

WEST SHORE CHRISTIAN ACADEMY



PARENT/STUDENT HANDBOOK 2016-2017

**201 W. Main St. • Shiremanstown, PA 17011
(717) 737-3550**

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2015-2016

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1.00 FOUNDATIONS

1.01 STATEMENT OF FAITH

Inspiration, Authority and Inerrancy of Scripture

We believe the 66 books of the Old and New Testament are God's inspired word to mankind. They are free from error in the autographs, and preserved for us as God's absolute authority for all faith and practice. They are to be believed in all they teach, including literal creation in six days, the historicity of Adam and Eve, salvation through Christ alone, the resurrection of the dead and the final judgment.

The Trinity

We believe the scriptures teach that the One True God eternally exists in three distinct, co-equal persons: God the Father, God the Son, and God the Holy Spirit. They are the same in nature and essence, yet distinct in personality. Not three gods nor one person, but Three Persons yet One God.

Jesus Christ

We believe that Jesus Christ, the Son of God, is eternally begotten of the Father. Not created, yet begotten. Fully God in His divine nature, and fully man without sin in His human nature. "As human as Adam before the fall, as Divine as the Father, Lord of all." The God-man, Jesus Christ, was conceived in the Virgin Mary by a miracle of the Holy Spirit, without human father. He lived a sinless life, and laid his life down and died as the substitutionary sacrifice for our sins on the cross. He rose bodily from the dead the third day, as the scriptures say. He ascended to heaven and will return literally and bodily, at the time appointed by God the Father, to fulfill every promise God has given unto eternity.

Mankind

We believe that God made the first human beings, Adam and Eve, in sinless purity, as His image bearers and caretakers of all His earthly creation. By disobedience, Adam and Eve sinned and brought physical and spiritual death upon all mankind, and the curse of physical death and futility upon all creation. Human beings are born dead in sins and in need of the miracle of God's saving grace through Christ's death and the regenerating power of God's Spirit through the gospel.

The Gospel

Jesus Christ is God's only Son and Man's only Savior. All men are sinners in need of salvation. It is only by grace alone, through faith alone, in Christ alone, that sinners can be saved. Christ's substitutionary death and bodily resurrection alone satisfies God's just demands and frees the believer from eternal condemnation. Those who die without faith in Christ perish eternally in conscious judgment in the lake of fire, while believers in Christ will share eternity with Him in the new heavens and earth.

1.02 STATEMENT OF HIRING

As a Christian School, rooted in the Evangelical tradition, West Shore Christian Academy hires only persons who profess faith in Jesus Christ and demonstrate that faith in a manner consistent with the school's mission and values. All employees demonstrate a strong commitment to the Christian faith, through the following: active involvement in a local Evangelical church, their personal life choices, and professional responsibilities. All employees must unreservedly affirm the West Shore Christian Academy Doctrinal Statement annually.

1.03 STATEMENT OF MISSION

West Shore Christian Academy, a ministry of Bible Baptist Church, is an Evangelical Christian college preparatory school (PreK-12). Our mission is to partner with families to develop, nurture, and equip students to positively influence the world for Christ.

1.04 STATEMENT OF CORE VALUES

1. Christ-Centered Education

- a) We provide opportunities for each student to come to a personal profession of faith.
- b) We deliver an academically rigorous, developmentally appropriate education rooted in the authority of Scripture, the supremacy of Christ, and a Christian worldview that presents all truth as God's truth.
- c) We assist students in developing knowledge and abilities that characterize a well-educated person and a love for life-long learning.
- d) We pursue Christ-honoring excellence in curricular and co-curricular programs and administration.

2. Importance of the Person

- a) We respect and value all persons regardless of gender, race, nationality, status, or position, because each person is created in the image of God.
- b) We provide students with opportunities for holistic growth and development.
- c) We assist students in identifying and developing their God-given gifts and talents for the glory of God.
- d) We celebrate the diversity of gifts, talents, and abilities found in our community.

3. Leadership and Character Development

- a) We disciple students toward a genuine, authentic, unshakeable, and mature faith in Jesus Christ.
- b) We cultivate Christ-like servant leaders.
- c) We are good stewards of our time, talents, and resources.
- d) We model engagement in our neighborhoods, cities, nation, and world, as we seek to love, serve and lead others.

4. Significance of Community

- a) We intentionally partner with families, local churches, and the larger West Shore community.
- b) We cultivate a culture of accountability and responsibility.
- c) We practice agape love within the community and extend grace to others based upon the teachings of Christ.
- d) We voluntarily share our lives with each other, we care for each other, we rejoice and suffer together, we worship together, and we learn and grow together.

5. Global Education

- a) We understand ourselves to be part of the global Evangelical church, and look for opportunities to engage with it through study, prayer, trips abroad, and welcoming members of the global church to our school.
- b) We have a robust international student program.
- c) We provide opportunities for students to experience a culture that is different from their own.
- d) We provide a robust foreign language program that enables all students to acquire an intermediate proficiency in at least one language that is not their first language.

1.05 STATEMENT OF PHILOSOPHY OF CHRISTIAN EDUCATION

The philosophy statement of West Shore Christian Academy provides the foundation for its existence. The school operates on the premise that true education can only take place in an atmosphere where God is honored and His Word taught and all academic subjects and activities are viewed through the filter of scripture. The following statements represent the heartfelt convictions of each board member, administrator, teacher, and staff member at the school.

1. God is the Creator, Sustainer, and Sovereign of the universe. (Gen 1:1-31, John 1:1-14, Isaiah 40:28, Isaiah 45:18, Hebrews 1:3, Daniel 4:17, Exodus 15:6, Job 37:23, John 13:3, Colossians 2:10)
2. God has revealed Himself to man through creation, the Bible, and the Incarnation. (Romans 1:20, Luke 24:26-7, Luke 16:31, Luke 24:44, John 1:1-14, John 17:14)

3. Jesus Christ is God and is the One that can bring man to a saving relationship with God. (John 8:58, Hebrews 12:2, Matthew 28:19, John 1:1-14, Hebrews 1:3, 1 Thessalonians 5:9, 2 Timothy 2:10, Acts 4:12, John 10:9, Acts 15:11)
4. The Holy Spirit is God and is the One that indwells the Christian, convicting him of sin, illuminating the truth of God to him and empowering him to obey God. (Psalm 51:11, Matthew 28:19, Mark 13:11, John 14:26, Acts 4:31, 2 Timothy 1:14, Titus 3:5, Ephesians 1:13)
5. Man was created in the image of God and without sin. (Genesis 1:26-7, 31, 1 Corinthians 11:7, John 1: 1-14)
6. As a result of the fall, all men are born separated from God and alienated from Him. (Romans 1:18-27, Romans 3:3, Isaiah 59:2, Ephesians 4:18)
7. Fellowship with God can only be restored through salvation in Christ. (1 Thessalonians 5:9, 2 Timothy 3:15, Hebrews 9:28, Acts 4:12)
8. The Bible reveals who God is, what He has done, and His standard of conduct for man. (Psalm 119, John 19:28, Galatians 3:8, Galatians 3:22, 2 Timothy 3:16, James 2:8, Exodus 20:1-21, Joshua 22:5)
9. The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him first place in their lives. While the primary responsibility for this task lies with the parents, the structure and nature of our society has made it necessary for parents to partner with others in this endeavor. West Shore Christian Academy exists to assist parents in the education of their children by:
 - a. presenting the plan of salvation to all students;
 - b. emphasizing both correct thinking and proper conduct;
 - c. recognizing that all truth is God's truth;
 - d. integrating Scripture with all academic subjects;
 - e. recognizing that each student is uniquely created and must be instructed accordingly;
 - f. helping students prepare themselves personally and vocationally in accordance with God's will;
 - g. attempting to harmonize the goals of the school with those of the home and local church;
 - h. teaching that "the chief end of man is to glorify God and enjoy Him forever."

1.06 BRIEF HISTORY

Sensing God's leading to start a Christian elementary school on the West Shore, the members of Bible Baptist Church approved the establishing of Bible Baptist School. In the fall of 1973, with 84 pupils and 5 full-time faculty members, BBS officially began educating students in grades 1-8. In 1974 kindergarten was added. The high school was started in 1978 and graduated its first class in 1981. A new Activities Center with a gym, cafeteria, two classrooms, and a science lab, was constructed in 1982. In 1993, an educational wing was added to the Activities Center, housing 6 large classrooms and an office complex. In 1995, a third floor was added to Carey Hall, giving us an additional 5 elementary classrooms. A pre-kindergarten program was added in 2003.

During the 1993/94 academic year, full accreditation was received from the Middle States Association of Colleges and Schools and the Association of Christian Schools International. The school was reaccredited in 2014.

In 2013, the Board and church voted to change the name from Bible Baptist School to West Shore Christian Academy. The name reflects the different churches that are represented throughout the school community and a renewed vision for Christian education.

2.00 GENERAL SCHOOL PROCEDURES AND POLICIES

2.01 ADMISSIONS POLICY

The following criteria will be used in admitting and readmitting students to our school:

1. At least one parent/sponsor must be a born again Protestant Christian and be active in a Bible-believing church.
2. A parent must sign the "Parental Agreement" and agree to the rules of the school as stated in the handbook.
3. A pastoral recommendation form must be filled out by the pastor of the parent's/sponsor's local church and returned to the school.
4. Families with children currently enrolled in the school will be given priority in registering their children for the next academic year.

5. All students are accepted on a provisional status. At the end of the first marking period, each student's academic progress, attendance record, and behavioral pattern will be reviewed to determine if the child should continue at the school. This process will be repeated at the end of the second marking period if the situation warrants.
6. All students will be required to comply fully with the state of Pennsylvania's immunization policy.
7. The parents must agree that:
 - a. the school has full discretion for the grade placement of children;
 - b. they will meet all tuition and other financial obligations; and
 - c. that they will willingly support the school in prayer and in lending practical help as required by the school.
8. All prospective students in grades K through 12 will be given an entrance test to determine if the prospective student fits the educational requirements of the school. On the day of testing, students are to bring their most recent report card (except kindergarten). High School students must bring their transcript from grades 9 and above. WSCA limits its enrollment based on our inability to provide certain students having learning disabilities, emotional disturbances, A.D.D., etc., with an education that meets their individual needs.
9. Prospective kindergarten students must be five years old by October 1 of the school year.
10. Acceptance or rejection of applicants will be by written notification.
11. It is the policy of the school not to admit students who have been expelled from another school or have repeated more than one grade.
12. Parents must be interviewed by the Administrator or other school officials. Students in grades 7-12 must also be interviewed.
13. Families transferring their children from private or Christian schools must have settled all financial obligations at the previous school.
14. For students first entering school and those entering grades 6 and 11, a physical examination by a physician is required. For students first entering school and those entering grades 3 and 7, a dental examination is required.
15. For each student applying, the following must be provided:
 - a. completed application form
 - b. immunization record
 - c. pastor's recommendation
 - d. current report card (except kindergarten)
 - e. signed release of records form
 - f. proof of age
16. West Shore Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.
17. It is the policy of WSCA not to discriminate on the basis of an applicant's race, color, national or ethnic origin, or gender.

2.02 ADMISSIONS STANDARDS

Students will:

1. Demonstrate average to above average achievement on the entrance examination.
2. Demonstrate average to above average grades on their most recent report card.
3. Are spiritually, socially, and emotionally well adjusted.

4. Have parent(s) that profess faith in Jesus Christ.
5. When applicable, a desire to attend West Shore Christian Academy.

Students who meet all the criteria listed above are admitted to the school. Students not meeting one or more of the criteria may be admitted upon approval of the division principal and administrator.

2.03 TUITION POLICY

1. Tuition payment options are annual or monthly. The annual payment, due by August 1, is discounted. Monthly installments may be paid in 10, or 12 consecutive payments. Monthly tuition payments are paid to FACTS, the school's tuition management company.
2. Unpaid tuition beyond two months will result in the student being ineligible to attend school.
3. Report cards and official records will be withheld when tuition and other fees are overdue.
4. Students who withdraw from the school for any reason after August 1 will be charged tuition in full for each month attended (one-tenth of full tuition). Tuition for families enrolling after September 30 will be pro-rated (one-tenth of full tuition for each month remaining in the year).
5. Students will not be permitted to begin a new school year with the previous year's account unpaid.
6. Registration and re-enrollment fees are not refundable.

2.04 SCHOOL DAY

The school day begins at 8:10 a.m. and concludes at 2:55 p.m. Students may arrive as early as 7:45 am. Lower School students arriving between 7:45 and 8 a.m. will go to designated "early morning room". Students in grades 7-12 who arrive before the arrival bell should report to the gym.

The lower building is off limits to upper school students unless *specific* permission is granted by a teacher. High school classroom areas will be secured at 3:30 p.m. Students staying for athletic practices should be in their assigned team location. Students required to stay beyond 3:30 p.m. must be in the assigned quiet study location. Faculty are expected to remain at school until 3:30 p.m.

2.05 ATTENDANCE POLICY

Parents must report any student absences to the appropriate office by 8:15 a.m. on the morning of the absence. This also applies to a student who is or will be tardy.

A student who arrives between 8:00 a.m. and 9:10 a.m. will be recorded as "tardy." A student who leaves school between 1:55 p.m. and 2:55 p.m. will be recorded as "dismissed." An absence involving four periods will be recorded as a "half-day absence" and any absence involving more than four periods will be recorded as a "full-day absence." A student who arrives at school after 9:00 a.m. because of illness or an unexcused absence may not participate in any practices, games or performances that day. If you are involved in one of those activities that particular day, it is required that you communicate with the person in charge of the event informing them of your lateness. However, a scheduled absence does not disqualify a student from participating in such activities.

Any student who has a cumulative total of seven days' unexcused absence in any class during a semester, will be denied credit for that course for that semester. Exceptions may apply on a case by case basis. In addition, WSCA is required by the Pennsylvania Attendance Code to report 10, 15 and 20 day cumulative total absences for the year to the school district in which the student resides.

According to Pennsylvania's Attendance Code, students are required to bring a parent signed excuse note including the reason for the absence to the appropriate office the day they return to school after an absence or tardy. Secondary students are expected to be responsible enough to submit a note without notice; therefore, if an excuse is not turned in by 8:15 a.m. on the day after the absence or tardiness, the absence will be considered unexcused.

Classification of Absences

Excused Absences

Illnesses: If a student is ill, he or she must present a written excuse signed by a parent or guardian on the day they return to school. A doctor's excuse must be presented if the student is absent five or more consecutive days or if the student is absent with a communicable disease such as pink eye or chicken pox. Students should not return to school until being fever and/or symptom free for 24 hours.

Dental/Doctor Appointments: These appointments should be scheduled either before or after school. A note from a parent or a notice signed by the physician must verify doctor or dental appointments. Requests to leave school for appointments should be submitted to the appropriate office the day before the appointment, or at the very latest by 8:15 a.m. the day of the appointment, so an early dismissal pass can be issued to the student.

Death in the family: Please make sure the student brings in an excuse form, preferably before the absence. These absences are not to exceed three school days unless authorized by the Principal. Absences to attend funerals of non-family members may be requested.

Weather-related absences: When the school district in which a student resides closes or delays opening due to weather conditions, any related absences will be counted as legal absences. Parents are not required to send an excuse when a student is tardy because of a late bus, but they are required to send in an excuse if the student is absent for the entire day.

College visits/Family Vacations: Parents are asked to plan all college visits/family vacations during those periods in which school is not in session. If this is not possible, planned absences must be requested at least *a week in advance*. If approved, the student is responsible for contacting teachers to obtain and possibly complete the missed work *before* leaving on the trip. Up to five days will be approved for a trip. Trips taken without proper approval will result in unexcused absences and no credit will be given for make-up work. *No planned absences will be approved during semester exam days, the week preceding semester exams, or achievement testing days.*

Unexcused Absences

Any absence listed below are classified as unexcused absences. Unexcused absences are as follows:

- A. Absences such as illnesses of four (4) or more consecutive days and not covered by a physician's note
- B. Seven (7) or more cumulative illnesses unsubstantiated by a physician's note (absence due to illness)
- C. Family vacations in excess of principal or head of school approved number of days
- D. Unlawful absences such as truancy
- E. Unlawful tardiness to school
- F. Absence due to missing a bus
- G. Class cutting*
- H. Absences not verified in writing by parents/guardians within three (3) school days of the absence
- I. Absences due to non-school activities while school is in session

*Verified class cuts are applicable for all courses and are defined as those class absences that were submitted to the office and came back identified by an administrator as being unlawful or unexcused. Attendance records are to be maintained by the classroom teacher as well as by the administration. Class cuts will be combined with all full day unlawful or unexcused absences.

Truancy

Any student who does not attend school for three or more consecutive days without a valid excuse could be considered truant according to Pennsylvania Law and the school could take legal action as defined by the state.

Tardiness

Any student who arrives at school late for any reason or fails to be in their first period class by 8:10 a.m. must report directly to the Main Office, sign in, explain their tardiness, and receive a late pass admitting them to their first period class. If a late bus causes the student's tardiness, they will either receive a "Late Bus Pass" from the Main Office or an announcement will be made concerning the late bus. If the tardiness is due to a reason other than a late bus, the student must bring an excuse with them when they come to school or on the next school day. If a student is more than 10 minutes late to class, they will be marked absent. If an excuse for tardiness including the reason for the tardiness is not turned in by the next school day, or if the tardiness is for an unacceptable reason, it will be counted as unexcused.

2.06 EMERGENCY PROCEDURES

All delays and school closings will be announced on WHP (580 AM), WGAL (Channel 8), WHP (Channel 21), WHTM (Channel 27). On delay days, parents transporting students should have them at school by 9:00 a.m. for one-hour delays and 10:00 a.m. for two-hour delays. School closings and delays are posted on the home page of www.westshorechristian.org, School Reach, and local news media.

2.07 APPEARANCE CODE

The Appearance Code of WSCA will reflect the school's identity as a Christian educational community by providing a standard which will help students balance expressions of individuality with obligations to others. West Shore Christian Academy views an appearance code as an opportunity to teach students about discipline and responsibility within a community and to base it on biblical principles.

An appearance code based on biblical principles does not mean that there is one set of clothing that is "Christian" and another that isn't (i.e., there is nothing "spiritual" about a collar). A biblical approach to an appearance code is one which will be neither burdensome nor legalistic; for, as Jesus teaches in Matt. 11:29-30, His yoke is easy, and His burden is light.

Recognizing that there is no "perfect" appearance code, the following code is set forth, not as divine dictates, but as established community standards based on the following guiding principles:

- Modesty and moderation (1 Timothy 2:9) – Modest, non-extreme dress is an outward sign of self-control.
- Neatness and cleanliness (Matthew 25:21) – We are to take care of the possessions the Lord has given us and we are to honor God with our bodies.
- Community and conformity (1 Cor 10:31-33) – There are appropriate clothes for other places that should not be worn at school.

K – GRADE 12 – GUIDELINES FOR ALL STUDENTS:

- Students are to be neat and well-groomed. All attire is to be clean, modest, and not torn or ragged (no holes, patches or cutoffs). No tight fitting clothing are to be worn.
- Pants or shorts must be worn at or near the waist.
- Hair is to be neat, clean, and out of the eyes. Outlandish hairstyles or unnatural hair colors are not allowed.
- Shoes are to be worn at all times. No flip flops or athletic sandals may be worn during the school day.
- Hats, caps, sweatbands, or sunglasses are not to be worn in the school buildings during the academic day.
- The ONLY visible pierced jewelry allowed is earrings on girls.
- Lounge or pajama wear, athletic shorts, warm-up/ track suits, and sweatpants are not approved classroom attire.
- Permanent and/or temporary tattoos (doodling on arms, legs, etc.) must not be visible.
- Upper school students may wear WSCA/Bobcat sweatshirts and fleeces to class on Monday-Thursday in November through March.
- Friday is School Pride Day – WSCA/Bobcat T-shirt or sweatshirt with khakis, dress code shorts or capris.
- Middle and Upper School Physical Education classes must wear a school issued uniform.

- There will be special dress down days when the appearance code is modified with teacher/administrator approval.
- There may be special dress up days when more formal attire is required.
- As of 2014-2015 academic year, BBS attire will no longer be acceptable school attire.
- Only WSCA logos are permitted.

Specific for Girls

- Slacks: navy blue, khaki or black slacks (No denim or jeans material). Belts are to be worn if belt loops are visible.
- Skirts/Capris: straight navy blue, straight khaki, straight black, navy pleated, khaki pleated, black pleated skirt. Navy blue, khaki or black capris (No denim or jeans material) may be worn during the months of August-October and April-June. Navy blue, khaki or black jumpers and skorts (Lower School girls). Any solid color polo dress (Lower School girls). Skirts must touch the top of the knee or lower when standing.
- Shirts: any solid color long or short sleeve blouse (No sheer, tee shirt material or low cut tops); any solid color long or short sleeve polo.
- Optional: any solid color sweater, cardigan or sweater vest. (No sheer or low cut).
- Shoes/Leggings: Sneakers or dress shoes may be worn. Leg coverings (including socks, tights, or leggings) may be of any color or design, but the fabric may not be an open weave (i.e., lace or fishnet). Leather sandals are permitted. Lower School girls' sandals must have a back strap.

Specific for Guys

- Pants/Shorts: navy blue, khaki or black pants (No denim or jeans material). Navy blue, khaki or black shorts, cargo shorts included, may be worn during the months of August-October and April-June. Belts are to be worn if belt loops are visible.
- Shirts: any solid color long or short sleeve collared shirt; any solid color long or short sleeve polo. All shirts (with the exception of polos) must be tucked in.
- Optional: any solid color sweater or cardigan.
- Shoes/Socks: Sneakers or dress shoes may be worn. Leather style sandals are permitted.
- Hairstyles must be off the ears, out of the eyes, and collar length.
- Boys are to be clean-shaven.

*Dress standards apply to coming and going to school for all bus students. Students not properly dressed will be excluded from classes until conformity is met.

*There is no formal chapel dress required. Guys may choose to wear a tie on a chapel day if they prefer.

Formal Events- Girls

Girls (WSCA students or their dates) are to wear modest dresses or gowns. Please observe the following criteria:

- No plunging necklines
- There may be no cleavage showing
- No sheer material
- No bare midriff or sides
- No tight-fitting dresses
- Dresses must be fitted around the top and fit properly
- No plunging back lines or skin showing below the bra line
- Dress lengths can be no higher than the top of the knee
- Slits may not go above the knee

*If a student is not sure if the gown meets the above criteria, please contact the upper school principal for approval.

*If a student wears a gown that does not meet the above criteria, the student will not be permitted to attend the formal event as deemed necessary by the administration. This includes both the WSCA student and their guest.

Dress Down Days

Dress for these days will be determined throughout the year. Students may not wear clothing with objectionable words or logos and are not in good repair.

2.08 BULLYING POLICY

Purpose

As a Christ-following community of educators and learners, West Shore Christian Academy is committed to providing a superior educational experience which will maximize the opportunity for all students to achieve their full potential as learners for the glory of God. To that end, the board, administration, faculty and staff purpose to create and maintain a safe and positive learning environment for all students which is free from all forms of bullying, harassment, or threat of any type. Any action of this nature detracts from a safe environment and is strictly prohibited.

Definitions

Bullying shall be defined as an act or series of acts directed toward any member of the WSCA learning community – including but not limited to students, faculty and staff – which occurs in a school setting and is delivered in electronic, written, verbal, non-verbal, or physical form and has the effect of doing any of the following:

1. Interfering with a student's educational experience
2. Creating an environment of threat, fear, or distress (physical, emotional, psychological, or social) by means of rejection, defamation, intimidation, manipulation, extortion, isolation, or humiliation; or by rating/judging personal characteristics to imply inferiority based on factors such as race, ethnicity, gender, disability, or appearance.
3. Significantly interfering with the orderly function and operation of the school

*The school setting includes but is not limited to bus transportation, school-sponsored activities (co-curricular and extracurricular), classroom setting and anywhere on school grounds.

The definition of bullying includes cyberbullying.

Cyberbullying – Is a form of verbal or social bullying that occurs by way of the internet or electronic device/system. These settings include, but are not limited to, e-mail, blogs, social networking sites, personal webpages, video/picture file sharing sites, online video gaming, and cellular phone functions such as text-messaging and picture/video sharing.

Authority and Action

1. The school board and administration prohibit all forms of bullying by WSCA students.
2. The school board and administration encourage any student who has been bullied or directly observed bullying to report such actions to the appropriate faculty/staff member or building principal.
3. The building principal shall promptly conduct an investigation of the matter and take appropriate action.
4. Appropriate confidentiality will be maintained throughout the investigative process so that no retaliation or repercussions result from this process.
5. Appropriate consequences will be determined and meted out.

Consequences

As a community of Christ followers, we desire to see Biblical reconciliation and restoration occur with each incident. The particular procedures and meetings will be determined by the appropriate school personnel. It should also be noted that any student who violates this policy will also be subject to discipline which may include, but is not limited to the following:

- Parent conference with the building principal and/or other appropriate school personnel

- Loss of certain privileges which could include participation in certain co-curricular and/or extracurricular activities
- Detention
- Suspension
- Expulsion
- Referral to local law enforcement

2.09 SEXUAL HARASSMENT POLICY

Definition

Sexual Harassment is an inappropriate behavior of a sexual nature that:

- is unwelcome (The harasser's words or actions offend another person. The person being harassed did not invite and does not want the behavior.)
- happens repeatedly (The behavior continues, even though the person being harassed has asked the harasser to stop.)
- interferes with learning and life (A person who is sexually harassed may begin to dread and fear school. This can seriously affect his or her health, happiness and goals.)

Forms of Sexual Harassment

There are four main forms of Sexual Harassment:

1. Physical
 - unwanted hugging or kissing
 - rubbing up against a person on purpose
 - grabbing or pinching in a sexual way
 - pulling at a person's clothing
 - purposely blocking someone's way
2. Verbal
 - tell "dirty" jokes or stories
 - comment on a person's body in an inappropriate way
 - call someone derogatory names relating to sexual orientation
 - pressure someone for dates or sexual favors
 - spread sexual rumors about a person
3. Nonverbal
 - writing sexual notes or graffiti
 - displaying sexual photos or drawings
 - making sexual gestures or giving intimidating looks
 - touching oneself in a sexual way to get reaction
4. Electronic
 - using inappropriate sexual language in an e-mail, social media, instant message, or chat rooms
 - using inappropriate sexual language or content on a personal Web site
 - using inappropriate sexual content with text messaging or cell phone cameras

Reporting Sexual Harassment Students

If a student feels that he/she is being sexually harassed, he/she should report the incident to a teacher or administrator immediately.

1. Parents

If a child comes home and expresses a concern of sexual harassment, the parent should report the incident to an administrator immediately.

2. Staff

If a staff member witnesses, is told about sexual harassment happening in the school or is being sexually harassed themselves, the staff member should report the incident to an administrator immediately.

3. Teachers

If a teacher witnesses, is told about sexual harassment happening in the school, or is being sexually harassed themselves, the teacher should contact an administrator immediately.

Any student, parent, staff, or teacher who sees harassment and fails to report the incident to the administration will have appropriate disciplinary action taken. In addition, the authorization of, cover-up or participation in any act of harassment of any kind is strictly forbidden. WSCA will take seriously any adverse action or retaliation taken against an individual for reporting an incident of harassment.

2.10 RACIAL/ETHNIC DISCRIMINATION AND HARASSMENT POLICY

As an expression of our core values, West Shore Christian Academy is committed to creating an atmosphere of dignity and respect and is responsible to uphold existing laws regarding a learning, living, and working environment free from discrimination and harassment based on race, religious expression, and ethnicity. WSCA welcomes diversity amongst its students, staff, and visitors, recognizing the contributions that can be made by individuals from a wide range of backgrounds and experiences. To support these aims, WSCA will ensure that in the conduct of all its activities that discrimination and harassment whether direct or indirect is eliminated and when found is dealt with swiftly. Reported acts of discriminatory behavior and harassment will be investigated and could result in disciplinary action, which may include expulsion of a student or dismissal of an employee. In addition, the authorization of, cover-up or participation in any act of harassment or discriminatory behavior of any kind is strictly forbidden. WSCA will take seriously any adverse action or retaliation taken against an individual for reporting an incident of discrimination or harassment. Examples of this can be but are not limited to: faculty lowering a grade, loss of a privilege or a leadership position, bullying, shunning, etc.

This policy includes harassment or discriminatory behavior of or by individuals directly affiliated with the School (e.g. faculty, staff, students) and individuals not directly affiliated with the School (e.g. contractors, vendors, visitors, parents, siblings). This policy also applies to all School related settings including and not limited to: field trips, athletic events, and school related social events.

The School's commitment to address complaints related to discrimination and harassment should not be viewed as license for individuals to continually submit frivolous or unfounded complaints. Such behavior is a violation of the intent of this policy. Due to the severity of a false charge, where the results of an investigation reveal a complaint of racial discrimination or harassment to be intentionally frivolous or groundless, the individual having made such a complaint may be subject to disciplinary action.

Discrimination and harassment may not be clear, visible or obvious to everyone, but these actions usually make it difficult for students and employees to concentrate on their work/studies. Victims usually feel uncomfortable, unwelcome, intimidated or afraid. Behavior that constitutes racial, ethnic or religious discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act and includes but is not limited to:

- Offensive insults, slurs, remarks, pranks, language or conversations that disgrace another based on race, religion, or ethnicity.
- Offensive and demeaning images based on race, religion, or ethnicity.
- Aggressive or hostile behavior or taunts based on race, religion, or ethnicity.
- Cyber harassment: when digital media, including instant messaging, blogs, websites, e-mails, chat rooms, and cell phones are used to threaten and/or humiliate.
- Verbal harassment disguised as humor such as ethnic/racial or religious jokes.
- Physical aggression or intimidation including even subtle contact like pinching or patting.
- Racially charged language that an individual finds offensive or demeaning.
- Offensive graffiti, art work and/or music that disgraces another based on race, religion, or ethnicity.

Individuals should report all cases of racial/ethnic discrimination to a member of the Senior Leadership Team.

2.11 REPORTING ABUSE / HOTLINE

Any student or member of the WSCA community should report all cases of bullying, harassment, or discrimination to a faculty member or administrator. The administration will deal with all reported cases in a prompt and professional manner. Students or other members of the community may also report concerns or cases of bullying, harassment, or discrimination through the school **HOTLINE at HOTLINE@westshorechristian.org**. All e-mails are kept in the strictest confidence and go directly to the Head of School and a board representative. Though reports can be made anonymously, students and parents are encouraged to include their name when sending a report to assist in the validation of reported concerns.

2.12 TRANSPORTATION POLICIES

Use of Public School Buses

1. Get on the bus in an orderly manner.
2. Obey the rules of the bus driver.

Misconduct on the bus may result in suspension and/or loss of bus privileges.

Use of Private Vehicles

Private vehicles require the use of a parking permit. Each parking permit must be picked up in the office. The parking permit is transferable to another vehicle providing that vehicle has been registered in your name in the office.

- The parking permit must be displayed on the back lower right corner of the window.
- Obey traffic directions of any teacher or administrative staff member.
- Obey speed limit of 10 mph. “Jack-rabbit” starts or spinning of wheels is prohibited. This is considered reckless, dangerous, and classified as a moving violation.
- Obey all signs and painted pavement restrictions.
- Buses always have the right-of-way.
- No unauthorized driving on campus, congregating on parking lot or loitering in cars. When students arrive at school, they are to park in the area designated for student parking and immediately enter the building.
- Students are not to return to their cars unless they receive authorization from the office.
- Student passengers of a student driver, other than immediate family members, must have written parental approval on file in the principal’s office.
- Violations to the above rules will be cause for immediate suspension of driving privileges:
 - A 20 school-day suspension of the student’s driving permit for any violation involving a parked vehicle or driving an unregistered vehicle.
 - A 45 school-day suspension of the student’s driving permit for any moving violation, unauthorized transporting of another student or a second parking violation.

Parents who transport their children to and from school are asked to adhere to the following policies: children are not to be brought to school before 7:45 a.m. or left at school past 3:15 p.m.; obey safety patrols at all times; and do not park or wait in your car on Rupp Avenue.

2.13 VISITORS

All visitors (including current parents, former parents, and students) must register in the school office and obtain and wear a visitors badge.

Students wishing to visit the school should:

- be prospective students desiring more information
- have permission through the office
- visit for only part of a day, preferably mornings
- adhere to the appearance code

Students who have been dismissed from WSCA are not permitted to visit the school.

2.14 COMPUTERS

All school computers are provided for the academic benefit of the school's students. Use of the school's computers will be monitored and appropriate action will be taken if violations occur. Students and their parents are required to sign the school's Computer Acceptable Use Policy on a yearly basis.

2.15 VOLUNTEER POLICY

West Shore Christian Academy thanks the Lord for its many volunteers and classroom helpers. However, to ensure the safety of our students and staff, we are requiring all volunteers and classroom helpers be screened before having contact with students. The school has established two levels of volunteers and classroom helpers with two separate categories of screening clearances. A tuberculosis screening and a screening through the Pennsylvania State Police Meagan's Law website will be required for all volunteers and classroom helpers.

Category I: Overnight chaperones, music instructors, and those that give support to a student or students out of the direct sightline of the classroom teachers or school employees. Category one screening includes; Pennsylvania State Police Request for Criminal Check (Act 34), Pennsylvania Child Abuse History Clearance (Act 151), and Federal (FBI) Criminal History Background check.

Category II: Field trip chaperons, lunchroom helpers, and volunteers who supervise students within the direct sightline of the classroom teachers or school employees. Category two screening will require the signing of the Volunteers and Classroom Helpers form.

3.00 LOWER SCHOOL POLICIES

3.01 ATTENDANCE

In cases of missed school, the following will apply:

1. Excused absences are granted when students are sick or circumstances beyond their control prevent them from being in school. One week's advance notice must be given for family vacations or church retreats. A maximum of five days are allowed. Or if they are on an educational field trip with their parents/guardians or an adult named by their parents/guardians and approved by the administration. WSCA is not responsible for any injury or loss howsoever described that occurs when a student is off campus at the request of a parent or guardian and not involved in any school sponsored activity. In the event that a parent or guardian takes their child off campus for any activity, the school does not sponsor, the parents or guardian agrees to hold harmless and indemnify the school for any judgment and costs involved with defending the school including attorney's fees and costs of suit.
2. Unexcused absences are given when a properly completed slip is not turned in to the office during the marking period the absence occurred, or when conditions presented above are not met.
3. Illegal absences are given for truancy or willfully missing school for no apparent reason.

All absences, regardless of the reason, must be verified by an absence slip from home listing the days absent and the reason for absence. The absence slip must be signed by one parent and sent in when the child returns to school. If three or more days are missed in a row, the student may be asked to bring an excuse signed by a doctor. Also, accumulated absences deemed to be excessive can result in a doctor's excuse being requested for each succeeding absence. Regular attendance habits will enhance good achievement and establish good working habits for later in life.

Early dismissal will be granted and late arrival approved for doctor or dental appointments or for other requests viewed by the school as appropriate. A request to leave early should be given in writing to the homeroom teacher at the beginning of the school day. The request or excuse **MUST** have the reason for the early dismissal or late arrival. Late arrivals must sign in at the office. When you come to pick up your children for an appointment, you must sign them out in the office. The secretary will then call your child to the office.

In all cases of absence, it is the student's responsibility to make up missed work. A written excuse from a child's doctor or parents is necessary to be excused from Physical Education.

Tardiness

1. A student will be considered late for school if he or she is not in their classroom at 8:00 a.m.
2. Tardiness Considered Absence: Students who arrive at school later than 11:00 a.m. or leave before 1:00 p.m. for appointments or for any other reason will be considered absent for a half day.

Illness

If your child exhibits any of the following symptoms, please do not send him or her to school: vomiting, diarrhea, fever of 100° or greater, flu-like symptoms, ****redness of eye sometimes accompanied by a discharge or matting of the eyelashes (commonly known as "Pink Eye"), diagnosis of strep throat****. If upon arrival at school or sometime during the course of the day a student exhibits any of the above symptoms, the parents will be immediately notified and requested to take the child home. Students should be fever and/or symptom free for 24 hours before returning to school.

****Conjunctivitis (Pink Eye) and Strep Throat:** Before returning to school, a student must have a note FROM A PHYSICIAN stating that antibiotic therapy has been established for at least 24 hrs.

Any student missing more than 27 school days, unless unusual mitigating circumstances occur, will not be promoted to the next grade level even if the student is passing all course work.

3.02 DISCIPLINE POLICY

Philosophy

The philosophy, goals, standards and procedures which follow are intended only as guidelines. Rules and standards of conduct are necessary in order to promote an environment that is safe and is in accordance with the mission of West Shore Christian Academy. The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action it deems appropriate based on the total circumstances involved. If, at any time, the school determines that a student's influence is considered harmful or if his or her presence is regarded by the administration as undesirable, the school may either request the student immediately withdraw, or expel the student with the Head of School's approval.

First and foremost, it is important to keep our goal in mind when we discipline. As Christian parents and educators, we discipline students because we love them and it is our scriptural duty. We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help re-direct, guide, heal and restore. Our goal is that hearts be changed and better choices be made in the future when we are around or not around to discipline. In order to achieve this goal, we are guided by the following principles:

Work with each student individually- In order to see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers. (However, in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion.) Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.

Maintain standards- We take very seriously the biblical, community and school standards that each student pledges to live by when enrolling at West Shore Christian Academy. Violations of certain standards or the absence of a repentant heart will not be tolerated.

Cooperation between home and school- We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school's discipline.

Deal with Forgiveness and Consequences- We differentiate between forgiveness (both God's and others') and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident.

Realize the Limits of Our Discipline- Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from WSCA. This does not mean we are giving up. The student continues to be a part of a Christian home and church. However, a change of school environment may be the best for all involved.

In summary, we believe that discipline situations are often opportunities for growth in the life of a student. WSCA is committed to humbly seeking God's wisdom and direction as we implement student discipline that encourages growth and change.

Lower School Discipline System

The lower school classrooms use a discipline system developed from the book of Proverbs that encourages students to make wise and godly choices. Each homeroom teacher shall be primarily responsible for the conduct and discipline of the students in his or her class. The goal of each teacher will be to enable the students to become wise in their thinking and actions. The teacher is responsible for their class and will be told of any time when students are disobedient in any other setting. Special duty teachers and teacher aides will administer discipline in the absence of the primary teacher. When appropriate warning has been given and the offense is severe, a conduct slip will be issued and sent home to the parents. Conduct slips are used to correct behavior and to notify parents when students have violated handbook policies.

The homeroom teacher shall immediately administer appropriate discipline for the conduct in question. A conduct slip will also be issued stating the misconduct and the action taken. All conduct slips will be sent home for the parent/guardian's signature and must be returned to the school the following day. Failure to return the conduct slip will result in the issuance of another conduct slip.

Acceptable forms of immediate discipline shall include but are not limited to:

- Verbal reprimand
- Isolation (in school or recess)
- Denial of privileges (recess, silent lunch)
- Service projects (class or lunchroom, extra assignments)
- Scripture memory/teacher-directed conference

Conduct slips will be issued as follows:

- 1 check
Disorderliness
Handbook violation
Failure to bring back signed conduct slip the next day
- 2 checks
Disrespect of other students
Improper language
Lying
Improper attitude during chapel or classroom devotions
- 3 checks
Cheating (work receives a zero grade)
Destruction of or defacing property
Direct Disobedience/Disrespect to authority
Stealing
Fighting
Swearing

WSCA cannot anticipate every disciplinary situation. Therefore, the school reserves the right to modify the disciplinary process to match the conduct in question.

The accumulation of checks shall result in the following:

10 - Detention and student/principal conference

20 - Two detentions and student/parent/principal conference

Any checks after 20 will result in an Administrator/Parent conference. At that time, the student's continuance at the school will be discussed. Pending Judiciary Committee action, the student shall be on out-of-school suspension. An expulsion of a student may be appealed to the School Board.

3.03 HOMEWORK POLICY

In case of absence, a class assignment sheet will be sent home if the parent calls the school office and makes arrangements to have materials picked up or sent home with a sibling.

All assignments must be finished by the end of the marking period in which they are assigned or the student's grade average will be lowered (unless due to lengthy illness). We will keep homework assignments light on Wednesday evenings so that students may participate in church related activities.

NOTE: The copying of homework (or any assignment) from another student is considered a serious violation of Christian conduct and will result in discipline for both the person doing the copying and the person from whom the assignment is copied.

3.04 GRADING POLICY INCLUDING GRADE SCALE

Retention: A student failing two or more subjects will be recommended for retention. Social, emotional and behavioral development will be heavily factored into the decision. Any teacher suspecting a student is in danger of failing for the year will schedule a conference with the parents at the end of the second marking period. The principal will attend that meeting. If the situation continues, a conference with the teacher, parents, and principal will be held at the end of the third marking period. The principal will meet with the family at the end of the year to make the final decision.

Students in grades 1-6 will receive report cards 4 times a year according to the following scale:

A	95-100	C-	77-78
A-	93- 94	D+	75-76
B+	90- 92	D	73-74
B	87- 89	D-	70-72
B-	85- 86	F	69-0
C+	82- 84		
C	79- 81		

Other subjects will be given a grade of:

- O Outstanding
- S Satisfactory
- N Needs to Improve
- U Unsatisfactory

4.00 UPPER SCHOOL POLICIES

4.01 ATTENDANCE

Tardies

Any student who arrives at school late for any reason or fails to be in their first period by 8:00 a.m. must report directly to the Main Office, sign in, explain their tardiness, and receive a late pass admitting them to their first period class. If a late bus causes the student's tardiness, they will either receive a "Late Bus Pass" from the Main Office or an announcement will be made concerning the late bus. If the tardiness is due to a reason other than a late bus, the student must bring an excuse with them when they come to school or on the next school day. If a student is more than 10 minutes late to class, they will be marked absent. If an excuse for tardiness including the reason for the tardiness is not turned in by the next school day, or if the tardiness is for an unacceptable reason, it will be counted as unexcused. Students who accumulate unexcused tardies for homeroom/first period will receive the following consequences:

- after 3 unexcused tardies, an after school detention will be given
 - every unexcused tardy after 3 unexcused tardies, earns the student 1 hour of Saturday work detention
 - if a student driver is chronically late due to an unexcused tardy, he/she may have their parking permit revoked
- *Consequences will start over each semester.

Special Attendance Situations

- *Illness or Injury During the School Day*
If a student becomes ill and can no longer function in the classroom, he may ask the classroom teacher for a pass to the health room for the remainder of that period. The student should then report to the secretary or nurse in the appropriate office to be checked into the health room. At the end of the period the student must either go to class or, if he is unable to go to class, the school secretary will call the parents and seek to make arrangements for the student to go home. No one is excused to leave the school without office approval.
- *Leaving the School Premises*
Students are not permitted to leave the school grounds during the school day without authorization from the Upper School Principal. Permission to do so will be granted only for doctor and dental appointments or upon an approved request from the parent.
- *Requests to leave early*
Requests to leave early should be presented to the Main Office the day before or no later than 8:12 a.m. that day. The office will issue a “Pass to Leave Early” to the student. The student is responsible to have his pass initialed by each teacher whose class(es) he will miss and make arrangements to complete all required work at a mutually acceptable time. The student will return this pass to the office and sign out when leaving the building.
- *Absences from Class for School Activities*
Students who miss class due to school activities, i.e., athletic events, field trips, are responsible to turn in assignments and get the next assignments before leaving for the activity. Students going to band sectionals or special music practices must receive approval from the classroom teacher before leaving class and remain in the classroom until quizzes, tests, or other vital work is completed. Students who need to miss a class for any sales, practices or special activities, i.e. sponsored by Student Senate or other school organizations, must have approval from the sponsor and the classroom teacher.

Credit Denial

It is the intent of this policy to provide a structure in which WSCA students can gain maximum benefit from the instructional program. Credit denial, defined as the loss of course credit by a student after accumulating a defined number of unlawful or unexcused absences or tardies, is intended to encourage and motivate students to meet their academic responsibilities through regular attendance at school.

Attempts will be made to correct poor attendance and avoid significant punitive consequences. Students are expected to be in attendance on all days and during all hours that school is in session in accordance with state laws and the policies of the school. Full day and partial day absences, tardiness, class cuts, or other truancy are recorded. If a student’s absences from scheduled instructional time exceed seven (7) unlawful or unexcused absences in a semester, credit may be denied for the affected courses regardless of the grades earned.

Reinstatement/Appeals Procedures

- A. The Reinstatement/Appeals Committee will consist of the principal, a selected teacher and the school counselor. In the case of students with IEP’s, the committee will also include the director of student support.
- B. The committee will sit, as needed, prior to the end of each semester (in the case of seniors) and following each semester for students in grades nine through eleven.
- C. Students and/or parents/guardians wishing to request a reinstatement of credits must write a letter to the principal prior to the committee meeting. The letter must include reasons why the student’s attendance was poor and reasons why the credits should be reinstated.
- D. The committee may request that students and/or parents/guardians appear in person before the committee.

E. The committee will evaluate the student's attendance following the issuance of the credit denial letter and decide upon the merits of the request. The committee will seek evidence including substantial improvements in attendance, achievement, and behavior when evaluating a request for credit reinstatement. A letter indicating the committee's decision will be sent to the student and/or his/her parents/guardians. The following appeal decisions are possible:

1. Identification of an error in calculation and reinstatement of credits.
2. Recognition of extenuating circumstances (confining illness, serious unavoidable incident, etc.) and reinstatement of credits
3. Probationary reinstatement of credits with behavior, grade, and attendance stipulations
4. Credit revocation with reacquisition possible after completion of summer school
5. Affirmation of credit denial

F. Students and/or parents/guardians may appeal the decision of the committee to the head of school. The head of school's decision will be final.

4.02 STUDENT LIFESTYLE COVENANT

One of the goals of West Shore Christian Academy is to be a Christian educational community within which students accept certain privileges and responsibilities. By virtue of their enrollment at WSCA, all students agree to follow the standards for community life which are outlined and explained in this document.

Understanding the Purposes

The purpose of these standards is to cultivate a healthy campus atmosphere free of distractions which impede students from living a healthy Christian life; as a result, moral and spiritual growth can thrive as student lifestyles find a point of integration with Christian principles and devotion to Christ. These standards are based on conscious choices rather than mere acceptance of prevailing practices in society at large.

Godliness does not come from following a list of "do's and don'ts," but only as one accepts Christ as Savior and allows the Holy Spirit to control every aspect of life. Hence, the school is sensitive to the issue of perceived legalism whenever such a list of expectations is developed. However, as a person follows the Holy Spirit's direction, he/she will desire to model a Christian lifestyle which honors God in his/her school and community.

The WSCA community is not made up of perfect Christians, but forgiven sinners. Therefore, the purpose of this statement is not to impose an impossible standard of perfection on our community, but to outline the biblical ideal, keeping in mind that faculty, parents, and students will fall short of the ideal. Our desire is to encourage one another to strive toward maintaining high standards and to hold one another accountable for our responsibilities, all while modeling the love and forgiveness of God when we fail.

Standards for Community Life

- A. In keeping with the lifestyle principles found in the Scriptures and WSCA's institutional convictions, West Shore Christian Academy desires that each student strive to:
 1. Think about things that are true, noble, right, and pure (Phil. 4:8). I will seek to avoid influences that distract my mind, recognizing that what occupies my mind will sooner or later determine my speech and actions.
 2. Choose friends and associations carefully (Psalm 1:1, I Cor. 15:33). I will seek to spend time with friends who will encourage me toward godly pursuits.
 3. Encourage one another and build each other up (1 Thess. 5:11). I will seek to avoid destructive and unkind words or deeds, taking care that my attitude and actions influence others positively and do not become a stumbling block (Romans 14:13).
 4. Communicate directly with one another in the spirit of love (Matthew 18:15-17). I will seek to avoid gossip, talking behind another person's back, and holding any bitterness.
- B. WSCA expects each student to strive to:

1. Respect authority (1 Peter 2:17). I agree to obey and respect the laws of our country, the standards of my parents, and the expectations of my school and church.
2. Be honest and above reproach (Proverbs 8:7). I agree to speak the truth and avoid even the appearance of evil.
3. Demonstrate self-control (James 1:19). I agree to be quick to listen, slow to speak, and slow to become angry, seeking forgiveness and making amends when I sin against others.
4. Be in fellowship with other believers (Hebrews 10:25). I agree to be regularly involved in a Bible-believing local church in order to receive biblical instruction, to experience Christian fellowship, and to worship God.

C. WSCA expects each student to:

1. Care for his/her body as a "temple of God" (1 Cor. 6:19-20). I agree to refrain from the possession and use of alcoholic beverages, tobacco, and illegal drugs; to avoid the abuse of any medications; and to stay away from any other harmful substance or activity.
2. Maintain biblical standards of morality (1 Cor. 6:18). I agree to save sex for God's express purposes, which are found only within the sanctity of marriage.
3. To read, support and stand for the policies on Bullying, Sexual Harassment and Multicultural.
4. Live out a lifestyle of service to others (i.e. Christian service requirements, class service projects).

Violations of the above expectations are considered "more serious offenses" in our handbook. Therefore, if you choose to participate in these activities, discipline will be enforced accordingly.

4.03 DISCIPLINE

Philosophy

The philosophy, goals, standards and procedures which follow are intended only as guidelines. Rules and standards of conduct are necessary in order to promote an environment that is safe and is in accordance with the mission of West Shore Christian Academy. The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action it deems appropriate based on the total circumstances involved. If, at any time, the school determines that a student's influence is considered harmful or if his or her presence is regarded by the administration as undesirable, the school may either request the student immediately withdraw, or expel the student with the Head of School's approval.

First and foremost, it is important to keep our goal in mind when we discipline. As Christian parents and educators, we discipline students because we love them and it is our scriptural duty. We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help re-direct, guide, heal and restore. Our goal is that hearts be changed and better choices be made in the future when we are around or not around to discipline. In order to achieve this goal, we are guided by the following principles:

Work with each student individually- In order to see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers. (However, in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion.) Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.

Maintain standards- We take very seriously the biblical, community and school standards that each student pledges to live by when enrolling at West Shore Christian Academy. Violations of certain standards or the absence of a repentant heart will not be tolerated.

Cooperation between home and school- We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school's discipline.

Deal with Forgiveness and Consequences- We differentiate between forgiveness (both God’s and others’) and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident.

Realize the Limits of Our Discipline- Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from WSCA. This does not mean we are giving up. The student continues to be a part of a Christian home and church. However, a change of school environment may be the best for all involved.

In summary, we believe that discipline situations are often opportunities for growth in the life of a student. WSCA is committed to humbly seeking God’s wisdom and direction as we implement student discipline that encourages growth and change.

<p><i>Level 1 Offenses (Minor Violations are handled by the teacher):</i></p> <ol style="list-style-type: none"> 1. *Tardiness/Unexcused absence from class 2. *Food/drink violation/no gum chewing 3. *Disruptive behavior violation (running, rough housing, fake fighting, excessive talking etc.) 4. Appearance Code violation (send the student to the principal for discipline) 5. Possession of phone/electronic device (send the cell phone/electronic device to the office) 	<p><i>Disciplinary Action:</i></p> <p>*Minor Violations:</p> <ul style="list-style-type: none"> • If a student is sent to the principal because of minor violations, it means that the teacher exhausted all steps of their classroom management plan. Consequences might include: detention (morning, 1 hour after school or Saturday work detention), suspension either out of school or in-school and expulsion. <p>Appearance Code Violation:</p> <ul style="list-style-type: none"> • 1st offense- Warning and will be given an article of clothing to change into for the day. • 2nd offense- Parent notified and given an article of clothing to change into for the day and an after school detention issued. • 3rd offense- Parent notified and will be treated as a Level 2 violation with appropriate consequences. <p>Cell Phone/Electronic Device Violation:</p> <ul style="list-style-type: none"> • 1st offense-picked up by the student in the office • 2nd offense- picked up by the parent in the office • 3rd offense- picked up by the parent in the office and device not permitted in school <p><i>Each offense will be documented on RenWeb.</i></p>
<p><i>Level 2 Offenses:</i></p> <ol style="list-style-type: none"> 1. Cheating 2. Plagiarism 3. Swearing/Vulgarity 4. Lord’s name in vain 5. Insubordination or disrespect 	<p>These offenses will be handled directly by the Secondary Principal for appropriate consequences. Consequences might include but not limited to:</p> <ul style="list-style-type: none"> • Detention (morning, 1 hour after-school or Saturday work detention) • Suspension either out of school or in school • Expulsion

<ol style="list-style-type: none"> 6. Disrespect the rights of others 7. Verbal abuse including text/bullying 8. Racist and sexist comments 9. Parking lot violations (see transportation policy) 10. Inappropriate use of computer 	<p><i>Offenses will be documented on RenWeb.</i></p>
<p>Level 3 Offenses:</p> <ol style="list-style-type: none"> 1. Drug or alcohol possession/substance abuse 2. Misuse of legal drugs (tobacco, prescription drugs) 3. Physical abuse/bullying 4. Arson 5. Bomb threat 6. Weapon possession 7. Vandalism/graffiti 8. False fire alarm 9. Sexual activity (harassment, conduct, sexting, etc.) 	<p>These offenses will be handled directly by the Head of School, Secondary Principal and the police (if necessary).</p> <p><i>Offenses will be documented on RenWeb.</i></p>

5.00 Upper School Academic Policies

5.01 HOMEWORK

Homework is a necessary part of education. All work is to be turned in on time and properly labeled as directed by the teacher. Penmanship, neatness, completion of the assignment in a timely manner, and general high quality are expected. If work is assigned before a planned absence, it should be turned in as directed by the teacher, i.e., before the student leaves or immediately upon their return. *Students are encouraged to do their homework the day it is assigned. They are also encouraged to get the missed assignments the day they return and not wait until the next time they have the class.*

In order to emphasize the importance of punctuality, when a student is absent from school, all missed work is to be completed promptly. (Usually a maximum of one day is allowed for each day missed.) Students should try to keep up with classroom work and even complete work ahead of time for anticipated absences.

We will keep homework assignments light on Wednesday evenings so that students may participate in church related activities.

Long-term projects or term papers that have a due date previously announced must be completed by that due date regardless of absence. The student will receive a 0 on a project or term paper that is turned in after the due date unless prior arrangements have been made with the teacher.

The student will have 5 school days to turn in unexcused late homework in order to receive any late credit unless prior arrangements have been made with the teacher. A student will receive 50% late credit on homework that is turned in on days 2-5 after the original due date. The student will receive a 0% after the 5 school day grace period has ended.

5.02 REPORT CARDS AND GRADING

Students will receive report cards four (4) times a year. All subjects receive percentage grades, but the following grade point scale will be used to calculate student grade point average.

Letter	Percent	GPA	Weighted GPA for Honors	Weighted GPA for AP
A	95-100	4.0	4.0-4.7	4.7-5.0
A-	93-94	3.7	4.0	4.3-4.7
B+	90-92	3.3	4.0	4.3
B	87-89	3.0	3.3-3.7	4.0
B-	85-86	2.7	3.0-3.3	3.7-4.0
C+	82-84	2.3	2.7-3.0	3.3
C	79-81	2.0	2.3-2.7	3.0
C-	77-78	1.7	2.0-2.3	2.7
D+	75-76	1.3	2.0	2.3
D	73-74	1.0	1.7	2.0
D-	70-72	0.7	1.0-1.3	1.7-2.0
F	0-69	0.0	0.0-0.7	0.0-1.3

5.03 WHAT IS A GPA?

A Grade Point Average (GPA) is an important cumulative indicator of a student's academic progress. The GPA is a single cumulative weighted average of a student's overall performance in grades 9-12. This number is reported to colleges and universities and is a critical factor in determining a student's eligibility for acceptance into institutions of higher learning.

How is a GPA calculated?

A GPA is calculated by taking the student's final course grade and converting it to the 4.0 scale described in Section 2.01 of the West Shore Christian Academy Academic Policy handbook. For example, if a student attains a final grade of 98% in a standard one-credit course, the student would have a 4.0 GPA in that course and have earned four (4) "grade points" for that course. If an identical grade of 98% is earned in a half (0.50) credit course, the student would still have earned a 4.0 for the course, but would have accumulated two (2) grade points for that course (GPA x credits earned = grade points).

At the end of each year, the grades earned in all graded courses (excluding Pass/Fail courses) will be converted to the 4.0 GPA scale. GPAs will be multiplied by the credits earned in each course and grade points will be calculated. The final GPA for that academic year will be determined by adding the grade points earned and dividing by the number of credits attempted in graded (non Pass/Fail) courses.

What is a "Cumulative GPA?"

A cumulative GPA is determined by combining the grade points and credits earned for each year and determining a student's overall GPA over the course of his/her high school career. This is the number that is typically reported to colleges, universities, and scholarship organizations.

What is the impact of Honors/AP/Dual Credit courses on my GPA?

Students are able to earn GPAs higher than 4.0 by earning high level grades in such courses. As described in Section 2.01 of the WSCA academic policies, students may earn as high as a 4.7 GPA in Honors courses (Physics, PreCalculus, Spanish IV) and up to 5.0 in Advanced Placement (AP) and Dual Credit courses. For example, if a student earns a 98% in an Honors course, the GPA would be 4.7, and since this course is one (1) credit, 4.7 grade points would be earned. Similarly, students who earn a 98% in AP/DC courses would attain a 5.0 GPA and five (5) grade points.

What is the difference between a “weighted” and “unweighted” GPA?

A weighted GPA is determined by calculating grade points that include the GPA increase earned by taking Honors and AP/Dual Credit courses. This is how a student earns a GPA greater than 4.0 for his/her academic career. An unweighted GPA is determined by one of two calculations.

4.0 scale – All grades, regardless of the status of the course (Honors, AP, Standard) are converted to the standard GPA scale which has a maximum of 4.0.

100% scale – All grades earned in courses are **not** converted to the 4.0 scale and are simply averaged together by multiplying the grade earned by the credit earned for the course. This allows one (1) credit courses to have twice the impact of half (0.5) credit courses as is found in GPAs calculated on the 4.0 scale.

This should not dissuade students from taking challenging courses. On the contrary, most colleges and universities are interested in a student’s weighted GPA and utilize this for determining scholarships and academic privileges (Honors college). Furthermore, WSCA determines its Valedictorian and Salutatorian by utilizing the weighted GPA.

Class Rank

Class Rank is determined by ordering the students according to their weighted grade point averages. Other than to determine Valedictorian and Salutatorian, class rank is not calculated at WSCA.

5.04 CURRICULUM REQUIREMENTS

Course	Credits
Bible	4
English	4
History	3
Science	3
Math	3
Foreign Language	2
P.E./Health	1
Winterim	2
Student Service	1
Electives	4
Total Credits	27

Please see the WSCA Curriculum Guide for a complete listing of courses and electives in each discipline.

Note: Requirements can be reviewed on an individual student basis. Parents with questions or concerns should contact the Upper School Principal.

5.05 DUAL CREDIT AND DUAL ENROLLMENT CLASSES DEFINED

Students may gain credit for college while studying at WSCA through both dual credit and dual enrollment arrangements.

Dual Credit involves a college/university offering credit through their registrar's office for an approved course taught at WSCA by a WSCA faculty member. We currently have such agreements with Cairn University and Colorado Christian University. In this situation, the student would enroll in the approved WSCA course and register online with the supporting University. At the end of the course, if completed successfully, the student would receive both WSCA credit and a college transcript showing the credits earned. The university will charge a fee for this program. The university does not guarantee the particular details of the transferability of the coursework, but the credits should transfer to accredited institutions of higher learning.

Dual Enrollment involves a partnership with a college/university where students may enroll in classes at a college or university while attending WSCA. We currently have such relationships with Messiah College as well as Harrisburg Area Community College. Messiah College also offers students the opportunity to take courses from their professors on the WSCA campus. Courses taken through this program will be included on the student transcript for both high school and the college. There are two courses being offered through Messiah: Personal Finance (Fall) and Health and Fitness (Spring). These courses are offered at \$150/credit - a savings of 80%. Courses may require a specific GPA level and students need to complete a student application to the participating college.

Dual Credit courses offered by WSCA will be calculated in a student's GPA. Dual Enrollment courses are not calculated into a student's WSCA GPA. All dual credit and dual enrollment courses are awarded on a 3:1 ratio – a 3 credit college class will count as 1 high school credit at WSCA and will appear on the student's transcript. College credits will be assigned by the college or university; students will receive a college transcript for the Dual Credit / Dual Enrollment course.

5.06 AP COURSES AND DUAL CREDIT COURSES

Advanced Placement (AP) is a program of college-level courses and exams that gives students the opportunity to receive advanced placement and/or credit in college which is referred to as dual credit. The following AP courses are offered as well as Dual Credit: Biology, Calculus (Dual Credit), Chemistry, English Language, English Literature, Western Civilization (Dual Credit) European History (Dual Credit), U.S. History (Dual Credit), and Psychology (Dual Credit).

To register for AP courses, a student must carry a 90% or higher in the subject area and receive recommendations from a parent, the previous sequential subject department course teacher, the requested AP course teacher, and have satisfied all pre-requisite courses. See the Academic Handbook (available online at www.westshorechristian.org) for a complete list of course pre-requisites. AP Test fees are \$89.00 per test.

To register for Dual Credit, AP requirements suffice. The student must register online with the supporting university. Dual Credit expenses are \$200 per course; students will receive 3 college credits for an AP/Dual Credit Course.

5.07 HONORS POLICY

To register for Honors Courses, a student must carry a 90% or higher in the subject area, a teacher recommendation for the requested course, and have satisfied all pre-requisite courses. See the Academic Handbook (available online at www.westshorechristian.org) for a complete list of course pre-requisites. The following Honors Courses are offered: Spanish Level 4, Physics, Pre-Calculus, Western Civilizations.

5.08 ONLINE AND OTHER COURSES

Online courses are available for high school students through CAOLA (Capital Area On-line Learning Association). Please contact the Guidance Office for details.

Guidelines:

Online courses will be for supplemental coursework only. They will not be offered as replacements for courses already offered unless scheduling conflicts necessitate otherwise.

Course credit and grades from WSCA-approved online schools will be included on a student's transcript. It will be noted on the transcript that it was an online course. The courses will not be calculated in the student GPA.

Online courses from WSCA-approved schools may be used to fulfill graduation requirements in a subject area. They may also count as electives.

Online courses taken to fulfill WSCA graduation requirements must be completed during the assigned semester or year. Exceptions for summer course work must be cleared by the Upper School Principal.

The student's family will be responsible to enroll the student in a WSCA-approved online school. All payments will be made by the family directly to the online school.

WSCA personnel will not provide tutoring assistance for online courses unless prior arrangements have been made. There will be a fee for tutoring.

5.09 INTERIM/QUARTER REPORTS

Weekly grade reports will be generated through RenWeb and sent via e-mail on a weekly basis. Report Cards will be sent home quarterly. Parents can log into RenWeb at any time to view their child's academic progress. Parents can request a conference with their child's teacher anytime by contacting the school office (717-737-3550) or contacting the teacher directly. A RenWeb App is available for smartphone or tablet use for easy access to student information.

5.10 PARENT-TEACHER CONFERENCES

Near the end of the first marking period, appointment times will be set aside for Parent-Teacher Conferences. This will be the time for parents/guardians, and their student if the family desires, to meet with teachers to discuss the progress of their children. Classes will not be in session during conference times. However, parent-teacher conferences are not limited to these special days. Conferences and other contacts between parents and teachers are encouraged at all times throughout the school year. Appointments should be made in advance.

5.11 HONOR ROLL

Honor Roll for grades 7-12 will be figured quarterly and is based on taking 5 or more major subjects.

Distinguished Honors - "A's" (93% or above) in all major subjects (Bible, English, History, Math, Science, and Foreign Language for HS only); grade of "C" (79%) or higher in any minor subject. A minor subject is defined as a class that meets less than five times per week and is not one of the core academic categories (ie. PE, Art, Choir, Band, Computer).

Honors - No grade lower than a B- (85) in any major subject; grade of "C" (79%) or higher in any minor subject.

5.12 FINAL EXAMS

Students in 7th grade take finals in English and math only. Students in 8th grade take finals in English, math, history, and science. All students in grades 9-12 are scheduled to take final exams in all major subject areas (Bible, English, History, Math, Science, and Foreign Language).

These exams are calculated as 10% of the yearly grade. Accommodations may be made for students with learning disabilities. All final exams are to be taken on the scheduled date or any changes to the schedule must be approved by the upper school principal one week prior to the scheduled exam. Any student who misses an exam and did not contact the upper school principal prior to the exam will receive 70% of the made up exam grade.

Exemptions from Final Examinations: Seniors and those taking senior courses who achieve a 93.0 (no rounding up) or higher average in any subject over the four marking periods are exempted from the final exam in that subject. No individualized extra credit may be given to students to increase their grade so that they may be exempt. Seniors will not be exempt from final projects that are a part of the 4th marking period grade.

5.13 PROMOTION AND COURSE DROP

Promotion: Students in grades must pass a minimum of 4 major subjects to be promoted (included must be English & math). Students in the high school are promoted as follows: 5 ¾ credits to enter 10th grade, 12½ to enter 11th grade, and 19 to enter 12th grade. In addition, they are required to have complete core requirements for that grade level (e.g. English and Bible).

Note: Credits will vary per 2.12 – Graduation Requirements

Course Drop/Add Policy (Grades 9-12): Courses may be dropped/added during the first four weeks of school without any penalty. Courses dropped after that will be recorded as W/P (withdrawal-passing) or W/F (withdrawal-failing). Permission to drop a course must be secured from both the student's parents and the administration. No course may be dropped after the first marking period. All students are required to carry a minimum of six credits.

Students that are academically ineligible to move to the next grade will be notified by May 1st of the current school year.

Any student failing a mandatory subject (excluding Bible) will make that subject up in a local public school summer program or through an approved online school. A maximum of two courses may be remediated. Upon successful completion of summer work, a grade of 70% will replace the failing course grade on the student's transcript. In addition, the summer school course will appear on the student transcript. Any student failing a course with an average below 60% cannot make up that course in a summer school. All students must pass Bible each year to be promoted. Bible classes must be remediated through an approved Christian school program.

No student is permitted to exceed 8 credits in any given school year. Any student who wishes to pursue enrichment courses must satisfy WSCA's core requirements first. Students seeking summer credits towards a WSCA education must get approval from the Upper School Principal prior to enrolling in the course(s).

5.14 GRADUATION REQUIREMENTS

All students will be required to accumulate a minimum of 27 credits in order to graduate from high school. Senior students who fail one required course (i.e. are within one credit of meeting graduation requirements) will be permitted to participate in the graduation ceremonies. Students failing two or more required courses will not be allowed to participate in graduation ceremonies.

Seniors must attend all graduation practices. Students should contact the upper school principal if a conflict would arise. Failure to contact the upper school principal could result in a senior not being given the privilege of walking during the ceremony.

A student's diploma, transcript, records, and any meritorious awards will be withheld until all financial obligations to the school are met.

A senior student's privilege to participate in the graduation ceremony may be withheld for non-academic reasons, even if all course work has been satisfactorily completed. The upper school principal and head of school will make the final decision.

**The 27 credit requirement is for the students entering 9th grade (Class of 2018). We can expect 26 credits from the Class of 2017, 25 credits from the class of 2016, and 24 credits from the class of 2015.*

5.15 ACADEMIC AWARDS

National Honor Society: Students in grades 10, 11 and 12 are eligible for induction into the National Honor Society. The committee bases its selection on excellence in scholarship, service, leadership, and character. Current members of the society must maintain all the standards outlined above. Failure to do so may result in dismissal from the National Honor Society.

Gold and Silver Award: Honor Roll status must be achieved in three of the four marking periods. Students making the Distinguished Honor Roll in three of the four marking periods will receive gold certificates. Students making any combination of Honors and Distinguished Honors will receive silver certificates.

Presidential Award for Educational Excellence: This award is presented by the office of the President of the United States to students in 8th and 12th grades. Students must have a 90% average or above from the previous school year and score in the upper 15th percentile on a national standardized test in math or reading from a previous year.

Valedictorian and Salutatorian: Each year a valedictorian and salutatorian are chosen from the senior class. Only those students having completed two or more years (at least 12 credits) of study at WSCA are eligible. To ensure equity in the process, the following protocol will be followed for transfer students with qualifying GPAs:

Weighted GPAs will be calculated only for the years during which the transfer student attended WSCA.

A similar adjusted GPA will be calculated for other qualifying students for those same years.

The students with the two highest GPAs during those years will be recognized as Valedictorian and Salutatorian.

Department Awards: The student with the highest weighted cumulative average in each of the major academic subjects will be recognized at the graduation ceremonies. Only those students having completed all four years at WSCA are eligible. In addition, to be eligible for the science and math awards, a student must take four years of academic math and science. To be eligible for the foreign language award, a student must take three years of a foreign language.

Honors Diploma: Students who have accomplished the academic mathematics program, have an "A" overall average (unweighted) will be awarded an Honors Diploma at graduation.

5.16 STANDARDIZED TESTS

All 9th & 10th grade students will take the ACT ASPIRE test. All 11th grade students take the PSAT test. Sophomores may choose to take the PSAT, although their scores will not be eligible for National Merit Scholarship consideration. Students planning to attend college are encouraged to take the SAT or ACT tests in their junior and senior years. Students in grades 7-8 will participate in the Terra nova Test.

5.17 ACADEMIC PROBATION

Students failing three or more major subjects at the end of each grading period are put on academic probation for the next grading period. Failure to demonstrate improvement by the end of the next grading period may result in dismissal from the school. The Administration will make the final decision. The Director of Guidance will meet with the student during the grading period. The faculty will update the Director of Guidance on the student's academic status, and reports will be sent to the parents.

5.18 ACCESS TO STUDENT RECORDS

Only parents, legal guardians, and school officials have access to students' cumulative records. All other persons and agencies desiring records must submit to the administration the school's cumulative record release form signed by at least one of the parents, or legal guardian.

5.19 PLAGIARISM

Students submitting a major project or paper written or done by someone else will be dismissed from that class for the year and receive an "F" on their report card. Also, included will be a note that the "F" was given because of a violation of the school's plagiarism code. (Upper School only)

Students who plagiarize in any other way will receive a "0" on their work, will be required to do the work, and will be disciplined. Punishment will be determined by the principal in consultation with the teacher.

5.20 TRANSFER STUDENTS

Diplomas: To be awarded a Diploma, a student's last six credits must be taken at WSCA.

Class Rank: To be ranked with ones graduating class, a student's last 12 credits must be taken at WSCA.

Class Rank and GPA's: Reflect only courses taken at WSCA.

Students wishing to advance in standing or add credits through courses in summer school at another institution are responsible to obtain transcript information at the conclusion of the course and deliver this to the WSCA Guidance Office. This does not apply to courses taken for remediation or courses taken at college level.

VoTech course credits and grades will be on WSCA transcripts.

5.21 WINTERIM

Purpose

Winterim provides a distinctive educational experience for students of WSCA. Winterim supplements the annual two semesters of traditional education with in- depth, experiential learning in a particular area of interest. Winterim adds to an excellent education at West Shore Christian Academy that is truly comprehensive and is designed to assist students' discernment of God's overall plan and purpose for their lives. Students in grades 9-12 choose from experiences and trips that provide

Stimulating educational experiences beyond the classroom

Service opportunities

Opportunities for students to identify and develop their God given abilities, passions, and gifts for the sake of God's glory

Innovative approaches to teaching and learning including outdoor activities, professionals as guest faculty, and intentional partnership with local churches

Winterim is a 10 day experiential learning program held in January between the first and second semesters. Winterim is a graduation requirement that appears on a student's transcript. Winterim aligns itself with WSCA core values by offering courses that will cover a wide range of interests; from mission projects and cultural/curricular extensions to leadership development and career exploration.

WSCA is committed to providing a range of costs and experiences for students. Most Winterim courses are offered at no additional cost, while others will require necessary fees for things such as supplies, travel, etc.

Categories

On-campus courses

Off-campus courses

Internship/practicum opportunities

Trips – Cross-cultural, Science, History, etc.

Credits

All morning and afternoon courses receive one quarter of a semester credit (.25) while trips and full day courses receive a half-semester credit (.5). Each student is required to earn .5 credit in Winterim per year as a graduation requirement (2 total credits). In some circumstances, Winterim courses may count toward fulfilling general graduation requirements. In these cases, students are still required to carry the minimum credit load for both first and second semesters.

AM Courses (3 hours per day 8:15 to 11:15 each day) = 0.25 credits (30 classroom hours)

PM Courses (3 hours per day 12:00 to 3:00 each day) = 0.25 credits (30 classroom hours)

All Day Courses (6 hours per day) = 0.50 credits (60 classroom hours)

Students who miss Winterim for any reason will be required to make up the credit hours by completing a standard Winterim course developed for this purpose.

Students are required to do one of the following things during Winterim:

Take a 3 hour morning course and a 3 hour afternoon course

Take a 6 hour all day course which could include being on or off campus for both weeks or part of both weeks

Go on an offered 10 day trip

Choose an Internship opportunity (this is available to Juniors and Seniors)

6.00 ATHLETIC POLICIES

6.01 PURPOSE OF THE ATHLETIC PROGRAM

West Shore Christian Academy involves its athletes in interscholastic sports in order to build character, teach discipline, and to win within the rules of the game. Athletes are to display good sportsmanship and honor the Lord through their participation.

6.02 PARTICIPATION

Participation in athletics is a privilege. This privilege may be taken away as a result of improper conduct.

Because of limitations with facilities and vehicles, coaches may be forced to limit the size of squads.

Coaches will make every effort to play each player, but participation in each game is not guaranteed.

The responsibility for choosing each team is left up to the coach and his/her staff. Coaches should outline criteria for making the team prior to the first practice. Players must recognize the commitment level that will be needed to participate in the school athletic program. Trips, work schedules, and outside activities must be scheduled carefully. A commitment to a team requires time. A student on a school team is agreeing to make the commitment to practice each day throughout the season and to keep absences from practices and games minimal.

6.03 AFFILIATIONS

West Shore Christian Academy is a member of the Commonwealth Christian Athletic Conference (CCAC) and Pennsylvania Interscholastic Athletic Association (PIAA). The school must adhere to all eligibility requirements set forth by these organizations.

6.04 RISKS OF PARTICIPATION

It must be understood that there are obvious risks involved in athletic participation. Injuries can occur even when every safety precaution has been taken. West Shore Christian Academy will make every effort to ensure a safe and healthy environment for the athletes.

Participants have the responsibility to help reduce the chance of injury. Participants must obey all safety rules and regulations, report all injuries or physical problems to the coach or athletic director, follow a proper conditioning program, and inspect personal protective equipment.

West Shore Christian Academy does not provide insurance coverage for athletes. Any insurance claims must be filed with your personal insurance carrier.

6.05 SPORTS OFFERED AT WEST SHORE CHRISTIAN ACADEMY

High School

Fall— Cross Country, Boys Varsity Soccer, Girls Varsity Soccer, Girls Varsity Volleyball

Winter—Boys & Girls Varsity Basketball/ JV Boys & Girls Basketball

Spring—Boys Baseball, Boys & Girls Track and Field

Middle School

Fall—Boys Soccer, Girls Soccer, Girls Volleyball

Winter—Boys & Girls Basketball

Spring— Track and Field

The Commonwealth Christian Athletic Conference prohibits girls from playing on boys' teams and boys playing on girls' teams.

6.06 ATHLETIC DEPARTMENT CHAIN OF COMMAND

The Athletic Director oversees the entire athletic program. The Athletic Director works with the Administrator and the High School Principal to provide a quality program. Each coach reports to the Athletic Director.

Questions or concerns about a specific team should be first addressed to the appropriate coach. If your questions are not sufficiently addressed, feel free to contact the Athletic Director.

Parents are strongly encouraged to support the decisions of the coach. While you may not agree with every decision of a coach, how and when you express your feelings may have a negative effect on your child and on the team. The time immediately following a contest is an emotional time, so please refrain from approaching a coach with issues at that time.

6.07 PARENT/COACH RELATIONSHIP

Both parenting and coaching are difficult tasks. Parents and coaches must have an understanding of the expectations and philosophies of one another. Clear communication is important.

Communication you should expect from the coach

1. Philosophy of the coach
2. Expectations the coach has for the team members.
3. Locations and times of all games and practices.
4. Return times for all away games.
5. Team requirements, i.e. fees, special equipment, off-season conditioning.
6. Procedure to follow for injuries.
7. Discipline that would effect playing time.

Communication coaches expect from parents

1. Notification of any schedule conflicts well in advance.
2. Specific concern in regard to a coach's philosophy and/or expectations.

Appropriate issues to discuss with a coach

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Issues not appropriate to discuss with a coach

1. Playing time
2. Team strategy.
3. Play calling.
4. Other student-athletes.

6.08 AGE RESTRICTIONS

A high school athlete may not turn 19 years of age before July 1 prior to the beginning of a school year.

A middle school student may not turn 15 years of age before July 1 prior to the beginning of a school year.

6.09 ATTENDANCE GUIDELINES

A student must be in school by 9:00 a.m. to participate in a game or practice for that day. Exceptions will be made for medical or dental appointments as well as events such as funerals or previously scheduled college admissions appointments. This does not include all-day absences to visit a college or family vacations.

A student leaving the building for a situation as described in the above (point #1) must be in attendance for four (4) periods to be eligible for the day.

A student must be in all classes unless on an approved school activity to be able to practice or play that day.

A student who misses more than one class for reasons such as in-school- suspension may not participate on that day.

A student may not spend more than one period in the health room to be able to participate that day.

A student may not be absent more than twenty school days in a semester. After the twentieth day, a student may not participate until he/she has been in attendance sixty school days after the twentieth absence.

A student who receives a suspension while a member of a team will be forced to miss one game/meet for each day suspended. The missed game will be the next scheduled game after the suspension is issued, but not sooner than three days after the suspension letter is sent. Suspensions for "tardies to school" will not cause an athletic suspension.

A student ineligible to participate may not attend practice and may not travel with the team to an away game.

6.10 ACADEMIC ELIGIBILITY

Upper School

A student must have passed four credits the previous school year to be eligible for fall sports.

A student must be passing at least four credits to be eligible to participate.

Athletic eligibility checks will begin 10 school days into each new marking period.

Athletic eligibility will be checked at noon every Friday. Any student failing 2 classes will be ineligible to participate in any games, meets, matches, scrimmages, or practices the following week (Sunday – Saturday).

If a student fails one class on a report card, the student is ineligible to play or practice for 10 school days from the day the report card is issued. If a season has not begun at the time the report card was issued, the 10 school days will take effect at the beginning of the official season.

If a student is athletically ineligible for a total of 3 weeks during the season, they will be dismissed from the team.

6.11 PRE-PARTICIPATION ATHLETIC PHYSICAL

High School and Middle School

Every athlete must have the PIAA four-page participation papers completed prior to beginning practice. A physician must sign the paper giving clearance for the student to participate. A parent must sign the form giving consent to participate and agreeing to abide by the PIAA eligibility guidelines. An athlete may **NOT** attend practice unless he/she has had a physical. The physical must not be administered prior to June 1 of the next school year.

6.12 EMERGENCY CARDS/PERMISSION FORM

Each athlete will be issued an emergency information card as part of the PIAA participation packet. The card must be filled out and returned to the athletic office prior to the first practice. Athletes will not be permitted to travel to away games unless the coach has an emergency card on file.

6.13 AMATEUR STATUS

A high school athlete must be an amateur in the sport in which he/she is competing. Amateur status can be lost by competing on a professional team or receiving compensation other than items listed in Article II, section 4 of the PIAA bylaws. Parents receiving compensation for their child's athletic accomplishments can also cause loss of amateur status.

6.14 LENGTH OF PARTICIPATION

A student shall not represent the school in interscholastic athletics if the student has:

1. Reached the end of the student's fourth consecutive year beyond eighth grade, without regard to the student's period of attendance.
2. Participated in six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport.
3. Completed the work of grades nine, ten, eleven, and twelve, inclusive.

6.15 UNIFORMS

Athletes will be issued school uniforms. The uniforms will remain the property of WSCA. The uniforms are to be worn **only** for the athletic contest. They may not be loaned to anyone or worn by spectators to contests. This includes jerseys, and shorts, warm-ups, jackets, and shooting shirts. Care should be taken when laundering the uniforms. Uniforms that are lost, stolen, damaged, or have unusual wear may need to be replaced by the athlete. Cost will be determined by the age of the article. Uniforms are not to be worn to school, unless given special permission by the Athletic Director or Principal.

6.16 COACH/TEAM RULES

A coach has the right to establish team rules. These rules must be communicated to the team at the start of the season. They must also outline the consequences for an athlete who breaks a rule. These rules would include, but not be limited to practice attendance, lateness to practice and games, or care of uniforms.

6.17 SCHOOL RULES

The rules and regulations set forth in the “Middle School and High School Handbook” apply to athletes both after school and at all away contests.

A student who is suspended from school for any reason (in-school or out-of-school) will not be permitted to participate in the next athletic contest. This may carry over into another season, but will not carry over from one school year to another.

The only exceptions are the rules governing dress. At WSCA, we feel it is important to look presentable when traveling to another school. Therefore, teams that travel to games in street clothes may not “dress down” for travel. Coaches have the option of requiring athletes to dress up (i.e. guys wearing ties, or girls wearing skirts) or to wear team athletic clothing.

6.18 AFTER-SCHOOL POLICY

The school does supervise student athletes staying in the high school building after school who are waiting for practice to begin. The student athletes must report to the designated study hall room assigned for that afternoon. The after school study hall bell will ring at 3:15 PM and the room will be open until 5 PM. Athletes are to stay there until a member of their coaching staff gets them. The school is not overseeing the coming and going of the students prior to practice if they do not report to the study hall room. If a student chooses to leave campus at the end of the school day they are not permitted on campus until the start of practice unless prior arrangements have been made with the athletic office. Once they return after receiving permission from the athletic office, they should then report to the study hall room.

6.19 ALCOHOL, TOBACCO, ILLEGAL DRUGS

Student athletes are not to use, or be in possession of alcohol, tobacco, or illegal drugs. A student who is found to be in possession of alcohol, tobacco, or illegal drugs will immediately be removed from the team. This includes in school, as well as, out of school situations. Illegal drugs can be defined as improper use of prescription medications, or taking prescription medications prescribed to another individual.

6.20 TRAVEL GUIDELINES

All athletes must travel with the team to away games. Athletes may ride home from a game with their own parents. Athletes desiring to travel home from a game with other parents must have permission in writing from their own parent. Athletes may not travel home from games with other students.

Coaches will provide parents with expected arrival times from away games. It is expected that parents will respect the coaches’ time and be prompt in picking up their children after away games. Coaches are expected to stay with students no more than fifteen minutes past the anticipated arrival time that was given to the parents.

Since practices are after school activities, WSCA will not monitor traveling to practices that are off campus (Messiah college track, tennis courts). Transportation will be provided to students who need it.

Fans are not permitted to travel with the team to away games.

6.21 PRACTICE POLICY

It is understood that an important aspect of athletics is practice. Teams may practice after school each day, except Wednesdays. Occasional Wednesday practices are limited to varsity teams and may not last more than 1 hour.

Regular practices may not last more than 2 1/2 hours per day. Additional time is permitted during summer preseason workouts. Coaches have the right to practice on Saturdays and during vacation time. Care will be given by coaches not to be extreme in practice time. It is understood that fall sports teams will begin practices prior to the beginning of school and students may be required to adjust summer job schedules or vacation times. Summer practice schedules should be distributed by coaches well in advance of the start of practice.

Fall and spring sports will normally practice after school. Basketball teams must share the gym, and practice times will be staggered. Middle school basketball teams will generally practice after school until 4:15. High school basketball teams will stagger practices from week to week.

Coaches spend a tremendous amount of time away from their families during the season. Forcing a coach to wait in the building for parents long after a practice is finished is unfair to the coach. It is imperative that athletes are picked up promptly at the end of practice.

6.22 TEAM STARTING DATES

The starting dates for each sport are regulated by PIAA. The first legal practice date for fall sports will be the Monday three weeks prior to Labor Day. The first legal practice date for winter sports is usually the second Monday in November. In years when Labor occurs on September 6 or 7, then the first practice date for winter sports is the third Monday in November. Practice for spring sports will begin on the first Monday in March. In years when Labor Day falls on September 7, then the first spring practice will be the second Monday in March.

Coaches may conduct optional practices, conditioning exercises, and open gyms prior to the first practice.

6.23 SPORTSMANSHIP STANDARDS

The Apostle Paul stated in 1 Corinthians 10:31, “whether therefore you eat or drink or whatever you do, do all to the glory of God.” Athletics can be used to develop many positive qualities in both athletes, parents, and spectators. We must maintain a Christ-like testimony while in the midst of competition. The following guidelines have been developed to help us maintain a godly walk and testimony.

For the Coach:

1. Exemplify godly character, behavior and leadership at all times.
2. Respect the integrity and personality of the individual athletes.
3. Abide by and teach the rules of the game in letter and in spirit.
4. Display modesty in victory and graciousness in defeat.
5. Respect the integrity, judgment, and authority of the officials. Show respect to the officials.

For the Athlete:

1. Accept the responsibility of representing West Shore Christian Academy.
2. Treat opponents and teammates with self-control and respect.
3. Avoid actions and words that demean or taunt opponents.
4. Display modesty in victory and graciousness in defeat.
5. Respect the integrity and judgment of the officials.
6. Shake hands with opponents after the game. Treat the competition as a game, not a battle.

For the Spectators:

1. Remember that you are at an athletic contest involving high school students.
2. Show respect for opposing players, coaches, spectators, and cheerleaders.
3. Respect the integrity, judgment, and authority of the officials.
4. Avoid personal contact with the officials.
5. Avoid booing, taunting, and sarcastic and personal comments directed at opposing players and referees.
6. Recognize and show appreciation for an outstanding play by either team.
7. Refrain from yelling or waving objects at inappropriate times during the contest.
8. Do not use noise makers or display signs or posters during the contest.

6.24 EJECTION FROM A CONTEST

Any athlete or coach who is ejected from a contest for unsportsmanlike conduct or for flagrant misconduct shall be disqualified from participation for the remainder of that day and shall be ineligible to participate in the next contest on the next play day at the same level of competition. Penalties will carry over from one school year to the next. An athlete or coach who is ejected from a contest for the second time in one season will appear before the Administrator, High School Principal, and Athletic Director before he/she may return to competition.

6.25 HAZING/PEER HARASSMENT POLICY

Hazing or peer harassment that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with any team will not be tolerated. All athletes must be given the opportunity to compete without the threat of any type of abuse. Coaches have a responsibility to maintain a safe and positive environment for all athletes.

Students are encouraged to notify coaches or other school personnel of instances of hazing or harassment.

6.26 ATHLETIC AWARDS

Varsity letters and varsity pins will be awarded to students who meet certain participation requirements. The first time a student meets the requirements, that student will be awarded a letter. Each additional time a student meets a participation requirement, the student will be awarded a team pin. The requirements for earning letters and pins are listed below:

Baseball	Must appear in at least $\frac{1}{2}$ of all innings a team plays.
Basketball	Must appear in at least $\frac{1}{2}$ of all quarters a team plays.
Cross Country	Must participate in $\frac{3}{4}$ of all meets.
Soccer	Must appear in at least $\frac{1}{2}$ of all halves a team plays.
Track and Field	Must participate in $\frac{3}{4}$ of all meets and practices.
Volleyball	Must participate in $\frac{1}{2}$ of all games a team plays.

To qualify for a letter, an athlete must finish the season in good standing. Academic probation does not disqualify an athlete from earning a letter unless the athlete has been removed from the team.

Each athlete on the team will receive a certificate of participation.

Three special awards will be given by the coach of each team. The awards are Christian Testimony, Most Improved, and Coach's Award.

All seniors who have earned a varsity letter in at least two different sports will be given a special award at the Awards Ceremony in May.

The Athlete of the Year award will be given to one senior boy and one senior girl.

The criteria for the award is as follows:

Each senior receives one point for each season he/she has participated in athletics. (12 points)

Teachers rate each student in the area of Christian testimony. A 1-10 scale will be used. If a student receives below a "3" on three different evaluations, then that student will be removed from consideration for the award. The average score of the evaluations will be used. (10 points)

A student receives points based on overall GPA. A—10 points, B—8 points, C—6 points, D—4 points. (10 points)

Coaches will rate the athletes on athletic ability (30 points) and leadership (10 points). Ratings from each coach will be averaged.

Add each category together. The girl and boy who receive the most points will receive the awards. (Maximum score 72 points)

6.27 ATHLETES AND PHYSICAL EDUCATION CLASSES

All athletes who are enrolled in Physical Education classes are expected to dress and participate in all activities. Coaches, who want athletes to participate in less strenuous activities on game, meet or match days must communicate this with the Physical Education teachers. Without communication from a coach, athletes will be required to participate in all activities of that day.

6.28 PIAA POLICIES

PIAA has established many guidelines regarding amateur status, out-of-season participation, transfers to other schools, and recruiting violations. Any questions concerning any of these guidelines should be directed to the Athletic Director.

6.29 RECRUITMENT TO/FROM OTHER HIGH SCHOOLS

It is a violation of PIAA rules for a coach or school employee to influence a student from another school to change schools. If the District III Committee determines that a coach or any other school personnel is guilty of this issue, the school will face sanctions.

It is also illegal for a student to transfer to another school for athletic reasons. This would include, but not be limited to the hope of more playing time, more exposure, problems with a coach, or following a coach to another school. If the District III Committee feels that a transfer occurred in whole, **or in part**, for athletic intent, the athlete may lose one year of athletic eligibility.

6.30 NCAA CLEARINGHOUSE

Any senior athletes who anticipate participating in athletics at the collegiate level should register with the NCAA clearinghouse. This is mandatory for athletes attending a NCAA division I or division II school. Information can be obtained through the guidance office or the athletic office.

There is always the possibility that a situation will occur that has not been discussed in this document. West Shore Christian Academy reserves the right to address any situations that arise that have not been covered in this Athletic Handbook.