objectionable printed material, cameras, toys, games, or other objects that do not contribute to the academic day. These will be confiscated and held in the school office for parents to pick up.

Students will be permitted to bring cell phones to school; however, they must be powered down when in the school building and stored away for the entire school day. If a student has a cell phone powered on (or if it is not stored away), the cell phone will be taken to the Administrator for the remainder of the day. On the first offense, the cell phone will be returned to the student at the end of the day. On the second offense, the cell phone will be retained for the student's parent to pick up. On the third offense, the cell phone will be taken for the remainder of the school year, to be picked up by the parent on the last day of school. (If the cell phone is not picked up by the parent on the last day of school the cell phone will be considered abandoned.)

**8. SEARCH PROCEDURES** - WCA reserves the right to search any locker, gym bag, book bag, pocketbook, vehicle, etc. brought onto school property when the Administrator determines sufficient evidence is present to suggest that prohibited items have been brought on the premises. Attendance at West-Mont Christian Academy signifies acceptance of and agreement with this policy.

**9. GRIEVANCE/REQUESTS OF THE SCHOOL BOARD** - All grievances/offenses are to be handled according to the Matthew 18:15-17 principles. **NO GRIEVANCES WILL BE HEARD UNTIL THE FIRST STEP OF SPEAKING FACE TO FACE WITH THE PARTY INVOLVED HAS BEEN FULFILLED.**

If an acceptable resolution cannot be achieved, the next recourse is to the next person in authority. (Principal, Administrator) If deemed advisable, it will be forwarded in writing to the Grievance

Committee, which shall determine if the grievance/offense should be heard by the entire Board or be handled by committee.

If the party initiating the grievance/offense feels a proper hearing has not been given at the level where the decision is made, recourse to the Board must be in writing, communicating that they have followed the steps of Matthew 18. If the Board determines that the Matthew 18 steps have been followed, a personal hearing at a Board meeting shall be permitted. (Please see the Statement of Cooperation Agreement for additional steps that are available through [www.HisPeace.org](http://www.HisPeace.org) ).

In addition, a meeting of the entire Board for opportunity from parent(s) requesting a time for expression will be granted on the first Monday of October and February. Such meetings are scheduled only by reservation with the Administrator. These reservations must be made in writing one month in advance of the meeting. (Note: Board meetings other than the first Mondays of October and February are not open to the public.)

The Board allows the Administrator to speak to the interpretation of the WCA policies, and, if required because of special circumstances, gives him/her the authority to make minor exceptions as needed (based on very unique situations). If the Board is involved through appeal, or at the request of the Administrator, the exception must wait for the next board meeting and requires a 3/4 majority for an exception to established policy to be made.

## **D. FINANCES**

Each year the Board establishes the Tuition and Fee Schedule for the following school year. This schedule is typically published in mid-January so that parents can choose to avail themselves of the tuition discounts offered to them if they elect to pre-pay the following year's tuition.

### **Tuition Payment Options**

Payments Programs - West-Mont Christian Academy offers several options for payment programs through the FACTS Tuition Service. Electronic payments for monthly payments, semi-annual payments, credit card payments, and special long range funding are available through this tuition service.

Payment Procedure - A payment plan is established as part of the Educational Service Agreement, and is a component of the student registration. It declares which payment method is adopted by the family for each student. A student will not be considered for acceptance by the admissions committee without the determination of a tuition payment method. The FACTS Tuition Service must be utilized for all payment plans unless the family chooses to pay the entire year's tuition as one payment. A separate payment contract is established with FACTS Tuition Service (completed online) to authorize electronic transfers from your financial institution.

**Discounts for the Following School Year's Tuition** - If a family chooses to pay their entire (full year) tuition early, a discount will apply for that next year's tuition. If the full family tuition is paid by:

- February 1 - a 4% discount is applied to that next year's tuition.
  - March 1 - a 3% discount is applied to that next year's tuition.
  - April 1 - a 2% discount is applied to that next year's tuition.
  - May 1 - a 1% discount is applied to that next year's tuition.
- (No discounts are given after May 1.)

### **Financial Policies**

1. Registration fees are \$100.00 per child. All registration fees are due at the time of registration and are non-refundable.
2. If a student is enrolled during the course of the year, tuition is calculated on the number of school days remaining for the school year. (Normal school year is 180-183 days.)
3. Full-time pastors and missionaries on home assignment (1 yr. max.) may apply to receive a 50% discount for tuition for their children. Books, lunch fees, special needs fees, field trips, registration, etc. are excluded from the discount.
4. It is the policy of our school not to have children involved in general door-to-door projects or solicitations. No fund-raising on or off campus is permitted except by authorization from the Administration. WCA does not permit students to sell items to other students on school property without authorization from the Administrator.
5. The school will assess a charge of \$25.00 for any check returned for insufficient funds and require immediate payment in cash to replace the check.
6. Parents are asked to avoid sizable, personal gifts to individual staff members to eliminate the appearance of a conflict of interest (certainly no gifts greater than \$5 to \$10 in value). Instead, parents are requested to generously support the yearly Christmas Gift Campaign, which benefits all WCA staff members.

#### **West-Mont Christian Academy Educational Service Agreement**

1. The choice of Tuition Payment Plan must be determined at the time of registration. A \$25.00 administrative fee will be charged for changing the type of payment plan a family selects at the time of registration.
2. All payments that are charged to a General Family Account (books, gym uniforms, etc.) are due the first of each month. Tuition payments are due on the date established by the financial contract through FACTS. If any payment is not paid on time, the school retains the right to charge a late fee of \$25.00 or 1.5% of the balance (whichever is greater). If any account is overdue more than 60 days, students will likely not be permitted to attend school until the overdue portion is paid.
3. Student Lunch Accounts are debit accounts and must be maintained with a positive\credit balance. The school retains the right to charge a monthly late fee of \$25.00 or 1.5% of the balance (whichever is greater) if the balance continues to be in arrears. The school will assess a charge of \$25.00 for any check returned for insufficient funds and require immediate payment in cash to replace the check.
4. If a student is withdrawn prior to the start of the school year (July 1<sup>st</sup>) a \$200 early penalty will be charged to the family account (in addition to the non-refundable book, technology and registration fees.) If a student withdraws after the school year commences, all monthly payments, including the payment for the month of withdraw are due (in addition to the non-refundable fees). If tuition was paid in full for the year, WCA will calculate the refund as though the family were using a 12 month payment plan (paying through the month of withdraw), and the remaining monthly payments will be refunded. Tuition refund checks will be given no earlier than one week after the withdraw date, which must be communicated in writing to the administration. If a student is expelled during the course of the year, the tuition refund (in the case of a full-year payment) or the balance owed (in the case of a monthly payment plan) will be based on the date of expulsion.
5. If tuition fees or charges are due at the close of the school year, report cards will not be issued, official records will not be released, nor will re-enrollment be possible until the payments are made in full.

6. If a student enrolls during the course of the year, tuition is calculated based upon the number of school days remaining for the school year.
7. Parents are required to have adequate hospitalization and insurance coverage for students during school and school-sponsored activities, including interscholastic sports and mission trips.
8. Tuition and fees do not cover the total cost of education for the students at West-Mont Christian Academy. Each year a large portion of the cost must come through gifts from parents and friends of our school. Therefore, each family is asked to pray about a possible tax-deductible pledge of what they can give during the year to make Christian education possible for their children. (This is requested as part of the "Annual Fund".)
9. Existence of all programs is dependent upon the enrollment or funding to adequately sustain them.
10. A student enrolled in WCA will be considered re-enrolled on March 1 of each consecutive year, provided that the student's parents have not notified the Academy in writing by March 1 preceding the next school year, and that the student's behavior is appropriate to permit continued enrollment in the school.
11. The parents, School Board, and academy staff agree that following the Matthew 18 principles are central to resolving all conflicts. As a result, all parties agree that utilizing these principles to settle any dispute is essential and that, using the standards of the school policies (Parent\Student handbook), the School Board will function as the spiritually capable judge for such matters. If disagreement exists between a party and the school board, use of Christian Conciliation services is agreed to be the sole manner for restorative process.

## **E. TUITION FINANCIAL AID \SCHOLARSHIP FUND**

1. Realizing that the school does not have unlimited funds, and that Tuition Aid monies come from the donations of individuals to that fund, applicants must first request aid from their individual family members and church affiliation before consideration for Tuition Aid will be given.
2. Tuition Aid (need based) is offered on a non-discriminatory basis to students enrolled in the Academy. A Tuition Financial Aid Service using an objective point system is used to determine need. After registering students, a Financial Aid form (available on line) must be completed along with providing the appropriate documentation to the service. Returning parents must complete this form each year (by April 15<sup>th</sup>) if they wish to be considered for tuition assistance. Parents will be notified in writing of their award.
3. It is expected that families receiving tuition financial aid will seek to contribute toward the financial aid \scholarship fund in the future as a way of giving back to help others.
4. Tuition Financial Aid (or portions thereof) may be denied if there are insufficient monies in the Tuition Financial Aid\Scholarship Fund.
5. Any family who does not remain current with its account will lose its financial aid award.

## **F. THOUGHTS REGARDING PARENT INVOLVEMENT** –by Roy W. Lowrie, Jr.

The Christian school needs a high degree of involvement by parents to develop into an effective educational institution. The role of the parent is significant and cannot be filled by the Teacher or by the Administrator. The suggested code presented here is not intended to bind the conscience of any parent.

Rather, it is a recommendation of ten things that Christian school parents should do. Such involvement has clear, measurable outcomes on behalf of the school.

1. I will pray regularly and fervently for the Christian school. The Word of God teaches that the prayers of a righteous person have a powerful effect. Through prayer you can influence every aspect of the school each day. Writing shortly after the Civil War, E.M. Bounds said that the absence of prayer is a sure sign of work done in the flesh. Conversely, the presence of prayer is a sign of work done through the Spirit. Jesus said that men ought to pray.

2. I will cooperate fully with the educational functions of the Christian school. Do your best under God to make Christian education effective in the lives of your children. Teach them to love and respect their teachers and Administrator. Help them to be diligent workers. Teach them to get along with others. Encourage them to love and serve the Lord Jesus Christ while they are young, and all of their lives.

3. I will pay my financial obligation on time. The Board and Administrator are careful in preparing the budget and in controlling expenditures. Money must come in on time or the school will go into debt for operating expenses, a serious problem. If you are unable to pay, notify the Administrator in advance giving a reasonable explanation of the delay and stating when you will pay.

4. I will support the school with gifts in addition to my tuition and fees. If the Christian school raised tuition enough to cover the entire budget, families would be priced out of school. Give as the Lord prospers you, proportionate giving. Some can give more than others, but all can give something. Do this as unto the LORD, cheerfully. These gifts are tax-deductible.

5. I will fulfill my work obligations. The school depends upon parents to help with periodic cleaning, maintenance, and other activities. Many hands make light work. There is blessing as you fulfill these obligations on time and happily. You become a deeper part of the school through these efforts.

6. I will undertake volunteer duties. All parents do not have an equal amount of time for volunteer service at the school. As God provides time and strength, take advantage of opportunities to serve at the school. The school cannot afford to buy the work you do voluntarily.

7. I will recommend the Christian school to other families as opportunities are opened. Statistics show that most new families enter upon recommendation of a family already in the school. The warm personal endorsement of parents is the school's best public relations. Many students have been directed to Christ because friendly parents spoke to their parents about the school.

8. I will attend meetings and parent functions regularly. Most of the meetings at the Christian school are lively, informative, and worthwhile. Seldom does a meeting bomb out. To grow in an understanding of the purposes and objectives of the school, attend the meetings. Many are designed to help you understand your children, enabling you to be better parents.

9. If I become dissatisfied with the Christian school in any respect, I will seek to resolve the matter. A school lends itself to dissatisfaction by its very nature. Teachers vary, students vary, Administrators vary, and parents vary. The variables having the potential to add up to dissatisfaction are numerous. Always go to the person or persons involved. Guard your lips and your heart against spreading criticism and against developing a bitter attitude. Bitterness always spills, and it defiles many, the Scriptures say. (See Hebrews 12:15).

10. I will seek the advancement of the Christian school in every area; spiritually, academically, and physically. It is wondrous to be involved in a school, which bears the Lord's name in the educational world. The school is committed to excellence in each area mentioned, but needs your whole-hearted commitment to make excellence reality. Advancement does not come easily. It takes sacrifices. Those

sacrifices are worth it when the Lord's school is effective in the lives of your own children and the children of others.

## **G. STATEMENT OF COOPERATION**

1. All parents must understand that the Statement of Faith will be considered a part of the curriculum of West-Mont Christian Academy.

2. Parents must be willing to cooperate with the educational objectives and aims of the school. It is necessary that they pledge loyalty to the aims and ideals of WCA and will bring all questions and criticisms directly to the administration (Matt. 18:15) so that they may be properly considered by those in authority. In full cooperation with the school, attendance at Parent Association meetings is expected. By enrolling their children at West-Mont Christian Academy, parents enter into an agreement with the school. The agreement contains the following clause:

- *The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of Rules is available at <http://peacemaker.net/ICC/>). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.*

3. The Teachers and Administration need full cooperation from parents to properly discipline the students. Therefore, each parent should realize the necessity at times for detention, suspension, and even expulsion. Notification of these forms of discipline will be given to parents; however, in the case of detention halls, it is the sole responsibility of the parents to provide transportation.

4. The school reserves the right to dismiss any student who does not cooperate with the educational process of West-Mont Christian Academy or openly demonstrates a poor attitude toward the school.

5. Since WCA operates with little financial margin and since its budget is projected primarily on the basis of tuition, fees, and gifts from parents and friends, parents should prayerfully consider giving as regularly as possible to meet the financial needs of the school. Further commitment must be demonstrated through participation in volunteering time and services when needed. A pledge to uphold the school in consistent family prayer is essential.