



# Westside Christian Academy Parent & Student Handbook 2019-2020 School Year

*“Jesus & Education Offered Here Daily”*

9540 Bramell Street, Detroit, MI 48239  
313-255-5760

<https://www.westsideca.org>

Westside  
Christian  
Academy



**Dear Parents and Students,**

**Welcome to Westside Christian Academy!**

The teachers, administration and staff are excited about helping you achieve your academic goals this school year. The purpose of this handbook is to serve as a clear and concise statement of policies, procedures and philosophy of Westside Christian Academy (WCA), and is written to answer some of the most frequent questions regarding the policies and procedures of WCA. The policies and procedures of WCA are formulated to implement our goals in Christian education as well as foster an environment that is efficient, safe, and conducive to learning. Your commitment and adherence to these policies and guidelines will assist WCA in operating in a consistently orderly manner. In addition, set a standard of expectations regarding appropriate and responsible behavior. These basic guidelines encourages students to recognize and assume responsibility for their actions.

Thank you parents, grandparents, and guardians for your continued support toward this goal. Together we can raise up a child in the way that they should go, and when they are old, they will not depart (Proverbs 22:6), and release young adults into society with a biblical world view based upon established spiritual disciplines, sound academic thinking and appropriate skill development. Through this they will be equip to enter a global society with character and tools to positively affect their generation and beyond. Go Warriors!!!

With great expectations for a successful school year!

**Mrs. Lucinda Washington, Director of Elementary School**  
**Mrs. Sarah Patterson, Director of Curriculum and Instruction**  
**Mr. Henry Wells, III, Executive Director**



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# About Us

Westside Christian Academy is a beacon of hope in Detroit, providing children with a holistic, Christ-centered education in a loving community. Serving over one hundred children from Pre-K – 8 grade.

Founded in 1994, by Pastor Daryl Ounanian, Westside Christian Academy (WCA) is located on the western edge of Detroit, Michigan. WCA is led by Mr. Henry Wells (Head of School), along with a board of directors that is dedicated to excellence. Graduates of Westside can be found in colleges, universities, the military, and in business, education, ministry, and law enforcement careers.

## Mission Statement

To glorify Jesus Christ through the spiritual, academic, moral, physical and social development of students resulting in young adults who will be assets to the church, and the local and global community.

## Vision Statement

To become an exemplary urban Christian School that transforms and educates strong servant leaders with a rigorous high-quality education through glorifying God and His son Jesus, enhancing the wellbeing of our students and serving the Metro-Detroit community with integrity.

## Core Values Statement

To exemplify love for God and people, to operate with honesty, transparency and integrity at all times, to exercise self-discipline, to pursuit creative thinking, to respect every individual, and to provide service to the community.

## School Leadership Team

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Executive Director.....	Henry Wells, III, 313-255-5760 ext. 223
Director of Elementary.....	Lucinda Washington, 313-255-5760 ext. 235
Director of Curriculum & Instruction.....	Sarah Patterson, 313-255-5760 ext. 233



# Statement of Faith

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- We believe the Bible was verbally inspired of God and is without error, the only infallible and authoritative rule for faith and practice. (II Timothy 3:16; II Peter 1:21)
- We believe man was created by the direct act of God and in the image of God. (Genesis 1:27)
- We believe yielding to the temptation of Satan, man fell. Thus all men are born to sin. (Psalm 51:5)
- We believe in one true God revealed to us as Father, Son and Holy Spirit, three distinct persons but without division of nature of being. (Genesis 1:1; Matthew 28:19; John 10:30)
- We believe in the incarnation, the virgin birth, the deity of Christ and the blood atonement. (John 10:33; Isaiah 7:14; Matthew 1:23; Luke 1:35)
- We believe in the resurrection of Christ, in the body, from the tomb, his ascension into heaven where He is our advocate and intercessor. (Luke 24:44-47; 1 John 2:1; Romans 8:34)
- We believe He is coming again and this coming is always imminent and is our blessed hope. (Acts 1:11; 17:31; Colossians 3:4)
- We believe in the necessity of the new birth through the re-generation of the Holy Spirit. We believe the Holy Spirit indwells every believer, sealing, teaching, guiding and empowering them. (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)
- We believe salvation is by grace through faith, the result of the atoning blood of Jesus Christ. (Ephesians 2:8; Romans 5:6-21; Hebrews 5:9)
- We also believe in the priesthood of all believers, the Lordship of Jesus Christ, and the importance of the local church. (1 Peter 2:5; Revelation 1:5-6; Ephesians 1:22-23; 1 Corinthians 1:2)
- We believe men will know we belong to Christ as they see us love one another. (John 13:35)
- We believe every believer should turn from the works of the flesh and demonstrate the fruit of the Holy Spirit. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)

# Westside Christian Academy Philosophy of Christian Education

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Christianity involves a commitment to Jesus Christ which profoundly affects all that we do and think. It is this focus upon Jesus that unifies and undergirds all of life, including education.

Christian schools exist, not merely to protect young people from social evil or to salvage would-be delinquents in reform-school fashion, but rather to demonstrate in every class and activity that Christ alone gives meaning to life and learning.

In I Corinthians 10:31, the Apostle Paul says, “Whether, therefore, you eat or drink or whatever you do, do all to the glory of God.” This verse teaches us that there is no division between sacred and secular for Christians. The study of science and the study of literature are sacred undertakings. Prayer and attendance at chapel are for the glory of God, but so are basketball games, and culinary arts class. What the Christian does for the glory of God is sacred. What cannot be done for His glory should not to be done at all. It is this view of life that Westside Christian Academy seeks to celebrate.

We believe that all truth is God’s truth. What God has given us through special revelation will not conflict what we can discover by exploring the created order. Since God Himself is Truth, all truths discoverable by man will be unified and integrated into a related whole.

It would be a mistake to assume that the integrative viewpoint of Christian education deals only with the classroom. The Christian worldview must pervade the administration of the school, the school’s disciplinary policy, its publicity, the relationship between the school board and the administration and activities available to students also fall under the Christian worldview embraced by our school. No aspect of school life is exempt from the mandate to think and behave in a Christ-like manner for the glory of God. The New Testament emphasizes doing the truth as well as knowing the truth. Knowledge is important it’s a critical first step and an important one. But education also involves using knowledge for personal enrichment, social betterment, and the glorification of Him who is the fountain of all knowledge.

The teaching –learning process is not the simply filing of minds with information as though one were filling a container with articles. Details and facts are necessary, but

true education has wisdom as its goal, the point where details give way to principles. It is the principles that guide and enrich living long after the details have been forgotten.

Westside Christian Academy does not justify its existence simply by teaching biblical principles and offering chapel services. Those activities could be offered through other sources. Westside Christian Academy exist in order to systematically demonstrate that our Christian faith touches every sphere of life and learning.

## Westside Christian Academy Creed

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### **We Believe that....**

**I. Every Child has the ability to learn**

To that end, we will not rationalize failure. We will search for solutions. We will cultivate an environment of high expectations that fosters high academic performance.

**II. One hundred percent of Westside Academy students will graduate and are prepared to attend a college or university of their choice, begin their career or join the military.**

To that end, WCA will consistently affirm and build their capacity to matriculate through college to graduation.

**III. Academic preparation coupled with spiritual development is key to the students overall success therefore must be our highest priority.**

To that end, WCA will have a laser-eye focus on instructional improvement and character development. We believe that students' academic performance can be in the top ten percentile and the comparative cost of attending a high performing school remain at 10% below tuition rate.

**IV. Continuous rigorous improvement is essential to the school's operation.**

To that end, we will identify benchmarks and prepare data driven metrics that support improvements followed by annual mini and macro assessments.

**V. The school should make a significant contribution to the community.**

To that end, we will continue to create a school that is esteemed by the community and that contributes to the wellbeing of the neighborhood. As a Christian school, we have a mandate to minister to students, families and the community. We believe that the school and the community energize each other.

# Student Code of Conduct

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## **I. Five Behaviors that are Strongly Expected of All Students**

- a. Treat everyone with respect
- b. Encourage and support school staff and fellow students
- c. Help to maintain a clean, well-ordered school
- d. Honesty and truthfulness
- e. Maximum effort to achieve good grades

## **II. Eleven Behaviors that May Lead to Suspension or Dismissal from School**

- a. Fighting
- b. Bullying by words or action
- c. Swearing
- d. Lying
- e. Cheating on a quiz or test
- f. Stealing
- g. Use of drugs or alcohol at school or away from school
- h. Interference with the teacher's right to teach
- i. Disobedience to administration or teachers
- j. Damage to school or personal property
- k. Non-compliance with the school dress code

# Academic Policy

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One of the goals at WCA is to promote the highest academic standards possible. Students are expected to maintain at least a passing G.P.A. while attending WCA. The following section describes various academic policies and procedures within Westside Christian Academy.

If the students G.P.A. falls below a 60% Students will be placed on academic probation and will be ineligible for extracurricular school activities (i.e., all-niter, after-school functions, etc.). If a student remains on probation two consecutive semesters may result in dismissal from WCA. Student athletes follow different criteria (see below).

## Athletic Eligibility

Student athletes must maintain a 2.3 G.P.A. within their core-courses (Math, Science, English, History and Bible) to participate in extracurricular athletic activities. Students must maintain a 2.3 G.P.A from the previous semester of work. Failure to do so renders the student ineligible for any athletic team until he/she achieves a 2.3 or higher on a report card or progress report. (No exceptions). Please see the Student Athlete Expectation section for more details.

# Grading Policy

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## Grading Procedures

WCA uses a numerically based percentage system to calculate quarter, exam (if applicable), and semester grades. In grades 1 through 5, the semester grade is an average of the two quarter grades. In grades 6 through 8, the semester grade is a combination of the two quarter grades and exam grade. The equation is as follows:

$$\text{Quarter } 45\% + \text{Quarter } 45\% + \text{Exam } 10\% = \text{Semester Grade}$$

The semester grade is the grade that appears on the student's final transcript. WCA uses the following scale to determine letter grades:

A	100% - 90%	4.0 GPA	D	69% - 60%	1.0 GPA
B	89% - 80%	3.0 GPA	F	59% & below	0.0 GPA
C	79% - 70%	2.0 GPA			

## Academic Honor Categories:

Students placed on quarterly honor roll must meet the following GPA requirements:

**Director's Cut** – 4.0 – 3.8

**High Honor Roll** – 3.7 – 3.5

**Honor Roll** – 3.4 – 3.0

## Middle School Promotion Requirements

Students in grades 6 through 8 must pass 80% of their core classes (Bible, Math, ELA, Social Studies, and Science) to be promoted to the next grade level.

## Middle School Bell Schedule

Period	Non-Chapel Days	Chapel Day
1	8:00 – 9:30	8:00 – 9:20
2	9:35 – 11:05	9:25 – 10:45
3	11:10 – 11:50	10:50 – 11:10
CHAPEL		11:10 – 11:55
Lunch	11:55 – 12:25	11:55 – 12:55
3	12:30 – 1:25	12:30 - 12:25
4	1:30 – 3:00	1:30 – 3:00

## Assignment Policy

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All assignments are due on the date assigned by the teacher. Any student submitting assignments beyond the assigned due date will receive a percentage deduction for the assignment at the teacher's discretion.

### Make-Up Policy

**Assignments.** Students present the day an assignment is given, but absent on the date the assignment is due are responsible for submitting their assignment on the first day they return to school. (*See attendance procedures*).

**Tests.** Students absent for more than one day prior to the test date will be allowed the same amount of time they were absent to make up the exam. Please note that all tests must be made up within a 5-day period of the date absent. (*Disciplinary suspensions are outlined under student expectations/ discipline policies and procedures*).

### Incompletes

Incompletes or (I) is given for *quarter grades* that are incomplete as a result of extended absences due to illness or extenuating family circumstances at the time of issuance. Students who received an incomplete must complete all assignments within two weeks from the close of the making period.

## Academic Dishonesty

Student assignments must be clearly distinguishable from those of other students or sources. Duplicate papers will result in zero credit for all students involved. Plagiarism is considered cheating, any material quoted must be placed in “quotation marks” with a reference to the author included. If you think you might be plagiarizing, then you probably ARE! Evidence of cheating on tests or plagiarizing will result in automatic failure of the test/assignment and possibly the course. If multiple offenses occur further discipline will be enforced at the divisional directors’ discretion.

## Records and Transcripts

Records and transcripts will be forwarded to another school for students whose tuition, fees and financial accounts are paid in full. If the family of a student is not current in tuition and fee payments, or if fines are owed to the school, the report card, and all other official records will be withheld until the delinquencies are satisfied.

# Attendance Policies

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There is a positive correlation between class attendance and academic achievement, consistent school attendance is an important part of the education process. Excessive absences affect a student’s academic, emotional and social progress as well as the morale of other students. Although the student is given ample opportunity to make up work, nothing can replace classroom activities and discussions. Consequently, WCA has established the following attendance policy:

## Excused Absences

There are basically 3 reasons that WCA considers valid for excused absences. They are:

1. Personal illness or a doctor’s appointments of student.
2. Family vacations, pre-approved educational opportunities, and school approved field trips.
3. Emergency or death within the family.

Please contact the divisional director for your child to be excused from school.

## Unexcused Absences

An unexcused absence is an absence that the school does not consider valid. Some examples may include:

Getting up late, skipping on school half-days, doing a class assignment, not attending a school field trip, graduation pictures, job interviews, driver’s education, Secretary of

State business, and family trips/church ministries that are not with the student's immediate family, etc. The divisional director makes the final determination regarding whether an absence is excused or unexcused.

Any combination of absences, excused or unexcused, **accumulating to 10 or more**, and for a given class during a quarter may result in loss of credit for that class. Students should note that this includes early dismissal for appointments, etc.

Any exception to this policy must be granted by the divisional director. The exception must be granted in writing.

The first day of exclusion for delinquent tuition is not counted in the ten-day limit.

### Tardiness to School

Elementary and Middle School classes begin at 8:00 a.m. High School classes begin at 8:15 a.m. Students must be seated in class and ready for work. Any student arriving 5 minutes of classes beginning is considered tardy.

*Students are allowed up to 5 tardies per quarter without penalty.*

### Quarterly Tardy to School Violation Policy

- 1<sup>st</sup> Offense: Student will receive a late arrival violation slip (warning).
- 2<sup>nd</sup> Offense: Student will receive a late arrival violation slip (warning).
- 3<sup>rd</sup> Offense: Student will receive a late arrival violation slip (warning). Parent will be notified.
- 4<sup>th</sup> Offense: Student will receive a late arrival violation slip (warning).
- 5<sup>th</sup> Offense: Student will receive a late arrival violation slip (warning). Parent will be notified.
- 6<sup>th</sup> Offense: Student will receive a late arrival violation slip. Lunch detention will be assigned.
- 7<sup>th</sup> Offense: Student will receive a late arrival violation slip. After school detention will be assigned.
- 8<sup>th</sup> Offense: Student will receive immediate full-day suspension. Student will be sent home.
- 9<sup>th</sup> Offense: Student will be sent home and will not be able to return until a meeting with student, parent, and administrator is held.



## Tardy to Class Policy

Excessive tardiness reduces the amount of instructional time that a student receives; they are disruptive to other students, as well as to the classroom teacher. Bells are sounded at the beginning of every class period. Students must be in their seats ready for work when the bell rings. Any student entering the classroom after the bell sounds is tardy. Teachers will address the occasional tardiness. However, habitual tardiness for a particular class will be directed to the divisional administrators.

## Truancy and Skipping/Cutting Class

Truancy is defined as being absent from school without the knowledge of one's parents/guardians. It also includes skipping/cutting class and habitual tardiness. Discipline for skipping/cutting class range from detentions to a suspension. It also includes an academic penalty for quizzes and tests missed. Teachers are advised to deduct 10 percentage points off quizzes and test for any students caught skipping/cutting class. Each offense advances the degree of discipline.

## School Day Procedures

### Arrival

The building opens at 7:00 a.m.; between 7:00 a.m. and 7:45 all students are to use the Main/South entrance.

At 7:45, all elementary students must enter through the North entrance. Middle students will to use the main/South entrance. Elementary students that arrive before 7:55 a.m. must report to the lunchroom. Middle School students that arrive before 7:55 a.m. must report to the auditorium. Elementary and Middle School classes begin at 8:00 a.m.

### Departure

All students are expected to be picked up at the appropriate dismissal time, which is 3:00 p.m. For elementary students that have not been picked up, they will be escorted to the lunch room for supper, and then to Kid Kare (a paid service). This is for the safety of the elementary students. Students are not allowed to hang around after school, if they are not participating in any after school activity or sport they will be in Kid Kare (elementary students only) or outside. In inclement weather, secondary students not involved in an extracurricular, school-sponsored activity will be allowed in the building and must remain in the designated area. Supervision will be provided until 3:45 p.m.

## Early Dismissals

Students are to be released from school only for emergencies. Should the parent require the student to be excused from school before regular dismissal time. The parent is required to contact the main office.

Once students arrive to school, they are prohibited from leaving the building without expressed consent of a parent/guardian *until the conclusion of the school day at 3:00 p.m. (otherwise indicated)*. Students who need to miss class or be released early from school for an emergency or illness are required to contact the main office prior to leaving the premises.

The penalty for leaving the school building without permission during the school day can range from detention to suspension. Repeat violations of this rule may be subject to permanent dismissal from school. (See also Truancy and Cutting Class listed under the Attendance Policy.)

## Visitors

All visitors are required to receive a visitor's pass from the main office. Parents/guardians are not allowed to visit classrooms without scheduling a visit with a teacher or staff member prior to coming. If a parent wishes to speak to his/her child, the office will call the child down from the classroom.

Parents or students requesting to see an administrator or staff member are required to make appointments with the appropriate person. Parent will not be permitted to see a teacher between 8:00 a.m. and 3:00 p.m. without an appointment.

If there is an issue that requires school administration, parents and students must speak with the divisional directors or head of school.

# Dress Code Guidelines for Students

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*The following is considered the only acceptable dress during a school day, unless otherwise noted.*

Acceptable school wear may be purchased at J.C. Penny, Target and other participating department stores. Please note the uniform requirements below. WCA polo shirts/fleeces may be ordered from the school office.

## Shirts

All shirts must be tucked in. “Tucked in” is defined as being able to see the belt, belt loops, and waist line.

Elementary students (Pre-K through Grade 5) must wear a black, red, or white or a WCA embroidered fleece jacket. Students may wear a long sleeve black, red, or white shirt underneath their polo.

Middle school students (Grade 6 – Grade 8) must wear a red WCA embroidered polo (golf) shirt or the WCA embroidered fleece jacket. Students may wear a long sleeve black, red, or white underneath their WCA polo.

## Sweaters

All students may wear a solid red, black, or white V-neck cardigans with their appropriate polo shirt (see above) underneath.

## Pants/Slacks

Pants/slacks must be solid black or khaki in color. Pants/slacks may not be snug fitting. Pants/slacks should be worn at the waist with standard sizing. Pants cannot be jean material. Pants cannot be cargo or jogger (elastic at the end of the pants) style.

## Skirts/Skorts

Skirts/skorts must be solid black or khaki in color. Skirts/skorts may not be snug fitting. The length of skirts and skorts may not be higher than two inches above the knee.

## Footwear

Shoes must be black. Colored embellishments (laces, soles, small designs, etc.) are not allowed for Elementary students. The majority of the shoes must be black. All socks and hosiery must be worn inside the pant leg.

## Hairstyles

Extremes in styles, length, and color (i.e. neon purple, neon pink, neon blue or neon green) are to be avoided. Hair is to be groomed at all times for boys and girls.

## Jewelry/Body Piercing

Excess in ear piercing or extremes in jewelry are to be avoided for girls. Boys are only allowed to wear watches and necklaces. Boys are not permitted to wear earrings on school property. Girls are only allowed to wear earrings, watches, bracelets, necklaces, and rings. No other jewelry related to body piercing (including nose rings) is acceptable.

## Body Tattoos

Westside Christian Academy strongly suggest that parents do not allow students to get tattoos while in attendance at WCA. Tattoos should be covered up while on school grounds and during school events.

### **The following is considered unacceptable dress:**

- ✓ **Sagging pants** – Pants must be worn at the natural waist line consistent with standard sizing.
- ✓ **Footwear** - Boots (motorcycle, construction, army, etc.), sandals, slippers, and flip-flops.
- ✓ **Hats** – Hats of any type (baseball, sweatbands, scarfs, stockings, etc.) are not to be worn in school.
- ✓ **Outerwear** – Non-Hooded and hooded pullovers, sweatshirts, “hoodies”, jean jackets or any jackets are not permitted to be worn during school hours. This would include quilted/insulated shirts, flannel shirts, dress shirts, and blouses that could be worn as jackets (i.e. untucked and unbuttoned).
- ✓ **Team Uniforms** - Athletic teams are not permitted to wear uniforms during school. (No exceptions).

## Dress Down Days

Clothing with inappropriate/derogatory/negative language and gestures, “rock or rap” tee-shirts, etc., are not permitted. The standards of modesty and neatness still apply. Dress down days and not “anything goes” days. Skin and undergarments should not be seen through clothing. This includes shear tops and ripped pants. Students may however wear distress jeans or ripped jeans with leggings underneath. Shirts that are low cut, shear, cropped tops, midriff in length or too tight are not permitted. Dresses or skirts that are more than 2” above the knee are not permitted. Pants that are extremely tight, spandex or leggings are not permitted. No sagging is allowed. No hats may be worn inside the building.

## Dress Code Enforcement

The Dress Code will be enforced during the entire school day. The school day begins upon the student's arrival to school and ends at 3:00 p.m. **Students who remain on campus after dismissal must remain in uniform (including shirts tucked in) until 6 p.m. unless they are involved in an after school program that requires them to be dressed otherwise.** The school day includes lunch periods, study halls, early dismissals, and late arrivals. Considering the clear communication regarding the dress code, and in fairness to students who adhere to it, those students in violation will be disciplined.

Shirts/blouses untucked and pants that are sagging or are worn low crotch style are out of dress code. *The administration reserves and exercises the right to make judgement calls in the enforcement of the dress code.*

## Quarterly Dress Code Violation

- 1<sup>st</sup> Offense: Student will receive an out of uniform violation slip (warning).
- 2<sup>nd</sup> Offense: Student will receive an out of uniform violation slip. Parent will be notified.
- 3<sup>rd</sup> Offense: Student will receive an out of uniform violation slip. Parent will be notified.
- 4<sup>th</sup> Offense: Student will receive an out of uniform violation slip. Student will receive one lunch detention.
- 5<sup>th</sup> Offense: Student will receive an out of uniform violation slip. Student must sit in the office until proper clothes arrive from home
- 6<sup>th</sup> Offense: Student will receive an out of uniform violation slip. Student must sit in the office until proper clothes arrive from home
- 7<sup>th</sup> Offense: Student will receive immediate full-day suspension. Student will be sent home.
- 8<sup>th</sup> Offense: Student will be sent home and will not be able to return until a meeting with student, parent, and administrator is held.

# Student Expectations/Discipline Policies & Procedures

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A school can only be in accord with parents when there is clear communication regarding student behavior. Westside Christian Academy declares the following Biblical principles as guidelines for a student's behavior and expectations while in attendance at the school:

**James 1:19** Everyone should be quick to listen, slow to speak and slow to become angry.

**Ephesians 4:29** Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

**Ephesians 4:32** Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

As these are the mandates of the students enrolled at WCA, the following disciplinary methods will apply to students in violation of these principles:

## Detentions

Detentions are used to assist the administration in enforcing school rules. Detentions may be assigned by administrators and teachers. Parents will be notified of after-school detentions at least 48 hours prior to the actual assigned detention to allow for family travel arrangements. Failure to attend any assigned detention will result in a 1 day in school suspension. Work, ride problems, athletic contests and practices, or forgetting are not acceptable excuses for missing.

## In-School Suspension

In-school suspensions are used as a discretionary for students in excessive violation of school policies set forth in this handbook. Example include but are not limited to: dress code, tardiness to class and/or school, inappropriate language, etc.

## Suspension

Suspension is the temporary exclusion of a student from regular school/class attendance and from school-sponsored activities /athletics. The purpose of suspending students is threefold:

1. To separate the student from the situation, providing time for claim and careful consideration of the problem.
2. To allow time for the Secondary school officials to work with the parent/guardian involved.
3. To act as a deterrent to such activities for all students.

Daily school work missed while the student is suspended may be made up when they return. However, it is the responsibility of the student to seek extra assistance from the teacher to make up the assignment(s). In the case of tests or longer-term assignments, students must make these up at the teacher's convenience. Students returning from suspension must report to the office to be readmitted. Days of suspension count toward total absences where loss of credit is concerned.

A suspension will be given for violations including but not limited to: disrespect, cheating, lying, fighting, writing or using vulgar language or inappropriate gestures, property damage or misuse, forgery, bodily harm, repeated offenses of class/school tardiness.

## Probation

Probation is a period during which a student's behavior is under close scrutiny. If behavior does not improve during the period of probation, a student may be asked to leave the school. (See Expulsion/Dismissal Policy Below) Any student on probation who commits a serious offense may be removed from school. During the period of probation, student privileges, such as the ability to participate in or attend extracurricular activities, may be curtailed or revoked.

## Expulsion or Dismissal

Expulsion is the most serious penalty the school can impose. It means the immediate exclusion from all school-related activities and withdrawal from school. Students who are expelled are not allowed on school property or at any school function. A student

can be expelled or dismissed from WCA for repeated violations of school policy. The decision for expulsion is made by the divisional and school administrators.

## WCA Disciplinary Protocol

The teacher is the first line of discipline in any classroom setting. Classroom discipline may range from parental contact to detentions. A teacher may refer the student to the principal's office due to extreme or habitual negative classroom behavior or for reinforcement.

The Dean of Discipline or divisional director (in the Dean of Discipline's absence) is responsible for the discipline of all students in class and the non-classroom setting and for those students referred to the office by a teacher. He/she also has the right to use parental conference, work assignments, detentions, and other appropriate measures in the disciplining of students.

The Dean of Discipline will jointly work with divisional director in serious matters of discipline such as suspensions, probations, and expulsions. The final determination of whether a student is expelled from WCA will be the combined decision of the Dean of Discipline and School Administrator.

### Fighting

Fighting or any serious verbal or physical confrontation anywhere on school property, at school functions, or in the immediate vicinity of the school will result in a 2-day suspension. Students who encourage or perpetuate a fight (i.e., yelling, clapping, taunting, etc.) will be subject to the same disciplinary actions as those directly involved.

Additionally, students are not to threaten an individual student, group of students, or school personnel with any type of violence, either written or oral. Students who do so will be suspended pending an investigation.

*If after an investigation, a student was found solely defending themselves lesser disciplinary actions will be enforced.*

### Theft

Students should do what they can to reduce the possibility of theft. Check to make sure your locker locks when you leave it. Do not leave your possessions unattended- especially purses. Students who steal or are in the possession of stolen property will be disciplined accordingly. WCA is not responsible for lost or stolen articles. You are legally responsible and will be held accountable for all contents of your locker.

### Language

Indecent, abusive, and/or vulgar language is inappropriate and will not be tolerated. Detention and/or suspension will be administered.



## Disrespect

Disrespect for school authority and personnel will not be tolerated. Talking back, shouting, slamming classroom doors, or refusing to comply with valid requests or directives from teachers or staff are some examples of disrespect. Any harassment of or attempted intimidation of the school staff at or away from school is considered a most serious offense. Any student found guilty of this behavior will be issued a detention or suspension. Repeat offenses may result in dismissal.

## Fire Alarm

Any student found guilty pulling the fire alarm as a prank, joke, etc. will be suspended immediately and the family will be charged a fee of \$250. The student will not be allowed to return to school until the fee has been paid.

## Weapons

The possession of any kind of dangerous weapon or article that could be used as a weapon at any time on school property, near the school, or at any school function will result in immediate suspension from school and possible expulsion. Expulsion is at the divisional leader's discretion.

## Drugs and Alcohol

The possession, use, sale or purchase of alcohol or any other drug/controlled substance, at any time on school property, near the school, or at any school function is strictly forbidden. Students under the influence of any such substances shall not be permitted on school property. Any violation of this policy will result in immediate suspension or expulsion. Possession of look-alike drugs and drug paraphernalia is also forbidden.

## Smoking

Smoking is not permitted anywhere in the school building, at a school sponsored activity, or on school property. Possession of smoking materials (e.g., cigarettes, lighters, matches, etc.) or smokeless tobacco is also forbidden. Students caught smoking will be suspended.

## Defacement of Property/Property Damage

The willful destruction of school property by graffiti, breakage, etc. is an offense against the school. Students involved in any defacement of property will be subject to immediate dismissal from WCA. Costs associated with the repair or replacement of any school property (including textbooks, Chromebooks, school-issued calculators) are expected to be paid by the parent/guardian of the child.

Defacement of school property may also become a matter for the local police.

## Student Athlete Expectations

It is the goal of the Athletic Director and coaching staff of WCA to emphasize the importance of participating on a sports team. As a student athlete, students are expected to uphold all the guidelines set forth in this handbook. Students must understand that participating in sports is a privilege, not a right. Therefore, all guidelines should be adhered to for the sake of the team. Students must also adhere to the following guidelines:

1. Students must be present for the entire day which they have practice or a sporting event. Students may not come to school after 4<sup>th</sup> hour and still participate in practice or a sporting event. The only exception is a medical appointment with a doctor's note or a class-related field trip.
2. A pattern of absences which follow "the day after" games will not be tolerated. After warnings and consultations with coaches and parents, the Athletic Director reserves the right to take appropriate disciplinary action.
3. Any student suspended for any or part of the day are ineligible participate in after school athletic or extracurricular activities for that day.
4. Students are expected to maintain a 2.3 in their core classes. (Math, Science, English, History and Bible) As discussed in the academic policy, the required 2.3 G.P.A. is from a cumulative of all core courses. Therefore, a student could still be eligible if they fail one core course but does exceptionally well in another core course.
5. Students are expected to attend study hall as assigned by each coach. All students must be in study hall by 3:20 p.m.
6. As a disciplinary measure, all coaches and/or Athletic Director has the right to suspend students from a game for disruptive and disrespectful behavior or for not following the guidelines as set forth in this handbook.
7. Though all uniforms are the property of WCA, students are responsible for the upkeep of their uniform. Damage to the WCA uniform will result in reimbursement to WCA for such uniform. This issue will be reviewed and decided upon by the Coach and Athletic Director. If at any time a student is having problems with their uniform, (i.e., sizing, stains, discoloration's etc.) the student should see their Coach immediately. All uniforms must be returned to their Coach at the end of the season.

8. Transportation will be provided by WCA. Teams will be transported to and from the games by an authorized WCA employee/adult volunteer. No one is to leave a game without proper authorization. If a parent/legal guardian wants to pick up their student from the game, they will have to notify the Coach. Otherwise, all team members will be taken back to the school and parents/guardians are to pick students up there.
9. All participating athletes must receive a current physical examination. A completed Health Appraisal Form, signed by their physician must be on file at WCA. State Law requires a new physical each year they participate in athletics. Please see the state concussion statement on page 31.

### School Closings

In the event of inclement weather or any other emergency that would necessitate the closing of the school, WCA follows three courses of action. All staff and students are contacted by their respective divisional leader, channel 4 is notified and information will be left on the school voice mail system at (313) 255-5760 by 6:45 a.m. on the day in question. The school voice mail is updated by 6:45 a.m. the next day if school will continue to be closed or if classes are resuming that day.

### School-Administered Medicine

Prescription medication requires a physician's order and parental permission before the school can administer the medication. We administer commonly used nonprescription (aspirin, acetaminophen, etc.) medication upon parental authorization. Students are not allowed to keep prescription or nonprescription medication in their locker.

### Chapel Services

Chapel services are held once a week and are considered part of the school day. Attendance is mandatory for all students who are in school during this time. Students are to be seated in the auditorium and behave in a manner appropriate for the occasion.

### Cafeteria/Gymnasium/Auditorium Guidelines

The following guidelines must be observed:

1. All food must remain in the cafeteria. Food may not be eaten in the halls, auditorium, or the classroom.
2. Soda, bottled water, juice containers, and bottles should not leave the cafeteria.

3. Students must keep the table areas clean by removing their trays and trash.
4. Students who use the cafeteria before or after any scheduled lunch hour are expected to leave the cafeteria in a clean condition.
5. Student may not order food to be delivered to the school.
6. Students are to remain in the cafeteria during their scheduled lunch unless approved by the attending faculty member in charge of lunch for the day.
7. Students must have on gym shoes when playing basketball on the gymnasium floor. Students who are lunch aids or who are allowed to play basketball during a nonscheduled lunch time must wear the appropriate athletic shoes.

*Failure to adhere to the above guidelines may result in disciplinary action.*

### Lunch Program

Students may bring lunches from home or eat lunch that is freely provided at school from our hot lunch program. Students have access to microwaves in the cafeteria. Students must eat only in the cafeteria. Each student is responsible for cleaning up after herself.

### Gym Bags

Students may not carry back packs, suitcases, gym, or duffel bags from class to class. These items must remain in lockers or in the designated area. All school related materials must first be put in their lockers when school begins.

### Classroom

All students must strive for a proper classroom atmosphere. Students are expected to abide by these rules. These rules typically include, but are not limited to:

1. Students must refrain from any behavior that interferes with the rights of other students to learn and of the teacher to teach.
2. Be in class and seated when the bells rings.
3. Bring to class all necessary materials and assignments relating to that class.
4. Take proper care of all school equipment, such as desks, school supplies, etc.
5. No gum chewing.
6. Use exchange time to take care of visits to the locker or bathroom.

Habitual violation of proper classroom behavior may result in the student being excluded from school.

### Cell Phones, Games, Electronics, etc.

Students may have cellular phones, games, and other electronics in school; but they **must** be turned off and kept in the student's locker during school hours. Teachers will handle misuse of cell phones, games, and other electronics in their individual classrooms. However, if an issue with electronics continue to arise the administrative team will confiscate the device and contact parents directly. During after-school activities, such as practices or study halls, students are to keep their phones off to avoid disturbing other students.

### Halls

In order to facilitate an orderly class exchange, students must move in the halls in an orderly manner. This includes refraining from running in the halls and creating unnecessary noise or other types of disturbances. Students should avoid gathering at their lockers for social visits-this stops hall traffic at exchange and disrupts classes after exchange.

### Lockers

Lockers are the property of Westside Christian Academy and are subject to inspection and search by school personnel. Each student is assigned a locker each year. Therefore, students may not share or change lockers they were not assigned to. Lockers must be kept reasonably neat and clean. Locker decoration must be approved by the divisional directors.

### Field Trips

Field trips are included in the curriculum to provide educational experiences not available in the school itself. Students are required to attend all field trips and must have a signed permission slip by a parent/guardian in order to participate in the field trip. Students who elect to stay home on scheduled field trip days, will receive an unexcused absence which will count toward their absent limit and will also receive a zero (0) for the day. Students should be aware that a field trip does not excuse them from completing the normal work of other classes. Test and assignments must be completed as required by the respective teachers. In addition, students should inform all their teachers of field trips they will be going on as soon as they are aware of them. Students must also be aware that a field trip does not automatically excuse them for the rest of the day. *Dress code is in force for all field trips unless there is a specific dispensation from a school administrator.*

## Lost and Found

Articles that are found should be turned in immediately to the main office.

## Selling

No student can sell any article without the permission of the divisional administrators. No permission will be given for items to raise funds for outside organizations.

## Sexual Harassment Policy

Sexual harassment refers to sexually inappropriate behavior that is not welcome, is personally offensive, and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching or gesturing of a sexual nature directed at faculty, staff, or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

The school will investigate all complaints of harassment in a prompt and confidential manner as possible and will take appropriate corrective action when warranted, up to and including exclusion from school.

## Address and Phone Change

It is the parent/guardian responsibility to notify the office immediately of any change in address or home/work phone number. If an emergency occurs, we must be able to reach the parent. This is the only way up-to-date and accurate student information will be maintained.

## Tuition Delinquency Policy

Tuition and fees are due on their scheduled payment dates. Tuition is due on the 1<sup>st</sup> of every month. Tuition not paid by the 6<sup>th</sup> of every month will incur a \$25 late fee. Students will not be admitted to class on the 10<sup>th</sup> of the month if the current month is delinquent. Students cannot return to school until the payment is paid in full with cash or money order. All payments must be made through the main office. Records, transcripts, diplomas, etc will only be released and/or forwarded to another school or college for students whose accounts are fully paid. This includes any fees associated with lost/damaged textbooks and any of school issued material.

## Withdrawing from Westside Christian Academy

If during the school year it becomes necessary for a student to withdraw from WCA, the following steps are to be completed:

1. A written notification from the parents or guardians requesting the withdrawal must be presented to the main office.
2. A withdrawal form will be issued to the student. The student must have the appropriate teacher/staff initial this form, indicating that all books have been returned, fines paid, and tuition and fees paid in full.
3. The withdrawal form should then be submitted to the school's main office. If all obligations have been met and there are no outstanding financial responsibilities, transcripts will be forwarded at the request of the receiving school.

## Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

Headache	Double Vision	Haziness	Memory Problems	Not “Feeling Right”
Pressure in the Head	Blurry Vision	Fogginess	Confusion	Feeling Irritable
Nausea/Vomiting	Sensitive to Light	Grogginess	“Feeling Down”	Slow Reaction Time
Dizziness	Sensitive to Noise	Poor Concentration	Lost Consciousness	Sleep Problem
Balance Problems	Sluggishness			

### UNDERSTANDING CONCUSSION

#### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY – DON’T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to “tough it out” often makes it worse.



2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

**SIGNS OBSERVED BY PARENTS:**

- |                                           |                                                      |                                               |
|-------------------------------------------|------------------------------------------------------|-----------------------------------------------|
| •Appears dazed or stunned                 | •Can't recall events prior to or after a hit or fall | •Answers questions slowly                     |
| •Is confused about assignment or position | •Is unsure of game, score, or opponent               | •Loses consciousness (even briefly)           |
| •Forgets an instruction                   | •Moves clumsily                                      | •Shows mood, behavior, or personality changes |

**CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- |                                                |                                 |                                                                                     |
|------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------|
| •One pupil larger than the other               | •Repeated vomiting or nausea    | •Becomes increasingly confused, restless or agitated                                |
| •Is drowsy or cannot be awakened               | •Slurred speech                 | •Has unusual behavior                                                               |
| •A headache that gets worse                    | •Convulsions or seizures        | •Loses consciousness (even a brief loss of consciousness should be taken seriously. |
| •Weakness, numbness, or decreased coordination | •Cannot recognize people/places |                                                                                     |

**HOW TO RESPOND**

## TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).