

# **Westwood Christian School Parent-Student Handbook**

**Preschool Division  
(Grades K2 through K4)**

**Elementary School Division  
(Grades K5 through Fifth)**

Dear Parents and Students:

We are pleased that you have chosen Westwood Christian School. We consider it an honor and a privilege to share the responsibility of your children's education with your family. With privileges come responsibilities; therefore, we have established rules to guide our relationship. This handbook summarizes these rules, policies, and expectations for the Preschool (Grades K2 through K4) and the Elementary School (Grades K5 through Fifth).

The Bible conveys God's laws for behavior that will please Him. In it He communicates all that we need to live the Christian life. It is, therefore, the ultimate standard by which all our standards are measured.

We share a great burden for our school family; first for salvation of our parents and students and second for spiritual growth in each life. Following the table of contents are several passages of Scripture that will help those who have yet to receive Christ as their personal Savior.

May the Lord bless you all as you and your family seek to follow Biblical principles. Please call on us if we can be of assistance.

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Westwood Christian School is a ministry of First Baptist Church of Westwood Lake, Inc., an Independent Baptist Church, and is accredited by the Florida Association of Christian Colleges and Schools, Middle States Association of Colleges and Schools, and the National Council for Private School Accreditation. The school is in compliance with the registration requirement of the Data Survey Base provided by the Florida Department of Education.

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**Address:**

5801 SW 120 Avenue  
Miami, Florida 33183  
(305) 274-3380  
Office Hours:  
7:30 AM to 4:30 PM  
Monday through Friday  
except holidays

*Revised: January 2015*

## WHAT MUST I DO TO BE SAVED?

### **Admit that you are a sinner.**

The Bible says, *For all have sinned and come short of the glory of God.* (Romans 3:23)

### **Know that God has already provided for your salvation.**

*For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life.* (John 3:16)

### **Realize that you cannot save yourself.**

*Not by works of righteousness which we have done, but according to His mercy He saved us* (Titus 3:5)

### **Repent of your sins.**

*Except ye repent, ye shall all likewise perish.* (Luke 13:3)

### **Ask Jesus to save you.**

*For whosoever shall call upon the name of the Lord shall be SAVED.* (Romans 10:13) and  
*Believe on the Lord Jesus Christ, and thou shalt be saved...*(Acts 16:31)

### **Confess Jesus before men.**

*If thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised Him from the dead, thou shalt be saved. For with the heart man believeth unto righteousness; and with the mouth confession is made unto salvation.* (Romans 10:9, 10)

### **Have you asked Christ to save you?**

## Invitation to attend FIRST BAPTIST CHURCH OF WESTWOOD LAKE and its youth activities

All our students, their friends, and their families are invited to worship God and learn from His Word at the First Baptist Church of Westwood Lake, 5801 SW 120 Avenue. Sunday School begins at 9:15 AM; morning worship begins at 10:30 AM.

Children may attend Junior Church during the sermon portion of morning worship. Junior Church is a children's worship service suitable for children ages 5 to 12 with songs, activities and messages geared to their age level.

Sunday evening worship begins at 6:00 PM.

On Wednesday evenings at 7:00 PM all students and their friends are invited to participate in AWANA activities at the church. AWANA provides a time of Bible training and action games appropriate for ages 3 to 12. The Youth Group for students in grades 6-12 also meets at this time. Parents, other adult family members and friends are invited to our regular Wednesday evening prayer service which also meets at this time. All of these Wednesday evening activities typically end about 8:15 PM.

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## **GENERAL SECTION**

### **PURPOSE OF THIS HANDBOOK**

This handbook has a two-fold purpose.

1. To outline procedures and guidelines adapted for the efficient and effective operation of the school.
2. To communicate expectations for parents and students of Westwood Christian School.

None of the stated rules or procedures precludes the school from taking disciplinary action if students are involved in activities that the administration considers detrimental to other students or to the general school community. The Administrator or his designated representative has the right to make final decisions in all matters regarding student rules.

### **INTERPRETATION OF AND AMENDMENTS TO THIS HANDBOOK**

Westwood Christian School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. The school reserves the right to modify and/or amend the content of this Handbook at any time during the year. Any written modification or amendment made in this Handbook will be distributed to students and parents.

### **HISTORY OF THE SCHOOL**

Westwood Christian School was formed as a ministry of First Baptist Church of Westwood Lake under the direction of founding Pastor Marvin M. Gochenour in 1959. The first class consisted of eighty-nine kindergarteners. Pastor Marc Mortensen was called to serve as Senior Pastor in March 2004. Today the school matriculates 500 students from two-year-old kindergarten through twelfth grade.

The success of this ministry is attributed to the faithfulness of its dedicated Christian faculty, the highly-developed curriculum that is used at all levels, and to the cooperation of Godly parents who see the need for a Christian education for their children.

### **MISSION OF THE SCHOOL**

As an inseparable ministry of The First Baptist Church of Westwood Lake, Inc., the mission of Westwood Christian School is to lead those we train to a personal relationship with Jesus Christ as we provide an excellent Biblical, college preparatory education with the goal of training students to serve the Lord Jesus Christ as they seek God's will regarding further vocational training and ministry.

### **PHILOSOPHY OF EDUCATION**

All wisdom and knowledge come from God; therefore man's education is complete only when God and His Word are at the center of learning. *The fear of the Lord is the beginning of knowledge* (Proverbs 1:7).

Educators are concerned with the total person: his intellectual, spiritual, physical, and social development. We believe the needs of the total person can be met only when approached from a Christian or Biblical philosophy. *But to us there is but one God, the Father, of whom are all things, and we in Him; and one Lord Jesus Christ, by whom are all things, and we by Him* (1 Corinthians 8:6).

We direct one's attention to the various concepts of Christian education by apportioning education to three factors – the students, the curriculum, and the teachers.

#### **The Students**

1. Created by God in His image, student is of inestimable worth, possessing an eternal soul that shall either inherit everlasting life or everlasting damnation.
2. Because of sin, he is unable to reach God. His nature is totally depraved, and foolishness is bound in his heart. (Proverbs 22:15)
3. Faith in Christ Jesus is the only way of establishing a right relationship with God. Reality in life's purposes and values can be ascertained in and through Christ alone.

## **The Curriculum**

1. God is the source of all wisdom, and He has revealed Himself specifically in the Bible; thus God's Word is the basis of all our studies and should be correlated with all experiences that the child has under the auspices of the school.
2. Christian education should aspire to train students in such a way that they will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Christian perspective.
3. The home and church, ordained of God, and charged with the responsibility of training and teaching, (Deuteronomy 6:6, Matthew 28:20) should work together with the Christian School in promoting the student's growth.

## **The Teacher**

1. The teacher in the Christian school must give evidence of necessity of knowing Christ as personal Savior.
2. The teacher must be wholly committed to following and obeying Christ, thus wholly committed to a life of service to man for Christ's sake.
3. The teachers are to be faithful in executing their responsibilities as entrusted by God, the church, and their students' parents.

## **DOCTRINAL STATEMENT**

We believe in the verbal inspiration of the sixty-six books of the Bible, that it is without error and that it is the sole authority in all matters of faith and practice. We further believe that the Scripture reveals God, the fall of man, the way of Salvation, and God's plan and purpose in the ages.

We believe there is one and only one true and living God, existing in three persons: Father, Son, and Holy Spirit. These three are co-eternal and co-equal from all eternity, each with distinct personalities but with one nature.

We believe in the deity and virgin birth of Jesus Christ. Jesus Christ is the Son of God, co-existent with the Father and the Holy Spirit. He came to the world, was born of a virgin, suffered, died, was buried, rose again bodily, and ascended to the right hand of the Father.

We believe in the person and work of the Holy Spirit: conviction of sin, regeneration of sinners, and the indwelling of the believer.

We believe that Salvation is by grace plus nothing and minus nothing. The conditions of salvation are repentance and faith. We further believe that a soul is saved when Christ is received as personal Savior and Lord, and that the Holy Spirit imparts eternal life.

We believe that the believer is eternally secure, and that it is the plan of God for each believer to walk after the Spirit and not to fulfill the lusts of the flesh.

We believe in Baptism by immersion of the believer in water, symbolizing Christ's death, burial, and resurrection and the believers' identification with Him. We do not believe that Baptism saves, but it is an outward expression of an inward change. There are only two ordinances of the Church, Baptism and the Lord's Supper. The elements of the Lord's Supper merely symbolize the body and blood of the Lord Jesus. We reject the doctrine of transubstantiation.

We believe that a New Testament Church is a local group of baptized believers, united for His purpose and knowledge and spread of the Word of God, including worldwide missions. We believe the local church to be completely independent and autonomous with no other person, group, or body having any authority, jurisdiction, or control whatsoever over it.

We believe in the visible, personal, and premillennial return of Jesus Christ, and the bodily resurrection of the righteous dead at His coming. We further believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

## **ACCREDITATION**

Westwood Christian School maintains full accreditation status with the Florida Association of Christian Colleges and Schools (FACCS), Middle States Association of Colleges and Schools and the National Council for Private School Accreditation. Each teacher is certified by FACCS or is working toward full certification. FACCS schools are recognized and accepted by colleges, universities, and

other schools nationwide. Students who have done well in our academic programs tend to succeed quite well in other private or public schools and institutions of higher education.

### **NON-DISCRIMINATION POLICY**

Westwood Christian School, a ministry of First Baptist Church of Westwood Lake, Inc., 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 the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **SCHOOL CALENDAR**

A comprehensive school calendar is available in the school office. The school calendar is subject to change when deemed advisable by the administration. Students and parents will be notified of any such changes.

### **EMERGENCY CLOSING OF SCHOOL**

Westwood Christian School will close whenever a *Hurricane Warning* is issued.

When the area is under a *Hurricane Watch*, we will email each family if the school will continue in operation when public schools announce closure. The announcement will be posted on the school website.

Please keep your email address current. If you live in an area where you feel it is unsafe to travel, do not feel compelled to bring your student to school—DO WHAT YOU FEEL AS A PARENT IS THE SAFEST ACTION.

Westwood Christian School will reopen on its own schedule; check [www.westwoodchristian.org](http://www.westwoodchristian.org) or the school phone answering system (305.274.3380).

### **FIRE DRILL PROCEDURE**

When the fire alarm sounds, students are to move with their classes quickly from the building in a quiet, orderly manner without running, crowding, or touching each other. Upon reaching the position from the building designated by the teacher, students should turn and face the building and listen to roll call. Fire drill routes are posted in each room.

### **SICKNESS OR INJURY**

Students are not to come to school if they are running a fever or are too sick to maintain their daily schedule. If a student becomes ill at school, parents will be called to come and pick up the student.

In the event a student suffers a serious injury at school authorities will administer first aid, if required, and will summon immediate medical assistance (usually in the form of calling 911) and will attempt to notify the parents.

In case of minor injuries (bumps, bruises, scrapes, insect bites, etc.), first aid will be administered and the parents will be notified for instructions.

### **MEDICATIONS**

The school does not maintain medical treatment facilities and does not have trained medical personnel on staff, except for those qualified in first aid and CPR.

**Preschool:** The preschool does not dispense any kind of internal medications. Parents of preschoolers need to administer such medications to their own children.

**Elementary School:** Parents may bring or send prescription medications, cough drops, aspirin, and other over-the-counter medications to the school for students, but these should be in the original containers from the pharmacy. Such medications must be left with the **school secretary** with a note from the parent explaining dispensing procedures, dosage, and times to be taken. The school will try to follow all instructions but will not assume responsibility to see that it is taken at the proper times or in the proper manner. Students requiring close attention in this area should remain under the parent's supervision. All medications must be picked up by the parents at the end of **each day** – dosages for

one day are preferable. Students with head lice are required to stay home until treatment has been administered.

### COMMUNICABLE DISEASE POLICY

Westwood Christian School desires to maintain a healthy school environment by instituting controls designed to prevent or minimize the spread of communicable diseases.

The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted directly or indirectly from infected persons or animals to other persons.

Any student with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during periods of recognizable communicability. Students with communicable diseases for which immunization is not available shall be excluded from school while ill. *A student who is absent from school for a condition listed below will not be allowed to return without a written release from a physician or the Health Department.* If the nature of the disease and circumstances warrant, Westwood Christian School may require an independent physician’s examination of the student to verify the diagnosis of the disease. The administration of Westwood Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of such diseases within the school.

These policies apply to the following; however, the list is not necessarily comprehensive.

Acquired Immune Deficiency Syndrome (AIDS)	Measles (rubeola)
AIDS Related Complex (ARC)	Meningitis
Amebiasis	Meningococcal Disease
Anthrax	Mumps
Bite of Potentially Rabid Animal	Plague
Botulism	Poliomyelitis
Brucellosis	Rabies
Campylobacteriosis	Relapsing Fever
Chancroid	Rocky Mountain spotted fever (R. Rickettsia)
Chicken Pox	Rubella, including congenital
Dengue	Salmonellosis
Diphtheria	Scarlet Fever
Ebola	Schistosomiasis
Encephalitis	Shigellosis
Giardiasis (acute)	Shingles
Gonorrhea	Smallpox
Granuloma Inguinale	Syphilis
Hansens’s Disease (Leprosy)	Tetanus
Head Lice	Toxoplasmosis (acute)
Hemorrhagic Fevers	Tuberculosis
Hepatitis	Tularemia
Histoplasmosis	Typhoid Fever
Human Immunodeficiency Virus (HIV)	Typhus
Legionnaire’s Disease	Vibrio Cholera
Leptospirosis	Vibrio Infections
Lymphogranuloma Venereum	Yellow Fever
Malaria	

### PARENT INVOLVEMENT

The faculty and administration encourage parents of our students to remain actively involved in their child’s education. Parents should feel free to contact their child’s teachers to discuss progress. *However, parents should not go to a teacher’s classroom during school time.* Appointments should be made through the school office. Teachers will be instructed to return any parent’s phone call. Parents may request a parent-teacher conference.

There are times throughout the year when parents may be requested to serve as a chaperone or a helper in some activity. We would appreciate it if *parents would dress modestly and appropriately when they visit our campus or attend any school function. Please, do not wear shorts.*

There is a *no smoking* policy at all times on church and school property and on all officially-sanctioned trips with students, including field trips.

### **GRIPING**

At Westwood Christian School griping is not tolerated. Constructive criticism is welcomed, but it must be made only to those who have the authority to make changes. Those who have complaints about the school, its personnel, or its policies should direct their complaints to the administrator. Griping is defined as voicing complaints or criticisms to third parties, especially uninvolved third parties. The prohibition against griping applies to parents as well as to students. Griping can result in the student being dismissed.

### **PHOTO ID BADGES**

Preschool and elementary students are required to wear photo identification badges (issued by the school) at all times while on campus. There will be a \$5 charge for replacing lost, damaged, or defaced cards. Lanyards for these badges are available.

### **PROBATION FOR NEW STUDENTS**

New students are automatically placed on academic, as well as, and disciplinary probation during their first quarter at Westwood Christian School. Pending satisfactory progress and behavior after nine weeks, they will be removed from probationary status.

### **NOTIFICATION OF CHANGES**

Parents are requested to notify the office, as soon as possible, of any changes of address, phone numbers (home or work), changes of guardianship, changes of name(s), etc.

### **RECORDS REVIEW POLICY**

The purpose of this policy is to protect the privacy of student records and for parents to be able to request the correction of inaccurate or misleading data. Parents may have access to the student's educational and health records maintained at Westwood Christian School according to the following policy.

1. The student's educational and health records may be inspected and reviewed upon request. Parents should submit to the principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parents of the time and place where the records may be inspected. The principal may supervise the inspection and also be available to interpret entries in school records. Copies of student records may be requested. There may be a fee for copying.
2. Parents may request a review of what is believed to be inaccurate, misleading, or inappropriate data. Parents may request Westwood Christian School to amend or correct such records. A written request to the principal should clearly identify the record they wish changed and specify the reasons they feel that it is inaccurate, misleading, or inappropriate. If the principal decides not to amend the records requested, the parent will be notified in writing and will be advised that they may request a hearing regarding the requested amendment. (Additional information about the hearing will be provided with notification of the hearing.)
3. Upon enrollment at Westwood Christian School, parents consent to disclosure of educational and health records to school officials with legitimate educational interests. A school official is an administrator, teacher, or school support staff member. A legitimate educational interest is an official's need to review an educational or health record in order to fulfill his professional responsibility while employed at Westwood Christian School.
4. Upon request in writing by parents, Westwood Christian School will release educational and health records to another school in which a student intends to enroll.

## RE-ENROLLMENT

Pre-registration for previously enrolled students begins in January. Completion of the registration forms and payment of the registration fee will ensure a spot for the student during the next school year.

## WITHDRAWAL FROM SCHOOL

The Parent/Student agreement signed before enrollment does not bind either the school or the parents to any specific period of enrollment. Either parents or school may terminate, without cause, the enrollment of the student upon seven (7) days written notice. Tuition is due for the entire month a student is in attendance. *The end date of attendance is defined when the School Office receives the student's official **written** notice of withdrawal.*

**No academic records will be transferred to another school while an outstanding balance remains on a student's account.** Students who withdraw from Westwood Christian School either during or at the end of a school year may or may not be accepted back at a future date at the discretion of the administration.

## FUNDRAISING

We are grateful for our equipment and library facilities; however, there is much more we would like to provide for our students. Since our tuition is kept low, it is necessary that we have fundraising campaigns. Knowing that our parents have a keen interest in their child's education and in this school, we invite your participation in the projects as they are announced. **Students are never to go door-to-door selling WCS fundraising products. Selling is to be limited to family and friends.**

No handbills or literature of any kind are to be passed out at school unless they have been approved by the Administrator. There will be no sale of items on campus without similar approval.

## PLEDGES

A demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of Westwood Christian School each day. The recitation each morning of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have as American citizens and Christians. Therefore, the school desires that each student learn them.

### Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

### Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

### Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## **PRESCHOOL SECTION**

### **PRESCHOOL PROGRAM**

The Westwood Christian Preschool is located on the first floor of Building 1000 at 5801 SW 120<sup>th</sup> Avenue. Preschool classes offer a delightful learning experience for two-, three-, and four-year-olds.

Westwood Christian's Preschool uses an enjoyable learning program designed to provide your child with a good educational foundation upon which to build. Fundamentals of reading, phonics, and counting numbers are taught at the preschool level. Christian principles are taught in every context along with Bible classes that feature Bible stories and age-level-appropriate Scripture memorization.

### **CURRICULUM**

All programs of study and textbooks are carefully selected to provide quality learning based on Christian principles. The sequence of activities is designed to prepare students for future academic achievement.

All students receive instruction in the following activities:

Bible	Numbers and counting	Mandarin Chinese K4
Alphabet	Phonics	
Reading, K4	Cursive Writing, K4	
Language Development	Character Development	
Skill Development	Music	
Computer, K3 and K4	Spanish, K3 and K4	

Learning Centers are used in K3 and K4 classrooms. The children rotate to different centers during the day.

### **EVALUATION, GRADING, AND PROMOTION**

#### *Report Cards:*

Report cards are issued at the end of each grading period for K3 and K4. These reports give parents accurate information regarding the progress being made by the student.

#### *Grading Scale:*

- 4 = Mastery
  - 3 = Progressing towards mastery
  - 2 = Emerging
  - 1 = Unsatisfactory
  - N/A = Not applicable at this time
- A record of attendance will also be shown.

#### *Promotion (K4):*

At the end of the academic year progress of the students will be assessed by the teacher. Students who are developmentally ready will be recommended for K5. Westwood Christian School reserves the right to determine if the student is functioning at grade level.

### **CONDUCT**

Westwood Christian School is a private institution and has the right to set its own standards of acceptable conduct, dress, cleanliness, and scholarship from its students and parents.

Our objective is to teach our students to respect God, country, their family, their teacher, and fellow students. The Biblical principles against lying, cheating, theft, and profanity are upheld at all times.

### **DISCIPLINE**

Westwood Christian Preschool has a busy schedule to keep preschoolers occupied. We try to keep them busy and prevent discipline problems. If discipline measures are needed, children may have to put their head down on the table, their seat might be changed or they may need to be

separated from the class by sitting or standing aside. Time out in the room or on the playground is used most often with discipline problems. If discipline problems persist, the child will be taken to the office. Corporal punishment is never used at WCS nor specifically recommended.

Discipline problems are handled in the following ways: warning to students, notes to parents, phone calls to parents, parent-teacher-principal conferences, probation, suspension, or expulsion.

The teacher and administration use discretion in the classroom discipline of children. As a last resort, parents may be called to the school to take their child home for discipline.

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1a, and Hebrews 13:17a), and it requires discipline for children (Proverbs 6:23, Proverbs 13:24, Proverbs 29:15, 17).

In an atmosphere of definite and positive Christian standards of conduct, there will be opportunity for the development of strong and stable Christian character. Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, the parent should take it to the teacher. Often a conference or even a note will clear up the difficulty. Should the problem remain after this has been done, then the parent should feel free to consult the principal. Conferences should be arranged during a teacher's regular working hours.

Students who display a continuing disagreeable attitude may be required to withdraw for the general welfare of all concerned. That student may be reconsidered for reapplication during another school year.

A student presenting a discipline problem may be placed on probation, suspended, or expelled. Students not working up to their ability may also be put on probation. Some reasons for probation or suspension that could lead to expulsion include:

1. Continued deliberate disobedience.
2. A rebellious spirit which is unchanged after extended effort by the teacher.
3. A continued negative attitude and bad influence on other students.
4. Insufficient academic progress.
5. A serious breach of conduct inside or outside the school.
6. Failure of the parents to comply with the disciplinary procedures of the school.
7. Failure of the parents to get recommended professional help.

**Students may be asked to withdraw without previous warning.**

## **GENERAL SCHOOL REGULATIONS**

1. No running in the classrooms, playroom, or hallways.
2. Classroom should be kept neat and orderly at all times.
3. Objects left in the schoolrooms and on the school grounds will be turned in to the office.
4. No gum chewing will be permitted during school hours or on the school premises.
5. Students must promptly obey the directions of the teacher.
6. Students are not to bring any items (such as Pokemon cards, pogs, cards, dolls, magazines, books, or toys) that do not portray the standards of Westwood Christian School or the Bible. No pictures, words or logos on toys, book bags, lunch boxes, shirts, etc., will be permitted in school that are not compatible with the standards of Westwood Christian School.
7. Children should not bring any toys, videos, games, pacifiers, bottles, etc. to school. This will prevent them from being damaged, lost, or stolen.

## **DRESS CODE**

Uniforms have been adopted as the only appropriate dress for school. These must be purchased through the Sunshine School Uniform Co., 9763 SW 72<sup>nd</sup> Street (Sunset), 33173, [www.sunshineuniforms.com](http://www.sunshineuniforms.com). The uniform is required of all preschool students. The only girl's uniform that is acceptable from Sunshine School Uniform is the girls dress with the two pockets or the skirt with appropriately collared blue or yellow shirt. Girls' dresses should come to the knee in front when standing in a normally erect position. Due to normal growth of children, skirt hems may need to be let down from time to time to restore them to knee length. Only tights may be worn under girls' dresses on cold days. Preschool students are not to wear lipstick, unusual nail polish, body glitter, or bandanas.

Preschool students may wear sweaters or jackets, but they may not have any objectionable logos, pictures, or writing on them. Nothing is to be worn under the uniform or shirt that can be seen (on cold days a long sleeved shirt may be worn under the uniform in a matching or complimentary color).

Footwear for students is limited to dress shoes or sneakers. Shoes with Velcro type fasteners are preferred to those with laces. The color of footwear should be conservative. All students should wear socks.

Boys are to wear long, navy blue cotton pants (no jeans or corduroys). They may wear elastic waist (no belt) or zipper style pants with belt loops (with belt). Shirts are to be purchased from Sunshine Uniform in blue or yellow.

## **HAIR CODE**

Girls' hair must be combed and worn in a neat style at all times.

Long hair will not be permitted on boys. Boys' hair should be no longer than a half inch above the eyebrows. The hair should never come over the ears or the collar of one's shirt or coat. At no time will boys obtain special style haircuts.

*Students who come to school with mushroom style haircuts, bowl cuts, rat tails, spiked hair, shaved heads, and a haircut with lines or designs cut into it, or with hair that is a weird or unusual color, etc. will not be admitted.* Such students will be excluded from class until such time when the hair has grown out or has been restyled to an acceptable appearance. Tattoos and body markings are not allowed.

## **LUNCH PROGRAM**

Preschool lunches are included for all students. The meals are well prepared and well balanced; therefore, we recommend that each child eat the noon meal in the school dining hall. Each student will be encouraged to eat heartily. If the student consistently refuses to eat, the parents will be notified. The student should try to eat what is on his tray.

White or chocolate milk is served with each meal. If you want your child to have water instead of milk, please let the teacher know.

We believe that eating lunch in a group is an important part of the child's training in social behavior. Good manners are stressed. A lunch menu will be sent home with the child every two weeks. Parents are requested not to bring lunches from fast food restaurants. Only lunches brought from home or food provided in the dining hall may be eaten there.

## **FIRST DAY OF SCHOOL**

Orientation will be at 9:00 AM the first day of school in your child's classroom. Parents may stay in the classroom with their child from 8:45 AM until 9:45 AM. Parents may help their child adjust to his/her room during that time. After the first day, we ask that parents not go inside the classroom. We ask that parents drop their child off at the door of the classroom and leave. We have found from experience that the quicker the parents leave, the sooner the children stop crying and adjust to school. If they see their parent at the door or in the window, they will often not want to stay and will cry. Any time your child comes late (after 8:15 AM), please do not go into the room or talk to the teacher because this will disturb the class.

Children will not be admitted to school without their Admission to Class Card (school nametag), a proper hair cut (for boys), and their school uniform. Name tags need to be worn the first two weeks of school. Photo ID cards will be made for each student during the first weeks of school. These must be worn by the child at all times.

To obtain an Admission to Class Card, the school office must have a copy of the child's birth certificate, have the original yellow and blue health forms from the doctor on file, and must have paid all fees.

## **LINENS**

A linen set (full day students) can be purchased in the Preschool Office. These will be sent home each Friday to be laundered and returned on Monday.

## **VEHICULAR TRAFFIC AND PARKING**

Those drivers who deliver or pick up preschoolers should enter the U-shaped driveway at the south entrance, exiting via the north gate. Drivers should be especially careful and watchful for all pedestrians, especially preschoolers. Drivers should move their vehicles extremely slowly and be careful to obey directions of school personnel who are giving driving or parking directions.

Those drivers who wish to enter the building should pull into a regular parking place. Please do not park in the U-shaped driveway. Drivers should not leave their vehicle unattended in the driving lanes even briefly.

Please do not enter the service driveway. This is only for delivery vehicles and staff parking.

## **DROP OFF and PICK-UP PROCEDURES**

### *FOR THE CLASSROOM*

Parents should bring their children through the main entrance of the building and take them to the inside door of the classroom. Afternoon pickup will follow the same procedure

## **EXTENDED SUPERVISION**

The school operates an extended supervision service, charging a reasonable fee for supervision of students who arrive before 7:45 AM or who must stay later than 3:30 PM. A list of these fees is available in the preschool office.

Extended supervision for preschoolers is available in the school playroom (Room 1103) beginning as early as 7:00 AM for students who arrive before 7:45 AM. Preschool students who arrive at school before 7:45 AM must be in before-school extended supervision.

All students not picked up after school by 3:30 PM. will be placed in after-school extended supervision. If an extended supervision student has not been picked up by 6:30 PM, there will be a charge of \$15 for each 15 minutes the child is left.

## **DROP OFF and PICK-UP PROCEDURES**

### *FOR BEFORE and AFTER SCHOOL EXTENDED SUPERVISION*

Students who arrive before 8:00 AM should come to the outside door of the playroom (Room 1103) for before school extended supervision and checked in. There is no charge for before school extended supervision after 7:45 AM or for after school extended supervision from 3:00 PM to 3:30 PM. Preschool children will be in the playroom (Room 1103) at 3:30 PM. Parents should go to the outside door of Room 1103. The front door of the building is locked during and after school. Children must be signed out of after school extended supervision. *A picture ID must be presented each time a student is picked up from extended care.*

## **TARDINESS**

Parents should adjust their schedule to allow for traffic and to insure an on-time arrival at school each day.

## **ATTENDANCE POLICIES**

In order for a child to gain the most from school, regular attendance is a must. Students who come after 11:45 AM or leaves before 11:45 AM will be marked absent for half a day.

## **PARTIES**

Four parties are scheduled during the school year: Harvest, Christmas, Valentine, and End-of-the-Year. For the Harvest party, children may dress up as farmers (boys must wear long pants), farmers' wives (girls must wear dresses), cowboys, Indians (must wear shirts), and Pilgrims. For the other three parties, children may wear nice clothes, but the clothes must meet the dress code of the school (girls – dresses, boys – long pants). Parents are welcome to attend the Harvest, Christmas, and End-of-the-Year parties. We ask that parents meet the school dress code (ladies – dresses to the knee, men – long pants).

Birthday parties may be scheduled with the child's teacher. Parties will be scheduled at the child's lunch period or snack time.

## **ITEMS TO REMEMBER**

### **Emergency Items**

Parents are asked to send an extra set of clothes and underwear in a grocery bag inside your child's book bag for use in case of emergency or accident. Be sure to label each item, including the bag, with the child's name.

If your child is not potty trained, the parents must supply the diapers and wipes. Students are not allowed to have pacifiers or bottles at school.

## **HOME VISITS**

The child's teacher will try to visit in the home at least once per school year. The teacher will usually make an appointment for such a visit.

## **OPEN HOUSE**

Open House will be held in the morning near the beginning of the second nine weeks of school. The child's teacher will be going over schoolwork that was taught the first nine weeks. Parents will be able to observe their child and the teacher in the classroom. We urge all parents to check the school calendar and set aside that date and plan to attend the child's Open House.

Notices will be sent home with each child about the Open House. We urge all parents to try to attend because children whose parents are not able to attend are usually somewhat disappointed.

## **PARENT-TEACHER CONFERENCES**

Parents are welcome to schedule a conference with a teacher any time during the school year. Teachers may schedule conferences with parents of students who are having academic or behavioral problems. However, even if a child is not having problems, parents may request a conference. Teachers will be glad to schedule a conference, but parents are urged to give sufficient notice.

After meeting with the teacher, the parent, in order to resolve any conflicts, may request a conference with the teacher and the principal.

Westwood Christian wants each parent and child to be happy with the programs Westwood Christian School has to offer. Parents should feel free to come to the principal's office and discuss any concerns they might have concerning them and their child.

## ELEMENTARY SECTION

### INTRODUCTION

The purpose of this section is to provide parents with information regarding the elementary school's academic program and procedures.

The school's academic program is geared toward grounding students in the fundamental skills and concepts essential for future academic success. In addition to the academic fundamentals, the program includes enrichment opportunities that expose students to the fine arts, technology, physical education, and the Spanish language.

### ELEMENTARY PARENT TEACHER ORGANIZATION

All parents are encouraged to join the Parent Teacher Organization (PTO) and participate in a committee of their choice. Involvement in the PTO is an important way to make a difference in a child's school experience.

### EXTENDED SUPERVISION

#### Before Care

All elementary student K5-5<sup>th</sup> grade are to either be physically with their parent or in the gym until their class is picked up by their teacher. This applies to both staff and non-staff students. Charges will occur for students arriving before 7:40 AM.

#### After Care

The same procedure applies to after school as before school with the exception that after care is in the cafeteria. Charges will occur for students staying after 3:30 PM and remain until 6:30 PM.

Students will need to bring all their materials for studying. Students will not be permitted to re-enter their classrooms to get books or supplies. Note that after care study time is not set up for students to do homework in oral reading.

Misbehavior and horseplay will not be tolerated. If conduct becomes a problem, the student will not be permitted to attend after care.

### ITEMS FROM HOME

Normally, there is no need for a student to bring magazines or books of any kind to school unless such materials are part of an assignment made by the teacher. The student's teacher must approve all magazines or books brought on campus. Any magazines or books that have not been approved by a teacher will be confiscated.

Furthermore, students are not to bring toys or other entertainment or recreational items to school. The school has an ample supply of equipment for student to use during physical education class and recess.

### LOST AND FOUND

Lost and found items that remain unclaimed at the end of each quarter will be given to charity. We encourage the placing of the child's name on all personal items such as coats, jackets, sweaters, book bags, etc.

### LUNCHES

Hot lunches are available each day in the school cafeteria. Cafeteria menus are posted on our website and hallway bulletin boards. Student I.D.s are used to charge lunches.

Whether students eat lunch served by our cafeteria staff or bring lunch from home, they are required to eat lunch in the school cafeteria dining hall. Students are assigned, on a rotating basis the task of cleaning tables, straightening chairs, etc. at the end of each lunch period.

Students may not invite outsiders to eat lunch with them. Parents are requested not to bring lunches from fast food restaurants. *Only lunches prepared at home or food purchased in the dining hall may be eaten there.* **MICROWAVES ARE NOT AVAILABLE FOR STUDENTS TO HEAT THEIR FOOD.**

## **PARENT-TEACHER CONFERENCES**

For the benefit of the student, a conference between the teacher and the parent(s) is sometimes desirable to discuss academic progress, behavior, or any subject that impacts the student. Either a parent or the teacher can request such a meeting. The parent may contact the teacher in person, by email or an appointment can be made at a convenient time generally before or after school.

Teachers are not available for conferences immediately before class begins, from 7:50 until 8:00 AM when students are arriving, nor immediately after school from 3:00 until 3:30 PM when the children are leaving. Parents are requested not to try to inject a conference when the students are in the classroom. On rare occasions, the teacher may be available for a conference during the day when the teacher is not with her children.

If either party would like the principal to attend such a conference, they must schedule the conference through the school office.

Evenings of parent-teacher meetings are scheduled twice a year and are publicized well in advance. Parents are encouraged to attend these informative meetings as a means of learning what their child is doing and how he/she can improve. Parents should make a note of these dates as well as dates for report cards. All these are on the school calendar available in the school office.

## **SCHOOL OFFICE**

The school office is a place of business during school hours. School phones are for business use only. Office hours are from 7:30 AM to 4:00 PM, Monday through Friday, except holidays.

If it is necessary for a parent to bring items to school for their child, the parent must take the items to the office. The office staff will contact the child's teacher at the teacher's first convenience.

## **CLASSROOM WINDOWS AND HALLWAYS**

Academic instruction is conducted from 8:00 AM to 3:00 PM. Parents are requested not to congregate and talk outside classroom windows in the hallways to avoid disrupting the learning environment during these times.

## **BOOKSTORE**

The school operates a bookstore during the school year that is designed to provide replacement pencils, paper, etc. The bookstore does not stock startup supplies for the beginning of the school year.

## **TRAFFIC ON CAMPUS**

All drivers are expected to observe the 5 mph speed limit on campus, to obey school personnel giving driving or parking directions, to observe stop signs, and to be watchful and to yield for pedestrians, especially our students.

Traffic patterns have been designed with student safety being a priority to provide for an efficient arrival and dismissal. It is imperative that these patterns be followed.

Drivers who wish to enter the building for any reason should park in the marked parking places only. Cars must never be left unattended in the driving lanes even for a short time. This is a fire and safety issue.

Students arriving before 7:45 AM must go directly to before care supervision.

## **TEST PACKETS SENT HOME**

One method of communicating a student's progress to his parents is by means of the weekly test packet. On or before Wednesday of the following week, teachers send home with each student their folder or packet containing the student's tests, quizzes, other graded items, a conduct sheet for the week along with a sheet for the parent's signature. Parents should inspect their child's work, sign the signature sheet, and return the entire packet to the teacher the next day.

Parents also have access to student grades online through RenWeb. A parent access code is needed to retrieve the grade report.

Parents who would like a conversation or conference with the teacher should schedule an appointment for an in-person meeting or a telephone call through the school office. *Parents may also email teachers.*

## ATTENDANCE POLICIES

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes failing grades, loss in interest, and may result in a student's withdrawing from school.

*Students who are absent must present a note, stating the reason, from their parent or doctor on the date they return to school.*

### **Vacations and other trips should not be scheduled during the school year.**

The following policies govern the school's consideration of absences:

1. Students accumulating seven and one-half (7.5) or more absences in a semester will be subject to withholding of a passing final grade pending a review of the absences by the administration.
2. Students will be counted in attendance only if they are actually present or are engaged in a school-approved educational activity which constitutes as part of the instructional program.
3. Should an attendance review become necessary the following procedure will be administered: Students who accumulate more than 7.5 absences (excused or otherwise) in a semester will not be promoted unless mastery is demonstrated on a comprehensive examination in the major subjects including Bible. Mastery is defined as earning a minimum grade of 77% on the examination in a particular subject. If the examination grade is between 70% and 76% the marked grade will be lowered one letter grade. If the examination grade is less than 70%, the quarter grade will be an "F".
4. All elementary parents are responsible for calling the office before 10 AM on the day their child is absent, stating the reason for the absence.

## SCHOOL HOURS

Kindergarten (Half Day)	8:00 AM to 12:30 PM
Kindergarten (Full Day)	8:00 AM to 3:00 PM
Elementary	8:00 AM to 3:00 PM

Elementary dismissal is from 3:00 to 3:15 PM at designated areas. Students will then be escorted to childcare. Each child must be signed out at aftercare after 3:30 PM; photo ID must be presented.

## TARDY TO SCHOOL

***Tardy is defined as not being in the classroom when the 8:00 AM bell rings.***

Punctuality is important to the learning process at Westwood Christian School. Tardiness seriously undermines a child's understanding of the day's lesson and undermines the learning process for other students when the class is disrupted by students who are late. Between 8:00 AM and 8:10 AM, the student will be admitted to class and counted as tardy. After 8:10 AM, tardy students must report to the elementary secretary for a permission slip to enter the classroom.

During each nine-week grading period, a student is allowed five unexcused tardies. After three tardies, a warning notice will be sent home. After the fifth unexcused tardy, the student will be required to attend the next scheduled detention session (one hour of detention for each 5 unexcused tardies). An unexcused absence from detention will result in a one day suspension. Three unexcused tardies will be considered equivalent to one day's absence. *Please note, more than 9 days absent will have to be made up in summer school.*

**Five or more times tardy or early dismissals in a semester will prevent a student from receiving the Perfect Attendance Award.**

Westwood Christian School adheres to the State of Florida's Educational Statute mandating school attendance. Attendance affects any financial aid students may receive from ***Step Up for students.***

## **ILLNESS OR INJURY**

Children who are running a fever or are too ill to maintain their daily schedule should not come to school. A child who becomes ill while at school will be sent to the school clinic. The parents will be called and be asked to make arrangements for the child to be picked up.

If a child suffers a serious injury while at school, school authorities will in addition to administering first aid, summon immediate medical assistance (usually by calling 911) and then attempt to contact the parents. In the case of minor injuries, first aid will be administered and the parents will be contacted for instructions.

## **DRESS CODE**

Uniforms have been adopted as the only appropriate dress for school. Student's uniforms must correspond to their grade requirements and must be purchased through the official school uniform company only, currently Sunshine School Uniform & Supply Co., 9763 SW 72<sup>nd</sup> Street (Sunset), 33173, [www.sunshineuniforms.com](http://www.sunshineuniforms.com). The only exception to this is boy's pants which may be purchased elsewhere but must match the uniform pant in color and style.

Jackets that are zip-up or button-up do not have to be purchased from the uniform company; however, Logos on jackets may display the garment's manufacturer's symbol only. Students are not to wear pullovers in the school building, except those with the school logo. No sweater or coat may be worn wrapped around the waist.

Footwear for students is limited to sneakers or dress shoes. Sandals, flip-flops, and crocks are inappropriate footwear for students. Footwear must have a back around the heel of the foot. The color of footwear should be conservative in nature. All students must wear socks.

Since fads and fashions are constantly changing, the administration reserves the authority to determine what is acceptable in the area of hair styles or accessories worn with the uniform. Anything which, in the judgment of the administration, is likely to distract or disturb other students and interfere with the desired educational environment will not be permitted. Students who violate the dress code will face disciplinary measures. Unwillingness to conform to the dress code will result in dismissal.

### **Girls**

Girls' jumpers must come to the knee in front when standing in a normally erect position as well as when seated. This can be determined by kneeling with the back straight; the hem cannot exceed two inches from the floor all the way around. Due to normal growth of the student, skirt hems should be let down from time to time to restore the proper length. During cold weather girls may wear leggings. Authorized leggings must cover the leg from the ankle up and colors are restricted to navy, gray, or white.

Girls are expected to wear a minimum of jewelry and make-up. Excesses tend to distract the student as well as others in the school. Girls are not to wear more than two pair of earrings (conservative in style).

### **Boys**

Pants must be sized properly. Excessively long or baggy pants are not acceptable. Pants must be worn with a belt worn around the waist, above the hips. Shirts must be tucked inside the pants and not "bloused" at the waist. The belt must be visible. Shirts must be buttoned except for the top button, and the sleeves should be fitted properly. Nothing should be worn under the uniform shirt except a plain white short-sleeved T-shirt. Boys are not allowed to wear earrings and if necklaces are worn they are not to be excessive and must be worn tucked in under their shirt.

## **ACTIVITY UNIFORM**

Boys and girls must wear an activity uniform on designated field trips or special days. The activity uniform consists of knee length khaki shorts from Sunshine Uniform Company and a t-shirt sold by the school. Students who do not wear the activity uniform on the designated days must wear the regular school day uniform.

## **HAIR STANDARDS**

### **Boys**

Male students are to maintain a neat, well trimmed hair style at all times. The hair should be no longer than half an inch above the eyebrows and should never come over the ears or the collar of one's shirt or coat.

Special styled haircuts with lines or designs cut into the hair, bleached or "colored" hair, mushroom cuts, spiked hair, or shaved heads, etc. are not acceptable. Westwood Christian School reserves the right to determine if a hair style is acceptable. Students who violate the hair code will be suspended from classes until the hair has been properly trimmed, restyled, or grown out. Students who come the first day of school without a regular haircut may forfeit their right to attend school.

### **Girls**

Girls' hair must be combed and worn in a neat, conservative style at all times. Hair ribbons, hair ties, barrettes, etc. should be of simple and conservative design. Outlandish hair styles such as spiked hair or unusual colors are not permitted.

## **STANDARDS OF CONDUCT**

Westwood Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the essential initial step in the Christian life. There is an adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39), Romans 13:8-10, and Galatians 5:15). The result is a life consecrated unto God and separated from the world.

Westwood Christian School must, therefore, provide an environment conducive to the spiritual development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12, 13, and 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

*Students are expected to abide by the standards throughout their enrollment. Students found to be out of harmony with Westwood Christian School's ideals of work and life will be invited to withdraw whenever the general welfare demands it, even if there is no specific breach of conduct.*

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and personal interest between faculty and students, there is fine opportunity for development of strong Christian character.

## **DISCIPLINE**

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1a, and Hebrews 13:17a) and it requires discipline for children (Proverbs 6:23, 13:24, 29:15, 17). The goal is for the student to develop self-discipline.

Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, *the parent should take it quickly to the teacher.* Often a conference or even a note will clear up the difficulty. Should the problem remain after this has been done, the parents should feel free to consult the principal. Whenever possible, conferences should be arranged during a teacher's regular working hours. Parents should not call teachers at home to discuss student problems. That time is need by them for their own personal and private lives.

Students found to be out of harmony with our school's ideals of work and manner of life by repeated violations of those ideals, or who display a continuing rebellious and disagreeable attitude toward them shall be required to withdraw for the general welfare of all concerned. However, that

student may be reconsidered for reapplication during another school year if circumstances seem to warrant it.

Corrective measures taken to deal with elementary school students who break the standards of conduct or dress code may take the form of losing privileges, detention, extra assigned work, probation, suspension, or expulsion. Corporal punishment (spanking) is never used at WCS.

Students with chronic discipline problems will be put on probation, suspended, or expelled. Students not working up to their capacity may also be placed on probation. Some reasons for probation or suspension that could lead to expulsion are:

*Continued deliberate disobedience*

*A rebellious spirit which remains unchanged after extended effort by the teachers.*

*A continued negative attitude and bad influence on other students.*

*Insufficient academic progress*

*A serious breach of conduct inside or outside the school*

*Failure of the parents to support, cooperate, or comply with the discipline procedures of the school*

*Failure of the parents to secure recommended professional help*

## **CONDUCT**

Westwood Christian School is a private school and has the right to set and maintain its own standards of acceptable conduct, dress, cleanliness, and scholarship for those who are admitted to its student body.

The school has high expectations of all its students and their conduct. The rules governing student behavior fall into a few basic categories.

**Being Respectful** is one category. All students must, in a mannerly way, show respect for all who are in authority over them, their teachers, administrators, and other staff. Connected to respect for authority is the matter of obedience. Students must also show respect for other students and their property. Respect must be shown to the Lord, the things of the Lord, to this school which He has provided, and to its facilities. Every student is expected to bring respect and honor to his family and his upbringing by his behavior. Students are also required to conduct themselves in a manner which will show respect for the school itself and its reputation. Students also must avoid endangering others; therefore, there are several safety rules and regulations.

**Being Honest** is a second category. Therefore there will be rules against lying, cheating, stealing, etc.

**Enhancing Education** is a third category. Behaviors which hinder or slow the educational process of the student or his fellow students must be minimized. Those behaviors which enhance education for everyone are mandated.

**Scriptural Imperatives** make up another category. The Scripture is the supreme authority in all that we do. Many of the rules and regulations, such as those requiring modest dress, avoiding immoral behavior, obedience to those in authority, refraining from vulgar speech, etc., have direct Scriptural roots.

The various rules and regulations often fit into more than one of these categories.

## **GENERAL SCHOOL REGULATIONS**

### **Under the Category of Being Respectful**

Students must obey promptly the instructions and directions of teachers without complaint, argument, facial expressions of disagreement, etc.

Students must be mannerly. Insolence, impudence, and “sass” will not be tolerated.

To show respect for teachers in their classroom, no student should ever enter a classroom other than his own without the permission of the teacher in that room.

Students are expected to be respectful to all other students.

**Bullying and Harassment:** Westwood Christian School does not and will not tolerate any type of harassment. The harassment includes (but is not limited to) slurs, jokes, threats, displays of bigotry, and other verbal, graphic, or offensive physical conduct relating to age, size, appearance, intellect, race, religion, color, sex, sexual orientation, national origin, citizenship, disability, etc. This type of offensive conduct can create a hostile school environment. Additionally, WCS is dedicated to fostering

an environment which promotes kindness and embraces differences among individuals. Therefore, bullying, teasing, taunting, ridiculing, or threatening conduct among students will not be permitted.

All students have a responsibility for keeping the school environment free from harassment and bullying. Students must report incidents to their teacher. When a school administrator becomes aware that bullying or harassment may exist, he will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person for making a fair report of alleged harassment.

Students who engage in sexual harassment or bullying activities of any degree will receive a suspension of one or more days. Repeated incidents can result in the student being asked to withdraw or being expelled.

In respect to our custodial staff, students should never litter the halls, classrooms, restrooms, or other parts of the buildings or campus. Waste paper, candy wrappers, and beverage containers should never be discarded except in proper waste containers. Students will be required to help keep their classrooms and the halls neat and orderly. Likewise, no gum chewing is permitted on the school premises or while on official trips off campus.

Students should respect the building, facilities, and equipment the Lord has provided. Therefore, students who abuse these things will be required to pay for damage they cause. Vandalism will be dealt with severely.

Students should show respect for others' possessions. Things of others found in the school rooms or on the school grounds should be turned in to the office. Students may redeem lost items from the Lost and Found in the gymnasium.

Students must avoid behavior that could endanger themselves or others. For this reason, running in the halls, classrooms, or on the stairways and ramps must be avoided.

Also, as a safety precaution, the gymnasium is off limits to students except when they are under the supervision of a faculty member.

### **Under the Category of Being Honest**

Students can expect severe disciplinary action, including dismissal, for stealing any items belonging to another. This includes, but is not limited to, book bags, books, jewelry, money, etc.

Students who lie to avoid punishment for misdeeds or lie concerning assignments not done, etc. compound their offense.

Cheating is a serious temptation for students. Students observed or caught cheating on homework, tests, or quizzes will be referred to the Principal for disciplinary action in addition to receiving a zero on the work involved.

Plagiarism is a form of cheating. Plagiarism is copying material written by someone else in whole or in part and submitting it as one's own work.

Those who help others to cheat will also be referred to the Principal for disciplinary action.

### **Under the Category of Enhancing Education**

A number of our school rules are in force so that the educational process can proceed decently and in order.

Therefore, it is important that students be in class during class time. Students have scheduled times to go to the restrooms.

The teacher has the authority to set the procedural rules in the classroom. A few general rules apply, however. *Students must be in their seats and quiet when the tardy signal sounds. Students may not talk without permission. They must raise their hand to get permission to speak, but not while the teacher is speaking.* They should wait until the teacher pauses for questions. Students should never be out of their seats without permission. When the bell signals the end of the period, students should never rise to leave until the teacher dismisses the class.

### **INSPECTION POLICY**

The school reserves the right to inspect and conduct a search of a student's book bag, backpack, and any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine or on a random basis. Further the school

has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school rules, community standards, and/or local and state law.

### **WEAPONS, FIREARMS, FIREWORKS, KNIVES, ETC.**

Students are never to bring weapons of any kind, firearms, fireworks, knives, etc. onto the school property at any time. This prohibition includes pocket knives (even those which are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive devices. Possession of any of these may result in a suspension or expulsion at the discretion of the administration.

### **ELECTRONIC DEVICES**

Students are **NOT** to bring beepers, cellular telephones, radios, games, electronic games, CD players, laser pointers, etc. to school at any time, including before or after school extended supervision.

### **INTERNET POLICY**

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the school's Acceptable Use Policy (which has been separately distributed to parents and students). Failure to do so will result in appropriate disciplinary action determined by the school's administration. All computers should be used in a responsible, ethical, and legal manner. Violations of the Acceptable Use Policy signed by students and parents may result in the revocation of access privileges and possible disciplinary action.

### **POLICY ON MUSIC**

The purpose of Westwood Christian School is to work hand-in-hand with the home to *train up a child in the way he should go. This training includes character growth as well as academic learning.*

Since various music choices such as rap, hip-hop, etc. are part of the counter-culture which seeks to undermine authority by implanting seeds of rebellion in a young person's heart and mind, Westwood Christian considers listening to this music as detrimental to the spiritual, moral, and intellectual life of a child.

CD's, pictures, magazines, clothing emblems, or any other music paraphernalia are not to be brought on the campus of Westwood Christian School.

### **DISCIPLINE IN CLASSROOMS**

Each classroom teacher has developed a classroom discipline plan that will be communicated to parents the first week of school. Parents should review and discuss the discipline plan with their child. It is important in training children that they have a clear understanding of the school's behavior expectations. It is essential that parents support the teacher's discipline plan to help their child succeed in school.

### **DISCIPLINE SYSTEM**

A modified form of "Assertive Discipline" is used throughout the school. This means that each teacher establishes a discipline plan for their classroom that consists of three parts.

1. Rules that must be followed at all times.
2. Positive recognition for compliance.
3. Consequences for choosing not to comply with the rules.

### **DISCIPLINE – CONDUCT MARKS**

Students accumulating 10 conduct marks will receive a "D" on their weekly conduct report. Students accumulating 14 or more conduct marks in a week will receive an "F" on the weekly conduct report. Refer to the teacher's classroom discipline plan for more details about receiving marks. Consequences for receiving "D's" or "F's" on weekly conduct reports are listed below.

*First Offense:*

10 marks in one week student-teacher-principal conference  
14 or more marks in one week one-hour detention

*Second Offense:*

10 marks in one week one-hour detention  
14 or more marks in one week one-week (5 days) of detention

*Third Offense:*

10 marks in one week one-week detention  
14 or more marks in one week minimum: 1-day suspension\*  
maximum: expulsion\*

*Fourth Offense:*

10 marks in one week minimum: 2-day suspension\*  
maximum: expulsion\*

*Fifth Offense:*

10 marks in one week expulsion\*

\*The administrative board of Westwood Christian School will determine the consequences.

*Detentions*

Detention is held from 3:15 PM to 4:15 PM on assigned days. Students arriving late will incur additional penalties. Those in detention will spend their time copying pages of an encyclopedia or another reference book.

*Suspensions*

Suspensions may be served in school or out of school as determined by the principal. In either scenario, class work will be assigned for the student to complete during the suspension. The suspended student must complete this assignment to return to the classroom. Suspended students will be allowed to make up tests and quizzes; however, the maximum grade they can earn is 69 (F).

Once a student has been suspended, he will be placed on disciplinary probation for the remainder of the school year.

*Expulsion*

The administrative board may elect to expel a student who commits a major offense or habitually commits minor offenses. Some reasons for suspension or expulsion include:

1. Continued insubordination.
2. A rebellious spirit which is unchanged after extended effort by the teacher and/or principal
3. A continued negative attitude and negative influence on other students.
4. Insufficient academic progress.
5. A serious breach of conduct inside or outside the school.
6. Failure of the parents to comply with the disciplinary procedures of the school.
7. Failure of the parents to seek recommended professional assistance.

Students may be asked to leave without previous warning.

**SCHOOL LIBRARY**

Each student has the opportunity to use the library on a weekly basis. Encyclopedias and other reference books may not be checked out and are never to be taken from the library by students. Students may check out regular library books for a period of one week. DVDs and videocassettes are available for rental at the rate of \$1 for two nights.

A fine will be imposed for overdue books. Parents are expected to pay for library books or videos that their children fail to return or return damaged. Report cards will not be issued to those that owe fines or have failed to pay for lost or damaged books or videos.

## EXTRACURRICULAR ACTIVITIES

ASPIRE (After School Program for Instructional & Recreational Enrichment) activities are offered monthly throughout the school year. These include signlanguage, Spanish for non-speakers, Spanish for speakers, cooking, basketball, kid fitness, technology, etc. ASPIRE offerings vary each month based on teacher availability and student interest.

## ACADEMIC INFORMATION

### CURRICULUM

The desire of Westwood Christian School is to excel academically. The Christian is not to be content with mediocre effort. I Corinthians 10:31 states that *"Whatsoever ye do, do all to the glory of God."* Colossians 3:23 urges that *"Whatsoever ye do, do it heartily as to the Lord."*

All programs of study and textbooks are carefully selected to provide quality academic learning based on Christian principles. The sequence of courses is carefully maintained in order to prepare students for their future education.

#### Course of Study:

Kindergarten

All students receive instruction in the following courses:

Bible  
Alphabet  
Numbers and basic addition  
Nursery Rhymes  
Phonics  
Science

Elementary (Grades 1-5)

The elementary curriculum includes instruction in:

Bible	Mathematics
Reading	Science
Phonics	Geography/History
Penmanship	Physical Education
English	Computer Technology
Art	Spanish
Band (5 <sup>th</sup> Gr.)	Chorus (4 <sup>th</sup> & 5 <sup>th</sup> Grades)
Music (K5-3 <sup>rd</sup> Gr.)	

### INSTRUMENTAL MUSIC LESSONS

Private and group piano lessons are available on a limited basis. Lessons on various band instruments are also available for 5<sup>th</sup> graders. Costs and other information are available in the office.

### HOMEWORK POLICY

Homework is an important part of each student's education. That which is given will be checked for completeness, accuracy, and neatness. Homework is given for the following purposes.

1. *Drill:* Elementary students require repetitive drills to master essential skills and concepts.
2. *Practice:* After classroom explanation, homework is given so that material may be mastered.
3. *Remedial Activity:* As instruction progresses, various weaknesses in a student's understanding of a subject may become evident. A homework assignment may be used in conjunction with further instruction and individual attention to correct such weaknesses.
4. *Special Projects:* Book reports, compositions, special research assignments and projects may be assigned to broaden the student's perspective in a given field.

Furthermore, homework is important for less obvious reasons as well. It offers the opportunity for children to learn responsibility, as they learn to accept accountability for their mistakes as well as successes. Children will also benefit from homework because it will give them experience in persevering, managing their time, showing initiative, building self-confidence, and developing resourcefulness.

There are a number of actions parents can take to maximize their children's potential for success as far as homework is concerned. These actions include providing a quiet place of study for their children, designating a specific time for study, providing necessary resources for completing the homework, reviewing what the teacher expects the children to accomplish, and inspecting the finished product. Elementary teachers provide weekly assignment sheets to assist parents in this task.

Because WCS values homework, students will face academic and disciplinary consequences when homework is not done satisfactorily. These consequences may include, but may be limited to, reductions in grades, loss of privileges, and even probation, which can lead to dismissal.

### **MAKE-UP WORK POLICIES**

Students who miss work (quizzes, tests, homework, etc.) due to an excused absence are given the same number of days absent plus one day to make up the work they missed without penalty. After the allotted time, 10% is deducted each day from the grade up to a maximum of 50% reduction. If a test has been announced previously, students who miss school on the day a test is given will be required to take the test the day they return to school to avoid a late penalty (at the discretion of the teacher). Students who attend any part of the day are accountable for all work assigned that day. **It is the parent's (or student's) responsibility to get the missed assignments from his teachers** upon arriving or before departing school the day the student returns.

### **ACADEMIC HONORS**

Following the end of each quarter the following honors listing will be posted:

1. **The Principal's List:** Students who earned all "A's" on their report card.
2. **Honor Roll:** Students who earned all "A's" and "B's" on their report card.

### **ACHIEVEMENT TESTING**

Westwood Christian School has an extensive program of testing to measure students' progress and abilities. The results of this testing are used to aid the teachers and administration in assessing student progress and in improving the school's curriculum.

All students are given the Stanford Achievement Test (SAT) in the spring of each year to measure achievement in the areas of English, mathematics, social studies, science, reading, etc. Students in upper grades are also given the Otis-Lennon School Ability Test each year to determine the student's school ability index. The tests are electronically graded, and a record is prepared for each child. A copy is provided to parents.

### **DEALING WITH ACHIEVEMENT PROBLEMS**

An effort will be made by teachers and administrators to diagnose problems of low achievement.

If it is determined that a student's poor performance is a result of willful neglect of responsibilities, then disciplinary measures will be taken. Such students may be required to have their assignments written each day along with the teacher's initials on an assignment sheet that parents will be required to sign and return by the student. Parents can assume their major role in insuring their child's academic progress. The teacher or administrator may request a personal meeting with a student and his parents to discuss and try to solve the problem. Parents, too, may request such a conference. In these cases, cooperation of parents and school personnel is absolutely essential.

On the other hand, if a student's lack of progress is due to a learning problem, some of the possible remedies may include the following.

A student may be required to get extra help from the teacher in the teacher's help class. Each teacher has a schedule of help classes offered after school for various subjects. The teacher or parent can initiate an appointment to arrange for the child's attendance. Parents can help students on academic probation by insisting that they attend. There is no charge for this extra assistance.

In some cases, however, a student may require special tutoring. The administration can make recommendations for this type of help. Some of our teachers are available for this at reasonable fees. Our teachers, however, may not receive fees for tutoring students in their own classes. Other possibilities include commercial tutors or tutoring firms.

## **HELP CLASSES**

Help classes are available for students making D's and F's. These will be given during PE class, activity period, or after school. Parents need to contact the child's teacher regarding help class scheduling.

## **TUTORING**

Tutoring is available for students who need extra help in a specific area. Please contact the principal to make arrangements. The fee established by the Business Office is paid directly to the teacher. Teachers may not tutor students in their own classes.

## **ACADEMIC PROBATION**

When a student's academic record reveals that he is not working up to his ability or is maintaining a potentially failing grade, he may be placed on academic probation. Specifically, those with a failing grade or those maintaining an average below a "C-" overall on their report card will be placed on academic probation. Such a student's academic progress will be reviewed at the end of each grading period. If, after the next grading period, the student's behavior, effort, and grades do not demonstrate adequate improvement, he may be asked to withdraw from school. The administration reserves the right to decide whether or not a student will be retained at the end of any probationary period.

## **PROMOTION AND RETENTION**

At the end of each academic year, the administration will assess the progress of each student. If a student has made satisfactory progress in all his subjects, he will be recommended for promotion to the next grade.

Note: Satisfactory progress may include demonstrating proficiency on tests assessing specific skills and concepts considered essential for admission to the next grade.

The principal in consultation with the teachers and parents will determine the promotion or retention of a student in kindergarten through Third Grade. The following factors will be considered:

Age	Achievement level
Attitude	Degree of improvement
Maturity	

Although the administration reserves the right to retain a student failing any subject, any fourth or fifth grade student will be retained in their current grade under the following circumstances.

The student has an "F" in two subjects.

The student has an "F" in one subject and "D's" in three subjects.

Note: Spelling grades will not determine grade promotion and retention.

## **REPORT CARDS AND PROGRESS REPORTS**

Grades will be issued at the end of each quarter (approximately nine-weeks). At that point, the teacher will assess each student's performance. Progress reports will be sent home for all students in the middle of each grading period. These must be signed by the student's parent(s) and returned to the teacher. The purpose of the progress report is for the parents to evaluate their child's progress and to take necessary steps for improvement. Parents who wish to discuss the progress of their child are encouraged to schedule an appointment with the teacher.

Report card grades are entered into the student's permanent record.

### **Grading Scale for K-5:**

4	Mastery
3	Progress toward mastery
2	Emerging
1	Unsatisfactory
N/A	Not applicable at this time

**Grading Scale** for First through Fifth Grade:

A+	99-100	C+	83-84
A	96-98	C	78-82
A-	94-95	C-	77-78
B+	92-93	D+	75-76
B	87-91	D	72-74
B-	85-86	D-	70-71
F	0-69		
I	Incomplete		

A grade of zero will be assigned to incomplete work until it is made up. All incomplete work at the end of a grading period must be made up according to the Make-up Work Policy stated elsewhere in this Handbook. The administration may make special allowances for incomplete work caused by extensive periods of absence due to illness or injury.