

**Volume**

**3**

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Policies and Procedures Handbook

**Westland Christian Academy**

POLICIES AND PROCEDURES HANDBOOK

# Westland Christian Academy

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© Westland Christian Academy  
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Westland, MI 48186  
Phone 734-326-3581  
WCA@westlandchracad.org

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*Our goal is to reach families with the glory of Christ, provide organization and structure to Homeschool families.*


Westland Christian Academy was founded in 1984. It began as a burden in the heart of Mrs. Carol Enersen. She was a Homeschool mom and found limited resources to support her. It was Mrs. Enersen's desire to guide and assist Homeschool families. From this one woman's longing to help families, Westland Christian Academy has blossomed to a full-scale academic powerhouse! We meet every educational need. If you are looking for a solid Biblical education for your child/children, look no further. Rest assured we have a program to fit your needs!

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**CONTACT**

**INFORMATION**

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 [Westlandchrcad.org](http://Westlandchrcad.org)

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 [WCA@westlandchrcad.org](mailto:WCA@westlandchrcad.org)

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 34033 Palmer

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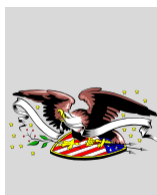
Westland, MI 48186

*"Train up a child in the way he should go: and when he is old, he will not depart from it."*

*-Proverbs 22:6*

## **Our Goals**

1. Aiding families to be structured in their Homeschooling.
2. To be an organization for the setting of standards to promote the integrity of education.
3. To provide helps as in:
  - Tutoring Services
  - Report Cards
  - Transcripts
4. To assist in the process of lifelong education.
5. To provide extracurricular activities such as:
  - Field trips
  - Enrichment Classes
  - Social Interaction
  - Kindergarten & Senior Graduation



### **Our Stand**

Westland Christian Academy is a Homeschool program dedicated to meeting the needs; spiritual, academic, and social of its members. Founded in 1984, WCA is a seasoned program built upon Biblical mandates.

It is our purpose to assist parents in the spiritual development, character molding, and education of their children in Michigan and beyond.

**Customized  
Education That  
Perfectly Fits Each  
Student!**

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IF YOU ARE LOOKING FOR A  
BIBLICAL EDUCATION FOR  
YOUR CHILD/CHILDREN,  
LOOK NO FURTHER. WE  
HAVE A PROGRAM TO FIT  
YOUR NEEDS!

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**Homeschool**

*Our premier homeschool group helps parents, gives structure, provides accountability, keeps pristine scholastic records, offers limitless opportunity for advancement, is blessed with a pristine reputation with colleges and universities, issues quarterly report cards, issues and houses high school transcripts, awards a diploma that exceeds state standards, offers personal tutoring and mentoring, plus so much more!*

**Monday Meetings**

*WCA staff offers Monday appointment times for all homeschool students and families. During this time, we will goal set with you, help plan out your week, and tutor in needed areas. We also offer activities like drills, extra studies, and helpful review. These meetings are optional.*

**Special Classes/Conferences**

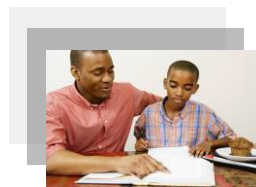
*During the year we offer special classes and learning conferences to our families. Specific information is given for each event. Past topics/workshops have including; first aid, career day, report writing, standardized testing, health, and teen Bible study.*

**High School with College Enrollment**

*Our high school students have the opportunity to take college classes while completing high school. There are particulars to this program; contact us for more information.*

**William D. Ford Career Technical Center**

*WCA students in 11th and 12th grades can take career focused classes through the William D. Ford Career Technical Center. There are particulars to this program; contact us for more information.*



*No student is locked into only one of our program offerings. Each student learns differently, and our program reflects this. Parents/staff will discuss all the different possibilities to ensure a successful year for each student!*

Dear Parent,

*Deciding to homeschool your children is a major decision you must make as a family. Homeschooling is a way of life, a full-time job, and is a part of child training. Parents should fully understand the responsibility they are committing to by educating their children!*

*Decide why you desire to homeschool and be firm in your decisions. List the reasons and convictions that your family has for Homeschooling, complete with pros and cons.*

*List the major goals that must be met for your family each school year. Subsequently, yearly goals need to be set for each child; addressing their unique skills and needs. These steps will keep your homeschool focused.*

*The patterns that you develop now in Homeschooling will affect your children for the rest of their lives. If you are organized and consistent in your homeschool, your children will excel. If you are scattered and inconsistent, your children will fail.*

*In His Service,  
Carol Enersen.*

## **Mastery Learning**

Not a new philosophy, mastery learning is a style of education which seeks to guide the student to complete understanding. The student stays with a particular unit, principle, or topic until measurable results and objectives are achieved.

**WCA**-building a solid foundation on which students can reach greater heights!

**Completeness-** WCA students are required to finish all assignments associated with the class or credit. No final grades are issued until all papers, assignments, activities, tests, and so on have been completed.

**Functioning at Grade Level-** After entrance testing, any scores lower than the student's grade level must be brought up by supplemental materials.

**If in high school, no transferrable credits will be given for GAP work.**



## Individualized Learning

**Westland Christian Academy is a private organization, a ministry of Full Gospel Temple, and is built and operates solely upon Biblical standards.**



**Each student must take an English and Mathematics diagnostic test upon entry to the program.**

Parents are the ones ordained by God to raise their children. Parents are to provide food, clothing, and shelter for their children. They also bestow spiritual guidance, correction, and love to their offspring. Yet, the commands from our heavenly Father do not stop there as far as raising children. Parents are the ones responsible to provide education, both academically and spiritual.

Parents may choose an alternate source to assist them in the educational areas for their children such as a Christian school. Yet, the parents should not relinquish their God given rights to another entity. Some important thoughts should be, “Whose values will my child be influenced by?” “Who will be molding and influencing my child? “

The best way to learn is different for each student. With individualized schooling, children are free to learn in an environment that is welcoming and not be a carbon copy of a classroom full of their peers.

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### CLASS TYPES INCLUDE:

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**Printed Curriculum**- curriculum that is produced by an approved scholastic company. Examples include: Accelerated Christian Education, Alpha and Omega, Abeka Books, Modern Curriculum Press, Apologia, and Saxon.

**Online Classes**- classes taken virtually using Westland Christian Academy’s SOO program. Online classes are available for third through twelfth grades.

**Onsite Classes**- classes held on grounds and information will be provided for each class specifically.

**Activity Based Study**- classes that are graded completely upon participation. These classes may include home economics, personal fitness, Bible reading. An activity log must be submitted with quarter grades.

**Other:** special studies, classes taken at other schools, are accepted, and will be addressed on an individual basis.



## Michigan Compiled Laws

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### Revised School Code MCL 380.1561

*"Michigan parents have the right to home school their children. The law requires a parent or legal guardian of a child from the age of six to sixteen to send his or her child to school during the entire school year... (MCL 380.1561). The exceptions include, but are not limited to, sending a child to a state-approved nonpublic school or educating a child at home in an organized educational program. Home school education is the responsibility of the parent or legal guardian. The parent assigns homework, gives tests and grades these tests. The issuance of report cards, transcripts, and diplomas are the responsibility of the home school family (based on internal standards). If home schooling continues through grade 12, the parent issues a high school diploma to the graduate. Parents are encouraged to maintain student records of progress throughout the year. "*

Westland Christian Academy is a remarkable program. Founded in 1984, WCA has the advantage of a long and successful history. We have earned a reputation for high standards and solid academics. Hundreds of students have graduated from our program and have gone on to colleges, universities, military service, pastoral ministries, or careers. We are proud of their success as well as the quality of our program.

### **HIGH SCHOOL COMPLETION**

It is never too late to finish your high school diploma! It does not matter if you need all or just a few credits; we offer all high school courses. Our adult education students are entitled to all the services we offer our homeschool families. Life is busy so our program works around your busy life. We offer tutoring, extended hours, and on-line help. Give us a call today and start working toward your childhood dream!



### **Two of the largest concerns parents have:**

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**1. Will my student suffer any negative social issues?**

A: WCA answers this question right on the head. Our students are provided many outlets to interact with peers, work in groups, mentor others, express themselves freely, and develop solid social skills. Moreover, statistically, Homeschool students develop strong personal identity and are strong leaders later in life.

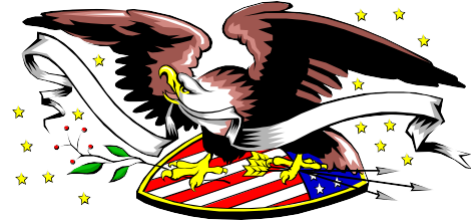
**2. Will my student meet public school students in aptitude and testing?** A: By law, no tests are mandatory for Homeschool students. However, all testing that is available to public students is also available to homeschool students. WCA students routinely score well above national standards.

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## Enrollment Process

1. Fill out a registration form
2. Submit
  - a. registration form
  - b. Current report card/transcript
  - c. \$50.00 registration fee
3. Schedule Testing
4. Student Tests
  - a. Math
  - b. English
5. Complete Enrollment Paperwork
  - a. Q & A
  - b. Sign an Integrity Agreement
  - c. Go over WCA Handbook
6. Order Curriculum/Payment
7. Meet with WCA Staff Member



## Integrity Agreement

*Westland Christian Academy is built solely upon Biblical standards. Our program functions upon a high moral fabric.*

*Each member must willingly comply and abide by the rules and laws laid for the operation and functionality of the organization.*

### The Five Principles of Integrity

#### **1. Honesty**

It is the duty of the parent to set the example of honesty and truthfulness. At no time is the student allowed access to; score keys, record keeping information, or academic correspondences.

#### **2. Structure**

It is imperative that the parent set up and abide by a distinct routine for their Homeschool. Specific start and stop times must be actively upheld. Daily assignments are given, work is submitted, and work is graded. A concrete schedule is to be maintained. At no time are books to be turned in partially done, containing frivolous or nonsensical answers, or simply "filled out".

#### **3. Steadiness**

Consistency and stability must be paramount for every student. There must be a sense of peace and harmony in the Homeschool. Distractions must be kept to a minimum.

#### **4. Honoring Financial Obligation**

The financial obligations of the Homeschool are to be paid in full and on time.

#### **5. Responsibility**

Homeschooling is the undertaking of the parents.

It is the responsibility of the parent to ensure that their child/children abide by the rules set forth in the WCA manual.

*Failure to comply with the Principles of Integrity will result in removal from the program.*



*A Note on Integrity*

*We know that each parent has the student at the center of their drive to Homeschool. Thoughtful of this; we discern that cheating, improper scoring, lack of attention, and violation of the Integrity Agreement is inconceivable. If, however, there are cases that arise, the following action will be taken:*

- 1. The administrator will review the family history, submitted work, and all documentation associated with the family.*
- 2. If there is found to be a gross infraction, the family will be contacted, and the violations discussed.*
- 3. The final step is dismissal from the program. If you wish to contest the removal, you must do so in writing within two weeks of your dismissal. Your petition will be reviewed, and you will be contacted.*

## WHAT IS AN ACADEMIC PORTFOLIO?

To help in record keeping, organization, and ordering, parents are required to maintain an academic portfolio for each of their students. This three-ring binder will house all the academic information pertaining to the student. It will include:

1. The student's basic information.
  - a. Name
  - b. Grade
  - c. School Year
2. The students' subjects/classes
  - a. Tests
  - b. Projects
  - c. Papers
  - d. Grades
3. Report Cards

It is the responsibility of the parent to buy, set up and maintain this portfolio. The academic portfolio will be turned in at the end of each card marking and will be returned with the next installment of materials.



## Grade Level Requirements

K – 8<sup>th</sup>

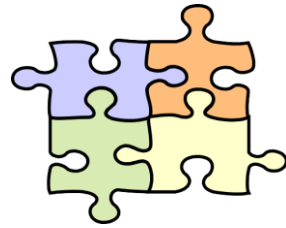
### Kindergarten

Math-Bible-Word Building/Spelling-Phonics-Handwriting

Parents may add other subjects such as science, history, or art. The kindergarten program that you choose should be extraordinarily strong in phonics and reading. A student will not be allowed to advance from kindergarten until they are able to read.

### 1st- 2nd Grades

Math  
English/Language  
History/Social Studies  
Science  
Bible  
Handwriting  
Spelling/Word Building  
Phonics  
Maps/Graphs/Charts  
Reading



### 3rd - 6th Grades

Math  
English/Language  
History/Social Studies  
Science  
Bible  
Cursive  
Spelling/Word Building  
Maps/Graphs/Charts  
Reading  
Reading and Literature

### 7th -8th Grades

Math  
English/Language  
History/Social Studies  
Science  
Bible  
Spelling/Word Building  
Reading/Literature  
Cursive

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*Report cards are issued four times each year. Parents MUST submit all grades two weeks prior to the scheduled report card date. Any delinquent grades will result in an inactive status.*

*All students grade 2<sup>nd</sup>- 8<sup>th</sup> must complete two book reports each year. There is an optional paper and presentation at the end of every year.*

# WCA DIPLOMA REQUIREMENTS

**JOIN OUR  
MAILING LIST  
TO RECEIVE  
MONTHLY  
UPDATES AND  
IMPORTANT  
INFORMATION.**

## 1. Diploma

Student must complete:

1. High School State Testing
2. 4 English/ Language Arts  
(American Literature/English I, II, and III/College Writing)
3. 4 Science Credits  
(Biology/Chemistry/Physical Science/+1)
4. 4 Mathematics Credits  
(Algebra I/Algebra II/Geometry/+1)
5. 4 History/Social Studies Credits  
(U.S. Civics/World Geography/World History/Economics/MI. History/U.S. History and Geography)
6. 7+ Electives Credits  
(Senior Workshop/Bible/Foreign Language)

### Special Education Certificate

*Certificate will be notated as Special Education.*  
Student must have current testing and an active IEP.

*To maintain high standards and credibility, our program requires high school credits be verified. The curriculum used must be approved and at a published high school level. The daily work, tests, lab reports, and all assignments associated with the class must be submitted for credit.*

All high school students must complete, at the very least, two full years with our program to graduate.

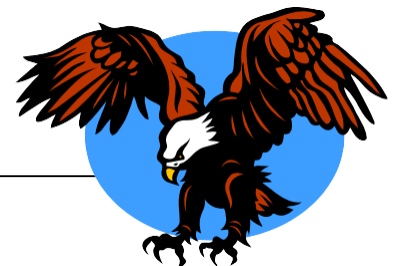
### TUITION AND FEES

Yearly Registration Fee	\$50.00 Per Student
Administrative	\$400 Administrative/Record Keeping
(Administrative enrollment includes recordkeeping and administrative duties ONLY)	
Homeschool Monthly Tuition	Grades 1-6 \$150.00 for 10 months (\$1,500) Grades 7-12 \$180.00 for 10 months (\$1,800)

**No refunds will be given.**

Tuition is charged by the card marking. If a student drops, the remaining balance for the card marking must be paid in full.

Report cards and records will only be released once financial obligations are met.



*Services  
Provided by  
WCA*

- 📖 Report Cards
- 📖 Transcripts
- 📖 Career Technical Center
- 📖 Field Trips
- 📖 Kindergarten Graduation
- 📖 High School Graduation
- 📖 Tutoring
- 📖 Diagnostic Testing
- 📖 Computer Lab
- 📖 Goal Setting
- 📖 Curricula Selection
- 📖 Onsite Classes
- 📖 Standardized Testing
- 📖 Online or in-print Classes
- 📖 Optional College Enrollment

## WCA Standard Policies

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“BELOVED,  
LET US LOVE  
ONE  
ANOTHER:  
FOR LOVE IS  
OF GOD; AND  
EVERYONE  
THAT  
LOVETH IS  
BORN OF  
GOD, AND  
KNOWETH  
GOD. HE  
THAT  
LOVETH NOT  
KNOWETH  
NOT GOD;  
FOR GOD IS  
LOVE.”  
~ I JOHN  
4:7-8

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- I. **Social Networking**
  - a. No student is permitted to access social networking websites while using the Westland Christian Academy network.
  - b. A student is responsible for all comments, posts, threads, and the like posted to any online page. All words, slander, intimidation, threats, and posts will be taken seriously. The student will be held to these statements as if the student were making the statement in person.
- II. **Bullying**
  - a. Bullying can take many forms. Examples include but are not limited to:
    - i. **Verbal:** name calling, teasing
    - ii. **Social:** spreading rumors, slanderous writing, physical or mental threats, threats to property
    - iii. **Physical:** hitting, punching, shoving
    - iv. **Cyberbullying:** using the internet, mobile phones, or other digital technologies to harm, harass, or threaten others.
  - b. Bullying of any kind will simply not be permitted.
- III. **Cell Phones**
  - a. No cellular telephones are permitted in the halls, classrooms, chapel, or Temple.
  - b. Cellular telephones must be turned into the office upon arrival.
    - i. First Offense = phone confiscation with return to parent only
    - ii. Second Offence = phone confiscation with return to parent only with a \$20.00 charge
    - iii. Third Offence = phone confiscation without return

“Facebook privacy is an oxymoron. If something is posted on Facebook, someone will see it...”

~John Holmquist

IV. **Sexting** (Sexting is commonly defined as the sharing of sexually explicit photos, videos, email, text and chat by cellular telephone or online.)

- a. Immediate action will be taken for the above-mentioned activities; sexting online or by cellular telephone. This varies from suspension to expulsion.
- b. Illegal activities will be reported to the Westland Police Department.

V. **Student Driving**

- a. Licensed students in good standing seeking to drive unrelated persons in their vehicle to and from school must
  - i. Supply a notarized letter from both consenting parents
  - ii. Be on time for classes
- b. Licensed students in good standing are permitted to drive themselves and siblings **only** to and from school activities.
- c. 12<sup>th</sup> grade licensed students in good standing are permitted to leave school grounds for lunch.
  - i. Transporting no other students
  - ii. Notarized letter from consenting parents

VI. **Parking Lot Rules**

- a. Licensed students in good standing already permitted to drive must follow all common safety rules and laws.
- b. No student loitering at vehicles will be permitted.
- c. Students are not permitted to visit the vehicles of other students.
- d. No loud music will be tolerated.

VII. **Property Damage**

- a. Internal School/Church Property
- b. External School/Church Property
- c. Parents will be held financially responsible for any damage done by their children to Full Gospel Temple, student property or Westland Christian Academy property.

*Organization in Your Homeschool*

**Where and When to Homeschool**

- There needs to be a designated place in your home set up as your family’s schoolroom. This will relay the importance of education and provide a clean and clear place for your children to complete assignments.
- You, as the parent and educator, should decide when school hours will be held in your home. Remember that homeschooling can be as unique as your family is. Tailor your hours and days to meet the needs of your family. When your hours are established, be very consistent in maintaining them.

- It is your responsibility as the parent and educator to maintain a structured atmosphere.
- If your family/student is inactive for three months your family will be considered inactive. There is a \$50.00 activation fee to bring your family back into active status.

**Lesson Planning & Record Keeping**



- A grade/percentage product and a daily planner must be used.
- You must plan and record daily lesson plans.
- Curriculum must be graded according to the manufacturer’s guidelines.
- Parents must keep an up-to-date **Academic Portfolio** for each child.

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**VOLUNTEER  
GUIDELINES**

*Dear Esteemed Member of the WCA Family,*

*Thank you for taking an interest in Westland Christian Academy and in the lives of students we are privileged to share with. It has been my desire for WCA to be a guide to homeschool families. Since homeschooling is built around each family, we encourage parental involvement. One way that we can enhance the homeschool experience is to provide enrichment classes. I hope that, as more parents see what we offer, they have a desire to share their talents; we will add additional classes.*

*Sincerely,*

*Mrs. Carol Enersen*



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**VOLUNTEER  
GUIDELINES**

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Volunteering is very much like being employed. There are clear responsibilities that the volunteer accepts and agrees to perform.

In our volunteer program each participant is required to abide by the rules and guidelines set by Westland Christian Academy to ensure that our students have the absolute best environment.

The volunteer must:

**1. Submit to a background check**

It is State Law that any person working with children must pass a background check. Each volunteer, no matter the job description, must agree and submit to a full background check.

**2. Honor all time commitments made**

It is vital that each volunteer is present and on time as scheduled. It is the responsibility of the volunteer to notify the Westland Christian Academy administrator prior to the start of the school day if they will be absent or tardy. Westland Christian Academy reserves the right to revoke any arrangement made with a volunteer if attendance becomes an issue.

**3. Follow all Westland Christian Academy policies and procedures**

Volunteers must attend and complete a training seminar where they will be instructed in Westland Christian Academy policy and procedure, given contractual information, and instructed in the specifics of their position.

**4. Understand and respect the chain of command that is set in place**

The chain of command is as follows:

- ~ Senior Pastor
- ~ Administrator
- ~ Supervisor
- ~Volunteers/Teachers/Parents/Other Staff

**5. Handle any problems that come up as Westland Christian Academy policies delineate**

During the training, these policies will be gone over and explained in depth.

**6. Treat each student in all fairness guarding against favoritism**

It is only natural that a parent looks to the wellbeing of their offspring. Volunteers need to recognize that there is no place for favoritism in the classroom setting. All students are to be treated fairly.

**7. Support Westland Christian Academy and see to its edification and positive reputation**

Accredited by The National Association of Private Schools



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## **I. Opening**

Persons who commit their time and expertise to aid and enhance Westland Christian Academy and offer services to its students provide a vital service. Each person helps WCA reach our goal of reaching and teaching students and families.

This booklet will help acquaint you with WCA policies and procedures, answer frequently asked questions, and explain the basics of being a WCA staff member, volunteer, or parent teacher.

## **II. Applicability**

General guidelines:

- Must have reached the age of 18 years
- Must be an upstanding member of society
- Must submit to and pass a background check
- Volunteers must comply with all rules, regulations, and policies set by WCA.

## **III. Guidelines**

- Individuals must always conduct themselves in a professional manner, always reflecting the nature of Christ.
- Student information is strictly confidential.
- While student interaction is a necessary part of education, volunteers must never lose the authority/student decorum.
- Just as students are responsible for their words on social networking media, teachers are responsible for their words both on and off school grounds.
- Parent-teachers are responsible for making up missed days or classes.
- We **STRONGLY** discourage being FB friends with students.
- While in the building, you are 'On the Job'
- Staff members are available at every step to offer help.
- Students **MUST** complete all work that is assigned to them. **ANY** outstanding assignments need to be reported immediately to the office.
- Mastery Learning is a building block of our program.
- We welcome suggestions from staff, student, and parents alike.
- Cell phone use must be kept to a minimum.
- Office personnel will pull supplies.
- Before dismissal, the responsible adult must ensure the room used by the class is cleaner than they found it.
- Grades, assignments, and the like should never be discussed with parents, even if they are personal friends.
- Grades are issued by WCA only. Some teacher submitted scores may change slightly when figured into our weighting system.



## *WCA Volunteer Policies*

- ✓ Any correspondence must be approved by the administrator. Items should be submitted at least two days in advance.
- ✓ WCA is a Bible based Christian school. However, no doctrinal discussions are permitted. If such a question does arise, students must be directed to the office. From there, WCA staff will prayerfully guide them to sources sanctioned by their parents.
- ✓ No adult is ever permitted to be alone with a student.
- ✓ Student/Family information is intensely private and is confidential. At no time should student specifics be discussed with anyone other than school staff.
- ✓ Communication is a vital part of our success. Staff members must discuss all issues concerning grading, students, and the like.
- ✓ No outside fundraising is acceptable.
- ✓ 'Badmouthing' fellow teachers, administration, and the like is simply not tolerated. We must seek to build our program, and never berate it.
- ✓ Relationships which exist outside of WCA must never interfere with school activities.



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### **STUDENT CONFLICT RESOLUTION**

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Working with students is a rewarding experience. However, there are times that a conflict between a student and a volunteer may arise. In such cases, follow these steps:

- 1. Notify Staff of the Concern**  
(Never feel as if you must resolve issues on your own. WCA staff is ready and able to help settle any conflicts that come up.)
- 2. Meet with WCA Staff Member**  
(A meeting will be scheduled that fits the situation.)
- 3. Create a Resolution with Staff**  
(Often times a conflict can be resolved with a very simple adjustment.)

## Student Driving & Parking Rules

### IMPORTANT THINGS TO REMEMBER!

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1. Withdraw Dates/ Drop Dates
  - a. Enrichment dates are built into each academic year.
  - b. Withdraws will not be permitted past the four-week mark. A zero will be issued for classes not complete. No refunds or credits will be given.
  - c. Classes cannot be dropped past six weeks.
2. Volunteering
  - a. WCA offers a volunteer program.
  - b. Volunteers must pass a background check.
  - c. Volunteers must successfully complete the “Volunteers Training.”
  - d. Volunteers must abide by all WCA policy and procedures.
3. Report Cards
  - a. Report cards are issued four times each academic year.
    - i. November 6<sup>th</sup>
    - ii. January 15<sup>th</sup>
    - iii. March 26<sup>th</sup>
    - iv. June 11<sup>th</sup>
  - b. Grades are due two weeks before report cards are issued.
  - c. Families not reporting grades on time will be “inactive” and

4. Curriculum
  - a. Curriculum must be used in each core subject area.
  - b. Curriculum must be from a reputable company.
  - c. Curriculum must be completed at grade level.
  - d. Curriculum must be approved by WCA administration.
5. Completing Classes from Other Academic Institutions
  - a. The Institution must be approved by WCA administration
  - b. WCA welcomes classes taken elsewhere, provided they meet the following criteria:
    - i. Grade level course
    - ii. Chartable progress
    - iii. Grades issued
6. High School
  - a. Credits Needed to Graduate
    - i. 4+ Mathematics
    - ii. 4+ Language
    - iii. 4+ Science
    - iv. 4+ History
    - v. 7+ Electives
  - b. Length of Enrollment
    - No student will be permitted to graduate from WCA if they have not met the requirements for graduation.
    - A student must be a registered, active student for at least two full academic years to graduate with a WCA diploma.
    - Homeschool parents must provide documentation of high school credits completed, plus a validation fee per academic year.

*Westland Christian Academy reserves the right to deny membership to families not in compliance with policies and procedures.  
Yearly updates will be made as is deemed necessary.*

**DRESS CODE POLICY**

*THE PURPOSE OF OUR DRESS CODE POLICY IS TO PROVIDE A MODEST APPEARANCE THAT REFLECTS CHRIST. THE BIBLE DOES NOT SPECIFICALLY TELL US HOW WE SHOULD DRESS OR HOW OUR HAIR SHOULD BE CUT; IT DOES GIVE US SOME PRINCIPLES TO FOLLOW. IN LIGHT OF THESE PRINCIPLES, WE MUST SET GUIDELINES FOR OUR SCHOOL.*

**OUR GOAL IS TO ENCOURAGE THE WEARING OF MODEST CLOTHES (ROM. 12:1-2).**

THIS GOAL IS BUILT AROUND THE FOLLOWING PRINCIPLES:

- CLOTHING NOT TOO TIGHT OR TOO BAGGY
- NO UNDERGARMENTS SHOWING AT ANY TIME
- NO BACK OR MIDRIFTS SHOWING IN ANY POSITION
- CLOTHES MUST HAVE NO RIPS OR TEARS

**ALL STUDENTS ARE REQUIRED TO BE CLEAN, NEAT, MODEST, AND REFLECT CHRIST IN THEIR DRESS.**

- I. PANTS** – DRESS SLACK OR JEANS MUST BE CLEAN, NEAT AND NOT TIGHT-FITTING (NO HOLES OR STAINS). PANTS MUST BE MODEST-FITTING AND APPROPRIATE IN LENGTH (NO DRAGGING) AND NOT TOO TIGHT. NO SWEATPANTS, YOGA PANTS, PAJAMA PANTS, ECT ARE PERMITTED.
- II. SHIRTS** –SHIRTS SHOULD BE NEAT-FITTING (I.E. NOT SLOPPY OR EXCESSIVE IN LENGTH). SHIRTS MUST BE BUTTONED FOR MODESTY.
- III. OTHER-**
  - A. SKIRTS AND DRESSES MUST BE TO THE KNEE (3INCHES ABOVE THE KNEE ACCOMPANIED WITH LEGGINGS) AND NOT TIGHT-FITTING.
  - B. DRESS OR SKIRT SLITS MAY NOT EXCEED 3" ABOVE THE KNEE.
  - C. HATS/VISORS – CAPS AND VISORS ARE TO BE WORN OUTSIDE ONLY. STUDENTS MAY NOT BE BAREFOOTED OR SOCK FOOTED IN SCHOOL, SHOES MUST BE WORN.
  - D. NO EXCESSIVE OR EXTREME JEWELRY/ACCESSORIES ARE ALLOWED.

**STUDENTS IN NONCOMPLIANCE WILL NOT BE PERMITTED TO STAY ON GROUNDS.**

# Westland Christian Academy

## *Student Code of Conduct*



Being a student of Westland Christian Academy is a privilege, not a right. We join together as brothers and sisters in faith working toward higher achievement in spiritual and academic heights. Each student is responsible for his/her actions. He or she is to be familiar with the contents of the Parent/Student Manual. There is also a voluntary policy and procedure assembly given each fall.

I \_\_\_\_\_ shall:

1. Avoid a negative and complaining attitude, observe honesty at all times and will never cheat or encourage others to do so.
2. Respect those in authority and give prompt obedience to all staff members treat all my fellow students with respect, both in words and actions.
3. Use language which glorifies the Lord.
4. Not use any alcohol, drugs, or tobacco.
5. Never borrow another person's property without permission and will return it upon request and in the same condition.
6. Be responsible for completing all assignments on time and to the best of my ability
7. Be loyal to Westland Christian Academy, its programs, policies, and promote the school to others.
8. Seek God's will for my life through daily prayer, reading of the Word of God and weekly attendance at a Christ-centered church.

Above and beyond the rules of conduct, WCA students are expected to demonstrate a Christian testimony before others at all times both on and off campus.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## Photograph/Media Release Form

I, the undersigned, do hereby consent and agree that Westland Christian Academy, its employees, or agents have the right to take photographs, videotape, or digital recordings of my child \_\_\_\_\_

\_\_\_\_\_ and to use these in any and all media, now or hereafter known, for the purpose of advertisement, documentation for events, or other publications.

I do hereby release to Westland Christian Academy, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my child's identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration, either for initial or subsequent transmission or playback.

I also understand that Westland Christian Academy is not responsible for any expense or liability incurred as a result of my child's participation in these events.

I have read and understand the foregoing statement, and am competent to execute this agreement.

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

