

# WESTSIDE CHRISTIAN SCHOOL



# Handbook

Westside Christian School is a Christ-centered school that exists to help students grow academically, spiritually, socially, and physically. At WCS students are encouraged to grow in their personal relationship with Jesus Christ, to develop godly character, and to serve the Lord, their families, and their community.

## Statement of Faith

The full doctrinal statement of Westside Baptist Church is the basis for our beliefs at WCS. A brief summary of that statement follows:

- We believe the Bible is the Word of God and is the final authority in faith and life.
- We believe in one God, eternally existing in three persons – Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is true God and true man.
- We believe that man was created in the image of God, that he sinned and that all men are sinners by nature and choice, sinful and lost, and have within themselves no possible means of salvation without Christ.
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the basis of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in “that blessed hope,” the personal, pre-millennial and imminent return of our Lord and Savior, Jesus Christ.
- We believe in the prominence of the local and visible church, baptism by immersion for believers and the ordinance of the Lord’s Supper.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

## Enrollment

Westside Christian School is a ministry operated under the direction of Westside Baptist Church and reserves the privilege of setting and maintaining its own standards of conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or dismiss any student who violates the standards set down in the student handbook or other rules and regulations as established by the school administration.

### Enrollment Requirements

Registration cannot be finalized until the following steps have been completed:

- Turn in a completed school application with a copy of the prospective student's immunization record and most recent report card.
- Submit payment of the full registration fee.
- Complete a personal interview with a school administrator.
- Read, sign, and submit the Handbook Agreement form, the Emergency Medical document, the P.E. Release form, the DVD/Study Hall agreement, and the Transfer/Release of Records form.

### Nondiscrimination Policy

Westside Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, or other school-administered programs.

### Tuition

Westside Christian School receives its income from tuition and fees, not from state or federal funds. Therefore, it is important that all tuition and fees be paid when due. The facilities are provided by Westside Baptist Church without cost to the school ministry. Tuition rates are to be re-evaluated by the WCS board of directors annually and are subject to change. Please note that a late fee will be charged unless tuition is paid early or on time. See included Tuition Rates and payment options.

## ACADEMIC INFORMATION

### Grading Scale

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

### Report Cards

Report cards are issued four times per school year (every quarter) to give parents and students an accurate indication of academic progress. Parent/teacher conferences are held 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents are encouraged to email or call individual teachers with questions or concerns about grades.

### Late Work

Work is considered late when not completed by the due date, which does not involve an excused absence.

### Promotion and Retention

Any student receiving final grades of D's or F's that would hinder progress at the next grade level will either be retained or re-evaluated. Academic effort and progress is required to be retained in WCS.

### Achievement Tests

Standardized achievement tests are given to all students in the spring to measure academic achievement. All test results are machine scored for accuracy, and a report with the results is sent to each student's home. The testing program of WCS is designed to measure the students' abilities and progress, and the results of these tests are a vital input in the curriculum improvements made by the faculty and administration.

### Graduation Requirements

Students receiving a diploma from Westside Christian School need to earn 23 credits in the following subjects:

- Bible — 4 credits (Bible must be taken each semester a student is enrolled in WCS.)
- English — 4 credits (English 9–12)
- Foreign Language — 2 credits
- Mathematics — 3 credits (Algebra I, Geometry, Algebra II)
- Science — 3 credits (Biology, Physical, Chemistry)
- Social Studies — 4 credits (World Geography, World History, U.S. History, Government/Economics)

- Physical and Health Education — 1 credit
- Electives – 2 credits

## **College Testing**

WCS recommends that each student take the ACT before graduation. According to the ACT website, all 4-year colleges and universities in the United States accept the ACT. Not all colleges accept the SAT for entrance.

# ATTENDANCE POLICIES

## Attendance

Attendance at school is required. Please plan family vacations, appointments, meetings, etc. around the school hours and calendar.

### *Required attendance:*

- First two weeks of school
- Last two weeks of school
- Class field trips
- Special school productions, such as annual programs, graduations, Fine Arts competition (5-12)

## Absences

When a student is late or absent, please inform the administrator via text or email.

### *Approved Absences*

Parents must notify the school administrator well in advance of any planned absences and **complete an absence form**. A maximum of five personal days may be taken with pre-approval. After a planned absence has been excused, junior high students, high school student, and parents of elementary students must make arrangements with each of the student's teachers in advance to pick up work assignments that will be missed. Upon returning to school, the parents should also contact each teacher to pick up work assignments that the student missed during the absence.

### *Unexcused Absences*

An unexcused absence, any absence taken without approval of the administration, will result in late penalties on written work and failing grades on any oral quizzes that are missed. Because truancy is against the law, repeated unexcused tardiness and/or absences will result in expulsion from Westside Christian School.

### *Illness*

Students will need to stay home if they have any of the following symptoms: fever over 100 degrees, vomiting, frequent diarrhea, frequent cough, widespread rash, or severe headache. Contagious symptoms should not have been present for at least 24 hours before the student returns to school. An absence for illness is not considered unexcused, but parents and students are responsible for obtaining missed work.

## Early Dismissal

Students may not leave school during the day unless the parents have made prior arrangements with the school administration.

## **Make Up Work**

When an elementary student is absent for any reason, it is the parent's responsibility to contact the student's teacher(s) to make arrangements to pick up work that was missed. Junior high and high school students are expected to contact their teachers to promptly make up any missed work.

## **Withdrawal**

Students transferring from WCS to another school and having attended one day or more of any month will owe that full month's tuition. No monthly tuition or fee is refundable if the student is voluntarily withdrawn. If a family, who has already paid their tuition in full, withdraws their child from the school the refund will be prorated to include only the months the child attended. School records will not be released until all bills are paid and textbooks and other school materials are returned.

## **Expulsion**

In the event that a student is expelled, no registrations fees, book fees, or tuition payments through the current month will be refunded. Tuition payments that have been made in advance for future months will be refunded.

## Philosophy of Discipline

The goal of Christian education is to make disciples of Christ. Westside Christian School partners with the family to accomplish this goal through quality Christ-centered education and biblical training. We desire each of our students to “grow in grace and in the knowledge of our Lord and Savior Jesus Christ” (II Peter 3:18). This growth begins with spiritual regeneration and continues through spiritual maturity. Our desire is for each child to develop a tender-hearted love for God and others as we guide them in developing patterns of behavior which are consistent with Scripture. When students make wrong choices, we seek to lovingly and patiently reprove, correct, and instruct that our students “may be perfect, thoroughly furnished unto all good works”(2 Tim. 3:16-17).

### **Expected Behavior**

Each student is to maintain a consistent standard of behavior, while present at and away from school, which reflects the student’s commitment to Christ and respect for Christian education. Therefore, involvement with, but not limited to, drugs, alcohol, tobacco, unwholesome language/entertainment/behavior, pornography, gambling, cheating, fighting, stealing, lying, disrespect to authority or to any gender or race, immorality, illegal possession of a weapon, leaving school without permission, vandalism, or willful disobedience may result in immediate suspension or expulsion from WCS.

WCS is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of bullying, abuse, intimidation, exploitation, and harassment, including sexual harassment. Threats of any kind, verbal, written, or physical, will not be tolerated. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline that may include suspension or expulsion.

Male and female students are not to have physical contact at any time. Students of the opposite sex should not be together unchaperoned anywhere on the school grounds before, during, or after school. Failure in this area will result in disciplinary action.

WCS is committed to defining marriage as the union of one man and one woman and helping a student honor God through their gender as determined at birth.

## **Character Development**

Each quarter K5-6<sup>th</sup> grade students receive a character development evaluation on their report cards. They will be graded on the following criteria: completion of assignments, following directions, quality of work, make-up of missed assignments, neatness, use of time, etc. Following the rules, behavior notices, and misconducts are also considered in the citizenship grades.

Citizenship Grades are as follows:

- E     Excellent
- S+    Above Average
- S     Average
- S-    Below Average
- U     Unacceptable
- I     Improvement Shown

## **WCS Discipline Code**

“For whom the Lord loves He chastens,” Hebrews 12:6. At WCS we desire to look at discipline through the eyes of our Lord. Discipline is not a negative process to hurt people who “get out of line.” Discipline is a loving use of consequences to teach each student that God has a better plan. In order to help encourage spiritual growth and provide accountability for our students, we have a demerit system for grades 7 – 12. Faculty and staff utilize demerits along with other techniques to train students how to glorify God in their actions. In order to guarantee that you stay aware of your child’s demerits, we will send a demerit update via e-mail each time your child receives demerits.

## **Disciplinary Consequences**

Students may receive the following consequences for violating WCS standards:

1. Consequences listed on individual classroom management plan
2. Student conference with teacher
3. Demerits
4. Parent-teacher phone conference and/or meeting
5. Student conference with principal/administrator
6. Parent-teacher student meeting
7. Financial liability for damage to property

If a student is sent to an administrator, the administrator will decide consequences according to the severity of the situation. The outcome may include, but is not limited to, the following:

1. Appropriately assigned character study

2. Work penalty during or after school
3. Behavioral probation
4. Financial liability for damage to property
5. Suspension or expulsion from school

## **Behavioral Probation**

1. The principal or administrator determines if a student should be placed on behavioral probation and what the duration will be. During the period of probation, the student must demonstrate significant conduct improvement. Failure to show marked improvement may result in the student forfeiting the privilege of attending WCS.
2. The purpose of behavioral probation is to motivate the student to demonstrate self-discipline and to encourage spiritual growth.
3. Students who had conduct problems during their previous year at WCS may be placed on behavioral probation in order to continue as a student.

## **Cheating**

Cheating may involve but is not limited to any of the following behavior:

- Using another student's homework, test, quiz, project, or workbook
- Obtaining or providing test or quiz questions or answers in advance through unauthorized means
- Giving answers to another student orally, electronically, or allowing another student to copy them
- Plagiarism: submitting a work as your own that was either fully or partially produced by another source, including individuals, the Internet, books, or any verbal or printed word
- Possession of any unauthorized materials during an assessment or assignment

The consequences of cheating may include demerits, a zero on the assignment, and possible probation or suspension.

## DRESS CODE

### General Guidelines

- The overall appearance of students should reflect godliness rather than worldliness.
- Dress should be distinctly masculine or feminine, and students are not permitted to dress like the opposite sex.
- School uniforms are required and should be purchased through Land's End. (See School Uniform information sheet for specifics.)
- Tops, dresses, and jumpers must have the school logo.
- Students must arrive and leave in their school uniforms, unless they have received special permission from the administrator.
- Clothing size should be appropriate for the size of the child—especially as growth occurs throughout the school year.
- All apparel should be neat, clean, and in good repair.
- Temporary or permanent body markings are not appropriate.

### Young Men

Masculinity should be the guiding principle for young men.

- The uniform includes a collared shirt and long pants.
- Oxford shirts should be tucked in. Polo shirts may be left untucked.
- Belts should be worn when shirts are tucked in.
- Hair should be neatly trimmed and tapered on the sides and back so that it is above the ears on the sides and off the collar in the back. Hair should not be long or bushy on top. Hair should be the student's natural color.
- Students are to be clean-shaven.
- Jewelry, including earrings and necklaces, should not be worn.

### Young Ladies

Young ladies should always maintain dress that conforms to the biblical principle of modesty.

- The uniform includes a collared shirt and pants, dress, or skirt.
- Elementary students may wear uniform skorts.
- Belts should be worn when shirts are tucked in.
- Leggings may be worn under skirts that come to the top of the knee.
- Excessive jewelry or make-up should not be worn.
- Hairstyles should be neat and feminine in style.
- Hair colors should appear natural.

## **P.E. clothing**

- Solid-colored P.E. t-shirts with logos must be purchased from Land's End.
- Pants and shorts may be purchased from any vendor.
- Female students may wear loose-fitting athletic pants or knee-length shorts.
- Male students may wear loose-fitting athletic pants or long shorts.
- All shirts should cover the midriff during exercise.
- Athletic shoes should be worn.

## **Enforcement**

WCS reserves the right to make the final decision in regard to dress. Students may be withheld from class when not in proper dress and the missed class time is not excused. It is important for parents to ensure their students are dressed in compliance with the WCS dress code. Please address and correct dress code issues at home rather than leaving that responsibility to WCS faculty and staff. Parents may be contacted in order to have them bring appropriate school attire for their student.

## General Information

### **Arrival and Dismissal**

School begins promptly at 8 a.m. for all grades. Therefore, it is greatly encouraged that students arrive by 7:50 to be prepared for their first classes. Dismissal for half-day students is at 11:00 a.m. and at 2:45 p.m. for all other students.

Students are to be dropped off at the front of the school building and should not arrive at school prior to 7:30 a.m. or remain after dismissal at 2:45 p.m. WCS is not responsible for the supervision of students once the school day has concluded. Students are to be picked up in the front of the building and should not be picked up prior to dismissal times.

Only authorized adults are permitted to pick up students from WCS. Any individual other than the parents must have parental authorization to pickup students and must provide photo identification. With written permission from a parent, students may walk home to nearby neighborhoods.

If parents need to enter the school building, they should not do so prior to school dismissal.

### **Birthdays and Celebrations**

Each classroom holds various parties throughout the year. Parents may send treats in honor of a child's birthday, but should notify the teacher prior to sending the treats.

### **Cell Phones**

#### ***Elementary students***

If a parent feels it is necessary to send a cell phone to school with a child, the cell phone should be silenced and left in his or her backpack until the end of the day. Students must ask for permission before using their phones.

#### ***Junior High and High School students***

Students may keep their cell phones on their persons during the school day. However, the ringer is to be off or set to silent (not to vibrate). During the school day, students may use their cell phones only with permission from a teacher. Students misusing their cell phones may lose the privilege of being permitted to have their cell phones at school. *(I took out they may check messages at lunch. This doesn't work. I think they can just ask for permission. Brittany wanted to say they can't have phones at all, but I think if teachers enforce this consistently it will be less of an issue.)*

## **Chapel**

Chapel is held weekly to create a unified student body and to provide spiritual training. The chapel programs include music and Bible teaching (in addition to regular Bible classes in all grades). Parents and family members are welcome to attend chapel.

## **Class Department**

Appropriate class department is a matter of self-control. Students should be attentive in class. Activities which do not pertain to class are inappropriate—talking, reading, studying other materials, accessing the internet, texting, writing letters, sleeping, or using a cell phone. Students may bring water in clear containers into the classrooms.

## **Communication**

Parents/Guardians are encouraged to discuss any issues concerning their student with the child's teacher. Any parent/guardian desiring a conference with the teacher to discuss their child's work, behavior, or records is asked to arrange a convenient time for the teacher.

Parents are welcome to visit and observe their child's classroom, however, in order for the teacher to function most efficiently, all visitations to classrooms require advance appointments and approval of the teacher.

## **Closed Campus**

Westside Christian School maintains a closed campus policy. Students may not come or go as they please and may never leave the campus without the teacher's permission.

## **Field Trips**

Periodically students participate in curriculum-related field trips both on and off campus. Teachers coordinate with parent volunteers to provide chaperone needs. All parents present on field trips should complete a background check prior to the trip. (Please see the school administrator for information on obtaining a background check.)

## **Gum and Food**

Students are not to chew gum in the school building. Students may have clear water bottles in the classroom. All other food and drink are to be consumed in the gymnasium/lunchroom.

## **Inclement Weather**

In the rare case of inclement weather, WCS acts in accordance with the Washington County School District. Check [www.washk12.org](http://www.washk12.org) to see if local schools are delayed or cancelled.

## **Lockers**

Students in Grades 7-12 are assigned a locker each year. Lockers are to be kept clean and free of graffiti. Interior decorations are to be appropriate. Only magnets, not tape or sticky materials, may be used for attachments. Lockers are inspected periodically by school personnel for neatness and content. Students may not keep open drinks or food containers in their lockers. Students may never access another student's locker.

## **Lunch**

Students are required to eat lunch in the gymnasium and are to bring their lunches from home. Refrigerators and microwaves are available for student use. Please provide students with a balanced, nutritional lunch and a healthy snack for your child to eat during morning recess, if applicable. Parents and grandparents are welcome to periodically join their children or grandchildren for lunch. Please communicate with the classroom teacher to make arrangements to attend lunch.

## **Medication**

The school stocks a small supply of medicine, antibiotic cream, and cough drops for emergencies. However, if your child needs any over-the-counter medications on a regular basis, the parent should provide them.

Elementary—If a prescription or over-the-counter medication is to be taken during the school day, a parent should deliver it to the teacher in the original container. The teacher must keep all medications for elementary students.

Junior high and high school—Prescription medications must be kept by the teacher. Students may not share medications. *(I just split the 2 groups)*

Faculty may not administer any medication that is not FDA approved. Under federal law, prescription medication can be taken only by the person for whom it is prescribed. Misuse of prescription medication (including giving or receiving it) may result in suspension or expulsion.

## **Photo/Video of Students**

Please be aware that there is the possibility that your child will be photographed and/or videotaped during activities and events associated with WCS. Unless specifically requested by parent(s) in writing that their student(s) be excluded from these publications, you imply authorization and give full consent to Westside Christian School to publish and copyright all photographs/videos in which your child appears. WCS may transfer or use these photographs/videos in and for

classroom decorations, school brochures, website, newsletters, advertising, displays, or materials.

## **Restricted Items**

Students should not bring to school anything that will detract from the teaching atmosphere. This includes but is not limited to the following items:

- Gum
- Items to sell or trade
- Collectibles or valuables
- Pets
- Movies, video games, electronic devices
- Fireworks, laser pointers, lighters, matches
- Guns (real or realistic looking), other weapons, or ammunition.

## **School Doors**

All exterior school doors are to remain locked and should not be propped open during school hours.

## **Vehicles**

Students who drive to campus may have their driving privileges revoked if they do not drive slowly and safely in the parking lots. A student may drive his or her vehicle only, and no student is to lend his or her car to another student. Students may not sit in their cars during school hours.

## **Visitors**

All visitors must be pre-approved by the administrator or teacher.

## **Volunteers**

Volunteers are an essential part of WCS. It is expected that parents will volunteer in some capacity throughout the year. All volunteers must complete a background check prior to working with students or at the school.

WCS reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies as necessary for maintaining order and for the accomplishing of the goals and objectives of the school.