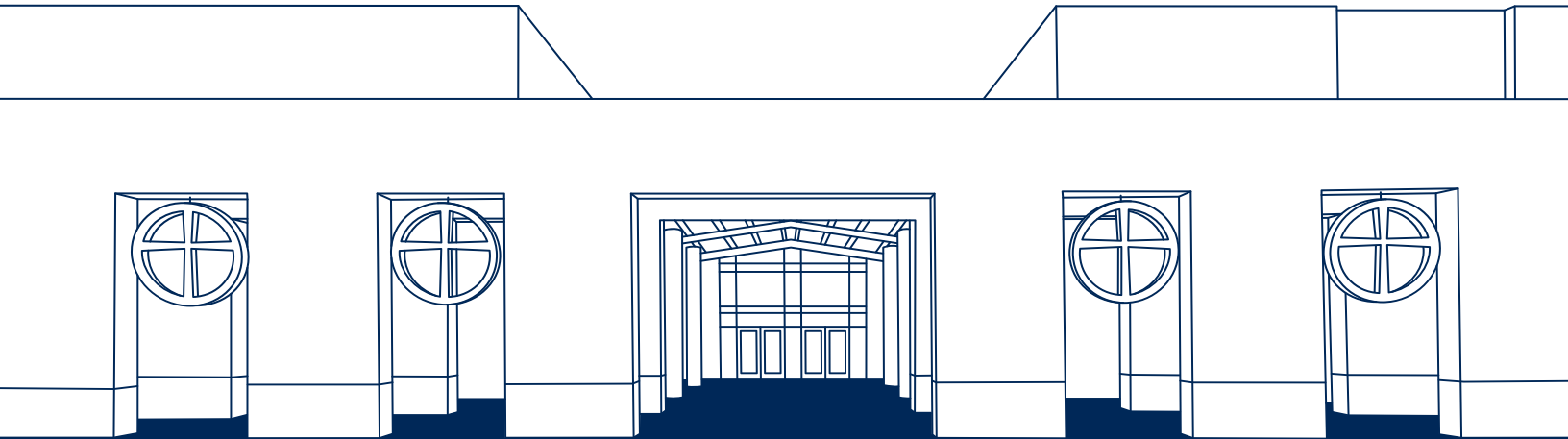


50 YEARS

WESTMINSTER  
CHRISTIAN ACADEMY

1976–2026



THIS IS OUR  
H.O.U.S.E.

HONOR  
CHRIST

OWN THE  
OUTCOME

UNITE IN  
GRATITUDE

SET THE  
EXAMPLE

EMPOWER  
EACH OTHER

2025–2026 STUDENT–PARENT HANDBOOK

## **SCHOOL THEME FOR THE 2025–26 YEAR: CELEBRATING THE STORY**

This is Westminster's 50th Anniversary year. God has marvelously blessed Westminster Christian Academy. With gratitude for five decades of God's blessings, we are dedicating this year to the theme: Celebrating the Story.

This story is filled with God's goodness and the ways He has used countless individuals to transform lives and to shape Westminster Christian Academy into an exemplary Christian school—faithful to God's Word and to its mission. We can proclaim with the Psalmist:

*"The lines have fallen for me in pleasant places; indeed, I have a beautiful inheritance."*

— Psalm 16:6 (ESV)

We hope and pray that God will richly bless us as we partner together to train a new generation of students to discover and embrace a biblical view of the world and integrate it into every area of their lives for God's glory. May God bless your family, and welcome again to the new school year!

Dr. Barrett Mosbacker  
Head of School

# CONTENTS

<b>I. MISSION, VISION, AND VALUES</b>	
Mission and Vision Statements .....	7
Core Values .....	8
<b>2. ORGANIZATION</b>	
Organizational Chart.....	10
Who Do I Contact?.....	10
<b>3. STANDARDS FOR INTERACTION</b>	
We Care.....	12
Communication Ladder .....	14
<b>4. COMMUNITY LIFE STANDARDS</b>	
Community Life Statement.....	16
Engagement Opportunities .....	17
Student Leadership.....	17
Social Events.....	17
Logistics .....	18
Building & Grounds .....	18
Chapel.....	18
Dress Code .....	19
Lockers .....	19
Lost & Found .....	19
School Safety.....	20
Student Drivers, Parking Lot, and Carpool Line.....	20
Student Travel.....	21
Guidance & Counseling.....	21
Academic/Personal Counseling.....	21
College and Career Counseling .....	21
Parent Support .....	21
Health.....	21
Health Records.....	21
Physicals.....	22
Immunizations .....	22
Medication .....	22
Illness .....	22
Accidents/Injuries.....	23
Student Insurance .....	23
Discipline .....	23
Student Search & Seizure.....	24
Discipline Procedures .....	25
Detentions.....	25
Behavior Contract .....	26
Suspension .....	26
Expulsion.....	26
Legal Compliance Policy.....	26

## 5. ACADEMIC STANDARDS

Portrait of Graduates .....	28
Attendance & Absences .....	29
Academic Integrity .....	30
Personal & Educational Devices.....	31
Classroom Procedures & Academic Policies.....	32
Classroom Expectations.....	32
Material Selection Guidelines.....	33
Canvas.....	34
Grade Reporting & Veracross .....	34
Academic Support .....	34
Academic Events.....	34
Parent/Teacher Conferences .....	34
IGNite.....	34
Academic Recovery Days & Finals Study Days.....	34
Study Hall.....	35
Junior/Senior Privileges .....	35
Academic Planning.....	35
Dropping or Adding a Course .....	35
Grade Reporting & Grading Procedure .....	36
Student Records.....	36
Graduation Requirements.....	36
Promotion of Grade.....	37
Advanced Placement (AP) Courses.....	37
Standardized Testing .....	37
Summer School Enrollment.....	38
Accessibility: Pathways & ISP .....	38
Registration .....	38
Academic Distinctions .....	38

## 6. ATHLETICS

Ten Pillars .....	40
Athlete-Parent Handbook .....	40

## 7. BUSINESS & FINANCE

Bookstore & Café .....	42
Campus Visits.....	42
Reenrollment.....	42
Withdrawing.....	43
Changes to Contact Information.....	43
Veracross .....	43
Weather/Emergency Announcements .....	43
Tuition & Fees.....	43
Financial Policies/Payment Plans .....	43
Fees .....	44
Returned Checks .....	44



Dear Students and Parents,

A warm and special welcome to our new students and families! We are delighted to have you join the Westminster Christian Academy community.

Westminster is a special place. Our teachers, coaches, and staff deeply love our students. We are passionately committed to knowing each student as a unique individual made in the image of God and to providing an educational experience that challenges every student to reach his or her God-given potential.

We partner with Christian parents and the church. A strong, spiritual foundation is best established when the Christian home, church, and school are working in concert. Westminster exists to help parents fulfill the biblical mandate to “train up their children in the way they should go” and to stand alongside the church in teaching and disciplining children in God’s Word.

We strive to cultivate a culture that places a premium on relationships—with Christ and with one another. As Christians, we are called to learn and live in authentic Christian community. At Westminster, principles take precedence over policies, and relationships matter more than rules.

That said, policies do play an important role in the life of the school. Faithfully following school policies fosters Christian unity and harmony, strengthens our collective witness, and helps each student grow in wisdom and in favor with God and man (Luke 2:52).

We ask two things of you as you read this handbook:

- That you and your student(s) review it carefully and become familiar with the policies and procedures that will guide our year together.
- That you support and uphold these policies in partnership with our faculty and staff as we seek to live out the school’s mission together—for the glory of God.

We hope and pray that God will richly bless us as we partner together to train a new generation of students to discover and embrace a biblical worldview—and to integrate it into every area of their lives for God’s glory. May God bless your family, and welcome again to the new school year!

Dr. Barrett Mosbacher  
Head of School

**SECTION 1**

# **Mission, Vision, and Values**



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## MISSION

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**WESTMINSTER CHRISTIAN ACADEMY  
HONORS JESUS CHRIST  
BY PROVIDING AN EXCELLENT EDUCATION,  
ROOTED IN BIBLICAL TRUTH  
AS INTERPRETED BY THE WESTMINSTER CONFESSION OF  
FAITH, FOR THE CHILDREN OF CHRISTIAN PARENTS.  
FACULTY AND STAFF ENABLE STUDENTS  
TO DISCOVER AND EMBRACE  
A BIBLICAL VIEW OF THE WORLD  
AND INTEGRATE THAT VIEW  
INTO EVERY AREA OF LIFE.**

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## VISION

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**PREPARE AND EQUIP  
MORE YOUNG MEN AND WOMEN TO  
ENGAGE THE WORLD  
AND CHANGE IT FOR JESUS CHRIST**

# WESTMINSTER CHRISTIAN ACADEMY

## CORE VALUES

### Honor God in All That We Do

*1 Corinthians 10:31; Mark 12:30*

Knowing God, loving His Word, and living for Him are at the heart of the Westminster experience. Students learn that “all truth is God’s truth” in every aspect of life in and outside of school (e.g., in the Bible classroom, on the stage, on the athletic field, and in the guidance counselor’s office). Students are challenged to live out their faith in their relationships, character, and service for others.

### Enroll and Serve Families

*Ephesians 6:4; Psalm 78:4*

Westminster provides a Christ-centered secondary school experience for the children of Christian parents. Our goal is to serve Christian families by enrolling children with diverse abilities and needs to the extent that the school’s resources enable us to do so effectively. Tuition assistance is available to help qualified families who are not able to pay the full cost of tuition. Families representing God’s people (“every tribe and language and people and nation”) have equal opportunity to a place at Westminster.

### Become Better Than We Once Were

*Colossians 3:23-24*

Excellence is defined as a process that is measured by individual and corporate improvement, not a specific outcome. Striving for excellence (i.e., improvement) is expected of all members of the Westminster community.

### Learn and Live in Christian Community

*Romans 12:15; 1 Corinthians 12:25-26*

Principles rather than policies, and relationships rather than rules, take precedence in the life of the school community. Building, enhancing, and maintaining community is integral to all aspects of school life, including curricular and cocurricular programs, architecture, and organizational structure.

### Partner with the Christian Home and Church

*Proverbs 22:6; Ecclesiastes 4:12*

A strong spiritual foundation is firmly established in the life of a young person when the Christian home, church, and school are working in partnership. Westminster exists to help Christian parents fulfill the biblical mandate given to them by God to “train up their children in the way that they should go,” and collaborate with the church in teaching and discipling children in God’s will and way.

### Lead by Serving

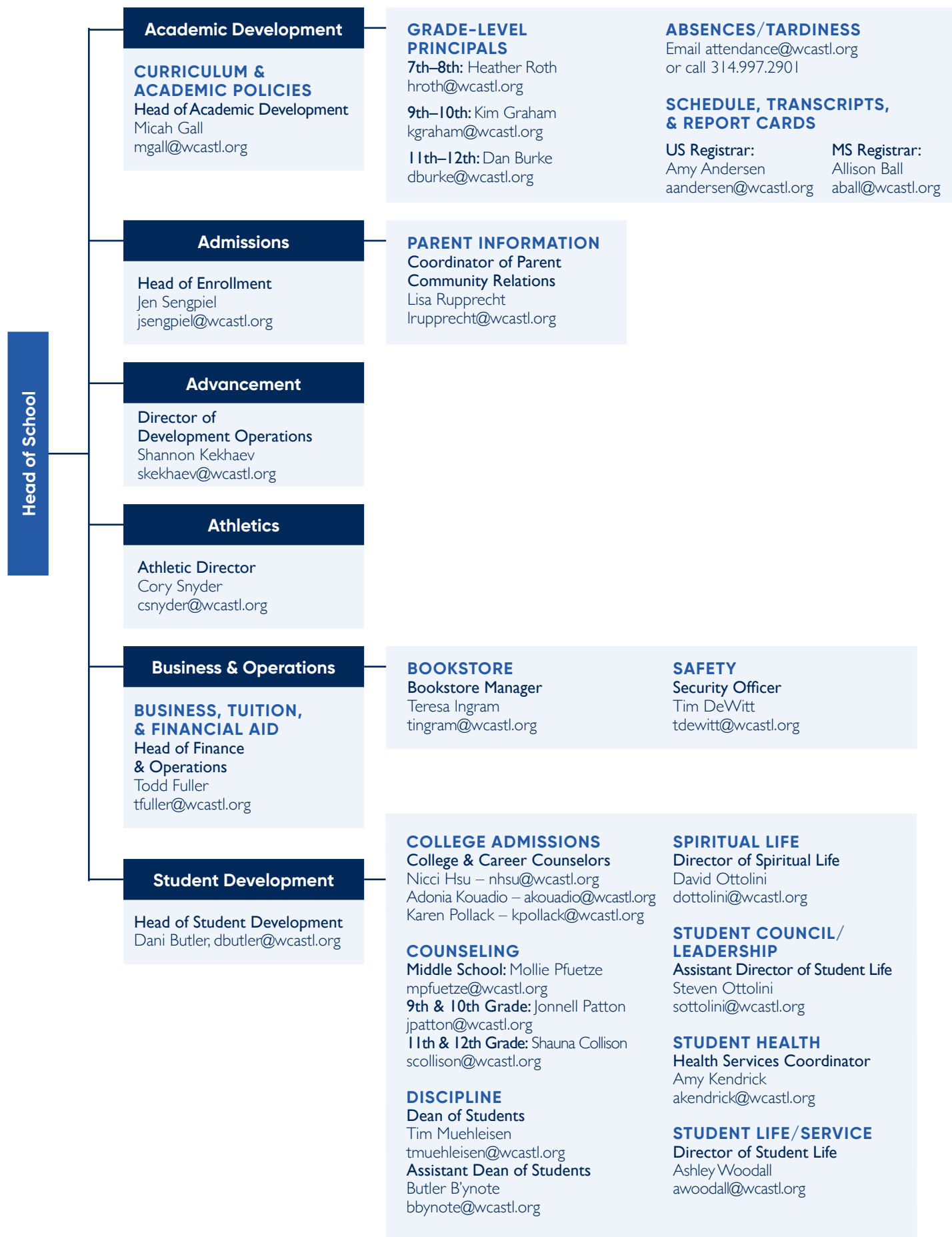
*Ephesians 6:7-8; Philippians 2:3*

Learning, modeling, and practicing servant leadership is central to worldview and leadership development. Tangible evidence of placing the needs of others before self is expected in all aspects of school life.

**SECTION 2**

# Organization

# ORGANIZATIONAL CHART / WHO DO I CONTACT?



**SECTION 3**

# **Standards for Interaction**

# WE CARE MODEL

The foundation of our Christian calling is that we are to live for, and in connection to, Christ. We are called to live in connection with each other because our most profound reality and identity is not in our differences but in our common spiritual heritage and union with Christ who has called us to love our neighbors as we love ourselves (Matthew 22:39). Our mission is to help our students develop the mind and heart of Christ so that they are prepared to winsomely and biblically engage the world and change it for Jesus Christ.

The We CARE model is designed to promote this mission by encouraging, guiding, and strengthening conversations and relationships around difficult and often controversial topics in a biblical and Christ-honoring manner that promotes and preserves a healthy and positive school climate. The Board has established policies designed to promote a school climate that:

- Promotes healing rather than perpetuating pain.
- Is safe, so that every member of the Westminster family is cared for and respected.
- Is biblical so that our words and actions are consistent with biblical principles and our Community Life Statement.
- Is non-political and therefore does not endorse or promote any particular political viewpoint, party, or organization.

To foster a healthy, safe, biblical, and non-political environment, the school does not allow activities, protests, posters, stickers, clothing, signs, or other actions at school or at Westminster-sponsored events that are contrary to biblical principles or the Community Life Statement, divisive, or overtly political in the view of the administration.

We also believe it is vitally important to provide our students with avenues for personal expression in ways that are consistent with the above policy and Westminster values and that are designed to call attention to injustices in our society:

*He has told you, O man, what is good;  
and what does the Lord require of you  
but to do justice, and to love kindness,  
and to walk humbly with your God? —Micah 6:8*

The administration, faculty, and staff will continue working to identify appropriate opportunities and venues for such expression. These may range from classroom discussions and debate to sponsoring forums and lecture series to a host of other positive avenues.

We believe that the We CARE model, the identification of opportunities for appropriate expression, and the policy guidelines outlined above will enable us to protect staff and students and promote unity and respect within our school community while appropriately fulfilling our vision to prepare and equip young men and women to engage the world and change it for Jesus Christ.

**WE**

# CARE

**How We Engage Our Community**

**CREATE AWARENESS**

Provide a consistent, safe, and open space where issues can be raised and the broader community can be made aware

**COMMUNICATE EFFECTIVELY**

Have the courage to openly share in the spirit of providing insight into a point-of-view rather than demanding understanding at the outset

**ADDRESS THE ISSUE**

Bring together different voices and varying points of view to speak to the root of the issue as well as the areas of need

**ACTIVELY LISTEN**

Demonstrate patience with other perspectives and truly seek to understand where others are coming from without passing judgment

**REFLECT ON THE GOSPEL**

Identify practical ways in which the Gospel speaks into the issue—share a school point-of-view that is rooted in scripture

**RESPECT DIFFERENCES**

Work collaboratively, through debate and discussion, to appreciate differences while ensuring common ground in which Christ prevails

**ENCOURAGE UNDERSTANDING**

Proactively promote an environment that values differences, remains rooted in the values that define WCA, and brings people together in Christ

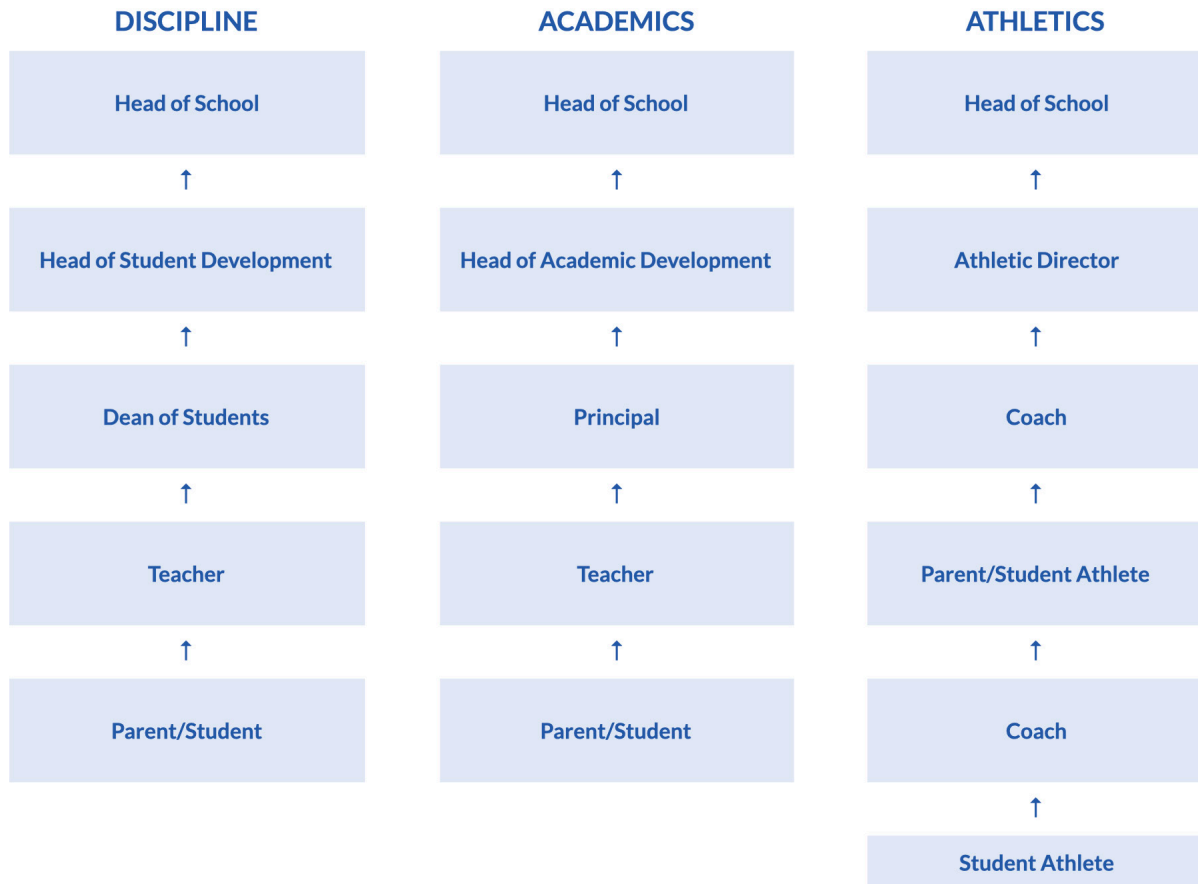
**ENABLE RESOLUTION**

When differences are discussed and a path forward is defined, all parties involved work in concert to enable resolution and healing

# COMMUNICATION LADDER

Effective communication is critical to our success as a school. As the home and school work together toward the development and growth of each student we recognize that it is not an easy process. In fact, it comes with many challenges. There are times in which expectations, actions, or words can be misunderstood. An appropriate understanding and/or solution can never be accomplished without open and direct communication. For this reason, Westminster requires following the Communication Ladder in resolving any concern a student and/or parent might have with a teacher, coach or other school employee. The Communication Ladder is designed to ensure that as a Christian community we are faithful to the model given to us by our Lord in Matthew 18:15, 16.

Please note that consistent with accreditation and policy governance standards, the school board does not hear appeals of administrative decisions with the exception of a student expulsion or denial of admission. Appeal of an expulsion or a denial of admission shall be made in writing to the Head of School within three days of the expulsion or denial of admission. The Head of School will submit the appeal to the Executive Committee of the School Board, which will consider such appeals. A student may not attend classes during a request for an appeal. The decision of the Executive Committee of the School Board is final.



*“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”*

MATTHEW 18:15-17

**SECTION 4**

# **Community Life Standards**



# 2025–26 Community Life Statement

Westminster Christian Academy is a voluntary school community serving Christian families who seek academic excellence and spiritual formation for their children. At the heart of our educational mission is a partnership between family, church, and school.

We deeply value our community and the biblical standards our community members seek to uphold. When a family enters the Westminster community, its members become representatives of our school and the attitudes and actions of each member directly impact the community as a whole. As a result, Westminster does not permit the affirming, promoting, or embracing of values and/or engaging in practices that are inconsistent with the following standards.

## 1. Cultivate an active and authentic relationship with Jesus Christ. (Matthew 22:37)

- Commit, as a family, to be an active part of a Christian church community and seek to learn God's Word.
- Make every effort to avoid influences of any form that can create a heart divided from the Lord. This includes influences that mock or disregard biblical standards, which are destructive to a life of faith.

## 2. Treat others with respect and love. (Matthew 22:38)

- Encourage one another and build each other up. This requires us to treat others with kindness and respect at all times. It also enables us to be a positive influence in the lives of those with whom we associate.
- Communicate with others in a spirit of love in all forms. This requires us to refrain from such things as gossip, anger, unkind words, and cruel jokes at the expense of others.

## 3. Live a life of integrity. (Romans 12:1–2)

- Honor and respect authority. This includes the authority within our home, church, school, and the greater community.
- Be honest and above reproach. We must always speak truth and avoid any appearance of dishonesty. This includes, but is not limited to, avoiding such things as stealing, lying, cheating, deception, and plagiarism.
- Practice self-control. We must avoid allowing our behavior or response to a situation to be a hindrance or a distraction to the community as a whole.

## 4. Maintain God's standards for morality, purity, and righteous living. (Ephesians 5:1–9)

- Apply God's Word to every aspect of our lives. This includes refraining from the overt promotion or advocacy of ideas contrary to core biblical principles and teaching. (Galatians 5:19–21)
- Maintain God's commands for sexual purity according to Scripture. This includes, but is not limited to, refraining from sexual relations, behaviors, or practices that are contrary to God's biblical standards. (Romans 1:26–32)

## 5. Practice faithful citizenship. (Romans 13:1–5)

- Obey the law and government authority.
- Flee from the participation, presence, and association of any illegal activities such as the use or possession of alcohol, tobacco, or illegal/harmful substances on or off campus.

Westminster expects all members to embrace the values set forth in our mission and core beliefs and to actively seek to uphold these community standards as outlined in the **Student/Parent Handbook**, including the **We CARE Policy**. Members who voluntarily sign this document are making a personal commitment to the Westminster community to uphold the values expressed in this statement. Violation of the standards listed above may limit one's ability to participate in the Westminster community.

Please acknowledge agreement to our Community Life Statement in your Parent Portal.

# COMMUNITY LIFE STANDARDS

## IN THIS SECTION

Engagement Opportunities • Logistics • Guidance & Counseling • Health • Discipline

## ENGAGEMENT OPPORTUNITIES

### Student Leadership

The following is a list of all the leadership opportunities available to students by grade level.

- 8th Grade Leadership Team
- AV Leadership Team (9–12)
- Global Relations Officers (9–12)
- Peer Connectors (12)
- Spiritual Leadership Team (9–12)
- Student Ambassadors (9–12)
- Student Council Officers (9–12)
- Worship Team (9–12)

The application and selection process for the following school year begins during the month of February. Students will see information about what positions are available in the Morning Announcements. All students who meet the following criteria are eligible to apply for office:

- A minimum cumulative GPA of 2.5
- Faculty/administrative approval based on contact with the student in the areas of leadership, character, behavior, and attitude, meeting the expectations set forth in our Christian Community Policy
- Signing a leadership contract after appointment, which commits the student to: (1) full participation in all functions; (2) execution of all necessary duties; (3) upstanding citizenship and behavior; and (4) maintaining academic integrity and responsibility

### Faith in Action Program

Spiritual formation is an integral part of our community. It is deeply rooted in Westminster's vision statement: to prepare and equip more young men and women to engage the world and change it for Jesus Christ.

One of the many ways to integrate spiritual formation into Westminster's experience is by providing our students ample opportunities to practice one of our core values: leading with our service. To advance such efforts, we expanded our Faith in Action program in the fall of 2023. All 7th–11th graders are now required to complete a set number of service hours each year. Senior students will conclude their Faith in Action experience by completing our full-year senior service program (50 hours).

Learn more [HERE](#).

### Social Events

The scriptural standard for social activities can be summarized in God's directive in 1 Corinthians 10:31: "So, whether you eat or drink, or whatever you do, do all to the glory of God." Community life is contingent on social gatherings. All school-sponsored events must go through Student Life.

School-sponsored events include:

- Homecoming weekend
- Spirit Week
- Seasonal Student Council events
- Club activities

The following should guide school-sponsored social activities:

- Teachers and parent chaperones involved in the planning of social activities with classes and student groups should make sure that students are properly chaperoned at all times, and should assume the responsibility of holding students accountable to conduct that is consistent with Westminster's standards and expectations.

- Modest attire should be worn at all social activities.
- School activities will not be held on Sunday (with the exception of musical performances that constitute all or part of worship services).
- Westminster does not sponsor school dances.

### ***Cocurricular Music/Film Selection Guidelines and Procedures***

Westminster Christian Academy is blessed with many opportunities to broaden the scope of the Christian education of students through special events and cocurricular activities. During events and cocurricular activities, we must seek the good of our guests and larger community. Each event is an opportunity to be a positive example, holding to what is good, true, and beautiful. Each event is also an opportunity to be a negative example—to confuse, agitate, be a stumbling block, or appear inconsistent with the expectations of a distinctively Christian school that has a positive reputation in the community. In choosing music for such events, we do not try to determine if a song represents good or bad music or if it is appropriate for students to listen to outside the classroom. We try to determine if a song is appropriate to share with the public (inside and outside our school) and is representative of Westminster Christian Academy. This guide does not apply to the classroom/instructional use of music. The [Material Selection Guide](#) in the Faculty Handbook outlines how to purposefully choose items for class discussion. Music of many kinds can be useful when it can be explored in an educational setting. In a public setting, however, music is presented without any discussion possible. If we are unable to give our audience a lens through which to view a song, then the song must stand on its own.

#### ***General Guidelines***

Teachers, advisors, coaches, and student leaders planning to use music in any function outside the classroom should follow these general guidelines:

1. Generally, any music by Christian bands, those bands promoted as “Christian,” may be played, unless specific portions of the song wouldn’t meet the other criteria outlined within these guidelines.
2. Music by bands not professing to be Christian may be played but must be reviewed carefully. References (implicit or explicit) to violence, drugs, sex, or profanity will disqualify a song. Songs with multiple versions, one of which is explicit, will be disqualified.
3. A song that repeatedly or prominently uses questionable language or words with a great deal of “shock value” for some younger audiences should also be avoided.

#### ***Procedure for Helping Students Select Music for Events and Cocurricular Activities***

Advisors/sponsors will exercise excellent leadership and positive communication by following the procedures outlined below:

1. Have students submit song titles, band names, and lyrics to you for review in advance of the function. If the music will be used for a performance, students should submit these before they begin rehearsing. If a teacher, advisor, or coach is selecting music, please follow the remaining steps in this procedure and the guidelines outlined in the General Guidelines section below.
2. Seek out the appropriate administrator (e.g. athletic director or director of student life) if you are uncertain about the decision or uncomfortable making it on your own.
3. Read the lyrics of the entire song(s)—even if only a short instrumental section or version of the song will be played—to determine its appropriateness for visitors, students, parents, grandparents, and younger children. Instrumental popular music with inappropriate lyrics, even if not sung, is still considered inappropriate for events and cocurricular activities.
4. Give your approval to the song selection, or suggest a change. If a change of music is required, students must submit only the new portion for review. Advisors/sponsors should document the approval or denial of the song selection in writing to track compliance with this process.
5. Students should give the advisor a copy of the final song or mix of songs, in the event there is a need to check against the actual music played.

## **LOGISTICS**

### **Building & Grounds**

Westminster is blessed with a beautiful facility. We all must assume a personal responsibility for the care and upkeep of the buildings and grounds of our school. Any damage to the buildings, grounds, or furnishings of Westminster must be repaired and/or replaced at the expense of those who caused the damage. Students may also be subject to disciplinary action if they willfully or negligently cause the destruction of school property.

### **Cleanup**

Students are expected to display good manners, to assist in keeping the Café and school clean by removing items from their table when finished, and to clean up the area where they eat.

### **Chapel**

Weekly chapel service is a key component of community life at Westminster. Chapel is intended to promote spiritual growth and to provide students and staff the opportunity to worship God together. Guest speakers, musical groups, and drama presentations as well as

Westminster students and faculty members lead these services. While we recognize that all students are at different places in their faith, respectful behavior is expected. Parents are always welcome to attend Chapel.

## **Dress Code**

Westminster's standardized dress program offers simple, affordable, and sustainable clothing that enhances the teaching and learning environment. It is in place to improve focus and encourage community. More information can be found at [wcastl.org/standardized-dress-program](http://wcastl.org/standardized-dress-program). **Standardized dress code items must be purchased online through Lands' End or Global Schoolwear (code:WEST01), at the Westminster bookstore, at Westminster dress code resale events in the summer, or at the Ditto resale store.**

### ***Tops***

- Tops must say Westminster or have an approved Westminster logo.
- Tops must fall below the waist.
- T-Shirts are NOT allowed.

### ***Outerwear***

- Outerwear must say Westminster or have an approved Westminster logo.
- A standardized dress code top must be worn underneath if the outerwear is removed.

### ***Pants/Shorts (All Students)***

- Pants must be khaki or navy chino pants or formal dress joggers.
- Shorts must be khaki or navy bermuda shorts.
- Athletic pants or sweatpants are NOT allowed.

### ***Skirts (Girls Only)***

- Approved skirts must be purchased through Lands' End or Global Schoolwear.
- Solid black or navy leggings must be worn under skirts at all times.
- Designs, mesh, or cutouts on leggings are NOT allowed.

### ***Hair & Headwear***

- Distracting hairstyles and unnatural colors are NOT allowed.
- Hats, hoods, and caps are NOT allowed.

### ***Compliance***

Westminster requires all students to be in dress code during the school day and will ask students to change or remove non-standardized dress attire in order to attend classes. Repeated dress code violations will result in a disciplinary consequence.

### ***Lockers***

A locker is assigned to each student at the beginning of the school year. Because important school communications are frequently placed in lockers, it is important that each student use only the locker assigned to him/her. All students are encouraged to lock their school lockers. Only combination locks provided by the school may be used. These are available in the middle school and upper school offices. A \$10 fee will be charged for any lock that is not returned at the end of the school year.

Students should keep their lockers clean and neat with no open containers of food or drink in them. Decorating the inside of lockers is permissible if tastefully done. Pictures that are not offensive to the Westminster community may be posted with removable tape. Outside decorations are limited to Westminster teams and organizations only. Students must not remove or deface their name/ID stickers on the outside of lockers or go into other students' lockers without the permission of the student.

Special locker stickers recognizing a student's participation as a member of a Westminster athletic team, school club/organization or special activity (such as musical or fall play) may be tastefully added to a student's name/ID sticker on the outside of his or her locker. These stickers must be no larger than 1.5" x 1.5". Outside locker decorations for birthdays, special recognition, or sporting events will be removed the next day. Any exceptions must be approved by the Student Life Office.

### ***Lost & Found***

Unclaimed articles will be placed in the lost and found. At the end of each quarter, unclaimed items will be donated to charity. Students may check in the following locations for lost or missing personal items and textbooks:

- Jewelry, money, or other items of value should be brought to the Student Life Office.
- All clothing or personal items will be located in marked lost and found mobile storage units located in the hallway outside of the Maintenance Office.

## School Safety

### Hallways and Common Areas

Safe behavior is required throughout the entire building. Running, horseplay, and the use of sporting equipment in the halls and commons spaces is not permitted. Hallways and common areas are open to students from 7:30 a.m. until 3:45 p.m. on school days.

### Before and After School Supervision

Students can be in the building before 7:30 a.m. and after 3:45 p.m., but if they are not part of a supervised activity (like play practice, a club meeting, sports practice, or watching a game), they must stay in the Grand Entry area. Supervision is limited during these times, so students should only be at school before 7 a.m. or after 5 p.m. if they are involved in a supervised activity. Unsafe behavior may lead to losing the privilege of being at school before or after regular hours.

### Entering Westminster During the School Day

During the school day, all building doors are closed and locked. Visitors must use the Grand Entry doors to enter and exit. Students who leave campus for Junior-Senior privilege or with parent/guardian permission must also use the Grand Entry doors only.

### Campus Security

Campus security is led by Officer DeWitt and supported by the entire Westminster community. If you see unsafe or concerning behavior, report it right away. You can contact Officer DeWitt at 314.997.7777 or [tdewitt@wcastl.org](mailto:tdewitt@wcastl.org). To report anonymously, visit [wcastl.org/student-life/school-safety](http://wcastl.org/student-life/school-safety). Please include as many details as possible so the matter can be addressed quickly and effectively.

## Student Drivers, Parking Lot, and Carpool Line

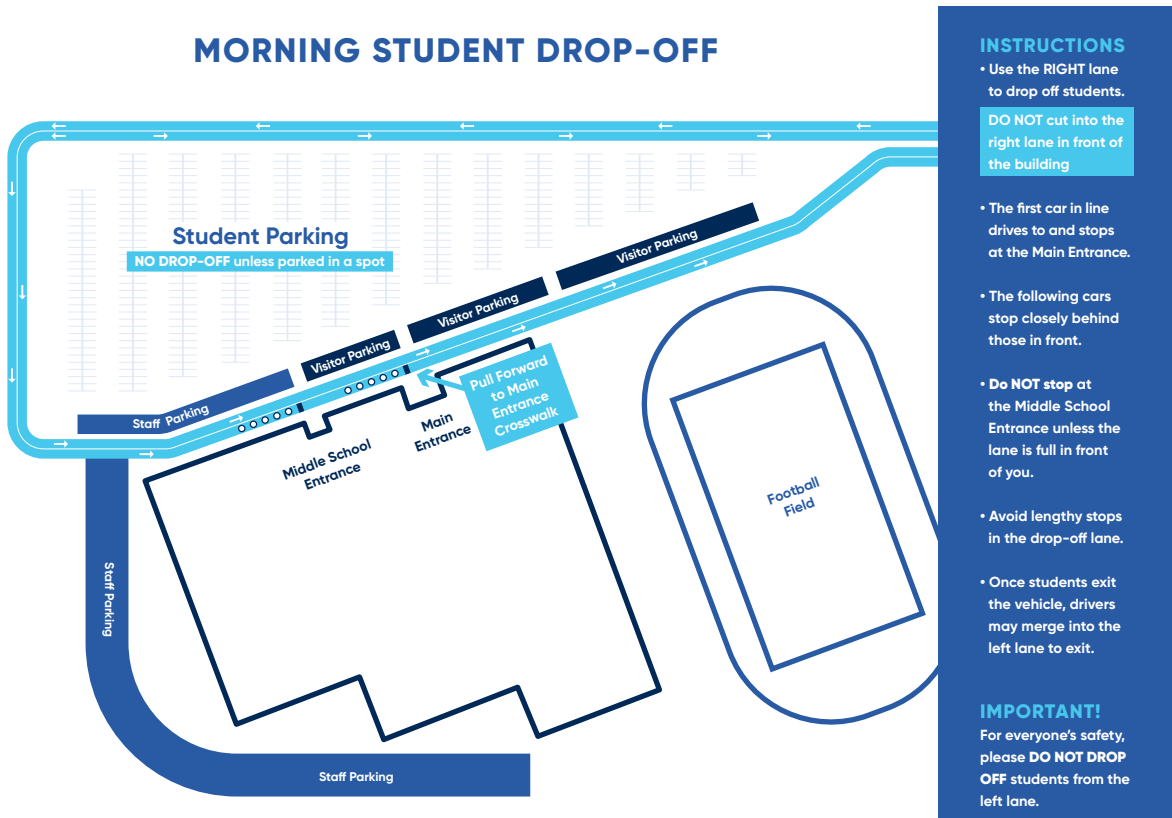
### Student Drivers

Please drive within the speed limit and always yield to pedestrians. Park in a single, appropriate spot that isn't marked for visitors, staff, or handicap accessible use. Ensure all passengers are safely buckled inside the vehicle—never in the truck bed or outside the vehicle.

Students must agree to follow these parking lot safety standards and register the vehicle(s) they drive to school by going to [wcastl.org/vehicle-registration](http://wcastl.org/vehicle-registration). Failure to do so may result in the loss of driving privileges.

### Carpool Line

Parents should use the carpool line only to drop off/pick up their children. Drop off/pick up in the parking lot creates safety issues and is prohibited. See map below.



## **Student Travel**

Transportation of students to school-related events occurring during the school day or immediately after school will be provided by a school bus whenever practical. Transportation of smaller groups may be accommodated by vehicles (owned or rented) driven by students or adults.

Whenever student transportation will be accommodated by a means other than a school bus (e.g., students driving themselves or riding with another student or adult), the student and parent will be required to sign a Travel Authorization Form acknowledging their approval of the method of transportation.

## **GUIDANCE & COUNSELING**

The Guidance and Counseling Department offers academic, social, and emotional support for students. The counselors seek to challenge the students to extend themselves beyond their comfort levels in order to grow into young men and women of strong Christian faith, of high academic achievement, and of moral responsibility.

### **Academic/Personal Counseling**

Counselors are available to meet with students for both academic and social/emotional support. Counselors also have access to resources such as tutoring to support students academically. Because Westminster is an educational facility and is not positioned for a long term therapeutic setting, our counseling staff can also recommend qualified outside counselors as is appropriate for the school and family to provide support separately from the school day.

### **College and Career Counseling**

Westminster's college counseling program is an important and individualized process that begins before grade nine and continues through the end of the senior year. Students are counseled and provided the tools to navigate the increasingly competitive and complicated college search process.

### **Parent Support**

Westminster believes deeply in the ongoing parent/school partnership. The counseling department desires to partner with parents throughout their time at Westminster. We request that parents reach out to the school regarding family tragedy, illness, death, pregnancy, suicidal ideations, addictions, or any other circumstance where the school can support the home. Counselors may implement a leave of absence or a support plan if it is in the best interest of the student and the community.

## **HEALTH**

Westminster's Student Health Services Program provides for the health and physical well-being of students by helping each student attend school in optimum health and benefit from the school experience.

The health services program employs registered nurses. The health services coordinator, a school nurse, or designee will make all contact with parents/guardians regarding health services. The health services program does not include the diagnosis of illness or the treatment/administration of medications without written physician and parental/guardian authorization. The health services coordinator and school nurses serve under the head of student development.

### **Health Records**

Student health information is confidential and disclosed to employees or emergency first responders only on a need-to-know basis. The health services coordinator maintains student health records and will contact parents, as needed, for clarification of a health concern. Parents are encouraged to contact the health services coordinator when any significant changes occur in their student's health during the course of the school year.

The health services coordinator, on occasion, may find it necessary to contact the student's physician or health care provider to clarify a diagnosis, immunization date, medication order, or for instruction regarding health-related school accommodations.

### **Emergency Contacts/Annual Health Updates**

Westminster requires all students to provide/update their emergency contacts, health information, insurance provider, and medication permission annually and as needed during the school year. Students' information can be updated in Magnus Health via the Veracross parent portal.

## **Physicals**

### ***New Students***

Westminster requires that all new students have a physical examination, which is less than one year old, submitted to the health office via Magnus Health by August 1. New students will not be permitted to try out or participate in sports, P.E., or summer strength and conditioning until a physical examination is submitted.

### ***Upper School Students***

Westminster and the Missouri State High School Activities Association (MSHSAA) require that all upper school student athletes have a physical examination on file for participation in a sport. This physical is valid for two (2) years from the date of the physical exam. Students will not be permitted to tryout or participate until cleared by their physician. In addition, student athletes and parents are required by MSHSAA to complete a separate corresponding pre-participation form annually.

## **Immunizations**

It is the policy of Westminster that all students attending the school be in compliance with state laws and regulations relative to required immunizations. The parents or guardians of each new student entering the school shall furnish satisfactory proof that the student has been adequately immunized or that the immunization process has begun. Documentation is due at the time of registration and must include month, day, and year from a recognized health care provider. It is unlawful for any student to attend school unless the student has been satisfactorily immunized or unless the parents or guardians have signed and placed on file with the health services coordinator a Missouri statement of exemption. Failure to comply with this legal requirement may result in the student's exclusion from school until proof of compliance has been met.

## **Medication**

Pursuant to Westminster policy, the giving of prescription and nonprescription medicine by the health services coordinator, school nurse, or designee shall be restricted to necessary medication that cannot be given on an alternative schedule. Students are not permitted to keep medication in their lockers or on their person. This includes vitamins and nutritional supplements. However, students who have written physician orders for MDI's (metered dose inhalers), EpiPens, and Insulin—and whose parents authorize and acknowledge their students demonstrated proficiency in administration—may self medicate.

All medication to be administered at school requires written orders from the prescribing physician along with online or written authorization from the parent/guardian for the current school year. Westminster's medication form is available through the student electronic medical record on Magnus Health, which is accessible through the Veracross parent portal. This authorization is effective for the school year for which it is granted and must be renewed annually.

In addition, no prescription medication will be given from an improperly labeled or outdated container. Changes to any prescription during the school year require written orders from the physician clearly stating the change. The container must match the written order. Your pharmacist will gladly provide a duplicate labeled container specifically for the medication that is to be administered at school.

As a courtesy, the health services coordinator keeps acetaminophen, ibuprofen, and TUMS in stock for treatment of minor complaints of discomfort. Permission to administer these medications must be granted online and/or in writing. This courtesy is limited. Over the counter cough, cold, and allergy medications are not kept in stock. Parents are encouraged to consult the health services coordinator if these are needed during the school day.

The health services coordinator or school nurse reserves the right to determine whether medication requested by a student or parent is necessary and assess each need accordingly. The school nurse shall not administer the first dose of any new medication ordered by a physician. In addition, the school nurse will not dispense/administer prescribed narcotics and students should not attend school if narcotics are needed during post-surgical recovery.

## **Illness**

Per the American Academy of Pediatrics, an oral temperature of 100.4 is considered a fever. Therefore, a student should not attend school or school-sponsored event with this temperature or above. In addition, students should remain home until they are fever free for 24 hours without the use of acetaminophen, ibuprofen, or other fever reducing medications. Additional communicable disease guidance/restrictions may apply. Students with acute gastrointestinal symptoms (vomiting and/or diarrhea), persistent cough/respiratory distress, or rash of unknown origin should also remain home until symptoms subside. At the discretion of the health services coordinator or school nurse, students may be sent home when there is evidence of illness and reason to believe the student is potentially contagious.

Students who become ill during the school day should be seen by the health services coordinator or school nurse. Students who wish to go home may contact their parents from the nurse's office to make arrangements for dismissal. At her discretion, the health services coordinator or school nurse may send a student home based on presenting symptoms. Parents will be contacted by the nurse so arrangements can be made. In the event of a medical emergency, EMS (911) will be called for any student experiencing life-threatening symptoms.

If your student will be absent due to illness, please email [attendance@wcastl.org](mailto:attendance@wcastl.org) (preferred) or call 314.997.2901 to report the absence. If your student is hospitalized, has an extended illness (three or more days), or is diagnosed with a potentially contagious/infectious disease (COVID-19, influenza, mono, strep throat, pertussis, shingles, chicken pox, etc.), contact the health services coordinator (314.997.2901, ext. 6180) in addition to the attendance hotline. A physician's note is requested upon the student's return, which states the diagnosis, any classroom accommodations needed, and/or the anticipated date of return. Parents are encouraged to contact the appropriate counselor to make arrangements for assignments when their student has a prolonged absence due to health reasons.

Westminster will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which is kept on file in the nurse's office.

### **Accidents/Injuries**

The health services coordinator, athletic trainer, school nurse, or designee will notify a parent/guardian when a student sustains a significant injury during the normal school day. Lacerations, soft tissue injuries, minor head injuries, etc. will be initially treated by the health services coordinator, athletic trainer, school nurse, or designee and when necessary, a recommendation or referral for physician care will be made. It is at the parent/guardian's discretion whether or not to seek additional medical care for the student.

If a student requires classroom accommodations (wheelchair, crutches, splint, ice/heat application, medication, etc.) or has P.E. restrictions for more than three (3) days, a physician's note is required stating such and the duration for which it will be needed. The health services coordinator or school nurse will communicate these accommodations to the student's respective teachers and the appropriate school personnel.

Students enrolled in P.E. class are expected to dress out and participate daily. Parents must provide a written note to the P.E. teacher/coach on the relevant day if their child is unable to participate due to illness or injury.

An athletic trainer is available each day after school to address the needs of upper school MSHSAA student athletes. The athletic trainer and health services coordinator collaborate daily to provide for the safety and well-being of each student athlete. Injury or illness that sideline a student from practice or competition must be communicated to the athletic trainer or health services coordinator and coach. When appropriate, a return to competition/participation form, completed by the student's physician, may be necessary before the student athlete is permitted to resume activity.

Students and student athletes diagnosed with a concussion must be cleared for progression to activity by an approved healthcare provider—MD/DO/PAC/LAT/ARNP/neuropsychologist (emergency room physician, chiropractor, and/or parent cannot clear for progression). In addition, the MSHSAA Concussion Return to Play form must be completed for all student athletes.

### **Student Insurance**

Students participating in MSHSAA sports, co-curricular sports, field trip events, summer camps, summer seminar, or other school-related trips and activities will be required to have proof of health and/or basic accident insurance coverage.

## **DISCIPLINE**

Because Westminster is dedicated to honoring Jesus Christ, we must represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always seek to uphold biblical standards, as outlined in the Community Life Statement.

We uphold our community standards through a partnership with the home, church, and school. Behaviors that violate these standards will be corrected through a relational process with an ultimate goal of restoration.

***As in all processes, any or all of these tools may be utilized:***

- Parent contact
- Teacher detention
- Mentorship
- Maintenance work
- Restitution
- Pink slip
- Conduct detention
- In-school suspension

- Out-of-school suspension
- Behavior contract
- School approved counseling
- Other means as appropriate

***Based on Westminster's standards relating to the treating of others with respect and love, the school does not allow:***

- Racial or ethnic slurs, discrimination, hazing, intimidating others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature
- Bullying and/or hazing: meaning any systematic or chronic conduct, including cyber bullying, that physically, emotionally, or mentally harms a student or creates an intimidating or hostile environment that interferes with a student's educational opportunities
- Harassing, baiting, or encouraging a student toward self-harm in person or through any medium
- Sexual harassment: meaning unwelcome sexual advances and all other verbal (e.g. sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature
- Spoken or written threats against students or teachers that affect the learning environment
- Fighting
- Public display of affection
- Insubordination or disrespect
- Recording audio or video (student, teacher, or parent) without expressed permission in any school setting and/or posting material that may or may not have been approved beyond school on any social media platform.

***Based on Westminster's standards relating to living a life of integrity, the school does not allow:***

- Honesty infractions such as forgery, plagiarism, presenting Artificial Intelligence (AI) as one's own work, or cheating (See [Academic Integrity](#) on page 30)
- Stealing
- Lying
- Skipping school/class
- Inappropriate access to the Westminster computer network, misuse of school technology, or violation of the Westminster iPad Acceptable Use Policy (AUP)/Internet Use Policy
- Entry into certain "off limits" areas of the building or grounds: kitchen, maintenance areas, closets, storage areas, and buses

***Based on Westminster's standards related to morality, purity, and righteous living, the school does not allow:***

- Inappropriate physical/sexual contact between students
- Possessing, requesting, or sending of sexual or pornographic messages or images. All images will be treated the same way as real images. All expectations related to possessing or sending of images applies to AI generated material as well.
- Profanity, obscenity, and/or vulgar speech

***Based on Westminster's standards related to practicing faithful citizenship, the school does not allow:***

- Possession and/or use of alcoholic beverages, tobacco products, illegal drugs, vaping devices, or other drug paraphernalia on campus or at school-sponsored activities (Violations will be reported to Town and Country police.)
- Possession and/or use of matches, lighters, fireworks, explosives, and dangerous chemicals (Violations will be reported to Town and Country police.)
- Possession and/or use of guns, knives, weapons, or facsimiles of weapons (Violations will be reported to Town and Country police.)
- Damaging the school or school property
- Misuse of the tip line
- Setting a fire or pulling the fire alarm
- Vandalism
- Reckless driving in the school parking lot or parking violations
- Trespassing

Students who engage in other serious misconduct in or outside of school not expressly covered by the foregoing standards (e.g. social media, internet abuse, or other digital communication), but which is disruptive to school operations and detrimental to good order and discipline, may be subject to disciplinary action up to and including suspension and/or expulsion.

### **Student Search & Seizure**

The administration recognizes that incidents may occur that jeopardize the health, safety, and welfare of students and staff and necessitate the search and seizure of students, their property, cars, their lockers, cell phone, iPad, or any other electronic device by school officials. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing a reasonable suspicion or securing the student's voluntary consent. Reasonable suspicion is based

on facts known to the administration, credible information, or reasonable inference drawn from facts or information. Searches of student property shall be limited in scope based on the original justification for the search. Students do not have an expectation of privacy in school-provided property, like lockers, desks, technology, and other school property provided for the convenience of students.

## **Discipline Procedures**

### ***Student Responsibility***

As members of a Christian community who are concerned for one another, our hope would be that all students would follow the guidelines of our Lord Jesus Christ (Matthew 18:15–17) when aware of violations of the school standards. This will usually mean the following:

**First:** Personally confront the person and encourage him/her to stop the violation and to make known his/her problem to those in authority. The problem should not be communicated to other students who are not immediately involved.

**Second:** Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

**Third:** It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following the third. Please refer to the Communication Ladder on p. 14 of this Handbook.

### ***Teacher Responsibility***

Individual teachers will handle inappropriate behavior in their classrooms. It is expected that most disciplinary problems will be resolved between the student and teacher. The teacher and parents should work together to find partnership as much as it is possible.

## **Detentions**

### ***Veracross Behavior Event***

Veracross Behavior Events can be entered for any minor or major infraction observed by any faculty or staff member. Per administrative discretion, any discipline tools can be used in response to these events. Common practice is two behavior events result in a conduct detention.

### ***Lunch Detentions (Tardy, Unexcused Absence, Minor Behavior Infraction)***

For each tardy to school beyond the 5th, each tardy to class beyond the 3rd, each Unexcused Absence, and minor behavior infractions, lunch detentions will be issued. They will be served on Mondays, Tuesdays, and Fridays (7-period days) and will be held in the Dean's office in the 8th grade commons. Middle school lunch detentions will be held in the middle school office during the middle school lunch period. Students will need to report to the office within 5 minutes of the lunch period starting.

All lunch detentions need to be served within one week of being issued.

Any skipped lunch detentions result in a conduct detention.

### ***Conduct Detentions***

Students will be issued conduct detentions by the Dean of Student's Office. The student will have two dates from which to choose to serve the detention. The student and parent will be emailed the detention.

Failure to serve a detention on one of the two dates assigned will result in an additional detention.

The following is the quarterly progression for conduct detentions:

**First:** 45 minute detention

**Second:** 45 minute detention

**Third:** One-day suspension

**Fourth:** Two-day suspension and possibly a behavior contract instituted

**Fifth:** Consideration of withdrawal

### ***Detention Hall***

After-school conduct detentions will be held Tuesday and Thursday from 3:15–4 p.m. They will be scheduled by appointment.

Detentions are considered a form of disciplinary punishment and should be regarded as such by students in the detention hall. Students will be expected to complete a written assignment or work detail as assigned by the detention hall monitor. Homework or other study may be done after the written assignment has been successfully completed. Students causing a disturbance will be subject to further discipline.

## **Behavior Contract**

A behavior contract is a tool to help all affected parties deal with targeted, specific behaviors that are outside of our community standards. The following conditions will define this procedure:

- Students will be placed on a behavior contract at the discretion of the school administration after careful evaluation, prayer, and consultation with parents.
- The contract will describe the behavior problem and the conditions and expectations for improvement. The behavior contract will also stipulate tools the student should use to change the behaviors.
- A behavior contract may specify that the student on probation will not represent Westminster as a member of any team, organization, activity, or group.

## **Suspension**

Suspensions are used to discipline serious infractions that affect a student's ability to be in the Westminster community. Suspensions are served out of school. Students are responsible for keeping up with their schoolwork through Canvas. Teachers may not be able to give them individualized help upon their return to school.

While suspensions do count toward the aggregate excused absence total per quarter and per semester, standard make-up policies do not apply. All missed work is due within 1 school day upon return, unless previously agreed upon.

## **Expulsion**

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes, are involved in very serious misconduct, or who bring discredit to Westminster Christian Academy, may be expelled or asked to immediately withdraw. Parents may appeal the expulsion of their child to the Head of School.

Examples for which separation/expulsion may occur include, but are not limited to:

- Possession, use, or distribution of controlled substances of any kind, or the misuse of any prescribed drugs of any kind, on or off school property
- Possession, consumption, supplying, or selling of alcohol, tobacco or tobacco-related products on school property or at school-sponsored events
- Repeated violations of discipline that have resulted in suspensions
- Failure of parents to cooperate with the school in discipline of their children
- Actual or implied threats related to the school environment and/or to people; assault or battery of a teacher or student
- Violations of behavior contract
- Racial or ethnic slurs, discrimination, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature
- Bullying and/or hazing: meaning any systematic or chronic conduct that physically, emotionally, or mentally harms a student or creates an intimidating or hostile environment that interferes with a student's educational opportunities
- Sexual harassment: meaning unwelcome sexual advances and all other verbal (e.g. sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature

## ***Expulsion/Returning to Campus***

A student who has lost the privilege to attend Westminster Christian Academy will not be permitted to attend school-related events on or off campus. These events would include, but not be limited to; banquets, Graduation/Commencement, extracurricular events, athletic or fine arts events, etc.

## **Legal Compliance Policy**

***Custody Disputes*** – Westminster Christian Academy (WCA) does not involve itself in disputes between parents or guardians concerning custody, visitation, or other related matters, except as required by law. WCA maintains an expectation that parents and/or guardians will cooperate with WCA and with one another to work in the best interest of the child or children.

***Court Orders*** – WCA complies fully with all valid court-issued custody orders and/or visitation orders, including, but not limited to, divorce decrees and parenting plans. It is the responsibility of parents) or guardian(s) to reveal custodial arrangements during enrollment and provide the school with the most current and complete copies of all relevant legal documents upon enrollment and/or when such documents are significantly revised. The school will act solely based on these official documents.

***Subpoenas and Legal Proceedings*** – WCA will not provide references, certain financial records, statements, or opinions for use in custody or domestic legal proceedings unless compelled to do so by a lawful subpoena.

***Campus Conduct and Custody Disputes*** – WCA wishes to maintain a safe, positive, and welcoming environment for all members of our community. Accordingly, parents or guardians shall not involve the school, its staff, or students in personal legal disputes while on campus or while attending WCA-sponsored events. Custody-related disagreements must be kept off campus. If a conflict disrupts the school environment or operations, WCA reserves the right to remove those involved from campus and may require the family to withdraw. The school's priority is the safety, well-being, and uninterrupted education of all students.

**SECTION 5**

# **Academic Standards**



## WESTMINSTER GRADUATES...

*Love the Lord*

with all their hearts and walk with Him.

*Know God created them*

with beauty and purpose and live to bear His image  
by creating things of beauty and purpose.

*Understand the world*

around them and discern and reject  
the cultural idols of their day.

*Value learning*

and seek to discover God's created order.

*Find joy*

in their role as agents of kingdom  
restoration in every area of life.

*Honor the Lord*

by honoring their families and serving their communities.

*Cultivate their experience*

at Westminster by pressing on toward  
the high calling of Christ Jesus.

## SECTION 5

# ACADEMIC STANDARDS

### IN THIS SECTION

Attendance & Absences • Academic Integrity • Personal & Educational Devices  
Classroom Procedures & Academic Policies • Academic Events • Study Hall • Academic Planning

## ATTENDANCE & ABSENCES

Westminster is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, other facets are lost, to the student's detriment. Therefore, it is expected that students attend and participate in all classes. Some absences, however, are inevitable and unavoidable. The following attendance policy will be utilized to encourage faithful attendance and ensure student performance.

### Excused Absences

If a student must be absent on a school day, a parent must notify the appropriate attendance office before 9 a.m. with the reason for the absence at [attendance@wcastl.org](mailto:attendance@wcastl.org) or 314.997.2901. All students will be limited to eight excused absences (EA) per semester without penalty. For each EA in excess of eight, a one percent semester grade reduction/class will be applied. College visits should be preapproved as planned absences. Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

In the case of severe and/or prolonged illness (for example, when hospitalization is required), exceptions to the maximum absence policy may be made at the discretion of the school administration. A doctor's note is required within one week of any extended absences. Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

### Unexcused Absences

Any unexcused absences (UA) will result in a one percent reduction in a student's semester grade per UA. A lunch detention will also be issued. Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

### Excessive Absence Policy

Because Westminster believes that classroom instruction plays a vital role in a student's education and that one can never fully compensate for absence from school, students must meet certain attendance standards to receive credit for a class. Therefore, the following will apply in the case of excessive student absences:

- Any student who exceeds 15 absences of any kind per semester—excused or unexcused—will not receive credit for the class.
- The student's grade-level counselor will call the student's parents when the student's absences have reached an initial level of concern in any one semester.
- A conference between the student's parents, the grade-level counselor, and the appropriate administrator will be convened if a pattern of absences continues.
- A long-term illness exemption may be pre-approved via a written appeal from the parents that includes a doctor's signed statement indicating the student is unable to attend school.
- School-sponsored events (e.g., field trips or athletic competitions) will not be treated as absences.

### Extended Absences

Students who have family circumstances causing them to be absent from school for more than two days must make prior arrangements with the appropriate school office. An Extended Absence Form can be obtained by sending a note from home indicating the dates and purpose of the absence. The completed form must be returned to the appropriate school office in advance of the absence (five school days prior to the trip is recommended). After reviewing the reason for the requested absence, the input from the teachers, and the current academic status of the student, a decision will be made as to the advisability of the absence. The excused absence policy (maximum of eight days per semester) applies to extended absences.

Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

## Leaving Campus

While we understand there are circumstances that require a student to leave campus during the school day, we would ask families to help us limit these instances.

- If a student must leave campus during the school day for an appointment, a parent must email [attendance@wcastl.org](mailto:attendance@wcastl.org) (preferably), call 314.997.2901, or send a note to the appropriate attendance office at the beginning of the school day. For upper school students, the early dismissal time will be noted in Veracross and a student may leave class at the designated time. For middle school students, the student will be given a pass for dismissal from class. In the event of something unforeseen, a parent must call the appropriate attendance desk with permission before a student will be allowed to leave campus.
- Only juniors and seniors who have parental permission may leave campus for lunch.
- If a student becomes ill, he/she must report to the health services coordinator to call his/her parents for permission to leave campus. Students should not use personal cell phones for this purpose. Parents must give permission to the health services coordinator before a student leaves campus.
- Prior to leaving campus, upper school students must sign out at the welcome desk and middle school students must sign out in the middle school office. Students must report to the welcome desk or middle school office when returning to be issued an admittance pass.
- Students who leave school without permission or who do not sign out at the appropriate attendance desk before leaving will receive an unexcused absence for all class time missed. Additionally, a conduct detention may be issued.
- Between 7:55 a.m. and 3 p.m., students must enter and leave from the Grand Entry entrance. All students must sign in and/or out at the welcome desk when entering and leaving the building.

## Tardiness

In order to best develop and utilize their God-given talents, students must be wise stewards of their class time each day. Punctual arrival to class and school each day is crucial to the effective operation of our school and the enhancement of individual self-discipline. It is therefore important to fully understand and support the following tardy policies and expectations.

### Tardy to School

- Students who arrive after 7:55 a.m. (9:30 a.m. on Thursdays) are tardy to the school day. They must sign in at the welcome desk and receive a pass to go to class.
- Tardies to the school day will be treated separately from tardies to individual class periods, and will be handled by the attendance coordinator.
- Students are allowed five tardies (excused or unexcused) to the school day per quarter. Each tardy after the fifth will result in a tardy detention (30 minutes before school).
- Students who arrive late to school due to an appointment will be exempt from the tardy as long as they have proper documentation.

### Tardy to Class

Students are expected in their classroom and seated when the bell rings.

Tardiness to individual classes/study hall/Advisory/Academic Connect will be treated on a quarterly basis in the following manner:

- 1st: No consequence
- 2nd: No consequence
- 3rd: Teacher contacts parents and issues 30-minute detention with teacher
- 4th and any additional: Tardy detention (30 minutes before school)

## ACADEMIC INTEGRITY

As a community, we strive to live a life of integrity while valuing learning. As students, it is essential to engage in the learning process and create work that represents your understanding and growth. This not only allows students to celebrate their accomplishments but also helps teachers assess learning.

Independent learning and collaboration are both valuable in the classroom. There are specific times to collaborate and work together on assignments/projects; **however, unless directly stated by a teacher, all assignments should be created independently and represent personal knowledge and learning and should not be shared with other students.**

Because we value learning, students should know that these actions limit the depth of learning and are not allowed, whether in person or online:

- Sharing your work on homework or tests
- Asking for others' work
- Turning in work that is not your own (plagiarism of published works or of peers, not contributing to a group project)

- Presenting AI-generated work as your own
- Using extra materials that are not permitted to complete an assignment or an assessment
- Repeatedly or strategically missing a class with a test, quiz, paper, or project due
- The use of AI is allowed only in cases that teachers give explicit permission and direction in how to use it.

**Potential response when academic integrity is questioned:**

**First offense:**

1. Learning matters, so students may be asked to resubmit or complete additional work to show assessment of learning standards. The student will receive a zero for the original assignment, which will be averaged with the re-submission assignment.
2. In order to partner with parents and identify a better plan moving forward, parents will be contacted.

**Second offense:**

1. As patterns emerge, a student will receive a zero for the assignment; however, he/she may be asked to re-do the assignment in order for teachers to assess learning targets (no grade is given).
2. The Dean of Students will join the partnership between home and school in order to create a successful plan forward for each student.

**Third offense:**

1. A student will receive a zero for the assignment; however, he/she may be asked to re-do the assignment in order for teachers to assess learning targets (no grade is given).
2. In order to set specific monitoring goals to support a student, an academic plan meeting will be scheduled.

## PERSONAL & EDUCATIONAL DEVICES

### Technology Standards

As we prepare students to engage the world and change it for Jesus Christ, we acknowledge both the power of technology and our responsibility to yield that power in appropriate ways. We, as Christians, have the opportunity to create, innovate, and restore in ways never before possible. Modern technology also creates the potential for destructive distraction. Digital temperance, focused learning, and strong community are at the heart of the following technology standards.

### Educational Technology Standards

All students will be issued a school-managed iPad. These should be used for school purposes only during the school day (Middle School: 7 a.m.–3 p.m.; Upper School: 7:55 a.m.–3 p.m.). Managed device use is regulated by the Acceptable Use Policy (AUP). No unmanaged educational devices are allowed on campus during the school day.

If a student is off task on an educational device, it will be collected and turned into the grade level office. If a device is collected in first period but contains a student's third period homework, that work will be late as a natural consequence of the student losing his/her device.

Educational technology devices are limited to the classroom, grade level commons, and Academic Hub during the school day. Devices should not be brought to the lunchroom, Chapel, the restroom, or the locker room. Devices in these "no technology zones" will be collected.

### Personal Technology Standards

All personal digital devices must be powered off and put away from 7 a.m.–3 p.m. in the Middle School and 7:55 a.m.–3 p.m. in the Upper School. This means devices should be turned off and kept out of sight for the entire school day, exempting upper school lunch. Students are required to store personal devices in their lockers or backpacks. If a student is seen using earbuds, his/her cell phone will be taken with the earbuds (see below). If a personal device (phone, earbuds, smart watch, etc) is seen or heard by faculty or staff, the device will be collected and turned into the grade-level office.

### Accountability for Technology Standards

*The following progression will be used to hold students to device standards for the duration of the school year:*

- **First occurrence:** The student may pick up his/her device from the upper school or middle school office at the end of the school day.
- **Second occurrence:** A parent will be contacted. Students with a second personal device violation will be required to leave their personal device in the upper school office daily.

Earbuds/head phones are only allowed with teacher permission. If a student is seen using earbuds/headphones, his or her phone will be taken as a consequence. Smart watches are not allowed unless approved by school nurse for medical purposes.

## CLASSROOM PROCEDURES & ACADEMIC POLICIES

### **Classroom Expectations**

In order to promote a quality learning environment in each classroom, students are expected to abide by these three principles:

- Respect people
- Respect property
- Preserve the learning environment

The following guidelines are to assist students:

### **Homework**

Homework is an essential part of Westminster's academic program. Students can expect a reasonable amount of homework in each class every school day in order to enhance classroom learning and prepare for the next day's class. Homework is written on the board in rooms or on class websites/platforms.

Students who miss class time to participate in co-curricular activities are expected to obtain the assignments from the teacher or a classmate and come to the next class fully prepared.

### **Tests**

Tests are a summative assessment that show mastery and progress toward key skills and are given in most classes. When tests are missed due to an absence, they are to be taken at the teacher's convenience. The student is responsible for making the necessary arrangements.

If a student believes their grade does not represent their learning, they should meet with the teacher for feedback and consider different study strategies moving forward. In addition, test retakes may be offered depending on the department's policies and the test type. Students should discuss this directly with their teacher.

### **Late Work**

Assigned work is used to assess prior learning or prepare for future learning; therefore, timelines and due dates matter in this process. If a student is unable to complete an assignment on time:

- Students will receive a maximum of 50 percent on late work that is not a major assessment.
- Students will receive a 10 percent reduction per day for any major assignments (as defined by the teacher) for the first five school days after the initial due date.
- Major assignments submitted late on the actual due date (a student in second hour turns in a paper after school, for example) will receive a five percent reduction.

### **Extra Credit**

Consistently completing their best work throughout the semester is important and offers an accurate reflection of learning. Extra credit is not offered to recover from missed learning or poor habits. Instead, limited extra credit may be offered as an enrichment opportunity at the discretion of the department.

### **Exams**

Final exams are administered to students in grades 7–12 at the conclusion of each semester. Final exams do not count for more than 20 percent of the final semester grade. When final exams are missed due to a planned absence or illness, arrangements for make-up exams are made directly through the teacher of the course.

### **Textbooks**

Most textbooks are loaned to students and therefore remain the property of Westminster. Students are responsible for the care and protection of textbooks and will be charged for any that are lost or unreasonably worn or damaged. Some classes may require special supplies, materials, or books that are not furnished by the school. Teachers will provide ample instructions regarding the acquisition of these required classroom materials.

## Material Selection Guidelines

The Westminster community includes families that represent the broad evangelical community, which means that different perspectives relating to biblical understanding and interpretation surface periodically. Therefore, it is important to understand the criteria by which Westminster teachers choose curricular materials, including films and texts, to be used in their classes. The following basic principles, inherent in Westminster's Philosophy of Education, guide decision-making in this area:

- **Principle #1**

We believe that Westminster's mission statement establishes the framework by which teachers are to make curricular decisions both large and small. It reads as follows:

Westminster Christian Academy honors Jesus Christ by providing an excellent education, rooted in biblical truth as interpreted by the Westminster Confession of Faith, for the children of Christian parents. Faculty and staff enable students to discover and embrace a biblical view of the world and integrate that view into every area of life.

This statement means that everything we do must be designed to clarify the person and work of Jesus Christ and to help Westminster students wrestle with the implications of living in a world that seems terribly out of line with God's design for mankind. Therefore, teachers must choose materials for their classes that not only point to the beauty of God's creation and the wonder of His work on our behalf, but to the impact of the Fall as well, so that their students can understand the world in which they live and how they can seek to have an impact upon it under God's direction for their lives.

- **Principle #2**

We believe that Westminster teachers bear a great responsibility as partners with the home and the church in the intellectual, emotional, physical, and spiritual development of the children of Christian parents. Therefore, it is important that Westminster teachers carefully consider the standards and expectations of parents when choosing materials to be used in class. It is also important that teachers articulate their rationale for the choices they make and communicate with parents when the teachers make choices they recognize might be inconsistent with the standards of some families. As the Westminster Philosophy of Education states, "We believe that trust, respect, and open communication are the foundation for the school program and the community atmosphere."

- **Principle #3**

We believe that the source of all knowledge is God and God alone. One of the central tenets of the Westminster Christian Academy Philosophy of Curriculum makes this point quite clearly: "All knowledge originates from God and is related to God." Therefore, all truth—whether it comes from the pen of a Christian or a pagan—reflects the wisdom that can come only from God. Again, to quote Westminster's Philosophy of Curriculum:

... students must recognize that, though all knowledge and wisdom comes from God, Christians do not have a monopoly on truth. Therefore, it is appropriate and fitting that students explore how God has used both Christian and non-Christian alike to reveal how He has shaped the world and has acted to influence the lives of men and women throughout the ages.

The implications of this statement play a major role in determining the materials teachers choose for their classes since the works of secular writers can offer great insight into the nature of mankind and our estrangement from God. Though the philosophies and worldviews of some writers run counter to the truths of Scripture, Christian teachers can use the works of such men and women to show how the world thinks so that students are forced to wrestle with the implications of a life apart from God and are better able to communicate with those who do not embrace the truths of Christianity. For example, a teacher might use an R-rated movie (with parental notification and approval) if it supports the curriculum as a springboard for effectively teaching truth. Even so, we believe that some materials produced by secular writers and directors must be rejected out of hand because it is not designed to enlighten or instruct but merely to appeal to the salacious interests of those who read or view their work.

- **Principle #4**

We believe that God has placed His people as agents of transformation in a fallen world. That is, rather than retreating from the problems and ugliness of the world, Christians are to engage the culture in which they live by testing the fallacies of the world's ideas and practices against the truth of God's Word. With that end in mind, Westminster teachers must challenge students to understand how the world thinks and acts so that those students will leave this school committed to that task. Our goal is not to protect Christian students from the world; it is to prepare them to change the world through service to God.

Given all of the above, teachers at Westminster Christian Academy are encouraged to choose curricular materials that will enable students to discover who they are in the light of God's truth, embrace the implications of His work on their behalf, and accept their role in carrying out that which God has called them to do. Whether they enter into work that is typically considered secular or sacred, Westminster students should understand that all work is to be done to the glory of God and that all work committed to Him is holy. As Donovan Graham writes in "Teaching Redemptively", "God has not created a split-level world in which some dimensions are to be considered sacred and holy while others are relegated to second-class status." It is the goal of this school to work with the

home and the church to prepare the next generation to be Christ's ambassadors in whatever arena He chooses to place them, and because of that, the materials Westminster teachers use must be geared toward that end.

### ***Procedures to Follow in Film Selection***

Teachers in any grade planning to show an R-rated movie (or an unrated movie with an age-specific warning) to their classes or teachers planning to show a PG-13 film in grades 7–9 should follow the procedures outlined below:

- Consult the department chair concerning the film to be shown to gain his/her approval. It is important that the department chair view the potentially offensive parts of the movie to understand what the possible objections might be and to understand the rationale for showing the movie.
- The teacher should send a letter home to parents two weeks before the viewing date informing them of the fact, explaining the rationale for showing the film, and requesting a parent's signature permitting his/her child to view the movie. If a parent declines to allow his/her child to view the film, the teacher should be prepared to offer an alternative assignment.
- In deciding whether to use a film in class, teachers should be ruled more by discernment and an understanding of this community's values than by the movie's rating alone in judging its appropriateness for the age of their students.

### **Canvas**

This online platform is a resource for students to access the curriculum of each class. In addition to this, Canvas allows students to keep track of assignments and upcoming assessments.

### **Grade Reporting & Veracross**

This online platform is a resource for both parents and students. The student portal is a place to view assignment grades and final grades in order to monitor their learning and academic progress. The parent portal holds many daily resources you may need, including morning announcements, calendars, reminders, and more.

### **Academic Support**

Westminster offers multiple resources to support students in the learning process:

- Teachers are available to work with all students from 7:30 a.m.–3:30 p.m. on Monday, Tuesday, Wednesday, and Friday and 9 a.m.–3:30 p.m. on Thursdays. Students are encouraged to reach out to teachers to set up a time to ask questions.
- Students have weekly support in Advisory and/or Connect.
- A list of school-approved tutors can be obtained through the middle school or upper school office.
- The Math and Writing Center is available to students each day and is located in the Academic Support Center (D103) near the bookstore. Please check the daily schedule posted in the 8th Grade Commons.
- Students may be assigned to attend the Homework Center during Advisory or Connect.

## **ACADEMIC EVENTS**

### **Parent/Teacher Conferences**

Parent/Teacher Conferences will be held on the dates indicated on the annual school calendar. Parents are encouraged to utilize these five-minute teacher conferences to communicate directly about their student's progress.

Communication with a teacher at any time of the school year is both welcomed and encouraged. It is only through close home and school cooperation and communication that the true educational ideals of Westminster can be achieved. Please contact a teacher directly if you desire to meet with them.

### **IGNite (Informational Gathering Night)**

This "mini-day" is designed to allow parents the opportunity to experience their child's schedule and meet their teachers.

### **Academic Recovery Days & Finals Study Days**

These days are intentionally scheduled throughout the year to promote balance and offer students time to make up work, ask questions, reflect on learning, and prepare for exams. Though not required, if students attend, all normal school policies and expectations apply.

Upper school students should reach out to their teachers to schedule a specific time to meet during these days. Middle school students may only study in specific classrooms monitored by teachers and should remain in classrooms until they are picked up.

## STUDY HALL

Upper School students are invited and encouraged to make full use of Study Hall in the Academic Hub for research, study, and reading. Normal classroom expectations apply. The Hub is open from 7:30 a.m.–4 p.m. on Monday, Tuesday, Wednesday, and Friday. The Hub is open from 8:30 a.m.–4 p.m. on Thursday.

In order to best utilize our Academic Hub, the following guidelines will be observed:

- Students who have Junior/Senior Privilege must sign in when they arrive.
- Please respect others who are using the Academic Hub by working quietly.

### **Junior/Senior Privileges**

#### ***Junior/Senior Privilege Defined***

Juniors and seniors enjoy the special privilege of an open campus with the opportunity to sign out and leave campus during lunch and study hall. Students are also welcome to sign out of the Academic Hub to study elsewhere on campus in locations that are open to them.

#### ***Signing Out to Leave Campus***

- Juniors and seniors must sign in and out of the Welcome Desk in the Grand Entry before and after leaving campus. Study hall students must also sign out of the Hub prior to leaving campus. Failure to do so may result in suspension of the privilege.
- Juniors and seniors with 1st hour study hall are required to sign in at the Welcome Desk in the Grand if they arrive after 7:55 am.
- Juniors and seniors with 7th hour study hall may sign out to leave campus for the rest of the day provided they sign out of the Hub and Welcome Desk.
- Juniors and seniors may not miss chapel or class meetings while exercising their privilege. They must be on time.

#### ***Parents Who Wish to Revoke Privilege***

If a parent would like Westminster to revoke this privilege due to concerns about unwise time management, academic performance, behavior at home or school, or any other reason, please reach out to the 11th/12th Grade Principal, Dan Burke. We will support you and work to ensure that your student stays on campus during lunch and/or study hall.

#### ***Privilege During Academic Advisory***

- Juniors are required to attend Academic Advisory on Wednesdays and Thursdays.
- Seniors have the privilege to sign out during Academic Advisory on Wednesdays unless a parent specially requests we revoke this privilege. No seniors attend Advisory on Thursdays because it conflicts with senior service.

#### ***Abuse of Privilege***

Abuse of the privilege (repeated tardiness to the next class; leaving early; taking underclassmen off campus; or skipping class, chapel, Advisory, or class meetings, etc.) may result in immediate suspension of the privilege and/or a conduct detention. All normal school rules apply while juniors and seniors are exercising their privilege. The administration reserves the right to temporarily suspend or permanently revoke a student's privilege for disciplinary reasons.

#### ***Students Struggling Academically***

We will reach out to parents when we identify students who are struggling academically. However, we will not revoke privilege for academic reasons unless the parent requests it and commits to partnering with us in holding the student accountable. If students fail to stay on campus, we will notify the parents but will not issue behavior detentions in addition to this academic detention.

## ACADEMIC PLANNING

### **Dropping or Adding a Course**

Courses may be dropped or added during the schedule-change window published by the Head of Academic Development and Registrar in the Westminster News and other communications. Courses dropped after the deadline will result in a Withdraw – Pass (WD/P) or a Withdraw – Fail (WD/F) noted on the student's transcript. Any student who is removed from a class for disciplinary reasons after the first two weeks may receive an "F" for the entire semester.

## Grade Reporting & Grading Procedure

### Grading Scale:

Grade	Credit Points	Percent Range
A+	4.333	98–100
A	4.000	93–97
A-	3.667	90–92
B+	3.333	87–89
B	3.000	83–86
B-	2.667	80–82
C+	2.333	77–79
C	2.000	73–76
C-	1.667	70–72
D+	1.333	67–69
D	1.000	63–66
D-	0.667	60–62
F	0	Below 60

- **Veracross Access:** Students and parents can access Veracross at [portals.veracross.com/wca](https://portals.veracross.com/wca). Students and parents will gain access to Veracross by using their login and password provided by the school.
- **Incompletes (“I”):** If students fail to make up daily work or tests due to recent or extended illness, they will receive an incomplete (“I”) on their grade report. They must make up this work or make special arrangements with their teacher within one week after the last day of the grading period to prevent the incomplete from becoming an “F.”
- A course is completed on the final day of the semester. No makeup work may be submitted after the exam day for that course.
- **Honors Credits (Upper School only):** Students enrolled in courses designated as “Honors Courses” will receive an additional 0.5 point added to a grade of “C-” or above in that course (i.e. a student receiving a grade of “B” in an honors course will receive a 3.5 instead of a 3.0). All AP courses receive an additional 1.0 point. Please refer to the online [Course Selection Guide](#) for a complete listing of all Honors, I 818, and AP courses offered.
- When a student retakes a class for credit recovery for which he or she has already received a failing grade, both the original grade and the second grade will be reported on the student’s transcript. The second grade—not the first—will be used to compute the student’s GPA, whether the second is an improvement or not. All credit recovery plans must be coordinated and approved by either the grade-level Principal or the Head of Academic Development.

### Student Records

Cumulative files for current students are kept in the middle school and upper school offices and include grades, scores from standardized tests, teacher evaluations, special achievements, discipline records, and other pertinent information. Student records are confidential and disclosed to employees as appropriate or law enforcement when legally requested. Information from the cumulative files is not released outside the school without parental permission.

### Graduation Requirements

	College Preparatory	Scholars
Bible	3	3
English	4	4
Fine Arts	1	1
World Languages	2 <sup>e</sup>	2 <sup>e</sup>
History	3	3
Math	3	4 <sup>a</sup>
Physical Education	1	1
Business & Comm.	1	1
Science	3 <sup>b</sup>	3 <sup>b</sup>
Electives	3	4
<b>TOTAL</b>	<b>24</b>	<b>26<sup>d</sup></b>

\*The High School Diploma is available by administrative approval only.

- Some colleges and universities require Algebra I as a fourth unit of mathematics. We offer this class in eighth grade; as such it does not count as a high school unit. Two of the units must include Geometry and Algebra 2.
- Physics, Biology, and Chemistry are the three sciences required for the College Preparatory and Scholars Diplomas.
- Elective Recommendation: Additional core courses (English, Mathematics, Science and History) are strongly recommended.
- At least four of these units must be Advanced Placement (AP) classes. AP credit will not be earned if a semester grade is less than a C-. A minimum cumulative GPA of 3.500 is required for grades 9 to 12.
- Both years must be in the same language.

## Promotion of Grade

In order for a student in the Upper School to be promoted to the next grade, the following total number of credits must be earned prior to the start of the school year:

Grade Level	Cumulative Number of Earned Credits
Entering Grade 10	6
Entering Grade 11	12
Entering Grade 12	18

Middle school students must pass all core courses. Students who fail to do so must fulfill an academic recovery plan to move to the next level of a course.

## Advanced Placement (AP) Courses

Advanced Placement classes play an important role in the curriculum of Westminster Christian Academy in that they push students and teachers alike to strive for academic excellence as defined by a nationally recognized standard. Because AP tests are difficult and comprehensive, they challenge students to master complex information and demanding concepts and analyze and reflect upon that knowledge in sophisticated ways.

However, Advanced Placement tests should not be allowed to define or limit the curriculum of an AP course. Both Westminster's Philosophy of Curriculum and Principles of Pedagogy encourage teachers to dig deeply into the ideas and concepts of each course to ensure that students have not only a thorough knowledge base of important core concepts but also the ability to understand the relevance of that information to their lives and God's world at large. That means that in the interest of deeper student understanding, teachers in each AP course have the freedom to adjust their curriculum to focus on the information most vital to that field of study at the expense of total coverage of every concept or idea that might appear on an AP test. While Westminster believes that scores on an AP test matter, a lifelong love for a specific discipline matters more, so teachers should not sacrifice the search for deeper understanding and a sense of wonder about God's creation to the urgency of covering material that may or may not appear on the AP exam.

### Advanced Placement Test Policy

Students enrolled in AP classes are required to take the AP exam in May. (Exceptions to this are made only in the case that the student has signed up for and completed the dual enrollment credit in the same course, in which case the student must take the course final instead of the AP exam.) To ensure that expectation is fully communicated and executed, the following steps will be taken:

- Wording that students must take the AP exam will be included in the course description for each AP class.
- Early in the school year, all teachers of AP classes will announce that taking the AP exam is not optional.
- Billing for AP tests will be completed in January.
- If a student announces that he/she will not take the AP test, the AP director will notify the parents of that student's intentions.
- If a student does not take the AP test, the student will lose the grade point increase for the AP class, will forfeit the AP notation on his/her transcript.
- Senior AP students must attend class until the date of their exam.

## Standardized Testing

The standardized testing program for students in grades 7–12 provides for annual testing of each student. Tests administered at Westminster include:

- Math and English skills test for new 7th and 8th grade students
- ERB Comprehensive Testing Program (CTP) for grades 7–9
- PreACT
- PSAT 10
- The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) for grade 11
- Advanced Placement exams (administered in May)
- Individual testing as needed for career counseling purposes

## SAT & ACT

The Scholastic Aptitude Test (SAT) and the American College Test (ACT) are administered at various test sites in the St. Louis area. Applications for these tests are available at Westminster in the Guidance Department. The Westminster school code (CEEB code) required for ACT and SAT applications is 263-121.

**Summer School Enrollment**

Requests for credit, granted by summer school programs outside of Westminster, must be approved by the upper school counselor and the head of academic development in advance.

Students are not permitted to take summer classes for credit except for credit recovery, to accelerate their progress in the Westminster curriculum, or for enrichment. Enrichment courses may be taken to earn elective credit only. Completion of a summer enrichment class does not excuse students from fulfilling all of the credit demands mandated by Westminster's graduation requirements, nor does it allow a student to attend Westminster part-time once credits sufficient for graduation have been earned. Only one high school credit can be earned per student per summer.

**Accessibility: Pathways & ISP**

Westminster requires the parent or guardian of any student seeking a reasonable accommodation for his/her child with a diagnosed disability to inform the school of the disability and the requested accommodation within a reasonable time prior to or shortly after the beginning of the school year. Parents or guardians must notify both the director of special services and the guidance counselor (middle or upper school) of any requests for accommodations based on disability...All students must be able to function within the guidelines of the school.

**Registration**

Students meet one-on-one with a member of the Westminster staff to register for classes each year. Course requests are added to Veracross in order to obtain parent approval.

**Academic Distinctions**

Students who distinguish themselves through outstanding academic achievement will be placed on one of the following honor rolls at the conclusion of each semester:

- President's List: Students with a GPA of 4.0 or above
- Honor Roll: Students with at least a 3.5 GPA
- Honorable Mention: Students with at least a 3.333 GPA

**SECTION 6**

# **Athletics**

## SECTION 6

# ATHLETICS

### IN THIS SECTION

Ten Pillars • Athlete/Parent Handbook

We believe that interscholastic athletics at Westminster Christian Academy are an integral part of the total curriculum offered to students. Our athletic program supports the mission of the school by teaching the Christian way of competing and the Christian way of life. Successful Christian education results in the development of a balanced lifestyle in the physical, mental, emotional, and spiritual dimensions of our total being.

*"In all your ways acknowledge him, and he will make straight your paths."* Proverbs 3:6

### TEN PILLARS FOR WILDCAT ATHLETICS

All members of the Westminster Christian Academy athletic program will commit to upholding the following pillars for athletic success:



### ATHLETE-PARENT HANDBOOK

For more information about Westminster's athletic program, view the [Athlete-Parent Handbook](#).

**SECTION 7**

# **Business & Finance**

# BUSINESS & FINANCE

## IN THIS SECTION

Bookstore & Café • Campus Visits • Reenrollment • Withdrawing • Changes to Contact Information  
Veracross • Weather/Emergency Announcements • Tuition & Fees

## BOOKSTORE & CAFÉ

The bookstore is open daily and operates as a service to families. P.E. uniforms, a variety of school supplies, and school spirit items are available for purchase and may be paid for by cash, check, or through a Bookstore & Café debit account.

The school café offers students a variety of hot and cold food options each day. Students may bring their lunches from home or purchase items from the Café.

### Bookstore & Café Account: MyKidsSpending

A MyKidsSpending account makes it simple for students to purchase food and beverage items from the Café and books and supplies from the bookstore throughout the year. Parents may add funds to the account at any time, receive “low balance” notifications, and view all of their student’s purchases through their account at [mykidsspending.com](http://mykidsspending.com).

## CAMPUS VISITS

Westminster has established the following guidelines regarding campus visitors:

- All visitors must sign in at the Welcome Desk and receive a visitor’s badge.
- Parents, grandparents, and alumni are always welcome at Chapel, assemblies, and cocurricular activities.
- With the exception of family members, alumni, and youth pastors, lunch visitors are not permitted.

### Class Visits

Visitors may attend classes by obtaining permission from the Admissions Office.

Non-Westminster students seeking enrollment are encouraged to visit the campus and attend classes with prior approval of the director of enrollment. Parents of the visitor or prospective student must contact the Admissions Office at least one day in advance to schedule the visit. Visitors will be issued a visitor’s pass at the Welcome Desk on the day of the visit.

Out-of-town guests visiting a Westminster student may attend classes one full day of classes per year. Arrangements for this visit must be made in advance through the Admissions Office.

## CONTINUOUS REENROLLMENT

Continuous reenrollment and tuition deposits take place by February 1 to reserve a place for the following school year. Contracts are renewed annually. Once the reenrollment process is complete, the student is able to create a course schedule for the following school year.

Because Westminster is a voluntary community, the school reserves the right to review and alter a student’s enrollment status at any time. Past enrollment does not guarantee ongoing enrollment. Examples of factors under review include but are not limited to a student’s academic or behavioral record, the family’s tuition payment history, or the conduct of the parent(s) in the larger school community.

## WITHDRAWING

If during the school year it becomes necessary for a student to withdraw from Westminster, the following steps are required:

1. Contact the head of enrollment to obtain a withdrawal form.
2. Sign and return the withdrawal form to request a transfer of student records to a new school.
3. The head of finance and operations will confirm that tuition and fees are current and approve the release of records.
4. Faculty and staff are then notified by email of this decision. The student's teachers and coaches finalize grades in Veracross and confirm that all Westminster property (books, uniforms, iPads, equipment) has been returned.
5. Student accounts, the bookstore, and the Café are notified and asked to confirm that tuition and fees have been collected.
6. If all obligations and financial responsibilities have been met, the final transcript will be sent to the new school.
7. An exit interview will be conducted by the head of enrollment to provide feedback to the administration and school board for evaluating programs and curriculum.

## CHANGES TO CONTACT INFORMATION

Please make updates in Veracross and FACTS as soon as possible regarding any changes to your contact information. This information is imperative for health, emergency, and financial records.

## VERACROSS

Information catalogued on Veracross is for the personal use of our families and not for any business or political purposes.

## WEATHER/EMERGENCY ANNOUNCEMENTS

In cases where the school is closed or operating on a late start schedule because of inclement weather or other emergency situations, Westminster will communicate with families via phone and email using the School Messenger automated message system. Changes will also be announced on social media, the school's website, and local media. Starting time for a late start schedule is 9:30 a.m. unless otherwise stated.

## TUITION & FEES

### Financial Policies/Payment Plans

By signing a financial commitment with Westminster Christian Academy, families enter into a covenant with the school and are expected to follow through with payments on a timely, consistent basis. Prepaid full and semester payments are most helpful to Westminster.

Tuition statements are viewable online via your FACTS tuition account. A family can choose from one of the following three payment plans:

- Prepaid Tuition: Tuition may be paid in full in a single payment in June.
- Semester Payments: Two equal payments due in June and November
- Ten Payments: Ten equal payments due June–March.

A \$25 late fee will be assessed if payment is not received during the month that payment is due. Late fees will not be waived.

If a student withdraws after June 1, 2025, but before school begins, the parents will be responsible for paying the full tuition for the first quarter (\$5,850). If a student leaves for any reason after classes have begun, parents are still responsible for paying the full tuition for that quarter.

The following conditions will apply to families whose parents/guardians have an outstanding financial obligation (tuition, fees, or fines) that is more than 30 days delinquent:

- No transcripts will be provided on behalf of their student(s).
- Their students will not be permitted to sign-up for any school-sponsored trip that is not a part of a class in which they are currently enrolled (e.g., summer seminar, foreign language trip, baseball team spring break trip).
- Their students will not be permitted to attend Westminster Christian Academy beginning on the first day of the next semester.
- These families will only be able to reenroll existing students and/or enroll new students on a provisional basis until the account is brought current.
- Financial aid for future school years will not be awarded until the account is brought current.

These conditions will remain in effect until the account is brought up to date, or until special arrangements are made with the Finance Committee. Payment to release transcripts must be made in cash, money order, or cashier's check. Otherwise, a 14-day hold will be placed on the student's transcript.

Families with outstanding financial obligations (including tuition, fees, or other bills) to Westminster Christian Academy on the last day of school will not receive final grades, transcripts, or a diploma (in the case of graduating seniors) until balances are paid in full. On June 1, a five percent (5%) late fee will be assessed on any outstanding balance and your child will be withdrawn from Westminster. A one percent (1%) late fee will be assessed on the 1st of each month thereafter.

The school reserves the right to review a family's tuition payment history at any time and, at its sole discretion, require modified financial arrangements, which may include but are not limited to pre-payment of tuition or the monthly electronic transfer of tuition funds.

The Board of Westminster Christian Academy is committed to helping make Christian education affordable for families who lack the financial ability to afford such schooling. The Board has established a significant, though limited, financial aid budget for this purpose. Recognizing that it is the responsibility of a student's family to finance private school education, we ask that applicants examine their budget and lifestyle to determine areas in which funds may be available to meet this obligation before applying for financial aid. Financial aid is awarded on the basis of demonstrated financial need. You may apply online at [wcastl.org/admissions](http://wcastl.org/admissions). Financial aid is awarded on a nondiscriminatory basis without regard to race, color, creed, or gender.

### **Fees**

The fee and tuition schedule will be established annually by the Board of Directors and will be communicated along with tuition information. Westminster fees include:

- Application Fee—\$50 (new students only): This fee must accompany the application form for all new students and is nonrefundable.
- Registration Deposit—\$250: The registration deposit is required for each student and must accompany the registration form. This deposit is part of the total tuition and is nonrefundable.
- Student Activity Fee—\$100 (all students): This fee covers the cost of the school newspaper, the school yearbook, and field trip transportation for each student.
- Technology Fee—\$250 (all students): This fee covers the use of a school owned iPad for one year.
- Graduation Fee—\$150 (seniors only): The graduation fee helps cover the costs involved in graduation.
- Lock Fee—\$10: Students who wish to lock their lockers must use a combination lock provided by the upper or middle school office. This fee must be paid upon receipt of the lock. At the end of the school year, \$5 will be refunded if the lock is returned to the upper or middle school office.

### **Returned Checks**

If a bank account has insufficient funds to cover a draft or check written to Westminster Christian Academy, the account will be charged \$30 to cover the cost of the return item processing. If the school experiences multiple returned checks for payments on an account (more than three return items in any school year), the school may require all future payments to be made with official checks, certified checks, or money orders.