

SPIRIT



OFFICIAL HANDBOOK

WESTMINSTER CHRISTIAN ACADEMY

WEEK

Purpose

The purpose of Spirit Week is for class members to work together to build grade-level and school-wide community through vigorous but friendly competition against other grades. Each day's activities should increase class pride, involvement, and enthusiasm. All activities should fit with the mission of Westminster, which is to honor Jesus Christ.

Competitions

Daily dress-up contests

Games during pep rallies

Artboard, Film Project, Boys Poms, and Lip Sync competitions

Changes

As the week progresses, the STUCO Spirit Committee reserves the right to make certain changes in the guidelines for any activity if there is reason to believe that these changes will better serve the purpose of Spirit Week. Proper and timely communication of the changes will be made to the classes and sponsors.

Questions and Concerns

Any individual should address questions or concerns to the Student Life Office.

Extracurricular Music Guidelines

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

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

Community Night

Thursday night of Spirit Week

No single event brings the entire Westminster community together like our annual Spirit Week. This tradition is recognized beyond our immediate community and draws many spectators to the final competition at the end of the week.

A special performance of each of these events will be held for all parents, guests, and members of the greater Westminster community on Thursday evening. Throughout the evening, you will have the chance to enjoy a showcase of all the week's performances:

- Film Project
- Boys Poms
- Lip Sync
- Artboards will be on display in the Grand Entry

No tickets are needed for this event.

The Spirit Week winner will be announced at Community Night!

Dress-Up Guidelines

Dress-ups will be counted during a random class period each day. The students will NOT be told when this is happening or if it has already happened that day. If a student's dress-up is not obvious, it will not be counted.

For absentee counting: If juniors want to be counted during their Junior Privilege, they must check in with the Academic Hub at the beginning of the period. If that happens to be the period that is counted, the juniors will be included in the totals. If they do not check in, no one will count them. If a senior wants to be counted during Senior Privilege, he or she must check in with the Academic Hub before signing out. If that happens to be the period that is counted, that senior will be included in the totals.

Dress-Up Rules

1. Modesty guidelines still apply during Spirit Week.
2. No cross-dressing.
3. No negative costumes.
4. No weapons – not even fake ones!
5. No roller skates, rollerblades, or hoverboards.
6. No costume masks.

Scoring

Dress-Ups / Games

Dress-ups and games will be scored daily with 60, 50, 40, 30, 20, and 10 being the points for the respective places. In case of a tie, the points earned for the places will be added together, divided, and awarded.

Spirit Stick

The Spirit Stick will be awarded each day to the student with the best overall costume. The winners of each day's Spirit Week will be announced during each afternoon assembly. That day's winner should return the stick to the Student Life Office the following morning.

Penalty Points

The purpose of Spirit Week is for class members to work together to build grade-level and school community through vigorous but friendly competition against other grades. Each day's activities should increase class pride, involvement, and enthusiasm. All activities should fit with the mission of Westminster, which is to honor Jesus Christ.

Behavior that negates the above goals will be disciplined in the following ways:

- Penalty points will be subtracted from the class totals for any of the following:
 1. Tampering with or deliberately destroying any part of another class' or their own class' Art Board or props
 2. Disrespect toward or disruption of another class during games or any other time
 3. Poor sportsmanship
- Reports of any kind of infringement will be brought to the attention of a Spirit Leadership Team Sponsor by a teacher. Points will be deducted immediately or after consultation with other Spirit Week officials.
- Penalty points will be subtracted from class totals on the day of the infringement.
- Penalty points may be subtracted from class totals for any reason deemed objectionable by Spirit Week officials.

Examples of negative behavior and resultant penalty points:

- Pulling down or defacing décor – 50+ points
- Disruptions or disrespect – 50+ points

ART PROJECT GUIDELINES

Guidelines

Each class will be provided with a wood frame, built by the Maintenance Department, which the class will decorate using tissue paper or float “pumping” paper, as well as its own creative materials. The boards will be constructed in the designated hallway or commons area, and the final displays will be installed in the Grand Entry.

Participant Limit

15 Students

Rules and Regulations

1. Each class will receive pumping paper from Student Life.
2. Materials may be brought from home. Donations of materials from the public may be solicited. Student donations should not be more than \$25 per person with a maximum of \$150 spent on materials. Get creative or borrow materials.
3. All preparation of materials and storage must take place in the designated hallway or commons area. Each grade should supply a plastic tub with a lid to store equipment and materials used.
4. All supplies (scissors, tape, poster board, construction paper, etc.) must be provided by the class.
5. Please do not block access to the other boards at any time while decorating. Other classes must be allowed access to their boards.
6. Teachers must supervise all work but may not do the work themselves. Middle school parents may help plan and supervise but may not create or install the decorations except as necessary to reach the top of the board. Points will be deducted from any class that accepts work completed by an adult.
7. Sponsors must be present for all preparations for decorations that take place on campus. No student may be working at school beyond school hours without faculty supervision. No faculty-sponsored Art Board construction may start before the first day of practices.
8. **Paint must be rinsed off brushes (or anything) in the custodian’s closet, not the bathroom sinks. A penalty applies for paint spilled on the floor.**
9. Items other than paper may be attached to the frame but should not be too heavy. The frames must be freestanding as built by the Maintenance Department.
10. Items protruding from the frame or freestanding objects should not exceed 24 inches from the frame.

11. No water, sound effects, or electrical devices requiring a plug or batteries may be used.
12. No power tools may be used on campus. Gloves should be worn while handling sharp objects.
13. Final installation begins after school on the first day of Spirit Week. **No new painting or pumping should occur on this day.**
14. Please keep in mind that the board must fit through the doorway to the Grand Entry, so decoration that extends above the board frame should be added after moving into the Grand Entry.
15. Music played during Art Board preparation and installation must meet the requirements of the Extracurricular Music Guidelines. See the first page.
16. Cleanup each day must be finished by 5 p.m.
17. Tear Down - Each class has between 3:00 p.m. and 4:00 p.m. on the day after Academic Recovery Day, to clean up every bit of decoration and to dispose of it properly. Nothing may be left behind.

Criteria for Judging

Scoring: 10 possible points for each category - 50 points total

- **Unity and Variety (10 pts):** The theme should be clearly expressed and reinforced through a variety of objects and images.
- **Composition (10 pts):** The viewer's eye is led to one or more focal points, and rewarded by what they find there. Focal points present themselves as visual "destinations", and the other parts of the Art Board encourage the "journey" between points.
- **Scale Shifts (10 pts):** Large, medium, and small elements are used to create variety and a dynamic sense of space.
- **Color (10 pts):** Colors are used to support and develop the theme. Students make creative use of color to add elements of surprise and visual interest.
- **Cleanliness (10 pts):** The area designated to the class (storage areas included) is clean and orderly. No paint on the floor, trash left behind, etc.

Overall Scoring:

1st place - 200 points

2nd place - 160 points

3rd place - 140 points

4th place - 100 points

5th place - 60 points

6th place - 20 points

FILM PROJECT GUIDELINES

Film Project Guidelines

Upper school grades will compete by creating a short film during a limited time period. Each upper school class will be given the same set of criteria to be included in its film along with a packet explaining all rules of the project.

Participant Limit

None

Rules and Regulations

1. The Spirit Week Film Project video and editing will occur between designated dates. A specific content requirement will be communicated prior to filming.
2. Each grade must complete its film/video work in time to deliver it to Student Life by the designated deadline. Only works that meet the deadline will be officially part of the competition. The film must be submitted as a QuickTime file on a flash drive that will be returned after Spirit Week. The name of the owner must be on the flash drive for it to be returned.
3. No one outside of the grade may be in or work on the film, but teachers can make cameo appearances. No student outside of the grade may be referenced during the film.
4. **Students must check in with the Student Life office before beginning filming to discuss script and filming plans.**
5. The rough script must be submitted to Student Life by the deadline for approval. Scripts may also be submitted in advance for earlier feedback. Scripts must include a list of music used (see below).
6. Students must show a preview of their film (does not have to be the final cut) to the Student Life Office.
7. **Films should be appropriate to be shown to the entire community without introduction or explanation. Topics and dialogue cannot have a negative focus or impact.**
8. Student donations can be no more than \$15 per person with a maximum of \$150 spent on props and costumes.
9. Please make sure all audio levels are equal throughout the film. Supplemental audio recording equipment is highly recommended.
10. Subtitles are required for all Film Projects.
11. No filming allowed on Sunday.
12. The minimum length of the film is 2 minutes; maximum length is 4 minutes. 30 seconds may be added for credits.

13. All creativity must be the original work of the participants and must be created during the official time period. This includes all props, animations, special effects, costume and set design, shooting, editing, sound design, rendering, and outputting to tape or other media.
14. Any music used must comply with the music selection guidelines and be submitted for approval.
15. Sound effects do not have to be original, but groups must have the rights to use them. For example, sound effects from iMovie are allowed.
16. No dangerous or potentially harmful actions are allowed (ex: no filming in a moving vehicle).
17. No inappropriate behavior. No use of weapons or anything illegal, no drug abuse or alcohol, no inappropriate attire, and no making fun of individuals or groups.
18. Films will be screened by the Spirit Week steering committee and class sponsors before the official showing. If the film does not meet the standard of appropriate behavior, it will not be shown.
19. Films may not be shown or distributed to anyone other than cast, crew, class sponsors, and contest judges before the official showing. If the film is distributed before showing, the grade will be disqualified.

Judging

1. Artistic merit: creative shot composition (cinematography), interesting story, acting, set design, and editing design
2. Technical merit: graphic and animation use, post-production polish, and special effects
3. Adherence to required criteria

Scoring

- 1st place – 200 points
- 2nd place – 180 points
- 3rd place – 160 points
- 4th place – 140 points

BOYS POMS GUIDELINES

Students will perform an original pom routine. Middle school squads may be coached by parents or students. Upper school squads must only be coached and choreographed by current students.

You will need:

- 12–15 boys preferably, but numbers may be increased if desired.
- Uniforms that are not suggestive.
- Student donations may be a maximum of \$20 per person towards props and costumes.
- Shoes must be appropriate for court use.
- Minimal or no props. A prop must be able to be carried by one person (not rolled), and anything that is self-standing (such as a chair) must be submitted to the maintenance director for approval. A prop must fit through the gym entrance without the center post being removed.

Rules for Music

1. Each team or individual must submit an MP3 file by email to Mr. Kim (hkim@wcastl.org) the week prior to Spirit Week.
2. In the email, include your grade, the name of the song(s), and the names of the choreographers. NOTE: Students are responsible for the acceptability of the choices. Please refer to the Extracurricular Music Guidelines.
3. Submit the theme, lyrics, and costume plan to Student Life by the designated date.
4. The maximum number of songs that can be mixed for a routine is 3.

Rules:

1. Order of presentation: 7th – 12th
2. Routine may last 4 minutes or less. Points will be deducted after 4 minutes.
3. No lights off.
4. Performance must be on the gym floor.
5. Performance must be directed to both sides of the gym.
6. No clothes removed.
7. On-campus practices will begin two weeks prior to Spirit Week.
8. The group must present a complete performance in costume for approval by Student Life.
9. No throwing anything into the crowd (i.e. candy).
10. No Sunday practices and no practices after 10 p.m., even if off-campus. Off-campus practice spaces must be free of charge.

11. No propelled/unassisted lifts. All lifts must be supported at all times and approved for performance.

Criteria for Judging

1. Cleverness of costume (using what you have, etc.)
2. Level of difficulty of choreography
3. Synchronization
4. Entertainment value of performance

Scoring

- 1st place – 400 points
2nd place – 360 points
3rd place – 320 points
4th place – 280 points
5th place – 240 points
6th place – 220 points

LIP SYNC GUIDELINES

You will need:

- 15+ students
- Student donations may be a maximum of \$20 per person towards props and costumes.
- Shoes must be appropriate for court use.
- Minimal or no props. A prop must be able to be carried by one person (not rolled), and anything that is self-standing (such as a chair) must be submitted to the maintenance director for approval. A prop must fit through the gym doors without removing the center post.

Rules for Music

1. Each team or individual will need to submit an MP3 file by email to Mr. Kim (hkim@wcastl.org) the week prior to Spirit Week.
2. Include in the email your grade, the name of the song(s), and the names of the choreographers.
3. Song must be appropriate and original to Westminster (not used in the past five years). See the list [here](#) or in the Student Life office to find previously performed songs.

4. Each grade may use three songs.

Rules for Performance

1. A large number of participants does not necessarily increase the score, but a solo performance or very few participants may not represent the class as a whole.
2. Order of presentation: 7th – 12th
3. Routine may be 4 minutes or less.
4. Performance must be directed to both sides of the gym.
5. On-campus practices will begin two weeks prior to Spirit Week.
6. The group must present a complete performance in costume for approval by Student Life.
7. No throwing anything into the crowd (i.e. candy).
8. No Sunday practices and no practices after 10 p.m., even if off-campus. Off-campus practice spaces must be free of charge.
9. Middle school squads may be coached by parents or students. Upper school squads must only be coached and choreographed by current students.
10. No propelled/unassisted lifts. All lifts must be supported at all times and approved for performance.

Criteria for Judging

1. Appropriate acting (face, lip sync, and characterization)
2. Tells a story
3. Level of difficulty of choreography
4. Synchronization
5. Entertainment value of performance

Scoring

See Boys Poms Scoring.