

Westwood Christian School Parent-Student Handbook

Secondary School Division (Grades 6 through 12)

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 education with your family. With privileges come responsibilities; therefore, rules have been established to guide our relationship. This handbook summarizes these rules, policies, and expectations for the Middle School and the High School (Grades 6 through 12).

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. Included in this handbook you will find several passages of Scripture that will help those who have yet to receive Christ as their personal Savior.

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

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, the 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.

Address:

5801 SW 120 Avenue
Miami, Florida 33183

305-274-3380

www.westwoodchristian.org

Office Hours: 7:30 AM to 4:00 PM
Monday through Friday except holidays

(Revised: January 2017)

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?

An invitation to attend FIRST BAPTIST CHURCH OF WESTWOOD LAKE and its youth activities:

All our students, their friends, and family 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 at 10:30 AM.

Children may attend Junior Church during the sermon portion of morning worship. Junior Church is a children's worship service 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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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.

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, Dr. Marvin M. Gochenour, in 1959. The first class consisted of eighty-nine kindergarteners. Dr. Marc Mortensen was called to serve as Senior Pastor in March 2004. Today the school matriculates more than 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 they are approached from a Christian or Biblical philosophy. *But as 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 in him. I Corinthians 8:6*

We direct one's attention to the various concepts of Christian education by apportioning them to three factors of education—the student, the curriculum, and the teacher.

The Student

1. Created by God in His image, the 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 a child in such a way that he will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Christian Biblical worldview.
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 of necessity give evidence 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 teacher is to be faithful in executing their responsibilities as entrusted by God, the church, and the child's 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 (MSA) and the National Council for Private School Accreditation. Each teacher is certified by FACCS or 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 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.

PARENT-STUDENT HANDBOOK CLASS AND QUIZ

Each middle school and high school student will receive a copy of the Parent Student Handbook as part of their student planner (the one you are reading now) during the first week of school. The handbook will be discussed at great length during Bible classes devoted to the handbook.

Students are responsible for reading the entire handbook. They will be quizzed over their knowledge of the handbook during the first week of Bible class.

SCHOOL CALENDAR

The school calendar containing most of the important events of concern to parents and students 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 also be posted on the school phone system and the school website.

Please keep your email address current. Note that 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 or the school phone answering system (305.274.3380).

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 parent's phone calls. Parents may request a parent-teacher conference.

A Parent-teacher Open House is scheduled during the second week of school. Parents are encouraged to attend this informative meeting as a means of learning what their child will be doing and how he/she can support their teachers. Parents should make a note of dates for final exams and report cards. These events are on the school calendar available in the school office.

There are times throughout the year when parents may be requested to serve as a chaperone or a helper in some activity. The school requires the parents to follow the same standards of dress and conduct as required of the students. *Volunteers will need to have background checks.*

We would also appreciate it if **parents would dress appropriately when they visit our campus or attend any school functions. 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, reward trips, and athletic trips.

Please do not be offended when staff asks you to identify yourself when on campus. For security reasons staff are asked to question people they may not know. *Staff should be wearing an ID lanyard.*

NOTIFICATION OF CHANGES

Parents are requested to notify the office, as soon as possible of any change of address, email, or phone number (home or work), changes of guardianship, changes of name(s), etc. so our records can be kept up to date.

PROBATION FOR NEW STUDENTS

New students are automatically placed on academic as well as 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.

RECORDS REVIEW POLICY

Parents and students over 18 years old may have access to the student's educational and health records maintained at Westwood Christian School. All other requests require a power of attorney.

The student's educational and health records may be inspected and reviewed upon request. Parents and eligible students should submit to the administrator a written request that identifies the records they wish to inspect. The administrator will make arrangements for access and give notice to the time and place where the records may be inspected. Copies of the records may be requested. A fee may be charged for copying.

A parent or eligible student may request a review of what is believed to be inaccurate, misleading, or inappropriate data. They may request Westwood Christian School to amend such a record. A written request to the administrator should clearly identify the part of the record they wish changed and specify the reasons. If the administrator decides not to amend the records requested, he will notify the parties concerned that they may request a hearing with the director regarding the matter. Information regarding the hearing procedure will be provided.

Upon enrollment in Westwood Christian School, parents and eligible students consent to permit disclosure of educational and health records to school officials with legitimate educational interests. A school official means an administrator, teacher, counselor, or 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 by the school.

Upon written request by parents or eligible students, Westwood Christian School will release educational records to another school or post-secondary institution in which a student intends to enroll.

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.

EXTENDED SUPERVISION

On school days only, provision is made for supervision of students who for any reason arrive between 7:30 AM and 7:50 AM or stay later than 3:30 PM until 6:30 PM (except athletes who are in practice sessions for a sport). Students who are not picked up by 6:30 PM will be subject to an additional late pick-up fee. A schedule of fees for extended supervision is available in the school office.

Before-school supervision

Any *Middle School student* (Grades 6 – 7) who arrives before 7:30 AM should be dropped off entering at the gate 3 entrance. Students should go directly to the pavilion area between the Elementary Library and the Gymnasium.

High School students (Grades 8 – 12) arriving before 7:30 AM should report directly to the second floor mezzanine area between Buildings 1000 and 2000.

After-school supervision

All students (Grades 6 – 12) are dismissed from school at 2:50 PM. All students who are not picked up by 3:15 PM should report to aftercare. Aftercare charges begin at 3:30 PM.

Students in after-school supervision may not wander about the campus.

Students who hide to avoid being in after-school supervision may face disciplinary action or their parents may have to make arrangements for them to be picked up before 3:15 PM. Students who are found wandering the campus will be placed in after-school supervision and charged from 3:30 PM.

Athletes must be under the supervision of their coaches until they are picked up by their parents. Athletes placed in aftercare by their coach will be charged aftercare fees from 3:30 PM.

Parents arriving after 3:30 PM to pick up students must present a photo ID and sign their students out.

After 3:15 PM, all of the school buildings, including halls, classrooms, gymnasium, locker rooms, etc. are off limits to students who are not involved in an official school activity. Five demerits will be assessed to violators. Faculty members will be stationed to enforce this rule.

TRAFFIC ON CAMPUS

Drivers delivering middle school students (grades 6 – 8) should enter via gate 4 and drop their students off in the vicinity of the basketball court next to the gym. Traffic is one-way after 7:30 AM and drivers should exit on to Miller Drive only. Only right turns on to Miller Drive are permitted until after 8:30 AM. No middle school students should be dropped off in front of the Preschool Building (Building 1000) unless the driver is dropping off a preschooler or high school student as well.

Drivers delivering high school students (grades 9 – 12) should drive into the U-shaped drive in front of Building 1000 and drop them off toward the north end of the “U”. Drivers should be aware that preschoolers are also being delivered at this time of day and should be extremely alert and careful.

Drivers who wish to enter the building for any reason should park in a marked parking space and should not leave their car unattended, even for a short time, in the driveway.

Drivers who wish to drop off high school or middle school students at the edge of 120 Avenue near an entrance gate to avoid driving onto the campus should do so with extreme care. The school assumes no responsibility for students off campus.

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

Gate #1 is for teachers and staff members only. Please do not park along the sidewalk.

STUDENT DRIVERS

Students who are fully licensed drivers may drive cars on campus. They must have official permission to do so from the Pastor of Student Ministries. To obtain this permission the student must show a note of parental permission to drive to school and proof of insurance for the vehicle. Student drivers must file a record of their driver’s license number, tag number of the car and the make, model and color of the vehicle. A student may not drive other students as passengers unless a statement of permission from a parent or guardian of each student is on file in the office of the Pastor of Student Ministries.

Students may not sit in their cars until school starts; they must lock their cars and go directly to the mezzanine or class. Drivers may not return to their cars or drive them during the day without permission from the Pastor of Student Ministries. *After the school day is over, students may not loiter or visit friends in the parking area.*

The school is not responsible for items stolen from cars or for damage to cars parked on school property.

The Pastor of Student Ministries will issue a parking decal to be placed on the driver’s side of the front window of each vehicle permitted to park on campus. Student drivers must park only in the designated area; the lot along the driveway to the north of Building 3000.

Students who fail to obey these directives or who are observed driving dangerously on campus may be fined or may lose their right to drive on campus.

LUNCHES

Hot lunches are available each day in the school cafeteria. Student ID's are used to purchase lunches. The cafeteria menus are posted on school bulletin boards on a bi-weekly basis.

Whether students eat lunch served by our cafeteria staff or bring lunches from home, they are required to eat lunch in the school cafeteria. *Students may not order pizza or other fast foods to the school without prior approval.* Students are assigned, on a rotating basis, the tasks of cleaning tables, straightening chairs, etc. at the end of each lunch period.

The lunchroom is off limits to all students who are not engaged in eating. Students may not invite guests to eat with them without permission from the administrator.

SCHOOL OFFICE

All students sent or summoned to the office should check with the secretary before going into the administrator's office. Students desiring to go to the office during class time must secure a pass from their teacher. The pass should be signed by the secretary.

MEDIA CENTER

The media center is located on the first floor of Building 2000 across the hall from the office. Students are encouraged to use the services of the media center to obtain optional reading material as well as to do research. Encyclopedias and other reference materials may not be checked out and are never to be taken from the media center by students. Students may check out regular library books for a period of two weeks. A fine will be imposed for overdue books. Students are expected to pay for library books they fail to return or return damaged. Report cards will not be issued to those that owe book fines or have failed to pay for lost or damaged books.

MAGAZINES AND BOOKS

Normally, there is no need for a student to bring periodicals or any books of any kind to the school unless such materials are part of an assignment made by a teacher. All magazines or books brought on campus must be approved by the student's teacher. Any magazines or books that have not been approved by a teacher will be confiscated and discarded. Students are not to be in possession of pornographic materials at any time. Possession of pornography will result in severe disciplinary action.

BOOKSTORE

The school operates a bookstore in Room 2205 where students may purchase books and school supplies. All textbooks are to be purchased here. The bookstore is open each morning throughout the school year from 7:45 AM to 8:00 AM.

Prior to the opening of school each year, a special bookstore will be open for several days for students to purchase their textbooks, laboratory manuals, and workbooks. Parents will be notified a few weeks before the opening of school advising them of the exact days and hours of this special bookstore.

LOST AND FOUND

Lost and found items are taken to the school bookstore in Room 2205; these items may be redeemed for a charge of \$.25. Items that remain unclaimed at the end of each quarter

(nine weeks) will be donated to a charity. We encourage students to place their names on all personal items.

STUDENT LOCKERS

All students will be furnished with a locker at the beginning of the year in which to store their books and other belongings.

Students are to rent school locks through the bookstore. Students are not to bring locks from home. All lockers are to be kept locked at all times.

Belongings that students are unable to keep in the locker must be carried with the student. Books and bags left in the hall or in the table area of the mezzanine will be placed in lost and found.

There is to be no writing or sticker type materials applied to lockers.

ELECTRONIC DEVICES

Students are not to bring radios, MP3 players, I-Pod's, earbuds, headphones, video games, laser pointers, etc. to school at any time. These items will be confiscated and returned to the student's parents only.

Cellular telephones may be brought on the campus at the student's own risk. Phones must be kept concealed, turned off (not on vibrate), and not used during school operating hours (7:50 AM – 2:50 PM) without a teacher's permission. A second violation will result in confiscation until the end of the quarter. *Confiscated phones will be returned to the parent only.*

CHAPEL SERVICES and SPIRITUAL EMPHASIS

Chapel services are held weekly with special speakers, faculty, and students participating in the programs. From time to time there will be special musical and educational programs. Chapel is a place for worship, not entertainment.

Applause is not appropriate in chapel unless greeting someone or expressing appreciation. The person conducting chapel will request applause when it is appropriate. Teachers will identify and remove those who violate the decorum we are attempting to establish for worship or cultural type events in the chapel, gym, or auditorium.

FIRE DRILL PROCEDURE

When the fire alarm sounds, students are to move with their class 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.

FUNDRAISING

We are grateful for our equipment and school facilities; however, there is so much more we would like to provide for our students. Tuition does not cover the needs for WCS; 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 hand bills 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 approval.

EXTRACURRICULAR ACTIVITIES

Westwood Christian School sanctions a variety of extra curricular activities. Participation is governed by similar standards as the high school sports program.

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. No internal medicines of any kind are dispensed. Students requiring aspirin, antacid tablets, cough drops, etc. will need to make provisions for these on their own.

Students who need to take medications may bring the medication to the school office, but it should be in the original container from the pharmacy. This medication must be left with the school secretary with a note from a parent explaining dispensing procedures, dosage, and times to be taken. The school 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 at the end of **each school day**. Dosages for one day are preferable.

SENIOR TRIP

Beginning in grade 9, all students will begin contributing to their Senior Class Trip. Fees for the trip are due at registration as follows: Freshmen \$100, Sophomores \$200, Juniors \$200, Seniors \$200 (with the balance due prior to the trip). All **new** seniors will pay a Senior Trip fee of \$300 at registration. *The senior trip fee for **all seniors** will be non-refundable when the student is enrolled for their senior year.*

CLASS TRIPS

In grades 6-12, each class will have one **good conduct trip** scheduled. This trip is recreational in nature. The criteria for participation will be announced and posted on bulletin boards early in August.

Field trips are to be limited to one per year per grade. These trips are educational in nature. The objective(s) for the field trip is defined by the sponsoring teacher. Students will record observations, take notes, etc. for the field activity. Field trips are related to core subjects (math, English, history, Bible, science, including fine arts). The purpose of a field trip is to enrich a particular subject area and to broaden the student's experiences.

Other trips, not necessarily educationally oriented, may be arranged on Saturdays. Finances for all trips are borne by the students. Fees are collected two weeks prior to the trip. Fundraising activities will not be used to finance good conduct trips or field trips.

ACADEMIC INFORMATION

INTRODUCTION

The purpose of this section is to provide students and parents with information regarding the school's course offerings and requirements for graduation.

Our courses are developed to prepare a student for successful transition to college. With the Bible as its foundation, solid coverage of language, mathematics, and the sciences gives the student an excellent preparation to step through any door the Lord opens into a challenging future.

It is our desire that students, with the encouragement of their parents, work hard and do their best. Graduation may seem far in the future, but perseverance now will reap dividends later as the student proceeds toward graduation.

GRADUATION REQUIREMENTS

Course Requirements

To graduate and receive a high school diploma, a student must successfully earn 24 academic credits in grades 9 – 12 plus one credit in Bible for each year enrolled at WCS.

For each full-time full-year course completed, one credit will be awarded. For completion of a semester course, one-half credit will be awarded. A minimum grade of 60% is required for credit.

Each student must take a minimum of seven courses, including six academic subjects each year. Study halls are not provided. A minimum cumulative Grade Point Average (GPA) of 2.0 ("C" average) is required to graduate.

If a student receives a grade of "F" in any required course for graduation, it must be retaken at Westwood's summer school program. The guidance counselor will give information regarding this requirement.

It is the student's responsibility to see that all courses necessary for graduation are completed. See notes 4 and 5 below.

Minimum Graduation Requirements (Grades 9 – 12)

Next to each subject is the credit of the class and/or the grade level in which the subject is usually taken.

Bible (One credit for each year enrolled at WCS) See note 3 below.

New Testament Survey (1 credit)

Old Testament Survey (1 credit)

Bible Doctrines (1/2 credit) – 11th See note 2 below.

Career Research & Decision Making (1/2 credit) - 11th See note 2 below.

Revelation (1/2 credit) – See note 2 below.

Philosophy (1/2 credit) – See note 2 below.

English (Four credits), One credit each year, with major concentrations in composition, grammar, and literature*. See note 4 below.

Social Studies (Four credits)

*World History (1 credit) – 9th

World Geography (1 credit) or *AP European History – 10th

*United States History (1 credit) – 11th

*American Government (1/2 credit) – 12th See note 2 below.

*Economics (1/2 credit) – 12th See note 2 below.

Science (Three credits)

Physical Science Honors – 8th or Physical Science (1 credit) – 9th

Biology (1 credit)

Chemistry (1 credit)

Note: If Physical Science was taken in middle school outside WCS and was not a high school course, then the student must take an additional year of science at WCS.

Mathematics (Four credits, Algebra I and higher)

Algebra I (1 credit)

Geometry (1 credit)

Algebra II (1 credit)

Pre-Calculus (1 credit)

Math for College Readiness or Calculus - 12th (1 credit)

Foreign Language (Two credits in the same language)

Spanish I (1 credit)

Spanish II (1 credit)

Other languages available on FLVS

Vocational Courses (One credit)

Family Dynamics (1/2 credit)

Dave Ramsey's Financial Peace (1/2 credit) FLVS See note 2 below.

Food Science Technology

Digital Publishing - See note 1 below.

Journalism I, II, III - See note 1 below.

Legal Aspects of Business

Teacher Assistant

Other courses available online

Fine/Performing Arts (One credit)

Band (1-4 credits)

Chorus (1-4 credits)

Speech (1/2 credit) – See note 1 below.

Art (1/2 credit) - See note 1 below.

Physical Education (One credit)

Physical Education (1/2 credit) – 9th

Personal Fitness (1/2 credit) – 9th

*All Honors and AP courses have pre-requisites outlined on page 12.

Special Notes (Graduation Requirements)

1. May be postponed in favor of a fine arts elective by the guidance counselor.
2. A one semester half-credit course must be followed by the second corresponding half-credit course the next semester.
3. Students who fail Bible classes must make them up before graduation in summer school or online.
4. PG 2200 must be completed successfully to receive a diploma by the designated deadlines.
5. *Once enrolled at WCS*, students must earn a passing grade in English III, IV or AP English III & IV. These may not be taken as FLVS or in dual enrollment classes. *A student failing either course must attend summer school at WCS for makeup credit.* Note: English courses transferred from another accredited school prior to enrollment at WCS will be accepted at face value.
6. Participate in the Senior Trip (and the Junior/Senior retreat each year).

7. Although student records are checked periodically to make sure graduation requirements are being met, Westwood Christian School cannot be held responsible for any students who are deficient in credits at the end of their senior year. ***It is important that students make frequent contact with the guidance counselor regarding college admissions, scholarships, and financial aid for college.***
8. Students will not be permitted to march in the commencement exercises if they lack more than one credit for graduation (special consideration will be decided by the Administration). Arrangements must have been made to remove their deficiencies through a WCS summer school class, FLVS, or an approved correspondence school program to receive their diploma. Any missing or failed credits must be completed within one year from the graduation date in order to receive a diploma. Westwood Christian School cannot be responsible for the inconvenience caused by a senior failing during the last days of school.

ELECTIVES

An elective is any class that is not specifically required for graduation but counts toward the overall number of credits required for graduation. Students should not assume that there is any less work associated with these classes. AP courses, for example, require considerably more work at the college level. It is recommended that students choose academic electives that will count toward their GPA when applying to college and allow them the opportunity to explore different fields of study such as pre-health care, pre-law, science, etc. All elective courses are subject to adequate class size and teacher availability.

A minimum of two credits may be selected from the following:

Science

- AP Biology - See note 3 below.
- Anatomy & Physiology Honors - See note 2 below.
- Physics
- Marine Science

Mathematics

- Statistics
- Math for College Readiness
- AP Calculus – See note 3 below.

Vocational Courses

- Food Science Technology
- Legal Aspects of Business
- Dave Ramsey's Financial Peace (1/2 credit) FLVS
- Computer Applications ((1/2 to 1 credit) FLVS – See note 5 below.

Fine Arts

- AP Music Theory
- Art/Speech
- Band I, II, III, IV
- Chorus I, II, III, IV

Physical Education

- Beginning Weight Training for women (1/2 credit)
- Beginning Weight Training for men (1/2 credit)
- Intermediate Weight Training for men (1/2 credit)

Social Studies

Psychology

Other Categories

A wide assortment of electives is available through Dual Enrollment courses for qualifying students and Florida Virtual High School. See note 4 below.

Courses taken in middle school with FDOE course codes will be assigned high school credit. However, 24 credits at the high school level must be earned for graduation, plus one credit of Bible for each year as a student at WCS.

NOTES (Electives)

1. Digital Publishing and Journalism classes are by appointment (require applications and prior approval).
2. A course labeled “Honors” is an advanced course, which is an equivalent for a regular course of the same name, but requires substantial extra work. Honors courses carry an additional 0.5 grade point for grades of “A” or “B”. Students who choose to take courses for “Honors” credit must have received at least a “B-” grade in the same subject the previous year and have teacher recommendations. *A student who fails to maintain a “B-” average will be allowed to complete the course but will not receive “Honors” credit.* Interested students should contact the guidance counselor.
3. AP (Advanced Placement) courses are college level courses approved by the College Board and require considerably more work. Members of our staff have undergone specialized training to offer these rigorous classes. A cumulative GPA of 3.0 is a prerequisite for taking a class for AP credit as well as teacher recommendations. A student who wishes to enroll in two AP courses in the same year must have a cumulative GPA of 3.5. A student who wishes to take three AP courses in the semester/year must have a 3.5 GPA and approval by the Administrator. AP courses carry an additional 1.0 grade point for a grade of “A”, “B”, or “C”. A student in an AP course whose grade falls below a 70% average will be allowed to complete the course but will not receive AP credit. AP courses are designed to prepare students for the Advanced Placement tests that colleges frequently use to waive certain college preliminary courses in given subjects. Students interested in AP courses should see their guidance counselor in the spring or summer before the next school year begins.
4. Dual Enrollment courses may be available during the summer at local colleges. Please see Guidance office for details.
5. All courses taken on Florida Virtual High School must be approved by the school guidance counselor prior to the course.

Volunteer Work Requirement

All students in grades 9–12 are required to complete 100 hours of community service *during their four years of high school (for consideration of Florida Bright Future Scholarship)*. Service may include volunteer work in church ministries, hospitals, community youth organizations, etc. Approval by the guidance counselor and documentation of hours served must be obtained. Community Hours earned prior to completing 8th grade will not be accepted for credit.

PROGRAMMED GRAMMAR

Starting in 7th grade, students will be required to complete an assigned amount of work from the textbooks titled English 2200 or 2600. At the beginning of the school year, the English teacher will administer an evaluation to determine where the student will begin in the text. The work is done independently.

The student will work in class or complete the tests at the end of each unit of study. The student must earn a minimum grade of 90% on each unit test prior to proceeding to the next unit; otherwise the student will repeat the unit. Students must complete their “PG” assignment by the assigned date. If this is not completed, the student must complete the work during summer school to receive credit for English. Honors English students will have an additional “PG” requirement. Please see Appendix A.

COURSE SELECTION

High school students may choose their elective classes under the guidance of their counselor toward the end of the school year, in preparation for the following school year. Students are encouraged to select courses that best meet their abilities and will help them meet the requirements for graduation and for college scholarships.

Students must choose alternates to all electives when completing their course selection sheets. The administration will do its best to give the students the classes they request, but this may not always be possible because of scheduling conflicts. Occasionally a student may be assigned an appropriate course they did not select in order to meet the seven class daily requirement.

Students are required to furnish the school office with any transcripts of work completed in other schools as soon as possible. **These credits will not be credited until an official transcript from the other school is received.** Students must obtain prior approval from the guidance counselor for any course work they wish to transfer to WCS.

EXAMINATIONS

The academic year at Westwood Christian School is divided into two semesters. Each semester includes two nine-week grading periods. Teachers are required to give at least three tests in a quarter. Report cards will be sent home shortly after the end of each quarter. Semester exams will cover material for the entire semester. Semester exams may not be taken earlier than the scheduled time without approval from the administrator.

Students who miss examinations will be allowed one week from the date they return to school to make up the missed examination(s). Missed tests will be made up at the discretion of the subject-area teacher. Students who fail to make up work within the given time period will be given a zero on the missed work, test, or exam. It is the student's responsibility to confer with the teacher to schedule make up tests or exams.

Second Semester Exam exemptions: Students who earned a 94% average (seniors 87%) for the first semester and the third and fourth quarters will be exempt from taking the second semester examinations. The average in the course must be 94.0% (or 87.0% for seniors) without rounding up. Students missing more than three days of school during the second semester will not be exempt. Students are not exempt from exams in one-semester courses. Students enrolled in an AP course will be exempt from the final if they take the AP exam. Students who are exempt may choose to take the examination to improve their grade.

REPORT CARDS AND PROGRESS REPORTS

Grades are available online. A final grade is given each nine weeks. At that point, academic teachers will assess each student's performance. 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 within 10 school days after the beginning of the new grading period or the grade for the incomplete work will remain zero. The administration may make special allowances for incomplete work caused by extensive periods of absence due to illness or injury.

The final semester grade for a class is weighted by counting the semester examination as 12% and the quarter grades as 44% each.

Individual grades for each class are posted on the internet. Parents are encouraged to check the progress of their students.

Report cards are mailed to parents. These grades are entered into the student's permanent record.

Progress reports are emailed to parents every three weeks via RenWeb.

GRADES AND GRADING

A minimum grade of "D-" is required to receive credit for each semester of a course. Any high school student receiving an "F" can receive credit towards graduation by repeating the semester(s) the following year, if scheduling can be arranged. Other options include retaking the courses in summer school at WCS, Florida Virtual School (only after the course has been completed at WCS), or by correspondence from an academic institution approved by WCS. If a makeup course is offered at WCS, the course must be made-up at WCS.

Students in grades 6, 7, and 8 (middle school) must make up all "Fs" in core subjects (math, English, history, science, reading and Bible) to enroll in 9th grade. These courses are made up in summer school (Florida Statute 1003.4156). These summer school courses improve the grade by one grade point not direct substitution.

All courses attempted in grades 9 – 12 are included in calculating the student's grade point average (GPA).

The grade for a repeated class will be substituted for the original failing grade. Students may retake a class in which they received a "D" with the repeated grade being substituted for the "D". Grades higher than a "D" may not be replaced. *Note:* summer school work must have equivalent class hours for direct grade replacement. Depending on the nature of the summer school class, the grade may only improve a grade by one or two grade points (i.e. an "A" or "B" summer school grade = a two grade point improvement, a "C" summer school grade = a one grade point improvement). *All summer school courses require the guidance counselor's approval prior to enrolling in the course.*

GRADING SCALE

The following has been adapted as the grading scale for all work done at Westwood Christian School (grades 6-12)

| Letter Grade | % Grades | Unweighted Grade Points |
|--------------|----------|-------------------------|
| A+ | 98 – 100 | 4.0 |
| A | 93 – 97 | 4.0 |
| A- | 90 – 92 | 4.0 |

| | | |
|----|---------|-----|
| B+ | 87 – 89 | 3.0 |
| B | 83 – 86 | 3.0 |
| B- | 80 – 82 | 3.0 |
| C+ | 77 – 79 | 2.0 |
| C | 73 – 76 | 2.0 |
| C- | 70 – 72 | 2.0 |
| D+ | 67 – 69 | 1.0 |
| D | 63 – 66 | 1.0 |
| D- | 60 – 62 | 1.0 |
| F | 0 – 59 | 0.0 |

ACADEMIC PROBATION

Any student who has passed Westwood Christian School’s entrance examination and whose previous grades in school show a reasonable level of competence and achievement should have little difficulty succeeding in our school, provided that he/she is conscientious in completing assignments, turning them in on time, studying for tests, quizzes, and exams.

When any student’s progress reports and report cards show a grade point average below 2.0 (C- average) a student will be placed on academic probation and special efforts will be made to try to remedy this situation.

A student that remains on academic probation may be denied re-enrollment.

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 teachers and the administration in assessing student progress and in improving the school’s curriculum.

All students in grades 6-11 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. Each student is also given the Otis-Lennon School Ability Test each year to determine the student’s school ability index. The tests are electronically graded, and detailed results are prepared for each child. A copy is provided to parents with the student’s final report card.

Additionally, students take other one-time tests such as ASVAB, PSAT 10, PSAT/NSMQT, and ACT. The PSAT 10 test is given to all 10th graders. The Preliminary Scholastic Aptitude Test (PSAT/NSMQT) and the ASVAB (a vocational aptitude test) are given to all 11th graders. Seniors are given the American College Test (ACT). The cost of these tests is included in “student fees”. The PSAT 10, PSAT/NSMQT, ASVAB, and ACT are scheduled on the school calendar.

LOW 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 a teacher’s initials in their daily planner that parents will be required to sign and return via the student. Parents must assume their

major role in insuring their child's academic progress. A 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. All teachers have a schedule of help classes offered after school for their subjects. Students should make an appointment with the teacher to attend. 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.

In some cases, the need for special professional diagnostic testing may be indicated. Again, the school administrator can give advice to parents on securing these services.

ADDING OR DROPPING CLASSES

Permission is required to drop or add a course after enrollment. A Drop/Add card must be approved by the administrator or guidance counselor and then signed by all the teachers involved. No student may drop a class without written permission from his/her parents.

After the first week of the fall semester, no class may be dropped or added to a student's schedule. Any class dropped after this date will show a grade of "F" which will appear on the student's permanent record. There will be no refunds of class fees for a dropped course.

Students who drop an AP course in which they are enrolled will be assessed a \$100 drop fee plus the cost of the textbooks ordered for that student. These fees will be applied even if the student decides not to re-enroll for the next school year.

MAKE-UP WORK POLICIES

Students who miss work due to 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. **"Exception:"** 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 student's responsibility to get missing assignments from their teachers** the day they return to school.

PROMOTION

At the end of the academic year the progress of the student will be assessed by the administration. If the student has made satisfactory progress in all his subjects, both core and electives, he/she will be recommended for promotion to the next higher grade. Students must have earned six credits to enter tenth grade, 13 credits to enter the eleventh grade, and 20 credits to enter the twelfth grade.

TRANSFERRING STUDENTS

Students transferring to Westwood Christian School from another school will be required to pass an entrance exam. Students in grades 6 – 12 and their parents will be required to complete an interview with the administrator. The administration reserves the right to deny credit for courses which do not fit the course description requirements of Westwood Christian School (or, if the grading scale is lower than that of this school). In grades 9 – 12, a student's minimum cumulative GPA must be 2.0 or better to graduate. A transfer student may be required to retake courses with a grade of "D" or "F".

Students transferring from non-accredited schools or home schools must validate their credits. The guidance counselor can provide a list of requirements in accordance to the education code in the Florida statutes.

Students who transfer to WCS after the first day of practice for a given sport season will be ineligible to play for that school year in that sport.

ACADEMIC HONORS

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

1. DEAN'S LIST: Students who have a 95% average or above with no grade below 90%.
2. SUPERIOR HONOR ROLL: Requires a 90.0% - 94.9% average with no grade less than 80%.
3. HONOR ROLL: Students who achieve 85.0% - 89.9% average with no grade less than 70%.
4. HONORABLE MENTION: For students with averages of 80.0% - 84.9% with no grade less than 60%.

Students who maintain Honor Roll status or better through the third quarter will be recognized during the Honors Banquet in the spring. Awards may be revoked if fourth quarter grades drop below the above standards.

The following Graduation Honors are given to graduating seniors who have maintained the following Grade Point Averages during grades 9 – 12:

Summa cum laude: 3.90 and above

Magna cum laude: 3.70 – 3.89

Cum laude: 3.50 – 3.69

AWARDS AND RECOGNITION

Commencement Awards made during the graduation exercises:

Valedictorian and Salutatorian recognitions will be awarded to the graduating seniors with the highest and second highest class rank grade point averages (over 3.50) respectively through seven semesters. Any student with 25 or more demerits their senior year will not be considered. Students selected for these honors are expected to maintain their averages in the final semester of school; otherwise, the award(s) will be reconsidered. To be eligible, a student must have been enrolled at Westwood Christian School for a minimum of six semesters in grades 9-12.

Achievement Award: given to the senior who in the opinion of the staff, has improved in academics, spirituality and/or conduct.

Leadership Award: goes to the senior who, in the opinion of the staff, has shown the most outstanding positive leadership skills in the Senior Class.

Citizenship Award: given for outstanding deportment and spiritual qualities.

Principal's Award: given to an outstanding senior planning to attend a Christian college.

Warrior of the Year Award: awarded to an eighth grader and to a senior by the faculty.
Special Awards: Following the end of the third marking period, an Honors Award Banquet will be scheduled to recognize students who have received various awards.

Honor Awards

Highest Honors: on the Dean's List all three quarters.

High Honors: on the Dean's List or Superior Honor Roll all three quarters.

Honor Roll: on the Honor Roll or better all three quarters.

Science Fair Awards: first, second, or third place plaques plus ribbon awards will be given to the top ten projects in each science subject.

"W" Award: for every student who receives all "A's" in a subject for the entire year.

Presidential Award: for eighth graders and seniors whose GPA average is 3.0 or higher in their respective grade.

Other Awards: Athletic awards are presented at the Athletic Banquet. *Fine Arts* awards will be given as appropriate. *National Honor Society, Yearbook, and Journalism* awards are given annually.

DIPLOMA AND GRADUATION PREREQUISITES

To receive a diploma, the following requirements must be met by the student:

1. Meet all the academic requirements of courses, credits, grades, and community service.
2. Participate in the year-end awards program.
3. *Participate in the Junior-Senior Retreat and Senior Trip.*
4. Attend the graduation information meeting with at least one parent.
5. Participate in the baccalaureate service.
6. Participate in the commencement service.
7. Take the ACT (American College Test).
8. Clear his/her account in the Business Office.
9. Dress and behave properly at graduation services.
10. Successfully complete a one credit course online (two segments).

CLASS OFFICER ELIGIBILITY

Eligibility to be a class officer is determined by one's academic and disciplinary record. Students with 35 or more demerits are ineligible to hold class office. Academically, students must have at least a "C" average with no "F's" to qualify to serve as an officer of any school organization. The basis for determining eligibility will be a student's most recent semester grade at Westwood Christian School. *Only students who have **completed** two consecutive semesters at Westwood may be nominated as class officers.* Students holding office must also have the approval of the administration. Officers whose academic or disciplinary record disqualifies them during their term will be removed from office and an alternate will be selected for the remainder of the school year.

Westwood Christian School believes that the position of Class Chaplain is an important position that aids in setting the standard of spirituality of the class. The class chaplain must be a male Christian representing the qualities and standards set forth in Scripture. Because Westwood Christian School is a ministry of the First Baptist Church of Westwood Lake, the chaplain must present his testimony of salvation to the Administrator and be in agreement with the doctrinal statement of the church. The chaplain must also meet all of the other eligibility requirements stated above.

During Spirit Week a King, Queen, and Princesses are chosen. The same requirements apply for these honors as for class officers.

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.

The following are the only excusable reasons for student absences: student illness, medical appointments (Students must bring a note from the doctor.), death in the family, school-sponsored events or activities previously approved by the school. Students who are absent due to illness must present a note, *stating the reason, from their parent or doctor on the date they return to school.* The absence will be considered unexcused without the note.

Any absence other than those excused above must be arranged with the administrator *prior to the absence.* This pre-arrangement does not guarantee the absence will be classified as "excused". However, any such absence not pre-arranged will be "unexcused". Vacations and other trips should not be scheduled during the school year and may be considered as unexcused absences.

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 during a period for a minimum of 40 minutes* or are engaged in a school-approved educational activity which constitutes as part of the instructional program.
3. Attendance will be taken by each teacher on a period-by-period basis. Students who are continually late to school and miss portions of first period class will be counted present for the day but *absent from first period class.* Regardless of the number of excused absences, no credit will be awarded in classes where the student has missed 7.5 days of instruction during a semester, unless mastery of the subject is proven according to the guidelines set forth by Westwood Christian School (See note 6 below). *Consideration for students missing more than 7.5 periods of instruction in a semester will be determined on an individual basis whether mastery can be applied.*
4. **Proving "mastery" does not apply to students who are absent more than 9 days in a semester (see note 7 below). To determine whether credit will be given in a course where a student has been absent more than 9 days, administrative review will be required. When a student is absent from class more than 9 days, the time over 9 days must be made-up in summer school or as advised by the administrator. If the time is not made up, a grade of "F" will be assigned.**
5. Each *unexcused* absence from a class will result in a 1% reduction from the quarter grade in that class. A note from the parent does not make an absence excused, the note verifies that the student did not skip school.
6. Students who accumulate five or more unexcused absences in a semester will be subject to the withholding of credit pending a review by the administration.
7. Students who accumulate more than 7.5 absences (excused or otherwise) in a semester will not be awarded credit unless mastery is demonstrated on the

semester exam. Mastery is defined as earning a minimum grade of 70% on the final exam. If the final exam grade is between 60% and 69%, the semester average is lowered one letter grade. If the final exam grade is less than 60%, the semester grade will be an "F".

8. Students who accumulate more than 7.5 absences (excused or otherwise) in a semester will be subject to withholding of credit pending a review of the absences by the administration to determine if the nature of the absences allows a mastery exception to receive credit.
9. There are no official or unofficial "skip days" for seniors. Students who skip school will be subject to disciplinary action, including exclusion from graduation programs.
10. High school and middle school parents are responsible for calling the office before 10 AM on the day their child is absent stating the reason for the absence. Without this notification, the absence will be considered unexcused.

CLASS HOURS

Both Middle School and High School students attend classes from 7:50 AM to 2:50 PM. Students should endeavor to arrive by 7:40 AM.

TARDY TO SCHOOL

Students who come late to school will not be admitted to first period class after the second bell, which rings five minutes after the bell for the beginning of class. Tardy is defined as not being in one's seat when the bell rings. In an effort to reduce the number of interruptions that occur in a classroom due to students arriving late, a morning detention period has been established for ALL students who are late more than five minutes. This will count as an absence from first period class.

Excused tardy students will work on their homework assignments in the media center. Those whose tardiness is unexcused will do detention assignments in the media center during first period. Admit slips will be issued by the librarian. NOTE: Students may lose credit for their first period class if they exceed the stated absentee limits for the class. For lateness to be considered excused, students must have a note from their parents the day they are late. Traffic congestion is not an acceptable reason for chronic tardiness. The tardiness of a student who does not have a note from the office is considered unexcused. A student who is tardy, but arrives before the second bell for first period, will be allowed to enter the classroom, but a tardy will be issued to the student.

Students who are tardy to any class during the day will be marked tardy. *For every five times a student is tardy, a Saturday detention will have to be served to make-up the lost class time. The cost for Saturday detentions will be \$10.00 per hour, payable when the detention is served.*

ILLNESS OR INJURY

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

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. 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. Students who contract head lice will not be allowed to return to school until the head lice has been treated.

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

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

ATHLETICS IN GENERAL

Students' wearing a sports uniform represent our school; their conduct reflects on the student body as a whole. Athletes must watch every aspect of their behavior during play, traveling, or in the stands. Fighting, abusive language (especially directed at opponents or officials), or poor conduct may subject the athlete to immediate removal from the team and may include school discipline, as well.

Athletes are to be picked up within 15 minutes after practice or the designated pick-up time following a game.

Players who sustain minor injuries are to stay with their team and are not allowed to loiter around the school.

The weight room is for the use of athletes or PE. At no time is the weight room to be occupied by boys and girls at the same time or used without a trained coach present.

INTERSCHOLASTIC ATHLETICS

Westwood Christian School maintains an active interscholastic sports program competing in major sports through membership in the Florida High School Athletic Association. Many of the eligibility requirements are set by the FHSAA.

STUDENT ELIGIBILITY TO PARTICIPATE IN SPORTS

Incoming Sixth and Ninth Graders (First Semester)

To be eligible in the first semester of sixth and ninth grades, the student must have been promoted from the fifth and eighth grades, respectively, the immediate preceding year. If the student took high school credits in 8th grade, the student must have a 2.0 GPA or higher.

Second Semester Sixth and Ninth Graders

To be eligible in the second semester of the sixth or ninth grades, the student must have a 2.0 G.P.A. for the immediate, preceding, first semester in that grade.

Students in Middle School (Sixth, Seventh and Eighth Grades)

Students entering 7th and 8th grades must be promoted from the preceding grade. A student repeating 6th, 7th or 8th grades is not eligible for athletics the entire year of the repeated grade. A middle school student must have a 2.0 GPA at the conclusion of each semester to be eligible the following semester.

Students in 10th, 11th, and 12th Grades

Students in the 10th, 11th, and 12th grades must maintain a minimum overall cumulative GPA of 2.0 in all courses since entering the ninth grade. GPA's will be verified each semester.

Home School Students and Home School Transfer Students

Students who are currently home-schooled and students who have transferred to WCS from being home-schooled, shall be eligible for participation in athletics when they meet the requirements of the FHSAA and the WCS Administrative Committee. Certain records will be reviewed and some financial fees will be applicable. If the home-schooled student's participation in athletics carries over from the first to the second semester (Dec – Jan, i.e., winter athletic season), the first semester's GPA must be documented by the academic

institution from which the student is receiving his/her education in addition to the FHSAA standard form (EL09).

Home School Student/Athlete Policy

Any home-schooled student that is interested in playing a sport at Westwood Christian School must inquire with the Athletic Director and the Administrator. The Administration will consider each home-schooled student/athlete request to play on an individual case-by-case basis. If a home-schooled student/athlete is granted permission to play in the specific sport, it will be for that one sport and for that season only. The home-schooled student/athlete will need to go through the inquiring and request process for each sport and season (school year) each time they desire to play.

The current fee for a home-schooled student/athlete to participate in a specific sport is \$1,200.00. The home-schooled student/athlete will be required to follow all Westwood Christian School rules and policies as if they were a full time student.

Restrictions on Eligibility

Any student who earns 50 demerits will automatically become ineligible to participate in sports. *A student who receives an "I" (incomplete) on a progress report or report card will not be permitted to participate, practice, or travel to any game until the incomplete is cleared and written notice to this effect is given by the teacher to the coach (except for English when it is due to Programmed Grammar).* Note: Students may be declared ineligible if the administration deems that the time involved in extra-curricular activities is not in the best interest of the student academically.

Students who are required to serve a detention may not miss detention to practice or attend an athletic event at the discretion of the Administrator. Athletes who come to school late or leave early on a game day may not participate in the game that day until all missed work due that day is completed and turned in. Athletes who miss class time to go to the school clinic may not participate in games or practices on that day. Suspended students may not participate in athletic events or practices.

Further eligibility requirements and restrictions will apply as determined by the Florida High School Activities Association (FHSAA).

SPORTS AND ACTIVITY FEES

The school's activities are not funded by tuition; therefore, there must be some means of generating income to defray the expenses that ticket sales and fundraisers do not cover such as uniforms, equipment, insurance, official's fees, transportation, etc.

Students are charged a school improvement fee which entitles them to admission to any sporting event on our campus. In addition, athletes are charged a sports fee per sport played plus a fee for uniform maintenance. *All athletes are expected to participate in fundraisers either by making a contribution or by selling the "goal" amount.*

Fees are not refundable. Sport fees are due prior to the first practice for the particular sport *after the final team roster had been published.*

DRESS CODE

Uniforms have been adopted as the only appropriate dress for school. These must be purchased through the official school uniform company only, currently AA Uniform, 8807 SW 132nd Street, Miami, Florida 33176, www.auniform.com.

If students choose to wear a sweatshirt or hoodie, those must be a Westwood Christian School uniform sweatshirt or hoodie. These can be purchased at the school from the senior class representative. On extremely cold days, non Westwood Christian School jackets can be worn to school and outside the building around campus. Only Westwood Christian School sweatshirts and hoodies are allowed inside the school building and classrooms. Hoods are not to be worn within the building.

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

Tattoos, body markings, or forms of body piercing (other than earrings for girls), and unusual hair coloring/dyes are not permitted at Westwood Christian School (Lev. 19:28).

Since fads and fashions are constantly changing, the administration reserves the right to determine what is acceptable in the area of hair styles or accessories worn with the uniform. So called "Gothic" accessories, make-up, etc. are not appropriate. 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' skirts must come to the knee in front when standing in a normally erect position as well as when seated. Due to normal growth of the student, skirt hems should be let down from time to time to restore the proper length. Girls are not to roll their skirts at the waist.

Girls are allowed to wear navy blue AA Uniform pants on Fridays. The girls will need to get sized on the scheduled day at school and then purchase the pants at the uniform company.

Girls may wear "finger tip+1" length shorts or loose-fitting pants ("Low rise" pants are not acceptable) to school functions, practices, athletic events, etc. (**"Finger tip+1" is defined as the length of a fully extended arm and the edge of the hem reaching one inch past the third finger of the hand**). Repeat offenders will be required to wear Westwood P.E. shorts only. Tops must be long enough to cover the waist with the arms raised. T-shirts and polos must be tucked in at the waist. Leggings, jogger/sweat pants, yoga pants, and aerobic pants are not to be worn to school or any school activities.

Girls are 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 pairs of earrings (conservative in style).

Girls participating on athletic teams must purchase Westwood Christian School athletic PE or practice shorts. Points are deducted for not dressing out each day in the full PE uniform.

Boys

Pants must be sized properly. Excessively long or baggy pants are not acceptable. Pants must be worn with a belt around the waist, above the hips (traditional pants only; no jean style or material). 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 short-sleeved T-shirt. Boys are not to wear earrings. Necklaces are not to be visible. Boys' pants

do not have to be purchased from the uniform store but must meet the same color and style requirements of the school uniform.

HAIR STANDARDS

Girls

Girls' hair must be combed and worn in a neat, conservative style at all times. Hair ribbons, hair ties, etc. should be of simple and conservative design. Outlandish hair styles such as spiked hair or unusual colors are not permitted. No ombre dyed hair. Girls may be required to color streaks to match the natural hair color.

Boys

Male students are to maintain a neat, well trimmed hair style at all times. Long hair will not be permitted, whether on the back of the head, on top, on the sides, or front of the head. 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. *Sideburns must be no lower than the middle of the ear.* Mustaches are not permissible for students in grades 9 – 12. Students in these grades must be clean shaven. More mature students may need to shave every day.

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.

DRESS CODE FOR ATTENDING ATHLETIC EVENTS

Boys

Casual pants may be worn. Fleece sweat pants may not be worn. Tank tops, white T-shirts, and shirts with symbols or writing other than brand names may not be worn. Appearance is to be neat and clean. Shirts are to be tucked in and shoes laced and tied. Excessively long or baggy pants are not to be worn on campus. Pants are to be worn at the top of the hip-bone with the belt visible.

Girls

Girls may wear "finger-tip+1" length walking shorts, loose-fitting pants, skirts, or dresses. Skirts or dresses must come to the top of the knee. Casual tops may be worn; however, tank tops, white T-shirts, tops with writing or symbols other than the brand names as well as tops that are short enough to expose the midriff are not to be worn. Leggings, yoga pants, and aerobic pants are not allowed at any school events.

DRESS STANDARDS FOR SPECIAL OCCASIONS

This section applies to Homecoming candidates, Ring Ceremony, Honors Banquet, Sports Banquet, Graduation, and other occasions where "special attire" is required.

General

Biblical concepts of modesty are the foundation of Christian dress. Dress that intentionally conveys sensuality is unacceptable at school activities even if it meets the criteria. Students who are inappropriately dressed will not be admitted to school activities (no

meal refunds will be made if a student is turned away from a school activity due to inappropriate dress). Westwood Christian School reserves the right to determine appropriate dress at school activities at the time of the school function if the situation warrants. If there is any question regarding the appropriateness of a student's dress, it is the parent's responsibility to ensure the school standard is followed. Dress must be worn as approved with no changes or alterations.

Parents

Parents, family members, and guests, as well as students attending are expected to honor the special attire dress standards set below.

Boys' Dress Standards

Dress shirt with tie and dress pants, dress shoes, and dark socks.

Girls' Dress Standards

Dress or skirt/top, and dress shoes. Dresses and tops must have an arm hole, an opening in the dress through which the arm can pass (not a strapless dress with straps but an actual opening in the structure of the dress for the arm). You must be able to wear a regular bra with no part of the undergarment showing, including anywhere in the front, under the arm, through the shoulder or in the back. The bodice must be high enough that no cleavage is visible when standing or bending. The opaque (fabric that cannot be seen through) portion of the dress or skirts must reach the top of the knee in front and must be no shorter in the back than two inches above the crease of the back of the knee. No part of the leg above the knee should be showing, whether through inadequate lining, sheer/lace fabric or slits.

Dress Check

You must come to dress check as if you are attending that evening, including shoes and proper undergarments. Clothing must pass the five-step rule (must be able to walk five steps-without making any adjustments-and still be within the dress code). All alterations and adjustments need to be final by the deadline date as assigned. If your dress hasn't been approved by that date, you may forfeit your chance to participate in the event.

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 will 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 will 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).

A sense of the need for spiritual growth in the light of these principles has led Westwood Christian School to adopt the following standards that are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, expects each student, **whether at home, school, or elsewhere** to:

1. refrain from swearing, indecent language, smoking, viewing pornography, drinking alcoholic beverages, abusing drugs, gambling, dancing, and involvement in rock-and-roll or so called "Christian rock" music.
2. maintain Christian standards in courtesy, kindness, morality, and honesty.

The selection of the restrictions mentioned herein may appear arbitrary to some. While not condemning others who see differently, Westwood Christian School believes that these restrictions are types of conduct which are contrary to the mission established for the school.

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 positive Christian standards of conduct, good scholastic planning, and personal interest between faculty and students, there is a 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 student. 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, parents should feel free to consult the administrator. Whenever possible, conferences should be arranged during a teacher's regular working hours. Parents should not call teachers at home to discuss student problems, nor should they stand outside their classrooms before school or in between periods. Appointments are preferred.

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 secondary school students who break the standards of conduct or dress code may take the form of losing privileges, detention hall, 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 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 parents to support, cooperate, or comply with the discipline procedures of the school.
- Failure of parents to secure recommended professional help.

Students may be expelled without previous warning.

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.

Be Respectful. All students must, in a mannerly way, show respect for all who are in authority over them, their teachers, administrators, and other staff. They 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.

Be Honest. Therefore, there will be sanctions against lying, cheating, stealing, etc.

Enhance Education. Related to respect for authority is the matter of obedience. Behavior which hinders or slows the educational process of the student or his fellow students must be minimized. Those behaviors which enhance education for everyone are mandated.

Scriptural Imperatives. 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.

For a discussion of the discipline policy and the various disciplinary actions that one might incur, including fines, detentions, demerits, suspensions, and expulsion, see "Discipline System."

GENERAL SCHOOL REGULATIONS

Under the Category of Being Respectful

Students must promptly comply with 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. 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, 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**, cyber 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 be discarded 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. **Demerits will be assessed for chewing gum.**

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 the belongings of others. The possessions of others found in the school rooms or on the school grounds should be turned in to the office. Students may redeem lost items for a small fee from the *Lost and Found* in the bookstore.

Respect must be shown for those whose residences are on campus. Students are not permitted to linger about the apartments that are located in Buildings 1000 or 5000, or the duplex next to building 5000.

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 PE teacher or coach.

Under the Category of Being Honest

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

To avoid tempting others, students should keep their lockers locked. Only locks supplied by the school may be used.

Students who are caught lying to avoid punishment for misdeeds or lying concerning assignments not done, etc. compound their offense and will receive addition discipline.

Cheating is a serious temptation for students. Students observed or caught cheating on homework, tests, or quizzes will receive disciplinary action in addition to 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 disciplined.

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 should visit the rest rooms between classes, and will not be permitted to go to the restroom during class periods except in cases of emergency.***

To enhance the efficiency of students moving between classes, students may visit their lockers only before school, before and after period V, and after school. Books and belongings should be carried in book bags or kept in the lockers.

Time does not permit students to use the telephone except in cases of extreme emergency. Forgetting an assignment, books, school supplies, or some item of clothing does not constitute an emergency.

The teacher has the authority to set the procedural rules in the classroom.

Under the Category of Scriptural Imperatives

Many of the rules and regulations at Westwood Christian School seem peculiar to those of the world. Scripture admonishes us to avoid worldly things in which modern society indulges.

Examples of rules that have scriptural roots are those requiring modest dress, clean speech, and respect for others. The prohibitions against dishonesty, promiscuity, using alcoholic beverages, tobacco, and illegal drugs are in harmony with scripture. The scripture is a guide for every aspect of the school.

SOME MISCELLANEOUS SCHOOL REGULATIONS

1. The snack machines may only be operated by students before or after school.
2. All students sent to the office should check with the receptionist before going into an administrator's office.
3. No gum chewing is permitted on the school campus.
4. After the 3:15 PM bell, all areas of the buildings are off limits to students who are not involved in an official school activity. Five demerits will be given to violators.

INSPECTION POLICY

The school reserves the right to inspect and conduct a search of a student's purse, locker, book bag, backpack, vehicle, 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.

DRUG AND ALCOHOL POLICY

Policy and Testing Procedures

Westwood Christian School will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. Students may be required to submit to urinalysis, drug screens, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances:

- a. when a student is suspected of attending school or school-related activities with intoxicants or mind-altering drugs in his/her system.
- b. when a student suffers an injury or is involved in an accident while at school.
- c. on a periodic random basis, including but not limited to, in connection with the student's participation in extracurricular activities.
- d. when a student is placed under disciplinary probation and such screenings are the terms of probation. The presence of .02% alcohol or the presence of any other such intoxicants or mind-altering substances in the blood is a violation of this policy. Refusal of a student to undergo testing or to cooperate fully with any of these tests is a violation of this policy.

Possession, Sale, or Purchase of Drugs

Students are also prohibited from possessing, using, selling, or purchasing any alcoholic beverages, other mind-altering substances, vapor cigarettes or vapor pens on school property or at school related activities. Off-campus alcohol and illegal substance possession, use, selling, or purchasing is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is also prohibited. Students who are taking prescription or non-prescription drugs, which could affect their ability to function in a safe and efficient manner, must notify the administration of this fact when they report to school.

Consequences

The following list contains examples of the possible consequences for violation of this Drug and Alcohol Policy. The school reserves the right to impose additional or different consequences as appropriate for the circumstances.

1. Determination of possible legal action.
2. Required professional counseling approved by the administration.
3. Probationary status for the remainder of the student's career at Westwood Christian School.
4. Removal from all elected or appointed positions of leadership in the school.
5. Suspension from extracurricular activities.
6. Required random and/or regularly scheduled drug and/or alcohol testing at a school-approved clinic or doctor's office for a time period and at intervals to be determined at the sole discretion of the school administration.
7. Expulsion (for refusal to cooperate, possession, or circumstances as determined at the sole discretion of the school administration).

A verified positive result will result in expulsion.

Voluntary Self Referral

If a student voluntarily seeks assistance for a chemical/substance abuse problem prior to the school's having received a positive initial screening result and/or positive confirmation test, the school will work with the student to provide appropriate assistance and referral to school and community resources. Students may make such voluntary self-referral to the Administrator.

DRUG DETECTION POLICY

With the increased use of drugs, alcohol, and tobacco among students nationwide and in the Miami area, Westwood Christian School will utilize the services of a canine narcotic

intervention service. Trained dogs will be used to search out narcotics. Random unannounced searches of book bags, backpacks, lockers, and automobiles will be made during the school year. In the event that a student is “suspected” of narcotics possession or usage that has been uncovered during a search, that student will be asked to have a blood test for narcotics. Westwood Christian School reserves the right to require random drug testing of all students. Students or parents who refuse the blood test will be asked to withdraw immediately from Westwood Christian School.

SEXUAL ACTIVITY

Sexual activity is defined as physical contact between students for the purpose of arousal of sexual desire or engaging in sexually suggestive communication (visual, written, or spoken).

Students are expected to refrain from sexual activity, including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography. If a student is in violation of this principle, or if a student believes that he/she is homosexual, lesbian, or bisexual, this should be disclosed to the Pastor of Student Ministries or the Administrator. Counseling should be sought through the church. Such information will be kept in strict confidence. If the school or church learns that this principle has been violated and the student has not sought counseling, has refused counseling, or has engaged in such activity after counseling through the church, the student will be asked to withdraw from school.

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.

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.

SOCIAL MEDIA POSTINGS

Students placing information on the social media that is out of harmony with the policies and rules of WCS, will be dealt with in the same manner as if the violation occurred during school hours. This is due to the public access and public nature of the social media. Therefore, it is important that a student be found consistent in all walks of life, not only during school. All public postings should reflect the nature of Christ and the moral values of the Word of God. Postings of faculty pictures or creating a web site in their name will be dealt with seriously. Students who post inappropriate material on personal web sites will face administrative discipline.

Any student who operates a personal online website or contributes to a blog must register the website/blog with the Pastor of Student Ministries. (Example: Facebook, Instagram, Snapchat, etc.) The social media account must be registered upon its creation.

Any student, including home school students, found with an unregistered social media account will be subject to disciplinary action. Postings found with material that is deemed inappropriate to the purpose and mission of Westwood Christian School may incur disciplinary action, including ineligibility to attend Westwood Christian School.

POLICY ON MUSIC

Westwood Christian School does not have the authority to tell the family what type of music a young person should listen to at home; however, it also recognizes that students who listen to a steady diet of rap, or hip-hop, etc. music does not grow spiritually, become cold and indifferent to the things of God, and are a hindrance to the spiritual growth of other students. The policy of the school, therefore, is to discourage listening to all forms of rock or rap music, including so-called Christian rock music. CD's, pictures, magazines, clothing emblems, or any other music related paraphernalia are not to be brought on the campus of Westwood Christian School.

Hair and dress styles that are identified with the extremes of secular culture are not acceptable at this school.

GRIPING

At Westwood Christian School griping is not tolerated. Constructive suggestions are welcome, but should 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 students. Griping may result in a student being dismissed.

Communication Procedure (Matthew 18 principle)

If you have a complaint...

1. Express it promptly
2. Tell it to the right person
3. Express it clearly
4. Don't broadcast it
5. Pray about it

Complaints about school policy or operations should be expressed directly to members of the administration. Complaints about specific individuals should be expressed first to the individual in question and then to the administrator, only if you are unable to work it out between yourselves.

DISCIPLINE SYSTEM FOR MIDDLE AND HIGH SCHOOL

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

1. Rules that must be followed at all times.
2. Positive recognition for compliance.
3. Consequences that result when students choose to not follow the rules.

Classroom rules are similar throughout the school but may have features that are unique to a particular teacher or grade level. The classroom rules will be explained and taught to students beginning the first day of class. Each teacher informs the student's parents regarding classroom rules in the Course Syllabus.

Teachers will clarify, teach, enforce, and reinforce the rules throughout the school year.

Typical classroom rules for grades 6 – 12

1. Follow directions.
2. Be in the classroom getting ready for class when the bell rings i.e. retrieving books or materials at the back of the room from the student's book bag.
3. Raise your hand to speak, use the pencil sharpener, etc., but not while the teacher is speaking.
4. Keep your hands to yourself.
5. Avoid personal grooming in class.
6. Speak and act with kindness towards one another.

Consequences for class time infractions

| | |
|-------------|--|
| First Time | Warning |
| Second Time | Stay after class, excused pass |
| Third Time | Stay after class, teacher's personal detention |
| Fourth Time | Call or email parents, teacher's personal detention |
| Fifth Time | Referral to Pastor of Student Ministries, teacher's personal detention, 5 demerits for being sent to the office. |

Chronic offenders: teachers may skip steps after the first warning.

DETENTIONS

Teachers' Personal Detentions

Personal detentions are to be a minimum of 20 minutes, beginning 5 minutes after school is dismissed. During personal detentions, students should make up tests, redo sloppy work, complete assignments, complete an extra assignment, or do cleanup work after school as a consequence of misbehavior.

After a student has been assessed three personal detentions, the teacher is to call or email the parents.

Upon a fourth infraction, the teacher is to issue a demerit notice for disobedience.

School Detentions

School detentions will be issued by the Pastor of Student Ministries or Administrator. These detentions are the result of demerit accumulations. A one-hour school detention will be served for every 10 demerits through 50. After 50 demerits, a one-hour detention will be served for each five demerits.

All students having to serve school detentions will serve them on Tuesday or Saturday each week. An email will be sent home indicating when the detentions are to be served.

Students may not miss a detention without permission of the Pastor of Student Ministries. Students may not miss detentions because of athletic games or practices (at the discretion of the administrator). Students who miss detentions because of previously-scheduled doctor appointments must bring a note from their parent in advance. Detentions are not optional, and parents need to make arrangements for their children to be picked up on detention days. *Students who have detentions remaining at the end of a semester will be required to serve these detentions prior to taking exams.*

Students who miss a regularly scheduled detention without advanced permission will receive additional demerits.

Students who are required to serve a Saturday detention will be charged \$5 per hour, payable when served. Students who fail to serve their Saturday detention will be suspended until the detention is served.

DEMERIT CODE

Demerits are not a punishment. They serve as a record of student behavior and as a communication tool to parents that their help is needed to correct student behavior.

Students will be given varying number of demerits depending upon the type and severity of the infraction. A list of offenses and their demerit penalties follows. Demerits may also be assigned at the discretion of the administration in certain irregular cases not covered by the list. The number of demerits for a specific offense may be doubled, tripled, or otherwise increased for successive violations or when the offense is deliberate and/or defiant.

The following actions will result when a student accumulates the indicated number of demerits.

Levels of Discipline

| | |
|-------------------------|---|
| Regular Students | (0 – 49 demerits) |
| Every 10 demerits | One hour of detention, letter to parents |
| At 35 demerits | Letter to parents, copy to administrator and student file, placed on one-week extracurricular probation |

| | |
|------------------------------|--|
| Students on Probation | (50 – 74 demerits) |
| Every 5 demerits | One hour of detention, letter to parents |
| At 50 demerits | Placed on disciplinary probation, one-day suspension, letter to parents, copy to administrator and student file, meeting of parents and student with administrative committee |
| At 75 demerits | Placed on closely-supervised probation, three-day suspension, letter to parents, copy to administrator and student file, meeting of parents and student with administrative committee. |
| At 90 demerits | Five-day suspension, letter to parents, copy to administrator and student file, meet with administrative committee. |
| At 100 demerits | Expulsion, entered in student permanent record |

| Infractions | Minimum demerits |
|---|-------------------------|
| Chewing gum | 2 |
| Communicating (talking, passing notes, etc.) | 2 |
| Dress code violation | 2 |
| Eating where prohibited | 2 |
| Foreign language spoken in non-language class | 2 |
| Lack of classroom materials | 2 |
| Littering | 2 |
| Loitering | 2 |
| Papers sent home for signature not returned | 2 |
| Unexcused tardy to class | 2 |
| Classroom disruption | 5 |
| Entering off-limits areas | 5 |
| Failure to follow instructions | 5 |
| Failure to serve detention | 5 |

| | |
|--|--------------------------|
| Irreverence in chapel | 5 |
| Lack of cooperation | 5 |
| Magic markers, liquid white out (use or possession) ** | 5 |
| Misuse of hall pass | 5 |
| Misuse of intercom | 5 |
| Possession of playing cards, electronic equipment | 5 |
| Public display of affection See note 1 below | 5 |
| Rowdy behavior (Horseplay) | 5 |
| Sent to office for misbehavior in class | 5 |
| Direct disobedience | 10 |
| Disrespect | 10 |
| Cheating (homework, class work, or quiz) See note 2 below | 10 |
| Failure to report misconduct | 10 |
| Inappropriate pictures on notebooks (not pornographic) | 10 |
| Insubordination | 10 |
| Misuse of cellular phone | 10 |
| Offensive or vulgar speech | 10 |
| Plagiarism (see Cheating above) | 10 |
| Singing, writing Rock/Rap lyrics | 10 |
| Skipping class | 10 |
| Using the Lord's name in vain | 10 |
| Vandalism ** | 10 |
| Dancing | 15 |
| Fighting | 15 |
| Use or possession of stink bombs, noxious materials, etc. | 15 |
| Attendance at inappropriate events | 20 |
| Profanity | 20 |
| Vulgarity (obscene gestures, etc.) | 20 |
| Cheating on test or exam (See note 2 below) | 25 |
| Lying | 25 |
| Possession of pornographic material | 25 |
| Bullying | 35 |
| Harassment | 35 (possible suspension) |
| Wearing earrings (boys) | 35 |
| Cult activity, including possession of materials and literature, especially Gothic, Rocker, etc. | 50 |
| Leaving campus without permission | 50 |
| Possession of fireworks, knives, guns, other weapons | 50 |
| Possession or use of matches, lighters, etc. | 50 |
| Gambling, or possession of gambling paraphernalia | 50 |
| Smoking/Vapor Cigarettes, Vapor Pens | 50 |
| Stealing | 50 |
| Destruction of property | 5-50 |
| Use or possession of alcohol | 50 – 100 |

| | |
|------------------------------------|----------|
| Sexual activity | 50 – 100 |
| Uncooperative attitude | 100 |
| Use or possession of illegal drugs | 100 |

** Plus the cost of repairs

Notes

1. **“Greeting” type physical contact** is acceptable prior to 7:50 AM and upon leaving for home after 2:50 PM. During school this type of conduct will be considered a “public display of affection” infraction.
2. **Cheating:** After a second offense in a school year, cheating incidents will be recorded on the student’s permanent record.

FINES

Some disciplinary penalties involve fines. Any fines will be assessed by the Pastor of Student Ministries.

Fines will be levied for property damage based on repair or replacement costs, including soiling caused by chewing gum, graffiti, and other types of vandalism.

Student parking violations will be \$5 minimum, based on the nature of the infraction. Failure to pay parking fines will result in the loss of parking privileges at school.

Fines will be recorded on demerit forms and sent home to parents. Fines must be paid by the date indicated; otherwise, the student will be suspended until the fine is paid.

DISCIPLINARY PROBATION

Students are placed on disciplinary probation when they have accumulated 50 demerits. They may not participate in extracurricular activities while on this probation.

Students are placed on closely-supervised disciplinary probation when they have accumulated 75 demerits. These students must have a probation report filled out each week, have the report signed by a parent, and return it to the administrator.

DISMISSAL FROM SCHOOL

Attending Westwood Christian School is a privilege and not a right. The school reserves the right to discipline, suspend, or expel any student for violation of the school’s rules, principles, or procedures as determined by the administration.

The administration does not take such steps lightly, however. Westwood Christian School expects full cooperation from both the parents and the student in the education of the student. If at any time the administration of the school feels that this cooperation is lacking, the student may be asked to withdraw and transfer to another school.

A student who accumulates one hundred (100) demerits in a semester **or who is found to be out of harmony with the rules and policies of the school** will be subject to dismissal. Students who are dismissed from school will not be considered for re-enrollment for a period of two semesters. Parents and the student must meet with the administration before any such re-enrollment will be considered. Students who have 100 demerits, but who are allowed to finish the school year under special arrangement, will not be enrolled the following school year. Students, who reach the category of “Disciplinary Probation” or “Close-supervised Disciplinary Probation” in both semesters, may not be invited to register for the next school year.

Once students reach the point where they must be dismissed from school, the administration will notify the parents who will be given the opportunity to withdraw the

student. (See conditions under “Withdrawal from School”). If parents do not cooperate with the school, the child will be expelled and the expulsion will become part of his/her permanent record.

PERFECT ATTENDANCE

Perfect attendance in grades 6-12 requires a student to be in class without any absences from any period of the school year and no more than 5 tardies per semester. School activities and Career Day (11th grade) are not considered absences.

PLEDGES

The recitation each morning and at special occasions of the pledges below is a consistent reminder of the honor and privilege we have as Americans and as Christians.

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.

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 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.

Programmed Grammar ~ Appendix A

Students will be required to complete an assigned amount of work from the textbooks titled *English 2200*, *English 2600* or *English 3200*. Lessons are self-paced and must be completed independently and according to each teacher's instructions. Tests are given during class (7-10) and after school (11-12). Students must pass each test with a 90% in order to move on to the next unit.

The seventh and eighth grade requirement is **one half of a book**. Students will have PG every day during one of the wheel quarters to work on the lessons and take the tests. Those who work diligently and use their time wisely will have more than enough time to meet the requirement; those who do not finish the requirement during their PG quarter must complete the required portion in summer school. Students will have an incomplete in English until this requirement is met. Seventh grade students may not work past the first half of *English 2200*. Eighth grade students who finish *English 2200* and wish to continue may also complete the first half of *English 2600*; students will still have to complete half a book in ninth and tenth grades, even if they worked ahead in eighth grade.

The ninth and tenth grade requirement is **one half of a book**. Students will complete the lessons independently outside of class and will have one day a week in class to take the tests. Those who work diligently and use their time wisely will have more than enough time to complete the requirement; those who do not finish by the December deadline must complete the required portion in summer school. Students will have an incomplete in English until this requirement is met. Ninth grade students who wish to work ahead may complete *English 2600* and may also complete the first half of *English 3200*; students will still have to complete half a book in tenth grade, even if they worked ahead in ninth grade.

All new students, regardless of their grade, begin with the first half of *English 2200*. Returning students will take a placement test at the beginning the quarter (grade 8) or semester (grades 9-10) to determine where they will begin in the text. Students who earn approximately an 85% on the placement test will move on to the next half book; those who are below the score will repeat the previous half book (teachers have discretion if the score is close to an 85% if they think the student is capable of moving ahead). It is not unusual for students who are unfamiliar with grammar to have to repeat a half of a book.

Ending Requirements

Minimum requirement: Students who have been at Westwood for grades 7-10 must complete all of *English 2200* and the first half of *English 2600* by the December deadline of their tenth grade year. Students who enter Westwood after seventh grade must complete one-half book each year and must finish *English 2200* by the end of tenth grade.

Honors credit: Students who wish to receive honors credit for English I and II will have an additional requirement. Students who wish to receive honors credit for English I should finish all of *English 2200* and the first half of *English 2600* by the end of ninth grade; students who wish to receive honors credit for English II should finish all of *English 2200* and *English 2600* by the end of tenth grade.

Transfer Students

Students who come to Westwood after seventh grade will begin with *English 2200*, regardless of the year they enter. The yearly half-book requirement still stands (seniors must complete the entire book).

Students who come during the second quarter (grades 9-10) will have the second and third quarters to complete their PG requirement. Students who come during the second semester (grades 9-10) will complete the lessons independently outside of class and take the tests with the teacher after school; they must complete units 1-3 in the third quarter and units 4-6 and the half-way test by the end of the fourth quarter (see teacher for testing dates and deadlines). Students who do not finish by the deadline must complete the required portion in summer school. Students will have an incomplete in English until this requirement is met.

Students who come in the first quarter of tenth grade must complete the entire book by the December deadline. Those who work diligently and use their time wisely will have more than enough time to complete the requirement; those who do not finish by the December deadline must complete the required portion in summer school. Students will have an incomplete in English until this requirement is met.

Students who come in the first quarter of eleventh grade must complete units 1-3 in the first quarter and units 4-6 and the half-way test during the second quarter; they must complete units 7-9 during the first quarter of their senior year and units 10-11 and the final test during the second quarter of their senior year. Students who come in the second quarter of eleventh grade must complete units 1-3 in the third quarter and units 4-6 and the half-way test during the fourth quarter; they must complete units 7-9 during the first quarter of their senior year and units 10-11 and the final test during the second quarter of their senior year. Students must complete the lessons on their own and take tests after school with the teacher; the teacher will announce the testing schedule and quarter deadlines (typically testing two days a week each week except the last week of the quarter). Those who do not finish their quarter requirement by the deadline will have an incomplete in English until this requirement is met; those who do not finish their semester requirement by the December (May for second semester) deadline must complete the required portion in summer school and will have an incomplete in English until this requirement is met.

Students who come in the first semester of twelfth grade must complete units 1-3 in the first quarter, units 4-6 and the halfway test in the second quarter, units 7-9 in the third quarter and units 10-11 and the final test by the fourth quarter. Students who come in the second semester of twelfth grade must complete units 1-6 and the halfway test in the third quarter and units 7-11 and the final test in the fourth quarter. Students must complete the work on their own and take tests after school with the teacher; the teacher will announce the testing schedule and quarter deadlines (typically testing two days a week each week except the last week of the quarter). Those who do not pass their required units by the quarter deadline will have an incomplete in English until the requirement is met; those who do not complete the required portion by the May deadline must complete the required portion in summer school and will have an incomplete in English until this requirement is met.