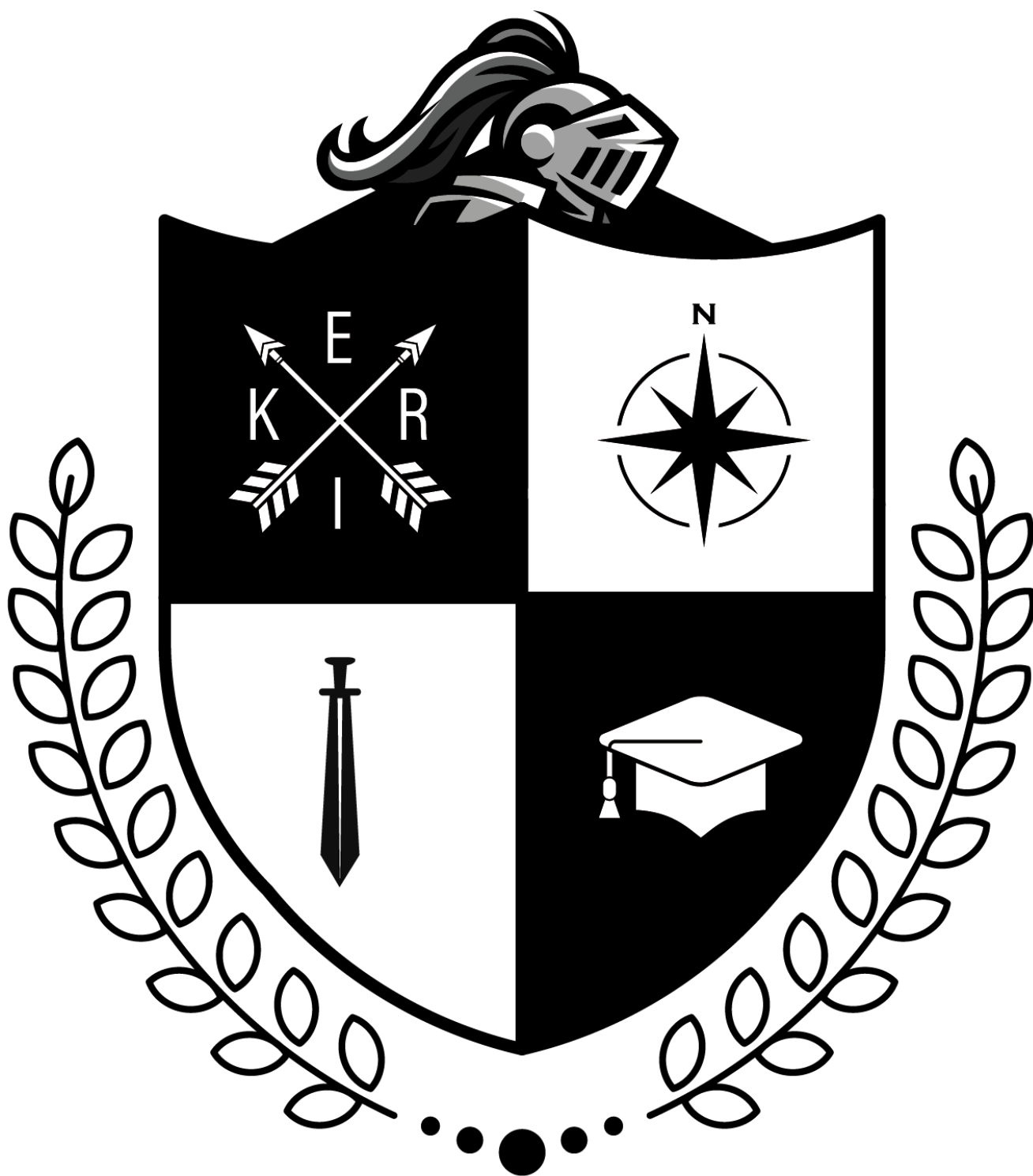




STUDENT HANDBOOK

2026-27



WEST LOGAN CHRISTIAN ACADEMY

— EST. 2023 —



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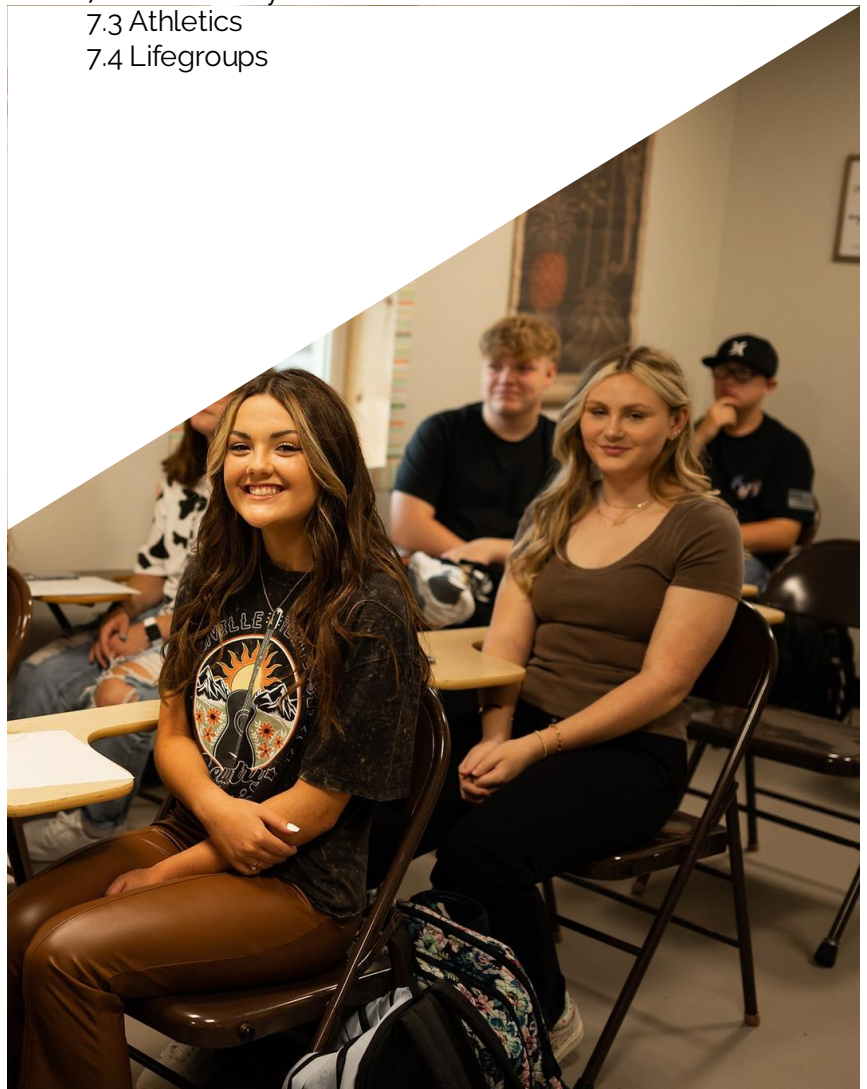
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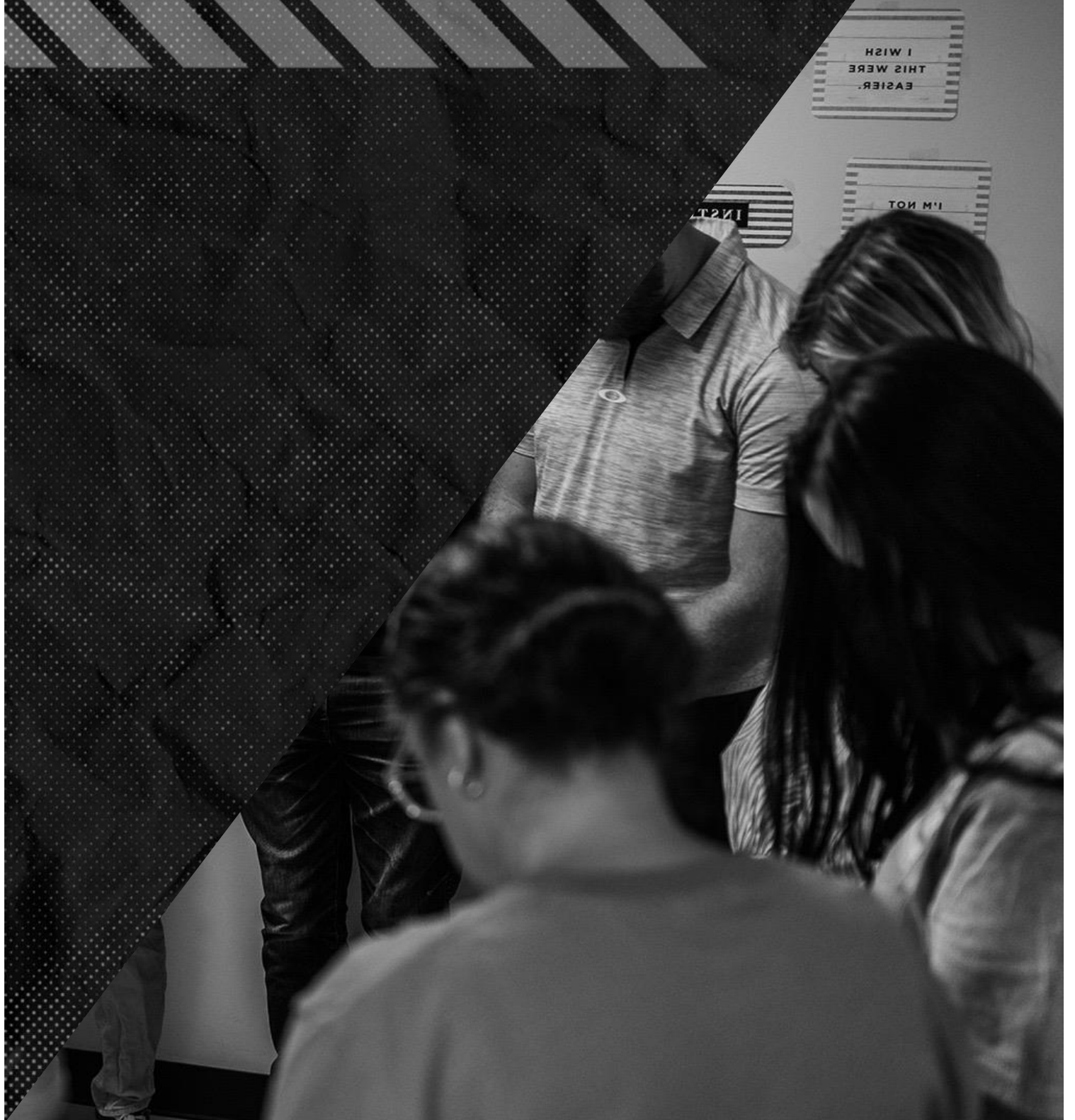
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I. PURPOSE & AFFILIATION



1.1 MISSION STATEMENT

The mission of West Logan Christian Academy is to partner with students and families so that our students may:

KNOW GOD through a Christ-Centered Foundation, Education and Discipleship.

FIND FREEDOM by experiencing community and meaningful connections in a family oriented atmosphere that is based on truth and focused on their heart.

DISCOVER PURPOSE in the Kingdom of God and in society by discovering and refining their God-given gifts and talents.

MAKE A DIFFERENCE by emphasizing leadership through servanthood and providing opportunities to utilize their gifts and talents to contribute to the world around them.

1.2 VISION STATEMENT

Propelling students in a loving environment that builds community and reflects God's love.

Preparing a future generation of "Good Humans" who are able to successfully live in today's culture with a Christ Centered foundation.

Providing students with a quality, well-rounded, individualized education with flexibility that equips them to lead and become contributing members of our society.

1.3 STATEMENT OF PURPOSE

West Logan Christian Academy exists for the purpose of establishing and operating a Christian school. We believe the Christian school exists as an organization to assist the home and the church in the training of children and youth. The intent of West Logan Christian Academy is to refine the gifts, talents, and abilities that God has already positioned inside students' hearts, developing Good Humans that exhibit excellence, kindness, integrity and respect as they walk out His will and purpose in their lives.

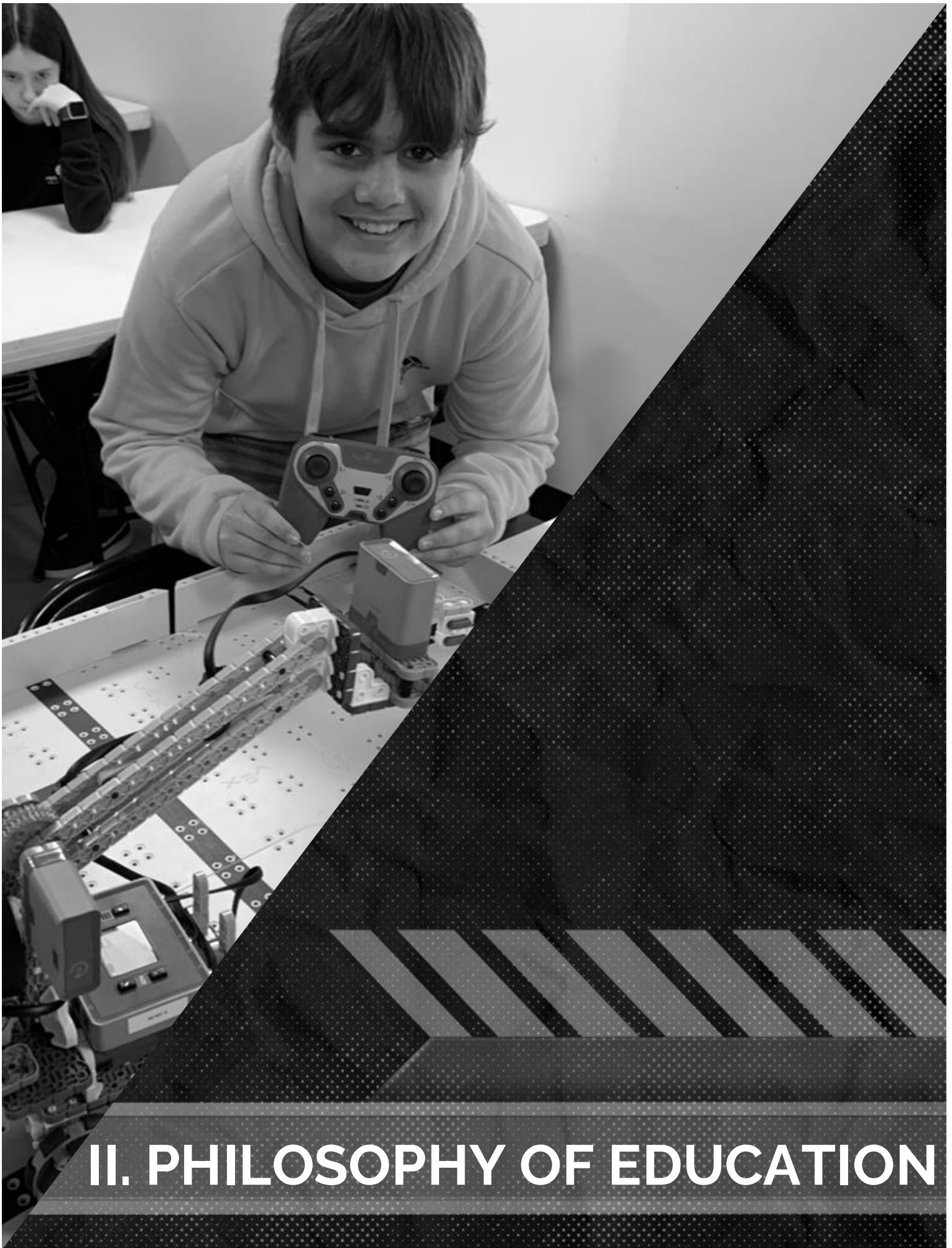
1.4 AFFILIATION

West Logan Christian Academy is a ministry of West Logan Church.

1.5 STATEMENT OF FAITH

West Logan Christian Academy will operate based not upon doctrine, but upon the principles of Christianity:

- We believe the whole Bible to be completely and equally the inspired, infallible, and authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe God as the Creator of all things.
- We believe Jesus Christ was the Son of God, conceived by the Holy Spirit, was born of a virgin, that He lived a sinless life, performed miracles, died on the cross for our sin, rose again on the 3rd day, that He is seated at the right hand of the Father, and that He is coming back again!
- We believe in the necessity of salvation, as all have sinned and come short of the glory of God.
- We believe in the rightful submission to God-ordained governmental authorities but that God's Law is higher than man's law and will always obey the higher law when the two are in conflict.
- We believe in the unique roles of male and female as created by God and do not condone violation of these roles. We confirm that biblical marriage is limited to a covenant relationship between a man and a woman.
- We believe in the spiritual unity of believers in our Lord Jesus Christ



II. PHILOSOPHY OF EDUCATION

2.1 PHILOSOPHY OF EDUCATION

Aristotle said, "Educating the mind without educating the heart is no education at all." The foundation of education goes deeper than academic knowledge – the foundation of education is the heart. God's Word says in 2 Peter 1:3, "His divine power has given to us all things that pertain to life and godliness, through the knowledge of Him who called us by glory and virtue." Through the power of God and knowledge of Him, everything we need to be successful at any stage of life, God has already placed inside of us. The intent of West Logan Christian Academy is to refine the gifts, talents, and abilities that God has already positioned inside students' hearts, developing Good Humans that exhibit excellence, kindness, integrity and respect as they walk out His will and purpose in their lives.

As partners with parents in the educational process, teachers and staff stand as delegated authorities and Spirit-filled role models of excellence, kindness, integrity, and respect and are responsible before God to communicate the character of Christ and the Truth of His Word to their students in both word and deed.

2.2 EDUCATIONAL OBJECTIVES:

FOR SPIRITUAL AND MORAL GROWTH OF THE STUDENT, the school seeks:

- To teach the Bible as God's inspired Word.
- To encourage the student to accept God's offer of salvation through faith in Jesus Christ.
- To teach consistent, daily Christian living and fellowship with God.
- To teach a Biblical sense of right and wrong.
- To teach self-discipline in all areas of life based on respect and reverence to God and those in authority.
- To train up students as individuals of integrity and character.
- To teach an attitude of Christ-like servant-hood.

FOR PERSONAL AND SOCIAL DEVELOPMENT OF THE STUDENT, the school aims:

- To instill the qualities of excellence, kindness, integrity, and respect in the hearts of our students.
- To help the student accept him/herself as God has created him/her.
- To challenge the student to full development of his/her capabilities and talents in Christ, helping him/her to accept and respect others with differing talents.
- To promote healthy living and the responsible use of the body as the temple of God.
- To foster a Biblical attitude toward material things and to teach stewardship of possessions and time.
- To cooperate closely with the family in all aspects of the student's development, especially as it relates to the academic school program.
- To actively promote kindness towards all fellowman.
- To teach the student to worship God and to effectively represent the Gospel to the world.

FOR ACADEMIC INSTRUCTION OF THE STUDENT, the school endeavors:

- To provide an environment conducive to each individual's learning needs to the best of our ability.
- To encourage the student to succeed to the best of his/her ability, applying the idea of excellence into their academic efforts.
- To meet students where they are in their academic level while aiming to challenge them to reach beyond it.
- To teach with rigor and relevance, no matter the academic level.
- To encourage the development of good, study habits and research methods.
- To develop creative and critical thinking skills through applying Biblical criteria for evaluation.
- To encourage the student to make a positive contribution to society.
- To promote a Biblical worldview through the integration of Biblical principles in all subject areas.



III. SCHOOL OPERATIONS

3.1 ADMISSION

1. New student inquiries must complete the "New Student Inquiries" form online.
2. Parents of students will be notified by administration when spots come available and will have the opportunity to accept or decline the spot.
3. Siblings of current students will have preference over spots.
4. Parents will complete the Enrollment Application along with a nonrefundable enrollment fee of \$100.
5. Transfer Students must be in good financial standing with previous schools, Students who are not in good behavioral standing, are in danger of suspension/expulsion, or are currently under suspension/expulsion may not be accepted into West Logan Christian Academy. Acceptance of all new students is based upon the discretion of Program Administration.

3.2 RE-ENROLLMENT/ADMISSION OF RETURNING STUDENTS

Current students will have the opportunity to re-enroll for the following year in February and will have a designated period of two weeks to respond to the digital form sent out by administration along with a non-refundable re-enrollment fee of \$100 per family. In order to be eligible for re-enrollment, tuition and any other financial obligations must be paid in full at the time of re-enrollment and must continue for the remainder of the year.

Although WLCA desires to maintain its current student base, administration reserves the right to withdraw the re-enrollment of a student for the upcoming academic year. This type of decision may be the result of offenses like a student's or parent's unwillingness to cooperate with school policy or procedure, history of unreasonably late payments or nonpayment of tuition or other fees, consistent and deliberate disruptive behaviors, or any other issue deemed by administration as grounds for revocation of re-enrollment privileges.

3.3 REQUIRED FORMS AND DOCUMENTS

To ensure compliance with all necessary state regulations, we must have the following on file:

- Completed Admissions Application
- Completion of Digital Student Information Form
- Physical (for student athletes)
- Immunization Record
- Records Release Form
- Copy of Birth Certificate
- Medical Release Form
- Proof of dental visit (grades 7 and 12)

3.4 SCHOOL HOURS

West Logan Christian Academy's hours 7:30-3:00 on Monday-Thursday. Fridays are reserved for remote learning days and "Friday School" as needed.

3.5 SCHOOL LOCATIONS

West Logan Christian Academy Grades 5-9 operate at our main location at 8 Chalet Village Rd., Logan WV 25601.

West Logan Christian Academy Grades 10-12 operate at our off-site location, Southern WV Community & Technical College, located at 100 College Dr., Logan WV 25601, in Rooms 218, 218A, and 220 located on the second floor of Building A.

3.6 MORNING DROP-OFF AND AFTERNOON DISMISSAL

The safe arrival and departure of our student is of utmost importance, therefore parents are required to adhere to the following procedures:

MAIN CAMPUS - WEST LOGAN CHRISTIAN ACADEMY

Morning Drop Off

- Drop off occurs between 7:30-7:55am. Students who ARE NOT IN THEIR FIRST PERIOD CLASSROOM BY 7:55AM are considered tardy.
- Follow the established drop-off route for the school. Please drive slowly and cautiously, following any direction by school staff.
- Students will report to their designated area after being dropped off at the front door.

Afternoon Dismissal

- Follow the established pickup route at the established pick up times.
- Notify staff member on duty whom you are there to pick up. Notify school office if someone else will be picking up your child.

DISMISSAL TIMES

- 2:20 – 5th Grade
- 2:30- 6th Grade
- 2:40 – 7th Grade
- 2:50 – 8th Grade
- 2:55 – 9th Grade

Late Arrivals

- It is best to notify the school office in advance if your child is coming in late.
- If this is not possible, the student should report to the office first.
- Students will need to sign in on the student sign in book.
- Students will need a "Tardy Slip" to be admitted to class.
- If tardy is the result of a medical appointment, the student should turn in that excuse to the office.
- See Attendance Policy for more information.

Early Pick Ups

- It is best to notify the school office in advance if your child is being picked up early,
- If this is not possible, report to the office to receive your child.
- All early pick ups must be signed out on the student sign out book in the office.
- See Attendance Policy for more information.

SWVCTC CAMPUS - WEST LOGAN CHRISTIAN ACADEMY

Morning Drop Off & Late Arrivals

- Drop off occurs between 7:30-7:45am.
- Students will be dropped at the front door of Building A (main building).
- Students who ARE NOT IN THEIR FIRST PERIOD CLASSROOM BY 7:45AM are considered tardy.
- Students will be responsible to go promptly to their designated classroom upon arrival.

Afternoon Dismissal

- Students will dismiss from the Commons Area.
- Parents will park in the parking lot and notify student/teachers when they arrive so students can be released to exit the building.
- Dismissal will be at 2:30

Early Pick Ups

- **Mrs. Mink (304-688-8036)** must be notified in advance if a student is being picked up early OR if a student has permission to leave campus early. Parents must text her when they have arrived to receive their child.
- ALL COMMUNICATION for WLCA must go through WLCA STAFF ONLY.

3.7 ATTENDANCE POLICY

OBJECTIVE: The attendance policy for West Logan Christian Academy aims to foster positive learning environment and encourage regular attendance to maximize student academic, social/emotional, physical, and spiritual growth. School attendance and the degree to which a student succeeds in school are directly related to one another. Therefore, faithful school attendance is of critical importance. Students are expected to attend all scheduled classes each day, as well as other events and activities scheduled for the day including but not limited to chapel services, community service opportunities, assemblies, etc.

ATTENDANCE EXPECTATIONS: students are expected to attend all classes regularly and be punctual. Excused absences include doctor's excuse, death in family, family emergencies, school sponsored events, and pre-approved educational activities.

REPORTING ABSENCES: Parents/guardians should notify the school by phone or email on the day of the absence. Students are responsible for informing their teachers when they return to school and obtaining any missing assignments.

ABSENCE PROCEDURES

1. When a student is absent from school, a parent or guardian must text/email administration before 8:30 a.m. to report the student's absence.
2. Students who are not in HOMEROOM by their designated time or in their classrooms to indicate the start of each period are considered TARDY. (See Tardy Policy for further information).
3. It is our preference that parental permission (note/phone call) for leaving the building be presented for approval in the office prior to 8:00am.
4. Students must SIGN-OUT in the office when leaving the building for any reason and SIGN-IN upon returning.
5. Students who become ill during the day will report to the office. Parents will be notified by office staff and arrangements for transportation home must be made.
6. Any student under a doctor's care for an illness must be cleared by that doctor to return to school.
7. Any student should be fever free without medication for 24 hours before returning to school.

POOR ATTENDANCE CONSEQUENCES

If students have multiple tardies, missing assignments, or more than three unexcused absences per month, the students will be **REQUIRED** to attend Friday school as assigned by administration.

Friday School is currently scheduled on the calendar on a monthly basis **HOWEVER** in the event it is needed, it may be offered more frequently.

Friday school will be held at the Academy Campus. Parents are responsible for payment, which is a charge of **\$25.00 per day**.

CONSEQUENCES FOR ABSENTEEISM

3 Unexcused Absences in One Month: Friday School

10 Absences in a Semester: Parent conference will be held to determine appropriate action to be taken; Attendance Contract.

20 (plus) Absences: potential dismissal from WLCA; Administration reserves the right to contact the district truancy officer and/or Child Protective Services if a student's absences are deemed excessive over the course of a semester.

Students' failure to comply with the attendance policy in any capacity are subject to being dismissed from West Logan Christian Academy.

School administrators and teachers will frequently monitor school attendance, tardies, absences, and missing assignments. Our staff will provide support and interventions for students facing attendance challenges in order to address underlying issues. By implementing this attendance policy, we aim to create a conducive learning environment that encourages all students to attend school regularly, take responsibility for their education, and achieve success.

MAKING UP WORK FROM SCHOOL ABSENCE

Absence for sufficient reason entitles the student to an opportunity to make up the work missed. It is the student's responsibility to obtain make-up assignments from teachers. In general, the following guidelines will apply for making up work missed due to absence. Failure to make up work will result in zeros. Any work assigned prior to the absence and due during the absence must be submitted on time to receive full credit. To ensure that a student has no outstanding assignments it is recommended that the student check in with teachers on the day the student returns.

Students who are in the building for any part of the day are required to turn in all assignments due that day to all of their classes. Exceptions may be made by administration. Otherwise, late penalties may apply. For example, students who arrive late or leave early must turn in all work due that day. (e.g., students leaving for appointments or school sponsored athletic events).

Long-range assignments (as designated by the teacher) made previously by a teacher (i.e., prior to a student's absence) are due on the date assigned. Otherwise, late penalties shall apply. Illness or appointments are not exceptions. Arrangements must be made to submit assignments on the day they are due.

Previously assigned homework is due the day the student returns. Otherwise, late penalties may apply.

Students who were absent must talk to their teachers about completing work missed during their absence. Failure to complete these assignments on time may result in a zero for each unsubmitted assignment. Students must submit make-up work as follows:

One-day absence: work is due the day after returning to school.

Two-day absence: work is due two days after returning to school.

Three or more day absence: work is due three days after returning to school.

Students who are absent are encouraged to contact their teachers to learn what material was covered in class as well as what assignments are due. For prolonged absences (more than three days), students may request homework and other class assignments from the administrator. Upon their return to school, students should check with their teachers about missing assignments.

Parents of students absent from school for extended periods of time due to major illnesses should contact the principal to discuss assignments from teachers. Parents should encourage their child to work on an appropriate amount of schoolwork so that, upon return to school, students' progress will not be jeopardized.

Students suspended from school/class are required to turn in previously made assignments on time, including those assignments due during the course of their suspension. While suspended, students are expected to make up class work/tests and will be given credit for the work submitted.

3.8 TARDY POLICY

Tardiness defined as “the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present... A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. Accumulation of tardies shall be based on a FULL SCHOOL YEAR.

THREE TARDIES WILL BE EQUIVALENT TO A FULL DAY ABSENCE. A student at WLCA is considered tardy if s/he is not present inside the classroom when the bell rings at 7:55 a.m. Tardy students are to report to the main office to receive a tardy slip before entering class late. All tardies are documented through the school's electronic tracking system (Thinkwave).

CONSEQUENCES FOR TARDIES

10 tardies: Parent will be called. Student will receive a consequence from administration.

20 tardies: Student will be required to attend Friday School from 8:00am until 2pm. Parents will be responsible for paying \$25.00 to the teacher for Friday school.

30 (plus) tardies: Parent conference will be held to determine appropriate action to be taken.

Administration reserves the right to contact the district truancy officer if a student's tardy occurrences are deemed excessive over the course of a semester.

ALL STUDENTS ENTERING THE BUILDING AFTER 7:55 a.m. MUST REPORT TO THE OFFICE FOR A TARDY PASS.

3.9 PARENT INVOLVEMENT

We welcome parent involvement at WLCA. If you desire to volunteer in a classroom or in the school in any capacity, notify your child's teachers to see where you may be needed. We often REQUEST parent volunteers for larger school events and functions, Parents and visitors are required to check in at the school office. Regular volunteers may be asked to provide permission to do a background check for insurance purposes.

3.10 SCHOOL TO FAMILY COMMUNICATION

In order to provide WLCA families various reliable communication channels, we utilize app and subscription based services. These annual fees are assumed by the organization and do not require families to pay for these services individually. However, these expenses will be a **billable fee of \$50** per child and will be a Hope eligible expense.

ParentSquare– this is our primary form of communication with the school and your child's teachers.

Mass Text – WLCA also utilizes the text messaging service from West Logan Church.

WLCA Facebook Page– information is also posted on our school Facebook page.

Thinkwave – this is used for parents to see student's grades. A login will be sent the first week of school via email.

3.12 STUDENT LOCKERS

Students in grades 5-9 at our Main Campus will be provided with the opportunity to rent a locker. Locker Rental Fee is \$10 for the year (this is a Hope eligible expense) and students are required to purchase their own COMBINATION LOCK. Locks with keys are not permitted. Students will be assigned a locker by their homeroom teacher and that is the ONLY locker they will be permitted to use. The lock cannot be placed on the locker until the combination has been provided to the homeroom teacher. Students are not allowed to share a locker. Students will be permitted in their locker during designated times only to prevent disruption.

3.13 EMERGENCY PROCEDURES

In the event of an emergency, established policies and procedures are followed when and where necessary. Safety procedures are practiced regularly so that everyone is familiar with step to take for an actual event.

In response to any early dismissal for any reason, WLCA will notify parents via Parent Square and mass text.

3.14 TRANSPORTATION

Daily transportation to and from school is not provided. At this time, when the need to transport students arises, students are transported via the West Logan Church van, teachers, or volunteers. Anyone who volunteers to drive students must have a valid West Virginia driver's license and proper insurance.

3.15 STUDENT DRIVERS

Students at SWVCTC who are the appropriate age and have been issued a valid West Virginia driver's license are permitted to drive to and from school.

Student drivers at the SWVCTC campus are REQUIRED by SWVCTC Administration to have a parking pass in order to drive to and from school. Students will fill out the required form to receive a parking pass that will be turned in to Mrs. Mink, and will then be turned in to SWVCTC for students to receive their permit.

Student athletes are permitted to drive themselves to athletic events with the understanding that the school is not liable for any accidents or injury that may occur in transit.

3.16 LOST AND FOUND

Lost and Found is located in the school office. At the end of each month any unclaimed personal items will be donated or discarded of.

3.17 LOST/DAMAGED SCHOOL PROPERTY

Parents will be asked to replace any piece of school property that is lost or damaged by their child during the school year. If the item is lost, the total replacement fee is charged. If the item is damaged, school administration will determine the appropriate charge.

3.18 HOMESCHOOL STUDENTS

West Logan Christian Academy partners with our West Logan Church Homeschool Ministry to provide services to homeschooled families. These students, if they meet the same academic requirements as Academy students and take a minimum of two classes, may participate in our athletic programs but must be in compliance with conference guidelines where applicable.

3.19 STUDENT CELL PHONE USE

Student cell phones are to be powered down and turned in to and secured by each classroom teacher upon the students arrival to the classroom. Cell phones will remain in classrooms during lunch. Students are permitted to utilize their cellular device in the instance it is necessary with permission from their classroom teacher. There may be times that students are permitted to use their device for classroom activities.

CONSEQUENCES FOR VIOLATION OF CELL PHONE POLICY

***Failure to turn in device counts as a violation of the cell phone policy.*

- First violation will result in a verbal warning.
- Second violation will result in a parent phone call, a Disciplinary Referral, and the parent or guardian will be required to pick up the device at the end of the day.
- Third violation will result in a parent phone call, a Disciplinary Referral, and the student will be required to turn in their device in the main office first thing in the morning every day for a week.
- Fourth violation will result in a Disciplinary Referral AND loss of cell phone privileges and will not be permitted to bring their device to school for whatever period of time deemed necessary by administration.

3.20 PERSONAL ELECTRONIC USE

Students are permitted to use their personal laptops and tablets for classroom assignments. WLCA is not liable for any damaged, lost or stolen personal electronic devices.

3.21 SCHOOL TECHNOLOGY RESOURCES

Throughout the year, WLCA may make available to students certain technology for assignments and activities. Procedures for proper use will be taught to students in the beginning of the year. Students will then be required to sign an Acceptable Use Agreement that will be kept on file in the office. Any misuse or mistreatment by the student that results in damage results in a loss of electronic privileges for that student and the parents will be required to pay to replace or repair any damages. Any violation of the Acceptable Use Agreement may result in a loss of electronic privileges.

All students, upon enrollment, will receive a school email account that gives them access to the Google for Education Platform. With this email address, students may be required to complete some school assignments in Google Classroom.

3.22 LUNCH & SNACK

Meals are not provided to students at WLCA therefore all lunches must be brought from home. Microwaves are available for students to heat up food. At our Main Campus, students will have the option of purchasing some lunch and snack items from our Snack Stand. Drinks, candy, chips, and select frozen food items are available to purchase during break times.

At our SWVCTC Campus, students will also have access to microwaves to heat up their lunches, and will also have the option to purchase both breakfast and lunch from Hatfield Market, located in the commons area.

3.23 INCLEMENT WEATHER

WLCA will follow Logan County Schools Inclement Weather calls, unless otherwise agreed upon by school administrations in certain situations. School cancellations and delays will be put FIRST on ParentSquare/Mass Texts to notify parents.

3.24 SWVCTC CAMPUS STUDENT ID'S

IF it is a requirement of SWVCTC that, for security purposes, all students wear their student ID tags, this will ALSO apply to our students.

3.25 PHOTO RELEASE

We want to take every opportunity to share all of the great things our students are experiencing and for this reason, all parents must have a signed photo release form on file for their child. If there is some reason a student is NOT permitted to have their photo taken, it is the responsibility of parents to let administration know. This also applies to those students at the SWVCTC campus pertaining to their own photo releases as well..

3.26 STUDENT SICKNESS

1. If a child's temperature is 100 degrees or higher, a parent will be contacted and expected to make immediate arrangements to pick up their child.
2. If a child has any outward signs of sickness, a parent will be contacted to discuss the best course of action.
3. Students should not come to school if they have a fever of 100 degrees or higher, and/or have vomited and/or had diarrhea within 24 hours.
4. In the event that a child has contracted a serious illness, a doctor's note clearing the child may be required prior to the child coming back to school.
5. School administration will make any necessary decisions regarding notification of health issues.

3.27 MEDICATION POLICY

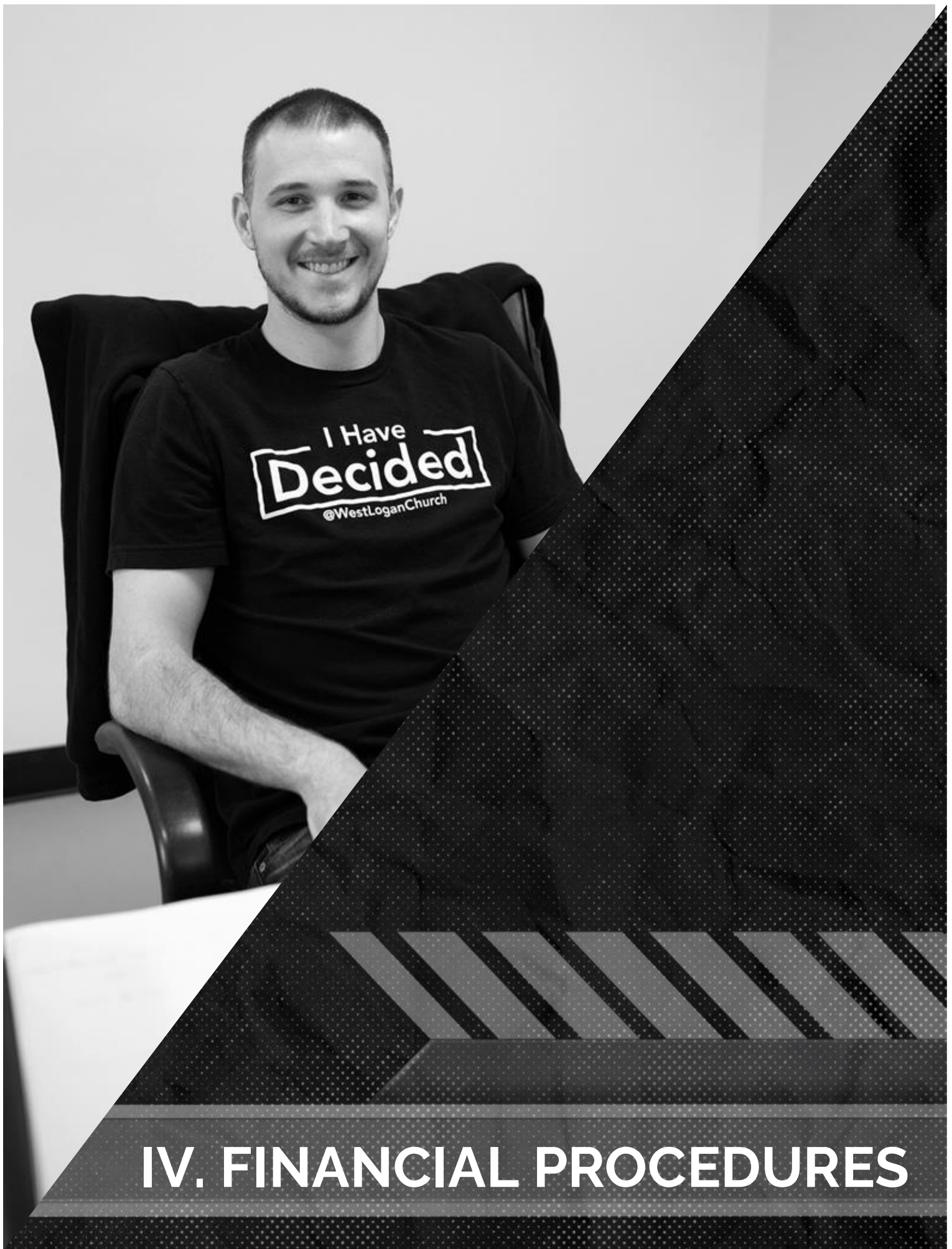
School staff is not permitted to dispense non-prescription medication without verbal or written parental consent. All prescription medications must be in the original container and have a pharmacy label that includes the child's full name, name of the medicine, and instructions regarding time and dosage.

3.28 STUDENT INJURIES

Parents will be notified of any injury deemed serious by school administration. We will attempt to contact parents immediately concerning any head or serious injury. Emergency medical services will be sought as needed.

3.29 EXTRACURRICULARS

It should be understood that ALL extracurricular activities are considered to be a PRIVILEGE and that administration reserves the right to revoke such privileges at their discretion. (See Extracurricular Activities for more information)



IV. FINANCIAL PROCEDURES

4.1 FINANCIAL MANAGEMENT

All WLCA finances are overseen by our Board of Directors and managed by the business manager of West Logan Church.

4.2 TUITION & FEES

Invoices for tuition are emailed on the 1st of every month and due by the 15th of each month. Invoices for Book Fees are invoiced and due in July. Enrollment fees are due at the time of Application submission. Tuition is divided into 10 payments on a 10 month payment period.

YEARLY TUITION RATES & FEES

Tuition - \$5,025
Yearly Book Fee - \$200 per child
Re-Enrollment Fee - \$100 per family
Enrollment Fee - \$100 per child
Athletic Fee - \$50 per sport
Locker Rental Fee - \$10 (Grades 5-9)
Testing Fee - \$65
Technology Fee- \$50
Graduation Fee - \$75

Failure to make timely payments may result in a student's dismissal from our program.

Student re-enrollment requires that all financial obligation be met at the time of re-enrollment. If all financial obligations are NOT met at the completion of the school year, a student's re-enrollment may be revoked for the following school year.

4.3 HOPE SCHOLARSHIP

WLCA does accept Hope Scholarship Funding for students. In order to qualify, students must be enrolled in public school for at least 45 days at the time of their application. Hope is NOT income based. The application window is open from March 1st through June 15th to receive 100% of the scholarship; June 15-September 15th for 90% of the Scholarship; September 16th – November 30th for 50% of the scholarship; and December 1st – February 28th for 25% of the Scholarship.. Just because a student is approved for the Hope Scholarship does not mean that the student is required to accept it when the time comes. **YOU MUST REAPPLY FOR THE HOPE SCHOLARSHIP EVERY YEAR!!** Find out more at www.hopescholarshipwv.com.

BEGINNING THE 2026-27 ACADEMIC YEAR, HOPE SCHOLARSHIP FUNDS WILL BE DISPERSED ON A QUARTERLY BASIS INSEAD OF A SEMESTER BASIS AS IN YEARS PAST.

Hope Scholarship Funds will be distributed by the Treasurer's Office on: August 15th, October 15th, January 15th, and April 15th. Parents will be required to reserve funds on these dates as well. In the past, this has only been done in August and January. Now parents are required to reserve funds be sent to the school **four times** instead of twice..

PARENTS ARE RESPONSIBLE FOR RESERVATION OF FUNDS IN THEIR CHILD'S HOPE PORTAL. FAILURE TO RESERVE IN AN ACCEPTABLE AMOUNT OF TIME WILL RESULT IN A \$300 CASH LATE FEE.

4.4 EARLY WITHDRAWAL

Once a student is enrolled or re-enrolled for the upcoming school year, West Logan Christian Academy begins making staffing, curriculum, classroom, scheduling, and operational decisions based on that enrollment commitment. Because a withdrawn enrollment may result in financial loss to the school and may prevent another student from receiving that seat, the following withdrawal policy shall apply.

Withdrawal before JUNE 15TH:

Families who submit written notice of withdrawal before **JUNE 15TH** will not be charged an early withdrawal fee. Registration, application, curriculum, testing, and other non-refundable fees remain non-refundable.

Withdrawal AFTER JUNE 15TH:

Families who withdraw after **JUNE 15TH** will be assessed an early withdrawal fee of \$500 per student.

Dismissal or administrative withdrawal:

If a student is dismissed or administratively withdrawn due to academic, behavioral, attendance, financial, or parent partnership concerns, the same financial withdrawal policy may apply.

Records:

Report cards, transcripts, diplomas, and other academic records may be held until all financial obligations to the school are satisfied, to the extent permitted by applicable law.



V. STUDENT BEHAVIOR & APPEARANCE

5.1 STUDENT EXPECTATIONS

1 **Be Excellent**

- Excellence is the high standard set for personal achievement – it is not perfection.
- Colossians 3:23 says "Whatever you do [whatever your task may be, work from the soul [that is, put in your very best effort], as [something done] for the Lord and not for men." (AMP)
- We promise to strive for excellence in this ministry – and we expect the same in return from all participants involved.

2. **Be Kind**

- Ephesians 4:32 says, "And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you."
- Luke 6:31 "Do to others as you would have them do to you."
- Kindness means we:
 - Put the needs of others above ours
 - Appreciate others' differences
 - Don't expect anything back in return
 - Say nice words to people
 - Smile at others
 - Do not make fun of others

3. **Be a person of integrity**

- Integrity is doing the right thing even when no one is looking.
- 2 Corinthians 8:21 says "We are careful to be honorable before the Lord, but we also want everyone else to see that we are honorable." (NLT)
- People of integrity:
 - Always tell the truth
 - Admit when they are wrong
 - Apologize when they are wrong
 - Are trustworthy
 - Keep their word

4. **Be Respectful**

- 2 Peter 2:17 says "Show proper respect to everyone, love the family of believers. . . ." (NIV)
- We will respect ourselves, one another and one another's property
- We will respect God's house
- Respectful people use their manners! They say yes mam, no mam; yes sir, no sir; please; and thank you.

5.2 DISCIPLINARY PROCEDURES

In an effort to provide each student at West Logan Christian Academy with a safe and productive environment conducive to the development of their spiritual, personal, and educational needs, we have established FOUR PILLARS OF EXPECTATIONS that our students are held to on a daily basis.

STUDENTS ARE EXPECTED TO:

- to hold themselves to a standard of EXCELLENCE in their behavior, academics, and extracurricular activities and outside school functions.
- to exhibit KINDNESS to all school staff, classmates, peers, and any other individual he or she may encounter at both school and extracurricular functions.
- to demonstrate RESPECT towards school staff, parent volunteers, classmates, peers, and any other individual he or she may encounter at both school and extracurricular functions AS WELL AS demonstrating RESPECT towards property that does not belong to them AS WELL AS demonstrating RESPECT towards themselves by refraining from negative self talk.
- to have INTEGRITY in both his or her character and academics.

In the event that a student chooses not to comply with these above stated expectations in any capacity, that student will be issued a Student Disciplinary Referral, which you will find attached to this letter. Below you will find our disciplinary procedure outlined:

DISCIPLINARY PROCEDURAL STEPS

- 1st Discipline Referral = consequence & parent contact by teacher
- 2nd Discipline Referral = consequence & parent contact by administrator
- 3rd Discipline Referral = In School Suspension, Behavior Contract & parent contact by administrator
- 4th Discipline Referral = Out of School Suspension & parent contact by administrator
- 5th Discipline Referral = Expulsion/Dismissal

Students who are under suspension are NOT PERMITTED to attend any school function or extracurricular activity for the duration of their suspension days.

*****MAJOR BEHAVIOR REFERRALS are EXPELLABLE OFFENSES and may skip the above stated steps and lead straight to Expulsion.***

5.3 DISCIPLINARY REFERRAL FORM

WEST LOGAN CHRISTIAN ACADEMY STUDENT DISCIPLINE REFERRAL

ALL student discipline referrals are to be turned into the office. A student's 1st Discipline Referral will result in parent contact by the teacher; the 2nd will result in a parent contact by an administrator; upon the 3rd Discipline Referral, student will receive In School Suspension and a REQUIRED Behavior Contract; the 4th will result in Out of School Suspension, and the 5th will result in Expulsion/Dismissal from the Academy. **Note that MAJOR BEHAVIOR REFERRALS are EXPELLABLE OFFENSES and may skip the above stated steps.**



Identifying Information:		MINOR BEHAVIOR REFERRAL or MAJOR BEHAVIOR REFERRAL	
Date of Incident		MINOR Behavior Referral <i>Managed by Staff Member</i>	MAJOR Behavior Referral <i>Managed by Staff Member</i>
Time of Incident			
Student Information	Student Name Student Grade:	☐ Fighting ☐ Physical Aggression ☐ Defiance/Non-Compliance/Insubordination ☐ Disrespect ☐ Abusive Language/Profanity ☐ Harassment ☐ Bullying ☐ Property Damage/Vandalism ☐ Theft ☐ Technology Violation ☐ Skipping Class ☐ Possession of Illegal Substance ☐ Possession of Illegal Substance ☐ Other _____	☐ Fighting ☐ Physical Aggression ☐ Defiance/Non-Compliance/Insubordination ☐ Disrespect ☐ Abusive Language/Profanity ☐ Harassment ☐ Bullying ☐ Property Damage/Vandalism ☐ Theft ☐ Technology Violation ☐ Skipping Class ☐ Possession of Illegal Substance ☐ Possession of Illegal Substance ☐ Other _____
Referring Staff Name			
Location: Where did it happen in the building?	☐ Classroom ☐ Restroom ☐ Hallway ☐ Snack Room ☐ Playground ☐ Sidewalk ☐ Office ☐ Gym ☐ Other _____	BROKEN STUDENT EXPECTATION <i>Which of the four expectation pillars were violated?</i> ☐ Excellence ☐ Kindness ☐ Respect ☐ Integrity	
Explanation: What happened?	MOTIVATION <i>Why do you believe the student did this?</i> ☐ Obtain attention from peers ☐ Obtain attention from adults ☐ Obtain items or activities ☐ Avoid peers/adults ☐ Avoid task/activity ☐ Other _____		
	RESPONSE <i>What was the consequence?</i> ☐ Verbal Warning ☐ Conference with teacher / administrator ☐ Behavior Contract ☐ Loss of Privileges (break, lunch, extracurricular, etc.) ☐ ISS for _____ days ☐ OSS for _____ days ☐ Parent Contact by _____ ☐ Other _____		

5.4 TOBACCO-FREE AND VAPE POLICY

Tobacco and vape/e-cigarette use is prohibited for everyone, everywhere, at all times- even during off-site excursions, activities, and events. This includes all tobacco products and vaping devices whether they contain nicotine or not. Visitors violating this policy may be asked to leave ministry related functions. Students violating this policy may result in dismissal.

5.5 WEAPONS

The possession of a weapon, including knives of all kinds, on the school grounds is strictly prohibited. Any violation of this policy may result in immediate suspension or expulsion AND potential criminal prosecution.

ALL THREATS concerning the possibility of staff or student harm are considered by law Acts of Terrorism and WILL BE taken seriously and may result in criminal investigation/prosecution.

5.6 STUDENT DRESS EXPECTATIONS

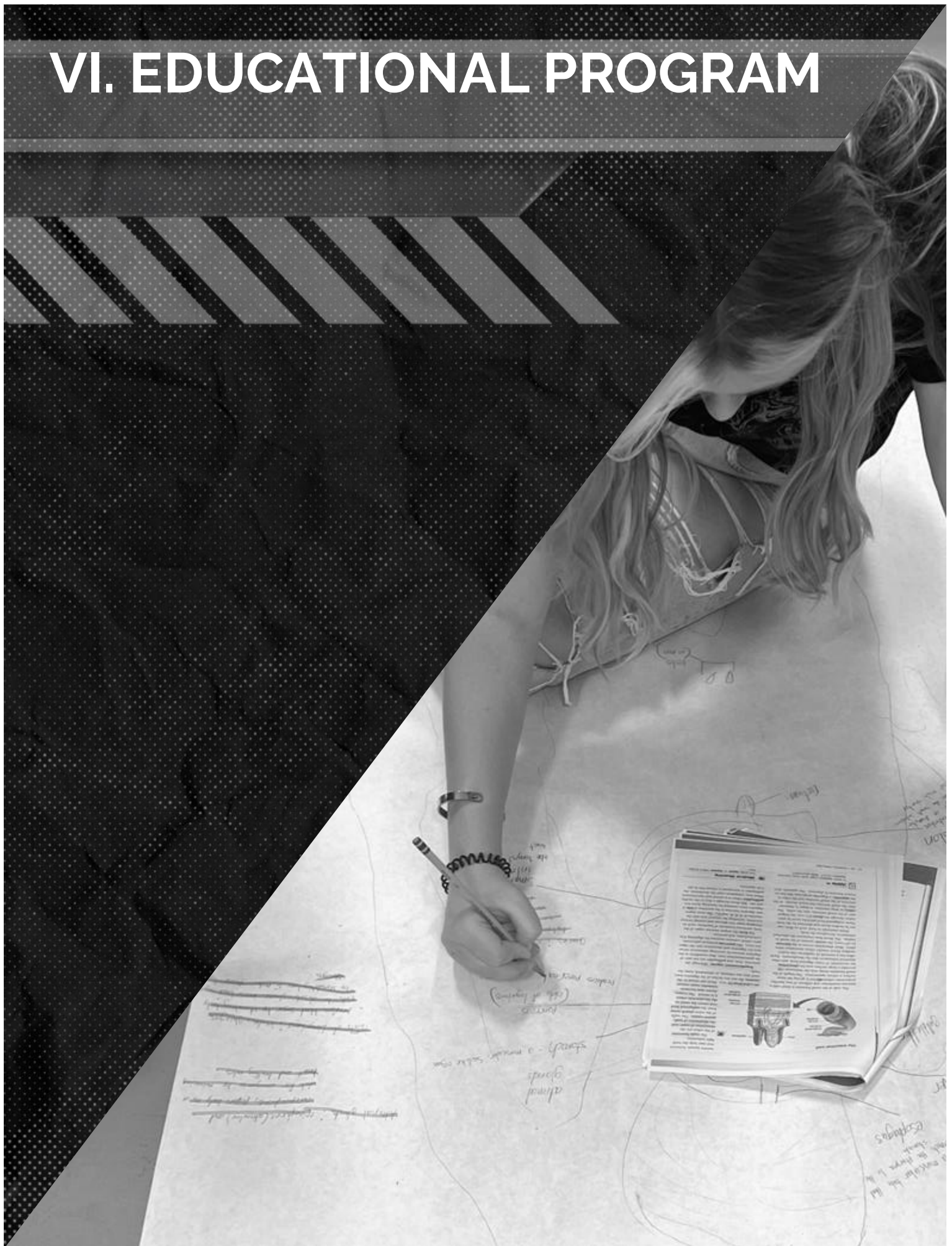
Students who violate our Student Dress Expectations will be asked to call home to get a change of clothes. Habitual violation of Dress Expectations may result in disciplinary action. School administration has the authority to make the final call on dress code issues.

- Clothing must be sufficient enough to cover undergarments while the student is sitting or standing.
- Undergarments, abdomen, back, and cleavage must be fully covered.
- Skirt and short lengths must be mid-thigh or longer.
- Halter tops, tube tops, sheer shirts that expose undergarments, mesh shirts, spaghetti straps, belly shirts, and crop tops are not considered as appropriate attire.
- Leggings are permitted but must be worn modestly (adequate coverage, not too tight, etc.)
- Pajamas/Pajama Pants are not permitted.
- Any attire or accessory that displays a logo or other message promoting drugs, alcohol, tobacco, controlled substance use, or any other illegal activity is not permitted.
- Any clothing or accessories displaying obscene, offensive or violent language, pictures, writing or symbols are not permitted.

5.7 DATING POLICY/DISPLAYS OF AFFECTION

WLCA approves of relationships between boys and girls that attend our school. We desire that our students demonstrate modesty and morality in their relationships with the opposite sex. Students shall refrain from any and all displays of affection while they are on school property and at any school-sponsored event, even those off campus.

VI. EDUCATIONAL PROGRAM



6.1 CURRICULUM

West Logan Christian Academy uses a variety of curriculum options to best meet the needs of our students based on their level of learning that includes, but is not limited to: Saxon, Abeka, Bob Jones University, teacher developed resources, and other supplemental materials we deem necessary to student understanding.

6.2 MINIMUM REQUIRED GRADUATION CREDITS

Per, West Virginia Department of Education, the following are the required credit hours to receive a diploma. Students must earn a grade of a D or higher in order to receive credit for a course. Students who earn a grade of an F for a course, must make arrangements with school administration to earn their credit through Credit Recovery.

SUBJECT	# OF REQUIRED CREDITS
English Language Arts	4
Mathematics	4
Science	3
Social Studies	4
Physical Education	1
Health	1
The Arts	1
Other Electives	4
TOTAL CREDITS REQUIRED	22

6.3 GRADING SCALE

Students who violate our Student Dress Expectations will be asked to call home to get a change of clothes. Habitual violation of Dress Expectations may result in disciplinary action. School administration has the authority to make the final call on dress code issues.

- 90-100 – A
- 80-89 – B
- 70-79 – C
- 60-69 – D
- 0-59 – F

6.4 HOMEWORK & REMOTE LEARNING

"Homework" is defined as work assigned by teachers to students to complete at home. This is not to be confused with make-up work or unfinished classwork. Students will be assigned homework. We see homework as a valuable tool in education with excellence and teaching students responsibility, however, we also recognize the need to monitor the amount of homework our students are assigned. Students who fail to complete homework will be subject to any academic penalties assigned by their teacher.

MOST Fridays are "Remote Learning Days." Work assigned will be due on the following Monday with no exceptions.

6.5 REPORT CARDS

Report Cards will be produced at the end of each grading period, however parents have 24/7 access to their child's grades via Thinkwave.

6.6 STUDENT PROMOTION

A student will be promoted to the next grade only if they have successfully completed their core classes and required electives from the previous grade level with a cumulative yearly average of 60% or higher. If the school administrators and/or teachers question a student's ability to perform at the next grade level, the school may request to retain the student. This will be decided upon collectively by school administration, teachers, and the student's parents.

6.7 STANDARDIZED TESTING

Each school year, standardized testing is administered to all full-time WLCA students. These tests should be taken seriously, as test results are sent to the WV Dept. of Education. Parents will receive a copy of their child's results via mail.

6.8 STUDENT ASSESSMENT

Academic progress will be measured based on a variety of assessment strategies. These may include but are not limited to: daily student work, tests, lab reports, quizzes, 9 weeks summative exams, semester exams, research papers, writing assignments, and project based learning activities. Assessment reports will be provided to parents every 9 weeks, and are available anytime using the Thinkwave account provided to parents in the beginning of the year.

6.9 EARLY COLLEGE ACADEMY

Students in grades 10-12 will be given the option of enrolling in Southern WV Community & Technical College's Early College Academy. The Early College Academy (ECA) program allows eligible students to take college-level courses while completing their high school education. Participation in this program requires students to demonstrate academic responsibility, strong work habits, appropriate conduct, and consistent attendance.

These classes will count as dual credit towards their high school graduation. It is important to note that these classes ARE on collegiate levels and require a great amount of personal responsibility. Students must have a high school GPA of 3.0 in order to be eligible for this opportunity HOWEVER, enrollment in ECA is ultimately at the discretion of school administration.

Eligibility and Admission

Students may be considered for participation in the ECA program based on several factors, including but not limited to:

- Academic performance and grades (3.5 GPA or higher)
- Teacher recommendations
- School discipline record
- Demonstrated responsibility and maturity
- Admission into the program may require an interview with the student and parent/guardian. Final approval for participation will be determined by school administration.

10th Grade Participation Structure

Students in the 10th grade will begin the program with a limited course load in order to evaluate readiness for college-level coursework.

- 10th grade students will take one ECA course during the fall semester.
- 10th grade students will take one ECA course during the spring semester.

At the end of the 10th grade year, students will be evaluated to determine if they are prepared to take a full ECA course load in future years. This evaluation will consider:

- Academic performance in ECA courses
- Overall high school grades
- Teacher feedback
- Work ethic and responsibility
- Attendance record
- Input from school administration

Academic Performance Requirements

- Students enrolled in ECA courses are expected to maintain satisfactory academic performance.
- A student who earns a D in an ECA course will be placed on academic probation within the program.
- While on probation, the student's progress will be closely monitored and additional support may be recommended.
- A student who earns an F in an ECA course will be removed from the ECA program.

Attendance Expectations

Because ECA courses follow a college-level pace and schedule, regular attendance is critical to student success.

Students participating in the ECA program are expected to:

- Maintain good attendance in all high school and ECA courses.
- Arrive on time and prepared for all classes.
- Avoid excessive absences, tardies, or early dismissals.

Excessive absences, repeated tardiness, or patterns of missed instructional time may result in:

- Review of the student's status in the ECA program
- Placement on attendance probation
- Possible removal from the program if attendance concerns continue

All ECA students are responsible for making up missed work and staying current with course expectations.

Program Removal and Reconsideration

Students removed from the program due to academic performance or attendance concerns may be considered for reentry at a later time. Reentry into the program is not guaranteed and will be determined by school administration.

Reconsideration may include:

- An interview with the student and parent/guardian
- Review of updated grades and academic progress
- Review of attendance records
- Review of discipline and conduct records
- Teacher and administrator input

Behavior and Responsibility Expectations

Students participating in ECA courses represent the school and are expected to maintain high standards of conduct, responsibility, and academic integrity. Failure to demonstrate these expectations may result in review of the student's continued participation in the program.

6.10 ACADEMIC INTEGRITY

West Logan Christian Academy is committed to developing students who demonstrate both academic excellence and Christ-like character. Academic integrity requires students to complete their own work honestly, responsibly, and to the best of their God-given abilities. While Artificial Intelligence (AI) can be a valuable educational tool when permitted by the teacher, it must never replace a student's own thinking, learning, creativity, or effort. Students are expected to appropriately acknowledge the use of AI or any other outside assistance as directed by their teacher (SEE AI POLICY BELOW). Submitting AI-generated work, or any work created by another person or source, as one's own is considered academic dishonesty and is inconsistent with the biblical principles of honesty, integrity, and faithful stewardship. West Logan Christian Academy believes true learning occurs when students engage personally with the material, develop critical thinking skills, and honor God through truthful and diligent work.

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." — Colossians 3:23 (NIV)

6.11 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

Purpose

The purpose of this policy is to guide students in the ethical and responsible use of Artificial Intelligence (AI) tools in their academic work. While AI can support learning, it must never replace a student's own thinking, creativity, or effort. This policy ensures fairness, integrity, and the development of genuine learning skills.

Scope

This policy applies to all students in grades 5–12 at West Logan Christian Academy. Students are expected to use AI tools only as permitted by their teachers. Teachers will provide guidance on responsible AI use appropriate to each grade level.

Acceptable Use

- AI tools may be used:
- With teacher permission and supervision.
- To assist with brainstorming ideas, checking grammar, or explaining difficult concepts.
- To learn from AI, not to copy what AI produces.

Students must:

- Acknowledge when AI has been used (as instructed by the teacher).
- Maintain honesty in all academic work.
- Ask for clarification if unsure whether AI use is appropriate.

Students may not:

- Submit AI-generated text, images, or code as their own work.
- Use AI to complete assignments, essays, or projects without teacher permission.
- Use AI to cheat, plagiarize, or misrepresent their abilities.
- Access AI tools in violation of school technology guidelines.

Consequences

Violations of this policy are handled according to intent, age, and severity, with the goal of restoring integrity and learning from mistakes.

First Offense – Learning Opportunity

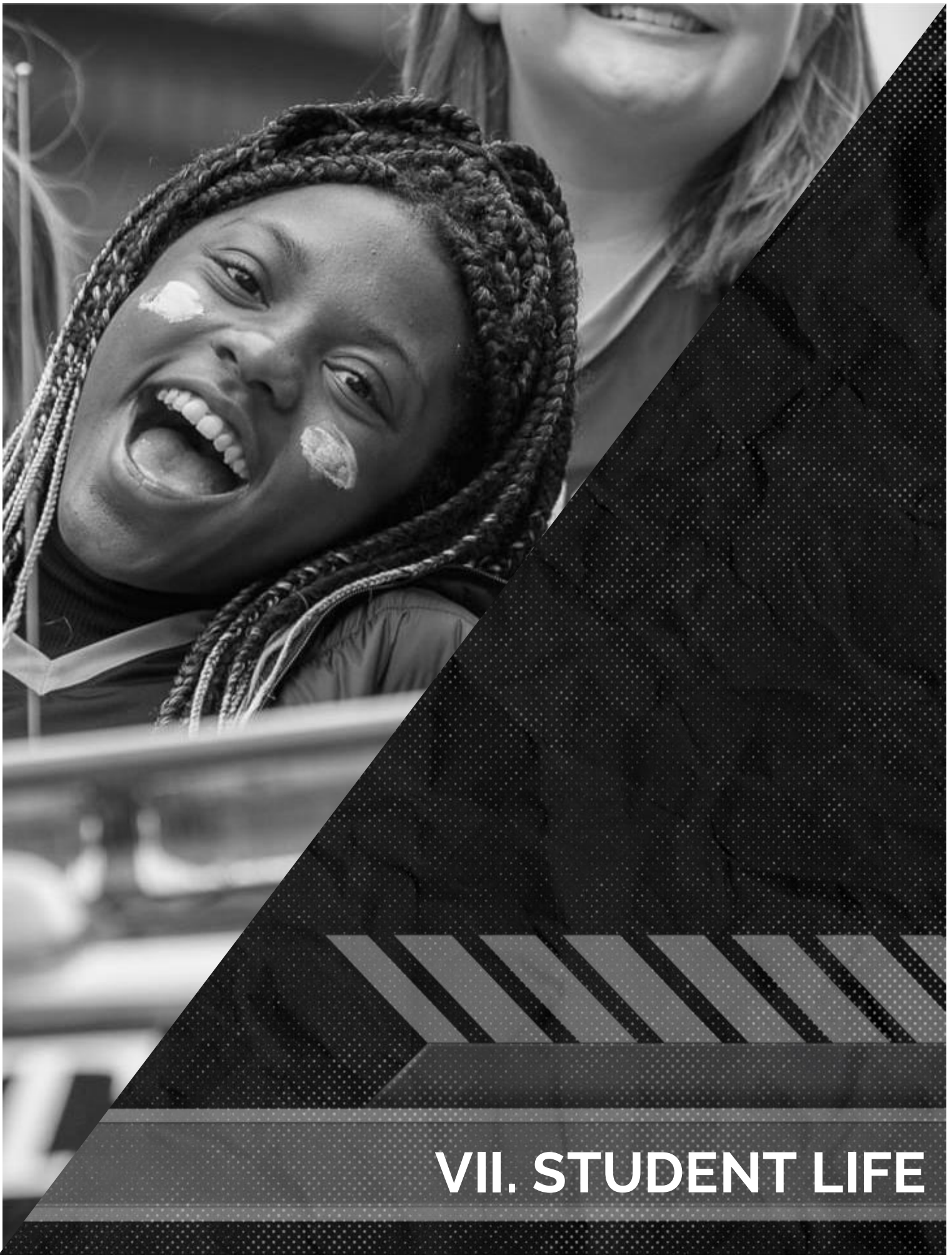
- Student meets with the teacher to review the policy and discuss appropriate AI use.
- The assignment must be redone without AI assistance.
- Teacher contacts parents to explain the situation and reinforce expectations.
- Student completes a brief reflection or digital citizenship lesson on responsible AI use.

Second Offense – Formal Warning

- The incident is documented as a disciplinary referral and is referred to administration.
- Student receives a reduced grade or no credit for the affected assignment, at teacher discretion.
- Required meeting with teacher, parent, and administrator.
- Student completes a written integrity plan outlining how to avoid misuse going forward.

Third Offense – Disciplinary Action

- The student's misuse is recorded as an academic integrity violation, is documented as a disciplinary referral and referred to administration.
- Failing grade on the assignment and/or suspension from technology privileges for a set period.
- Possible suspension from extracurricular eligibility or academic honors (Student leadership Team, BETA, etc.) for repeated dishonesty.



VII. STUDENT LIFE

7.1. SCHOOL SPONSORED ACTIVITIES

Throughout the year, students will attend school sponsored activities both on and off campus as part of their educational program. Students are expected to follow all of our Expectations at these events. School administration reserves the right to deny a student the privilege of attending school sponsored activities due to habitual school policy violations.

7.2 COMMUNITY SERVICE

WLCA is passionate about raising up "Good Humans" with a heart of servitude that seeks to recognize and meet needs of others beyond themselves. We encourage not just our students, but their families, to take part in various provided opportunities to serve on a frequent basis.

Students in grades 9-12 have the opportunity to earn a special cord for graduation if they log 150 Community Service Hours or more.

7.3 ATHLETICS

West Logan Christian Academy Athletics

Students have the option to participate in various athletic programs at WLCA.

West Logan Christian Academy (WLCA) expects our students to have high standards both in the classroom and within the given sports as they choose to participate. The following will serve as a guide of conduct and expectations for student athletes at WLCA.

1. I will maintain minimum 2.5 G.P.A throughout the school year.
2. I will uphold the four expectations of Kindness, Respect, Integrity, & Excellence while I am participating in sports that represent WLCA.
3. I will participate in all practices, games, and events assigned to me by the coaching staff.
4. I will show respect to my teammates, coaches, opponents, officials, and all other staff or persons associated with the team.
5. I will give my best effort and maintain a positive attitude.

Attendance requirement

1. Students must come to school on practice and game days in order to participate in that game or practice, the only exception being an absence due to a Wellness Visit/Dentist Appointment, ONLY IF a school excuse is presented that day to administration or coach.
2. Students are required to attend chapel and/or devotion meetings on the week of athletic contest.
3. Students who are suspended are not permitted to attend/participate in practices or games of the duration of their suspension.

Failure to uphold these standards may result in any of the following:

1. Individual meeting and discussion of missed standard with coaches.
2. Meeting of the student and or parents with coach and Athletic Director.
3. Meeting of the student and or parents with coach, Athletic Director, and Administrator.
4. Disciplinary action by coach as appropriate.
5. Dismissal of student from athletic team.

Public School Athletics Access for WLCA Students in Grades 6-12

Per House Bill 2820 passed during the 2023 Regular Session, "Students enrolled in a private school shall be eligible to participate in extracurricular activities at the public secondary school serving the attendance zone in which the student lives **if the extracurricular activity is not offered at the student's private school...**" provided that the student:

- "Agrees to comply with all disciplinary rules of the West Virginia Secondary School Activities Commission and the county board in which the student lives."
- "Agrees to obey all rules of the West Virginia Secondary School Activities Commission governing awards, all-star games, parental consents, physical examinations, and vaccinations applicable to all high school athletes."
- Students must maintain a 2.0 GPA in order to be eligible to participate in WVSSAC Athletics.
- Applies to students in grades 6-12.

Parents may contact the Athletic Director of their designated school for more information.

7.4 LIFE GROUPS

WLCA utilizes the same Lifegroup model used by West Logan Church as an avenue for students to build community with one another, with the staff, and in their relationship with God. Lifegroups are interest based groups that are led by school staff periodically throughout the school year.

