

Dear Students and Parents,

It is my privilege to serve as Superintendent of Western Christian Schools with its great history as the oldest Christian school in California. Western's history of 88 years has provided an exceptional Christian education to thousands of Alumni, emphasizing Christian character development and academic excellence.

Western's dynamic history demonstrates the commitment our founders upheld in maintaining the highest standards of Christian education by working together with committed parents, faculty, and students.

The pursuit of excellence begins with our exceptional faculty, administration, and school board, all of whom bear witness to their faith in Jesus Christ as Lord and Savior. We are pleased you have committed to partner with Western Christian Schools this year. We look forward to working together as a team to train your child(ren) both academically and spiritually.

I encourage you to take a very active role in your child's education by supporting the school's educational, spiritual, academic, and extra curricular standards. Your commitment to sharing the responsibility with faculty and administration will help ensure your child's success at WCS.

May God receive the glory, most importantly, for the young lives, who are growing spiritually, academically, and socially through the many ministries at WCS. We thank God for the continued support of our parents, who entrust WCS in establishing fundamental Christian values, coupled with a distinctive Christian education for their children.

The Lord has blessed WCS with an exciting year of hope and anticipation for God's amazing vision and blessing in our school, for teaching and ministering to more than 1,470 students (Preschool through High School and including Independent Study).

WCS' staff continues to grow with more than 150 dedicated, Christian employees. The increase in qualified teachers and resource staff, coupled with the schools' expanded educational and extra-curricular programs reinforce WCS' commitment to provide a distinctive Christian educational program with marked improvements each year.

Partners together with you,

Karen Winter
Superintendent

Getting involved to make a difference for our kids!

Most importantly you can demonstrate your support through active participation in important events such as Back to School Night and our Annual Legacy Banquet and Celebration. In addition there are many other ways in which you can support your child's education.

Parents, grandparents, and friends can help WCS:

- Volunteer help in all aspects of our program
- Donate cash contributions to the school
- Cooperate with fundraising projects
- Assist in the classroom
- Help campus and car pool supervisors
- Correct papers at home
- Repair and make equipment
- Work in the library
- Provide maintenance and upkeep assistance (i.e. weed, paint, clean)
- Make games and resources at home, school and playground
- Provide assistance with food preparation and supervision at luncheons
- Assist in sports programs
- Volunteer for school food program and after-school snack bar
- Drive for field trips and special classroom events
- Aid the office staff in collating, mailers and newsletters, as well as filing, phone coverage and other office projects

OUR MISSION

The mission of Western Christian Schools is to provide a Christ-centered community that integrates faith and quality education.

The *Mission Statement* was developed through the faculty and adopted by the Board of Trustees. While the current mission statement is relatively new, the essential qualities and goals expressed in it date back to the earliest days of Western.

BRIEF HISTORY OF WCS

In 1920, the Brethren in Christ Church of Southern California opened a private secondary school, Beulah Academy. By 1935, growth necessitated a move to new facilities. In 1963, the school was reorganized as a non-denominational, not-for-profit organization under the name of Western Christian School, and relocated to Pomona. In 1970, the school moved to the Hillside Campus in Glendora, owned by Azusa Pacific Schools. The school moved to Covina in 1980.

Presently, our Western Christian High School facility consists of four buildings that house 25 classrooms, a cafeteria/auditorium, a library, and administrative offices. Our ESL high school program, established in 1999 for students with I-20 visas, currently educates almost 50 students from 11 countries at our Glendora campus.

In 1982, a series of providential events made possible the purchase of a historical school campus in the Claremont foothills for our preschool, pre K, elementary and junior high programs. This park-like campus contains two historic office and classroom buildings, a multipurpose cafeteria, two additional classroom buildings (1962 and 2000), extensive playground and sports activities fields, and a swimming pool.

ACADEMIC FREEDOM & RESPONSIBILITY

As a Christian school, it is a goal of Western to pursue and disseminate truth within the framework of biblical values and our mission. Accordingly, board members,

administrators, teachers, staff, and students are free to question assumptions and to consider alternatives in the course of their pursuit and communication and in light of the school's statement of faith (see also Gal. 5:1).

At the same time, as an evangelical Christian institution, we believe the Scripture to be inspired by God and, therefore, to be the norm against which all truth is measured. Since human reasoning is fallible, all perceived truth is not necessarily God's truth only; that which is consistent with the Scriptures is God's truth. Therefore, Western emphatically rejects indoctrination, whether it is that which results from eliminating the Scriptures as a norm or whether it is that which results from restricting the free pursuit of ideas.

Thus, the members of this educational community are encouraged to pursue and disseminate truth, but have the responsibility to measure their conclusions against the Scriptures within the context of 1) our Statement of Faith and the Word of God, 2) our mission and purpose, and 3) our responsibility to ethical age-appropriate teaching methods.

Western Christian has provided a quality disciplined educational environment since 1920. Each student is immersed in the truth that the Lord is creator of all things visible and invisible. His Son, Jesus Christ, is the Savior of all mankind and the Holy Spirit is ever present in every believer's life.

Western Christian provides equal opportunity for each student to learn about the absolute truths revealed in the Holy Scripture through daily Bible classes and weekly chapel services.

Western Christian employs persons who are educationally prepared, who testify that Jesus Christ is Lord and Savior and who model their lives accordingly.

Western Christian provides enrichment activities such as team sports for boys and girls, educational tours, field trips and social activities.

PHILOSOPHY

The philosophy of Western Christian Schools is founded on basic Biblical principles which rest in the sovereignty of God and on a personal relationship with His Son, Jesus Christ. We believe in one true God, the creator and sustainer of all things, who is the source of all knowledge, truth and virtue; in Him is found purpose and meaning for life.

We affirm there is an essential unity in truth as revealed in the Old and New Testament scriptures and as discovered through a variety of human disciplines; the artistic, social, scientific and theological. Our educational process integrates knowledge discovered by human inquiry with knowledge revealed especially by the Creator. We believe this life style is consistent with God's word. Further, as an extension of the home and church, we have the privilege and responsibility of helping nurture the development of each student academically, spiritually, socially and physically.

SCHOOL OBJECTIVES

1. To provide an educational structure and atmosphere that fosters academic training, stimulates academic curiosity and critical thinking and develops a love and appreciation for knowledge and understanding.
2. To instill a sense of individual worth, along with an understanding of individual strengths and limitations and to give direction toward setting life goals.
3. To impart a respect for order in God's universe and an understanding of the necessity for order and discipline in all areas of life.
4. To lead students to a personal acceptance of Jesus Christ as Savior and a life of obedience to Him as Lord.

5. To train Christian men and women to grasp the importance of servant-hood in their relationships with God and their community in order to impact our world in a positive manner for Jesus Christ.

EXPECTED STUDENT LEARNING RESULTS

Spiritual

The Student Will:

1. Have knowledge of Jesus Christ which leads to a personal relationship and a discerning lifestyle that honors God.
2. Develop the discipline of Bible study, prayer and worship.
3. Have a foundational understanding of the Bible, its history and its relevant place in his/her daily life, and know why he/she believes what they believe.
4. Recognize his/her unique giftedness.
5. Carry out the Great Commission in his/her community and around the world.
6. Develop a servant's heart and give of their time, talent, and treasure.

Academic

The Student Will:

1. Read, write, speak and listen competently and reflectively.
2. Be a critical thinker and problem solver.
3. Show technological literacy and the ability to adapt to emerging technologies.
4. Demonstrate organizational and time management skills with increasing independence.

Physical

The Student Will:

1. Learn the importance of maintaining a healthy body for God's glory, based on Scripture (I Cor. 6 19:20.)
2. Understand and respect the differing athletic abilities of individuals, encourage others, and use good sportsmanship.
3. Understand the importance of teamwork and cooperation.
4. Develop an appreciation and desire for lifelong fitness.

Social

The Student Will:

1. Demonstrate the ability to love unconditionally and to forgive others.
2. Develop a respect for themselves and others.
3. Effectively and courteously resolve conflicts.
4. Have a sense of cultural awareness and an appreciation for diversity.

STATEMENT OF FAITH

1. We believe the Bible, composed of the Old and the New Testaments, is the Word of God; a divine, supernatural, infallible revelation. We believe in the plenary, verbal inspiration of the original writings of the Scriptures and that they are wholly without error.
2. We believe in the Triune God, eternally existing in three persons: Father, Son and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His

- bodily resurrection, His ascension to the right hand of God the Father and His personal return in power and glory.
4. We believe that man, created in the image of God, fell into sin through the sin of the first Adam and is lost and separated from God. We believe that lost mankind must be born again and regenerated by the Holy Spirit. Salvation is by grace through faith in the Lord Jesus Christ.
 5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly and victorious life.
 6. We believe in the resurrection of both the saved and the lost; they that are saved into the resurrection of eternal life and they that are lost into the resurrection of eternal damnation. Heaven is a place of blessedness. Hell is a place of eternal suffering.
 7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Accreditation (K- High School)

Western Christian High School department is fully accredited with the Western Associated of School and Colleges (WASC).

WASC is a recognized accrediting agency for both public and private schools in the state of California. Western Christian School is also accredited with the Association of Christian School International (ACSI), of which our school is an active member. The Claremont Campus is being dually accredited this year.

Dual accreditation is held by a relatively small percentage of school is California.

Our school remains fully accredited (for over 30 years) with the maximum term of six years.

Progress and Expansion

Our current expansion plan includes:

- ❖ We are pursuing the acquisition of additional property for school expansion. Conceptual plans have been drawn for both campuses. We will continue to expand course offerings, programs and facilities as funds become available and potential site is secured.
- ❖ We are expanding enrollment for pre-school through high school which will help continued improvements, our development programs, as well as electives, and extra curricular opportunities for our students.

Future expansions will help to provide for additional parking and road access, music and science facilities, expanded library, technology center and much needed additional classrooms.

In preparation for this expansion, our Capital Campaign will be publicly launched in the near future. This campaign will include expanding the high school and the Claremont preschool through eighth grade campus, building an endowment for teachers and increasing our scholarship fund for students. Our goal is to commence facility expansion as pledges and financial gifts are made available.

Funding Our Expansion **Financial Support and Tax Deductible Gifts**

“Your gifts make a difference!”

Each dollar given above tuition makes a difference in the lives of our youth. Gifts from businesses, individuals and interested churches are needed over and above the registration and reasonable tuition fees in order to meet all costs of education.

Regular donations in the form of “faith commitments”, cash, stocks and bonds, real estate, wills and deferred trusts are necessary, along with each family’s full support of our fundraising programs throughout the year.

Please contact the Development Office or Superintendent’s Office for more information on how you can become more involved in helping to secure your child’s future education at WCS. *Some of the growth areas where donations are especially needed:*

- ❖ Building and Facilities Expansions
- ❖ Annual **Legacy Celebration** (Saturday November 16, 2008 at 6PM, Azusa Pacific University)
 - **The Legacy Fund is the primary vehicle by which WCS raises money to enrich and enhance the academic, fine arts, and athletic programs of the school. The Legacy Fund is supported by the Board of Directors, Administration, staff, parents, grandparents, and the community through monthly donations and “faith commitments” as well as all-school events such as the Annual Legacy Dinner. Please join others in the WCS family in support of the WCS Legacy Fund with your free-will, tax-deductible gift. Your gift is an endorsement of the mission of Western Christian Schools and will assist us in building a school that glorifies God in all its personnel, programs and facilities!**
 - - Goal - \$650,000. Funds go towards:
 - Equipment technology
 - Curriculum and classroom educational resources
 - Scholarships/Scholarship Programs
 - Extra curricular programs
 - Fine Arts Programs
 - Other curricular programs
 - Facility Improvements
 - Technology/Computer Programs
 - Sports Programs

Church Attendance – Partnering for your child’s Christian character development.

Western Christian Schools is committed to provide a Christian education for students of families who reinforce Christian values and standards from the home and church. It is vital that families recognize the value of church attendance and the positive impact this makes on your child’s Christian character.

Students and families are encouraged to regularly attend a Bible-based Christian church in agreement with WCS’ Statement of Faith. We trust your family’s church

attendance will be a top priority because it is vital in building Christian family values in your home.

“There is nothing more important that we can give our children than a strong Christian upbringing centered on Jesus Christ in the home, church and school.”

Board and Administration

WCS is an independent Christian school. We are an inter-denominational school run by a self-governing Board of Directors. The Board is the determiner of all school policy. Administration is given the authority by the Board to carry out the day-to-day functions and policies of the school. Board members are chosen from interested persons who qualify and apply under Board procedure and policy.

Implementation of all school policy is carried out by Administration who have authority within the parameters of adopted policy. School parents are welcome to communicate their suggestions for policy adoption to the school’s Administration.

FINANCIAL POLICIES

Secure financial structure of the school is vital in maintaining the high academic standards our parents expect. The follow policies have been instituted to protect the school’s financial stability:

Application/Testing Fee:

A non-refundable placement and testing fee is due with application.

Registration Fee (Non-Refundable):

A Registration Fee is due at time of enrollment and reserves a position at WCS. This fee is charged in addition to tuition. Registration forms for new and returning students will not be processed until the registration fee has been received. Class scheduling will not be confirmed until the fee is paid.

In order to secure a position for your returning student, the **registration form and fee must be received no later that February 28 and all accounts must be current.**

Late Registration:

The registration fee will increase incrementally after February 28, except for new students. Family discounts do not apply. Please refer to current Tuition and Fee Schedule for current late registration rates.

Late Enrollment:

Students may enroll at any time, depending on space availability. The Registration Fee is payable in full upon enrollment regardless of the time of enrollment. Tuition will be charged prorated by semester, based on the school year remaining at the time of enrollment.

Tuition:

Tuition is charged based on grade of student. Please refer to current Tuition and Fee Schedule for current rates. Tuition payments must be made in the Business Office or place in the tuition box located in the front office. If the student’s name is different than indicated on the check, please be sure to note the student’s name on all payments.

Tuition does not include:

Textbooks, consumable workbooks, school uniforms, PE uniforms, earthquake fee, lab fees, ASB fees, sports fees, elective fees, yearbook, field trips, senior fees, locks for lockers and extracurricular activities and trips.

Other Fees and Costs:

Fees for consumable workbooks, school uniforms, PE uniforms, earthquake fee, lab fees, ASB fees, sports fees, elective fees, yearbook, senior fees, locks for lockers and some extra curricular activities and trips will be billed in August and are due prior to the first day of school. Field trips and extracurricular activities and trips will be billed as scheduled. All fees are non-refundable and are subject to change. Please refer to current Tuition and Fee Schedule for list of current fees and costs, except for field trips and most extracurricular activities and trips.

Textbooks, paperbacks and consumables for high school students are available through Varsity Books. Buying your books and consumables for the new school year has never been easier. Used textbooks may be available for purchase at a discount. Varsity will buyback used textbooks for 40% of the new book price at the end of the year, assuming the textbook is being re-used by the school. Consumables and paperbacks are not part of the buyback policy. Visit www.westernchristian.org/covina website and click on the link to Varsity Books.

Family Discounts:

A tuition discount of 10% of the lower tuition is given to second, third or more siblings. This discount is applied to the current year tuition. Family discounts are not available for registration fees, late fees, LSP fees and International tuition.

Returned Checks (NSF):

A returned check fee of \$75.00 plus bank fees will be charged for any check returned for any reason. All returned items must be paid in full by cash/money order within five (5) business days.

Withdrawal Policy:

It is not the policy of WCs to enroll students for less than a full school year. Our budget is based on receipt of a full year's tuition. However, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. When this occurs, you must notify the Business Office in writing.

The signature of all departments is required on the withdrawal form to ensure that there are no outstanding fees (library, sports, electives, etc.). Registration and material fess are NOT refundable.

The Enrollment Agreement is for the entire school year. Written notice from the parents/guardian, in the form of the WCS Withdrawal form, is required to withdraw a student from WCS after May 31st when a student has been accepted. A Withdrawal Fee of \$500.00 per student in addition to the semester tuition. **Parents understand and agree that they a responsible for early withdrawal fee and balance of tuition regardless of the reason for the withdrawal.**

School officials may withdraw a student according to the due process procedures outlined in the Student Handbook.

Refund Policy:

Refund for tuition ONLY will be made on a **semester basis**. A completed Western Withdrawal Form must be received by the Business Office **prior** to the beginning of the next **semester**. Therefore, any **semester** the student begins is **non-refundable** and will be considered liquidated damages. The Withdrawal Fee will be deducted from any refund. International program tuition is **NOT** refundable. Tuition refund may not be made if a student is withdrawn by school officials.

Hot Lunch Program:

WCS offers a hot lunch program at the Claremont campus and a Café menu at the Covina campus through Allegre Foods. All fees are paid directly to Allegre Foods. Menus and order forms for K-8 are distributed on a monthly basis.

Extended Daycare:

Daycare is available on school days and non-school days (September 2, 2008 through June 12, 2009), except for National Holidays, for our families as an extended ministry of WCS. Daycare opens at 6:30 am and closes at 6:00 pm. A late pickup fee of \$1.00 per minute for children pick-up after 6 pm will be charged.

School year daycare programs are available for mornings only, afternoons only or AM/PM on a prepaid basis. The rate for the afternoon and AM/PM programs include minimum days. The non-prepaid or drop-in rate is \$5.00 per hour and will be billed monthly basis. A family discount of 10% given to second, third or more siblings. Family discounts are not available for any late fees or drop-in fees.

Non-school day programs are available on a per day basis. Non-school days do not include National Holidays. The per day rate is \$30 for the first child; \$25 for additional siblings and is due and payable at time of drop-off. Families participating in the prepaid programs will receive a discount.

All Daycare Fees are due on the first of each month and become past due on the 10th. A late fee of \$25.00 will be charged on the 11th if the account is not paid in full. Any account that is 30-days delinquent may require immediate removal of your student(s) from the day care program until the account is brought current.

Daycare payments must be made in the Business Office or place in the tuition box located in the front office. Please note "Daycare" on your check. If the student's name is different than indicated on the check, please be sure to note the student's name on all payments.

Daycare policies are distributed at the beginning of the school year to families enrolled for daycare. The Daycare Director is available to answer any questions.

Summer Programs:

Summer Camp is offered on the Claremont campus for K-8 students. Fees are due the first of each week. An account is considered past due if not paid by the end of the week. Any account not paid in full by the 20th of the month will be charged a Late Fee of \$25.00. Any account 30-days delinquent may require immediate removal of your student(s) from the program until the account is brought current.

Summer academic classes and sports programs are available on the Claremont and Covina campuses. Information will be available in the spring. All fees for academic classes and sports programs are due upon registration for classes. Students may not attend summer classes or participate in summer sports programs if fees are not paid in full.

Preschool Program:

A year-round preschool program is available for children 2 to 5 years old and we do not require that the child be potty trained. Our curriculum is designed to offer each child a variety of learning experiences enabling them to reach their full potential based on the individual development needs of the child.

The preschool operates Monday through Friday 6:30 am to 6:00 pm. Full time, part time and half day programs are available. Fees are based on the program you have selected for your child.

Tuition is charged monthly and is due the first of each month. Tuition payments must be made in the Business Office or place in the tuition box located in the front office. If the student's name is different than indicated on the check, please be sure to note the student's name on all payments.

Past due accounts will be charged a Late Fee of \$ 25.00 after the fifth day. Any account that is 10-days delinquent may require immediate removal of your student(s) from the preschool program until the account is brought current.

Late Pickup Fees: Children must be picked up by 6:00 pm. A late pick up fee of \$1.00 per minute after 6:00 pm will be charged.

Method of Payment:

Full Payment: Full amount of tuition is due on or before July 1 and is payable directly to WCS. Tuition payments must be made in the Business Office or place in the tuition box located in the front office. If the student's name is different than indicated on the check, please be sure to note the student's name on all payments.

Monthly Payments: Monthly payments are offered through the FACTS Tuition Management Company. Arrangements to participate in the FACTS payment plan must be made directly with WCS Business Office by June 1st for payments to begin July 5th and will continue through June 5. Arrangements made after June 1st will require the number of monthly payments to bring the account current. A non-refundable payment plan fee per student is due WCS to participate in the payment plan. Please refer to current Tuition and Fee Schedule for current payment plan fee.

Additional payments to the student account are welcomed at any time. The FACTS payment amount will be adjusted accordingly. The WCS Business Office is available to assist setting up the monthly payment plan arrangements and answer any questions.

New payment arrangements are required each school year. The FACTS Agreement does not automatically renew.

Late Tuition Payment Fee: A late fee of \$175.00 per student will be assessed if tuition is paid after July 1, or if monthly payment arrangements are made after July 1, except for new students. Family discounts do not apply.

Delinquent Accounts:

All accounts must be kept current and **paid in full** before the end of the school (no later than June 5). Any account 10-days delinquent or more is a serious matter and will incur penalties. Any account that is 15-days delinquent may require immediate removal of your student(s) from classes until the account is brought current.

Students whose accounts are not current will not receive report cards, graduation certificates, diplomas, or SAT scores until the account is paid in full. Final exams of middle school and high school students will not be scored until their accounts are paid in full and current.

Student accounts that are not fully cleared by June 5 will jeopardize their participation in year-end events including graduation. Transcripts and report cards may **not** be released and no credit for the student's work can be earned until **all** financial obligations are paid.

Parental web access to student information through Ren-Web (K-8) or SASI Parent Connect (9-12) will not be available until the account is current.

Any and all damage to school property resulting for the student's actions will be the sole responsibility of the student and parents/guardians. All damages must be paid in full and is subject to the same policy as delinquent accounts.

FACTS Tuition Management

Monthly payments are offered through the FACTS Tuition Management Company. The WCS Business Office has agreement applications and is available to answer questions.

- **Tuition payments are automatically deducted on the 5th of each month from your checking account, savings account, or credit card (MasterCard, Discover, or American Express) as designated for the length of the agreement. Credit card payments require**

an additional fee paid directly to FACTS. *Please contact the Business Office for the FACTS Credit Card brochure.*

- For FACTS Agreements submitted prior to June 1st, payments will begin on July 5th.
- For FACTS Agreements submitted after June 1st, payments will begin in August and will require the July tuition payment to be made directly to the school. Additional monthly payments will be required depending upon the date the FACTS Agreement is submitted.
- FACTS charges an annual fee per family enrolling in the monthly payment program. This fee will be automatically deducted from the designated account within 14 days of receiving your agreement. The current fee is noted on the FACTS Agreement.
- In the case of a missed payment, a FACTS Missed Payment Fee will be assessed, and another attempt to collect the payment will occur on the 20th of each month. The current fee is noted on the FACTS Agreement.
- Accounts thirty (30) days past due may result in the student(s) being withheld from class. Accounts sixty (60) days past due will be automatically canceled with no new FACTS agreements written. The WCS Delinquent Account policy will be followed.
- Final monthly payment is due June 5th, regardless of when the agreement begins.
- New payment arrangements are required each school year. The FACTS Agreement does not automatically renew.

Questions:

Please contact Western Christian's Business Office with any questions regarding your account or these policies. We have representatives on both campuses available to assist you.

FUNDRAISING AND DONATIONS:

The cost involved in providing the education excellence at Western Christian Schools significantly exceeds the tuition and fees charged. WCS periodically will conduct fundraising events and development campaigns. WCS asks that you prayerfully consider participating as you are able.

All checks must be payable to Western Christian Schools whether they are for a fundraising event or a direct donation. Please note in the check memo the event or campaign. This will assist with the proper and timely recording of the payment. Tax-deductible gifts **may not** be used to pass money or benefits to any specific individual for personal use.

Gifts in Kind are welcomed. A Gift in Kind Donation Form is required describing the gift and designated use. It is your responsibility to determine the fair market value for tax purposes. This GIK Donation form is available at the WCS Business Office.

WCS will provide acknowledge for all gifts received noting the gift and designated use along with the WCS tax information.

Western Christian Schools is a California non-profit religious organization under the IRS Code 501(c)(3) whose federal income tax number is 95-2272400. You should consult your accountant or tax consultant as to the value and deductibility of your gift for tax purposes.

Admissions Statement-Continued Enrollment at WCS

WCS seeks applications from Christian families whose young people are of good character, who demonstrate good scholastic achievement and have a positive attitude toward Christian values. Acceptance is based upon the evaluation of a personal interview, references, educational performance, support for our statement of faith and a student's desire to attend WCS. Acceptance and re-enrollment is at the sole discretion of the school.

It is a privilege to attend WCS. Our students should realize that they are responsible at all times (in and out of school) to conduct themselves in a manner which brings credit to the name of Christ, their family, their school and themselves. Our student body strives to promote good morals, friendliness, good manners and good sportsmanship. By virtue of

enrolling at WCS, each student agrees to live within the framework of the school's standards of conduct both on and off campus. Re-enrollment each year is contingent upon maintaining these values. **Parents must agree and fully support, verbally and in action, all school policies and procedures, including discipline procedures.**

Re-enrollment

A yearly re-enrollment application is required of all students who desire to continue at WCS. In review of the application, such factors such as behavior, attitude, academic achievement and maintenance of the policies of WCS are taken into consideration. WCS reserves the right to deny re-enrollment to any student, for any reason, at its sole discretion.

WCS offers the opportunity to submit a re-enrollment application to current students and their eligible siblings prior to opening enrollment to the public each year. Early enrollment is strongly recommended since space is limited and classes fill up quickly.

Summer Sessions / Academic Enrichment K-12 & Fun Day-Camp K-8

All students (Preschool through High School) need to submit applications to enroll for the summer session if they plan to attend. Academic enrichment courses and courses for grades/credit are offered through High School. Fun Day-Camp is available K-8. Packets for registration are available in late April. Preschool students do not need to fill out an application.

Non-Discrimination Policy

Western Christian Schools admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, scholarships, athletic and other school-administered programs.

Mascot and Colors

Royal Blue, Black, and White are the official school colors of our school. The mascot for the High School is the Lancer.

School Hours of Operation

	Regular Schedule	In-service Thursdays
Preschool	6:30 AM – 6:30PM	NA
Kindergarten – 1 st Grade	8:15 AM – 2:30 PM	2:00 PM
2 nd Grade	8:15 AM – 2:40 PM	2:00PM
3 rd Grade	8:15 AM – 2:45 PM	2:00 PM
4 th – 5 th Grade	8:15 AM – 2:55 PM	2:00PM
Middle School	7:45 AM – 2:25 PM	2:00 PM
Day Care (K-8)	6:30 AM – 6:00 PM	6:00PM
High School	7:55 AM – 3:00 PM	2:00PM

Release of Records, Report Cards, Grade Notices, and Final Exams

Quarterly report cards and SAT scores will only be released to students whose accounts are paid in full and current. Students whose accounts are not current will not receive report cards, graduation certificates, diplomas or SAT scores until the account is paid in full (including all late fees.) Final exams of middle school and high school students will not be scored until their accounts are paid in full and current, including all late fees.

Accounts that are not fully cleared prior to year-end events will place students in jeopardy of exclusion from participation in graduations and other year-end events.

All library books, textbooks, and sports uniforms must be accounted for; late fees, fines for damages or costs for replacements must be cleared before report cards are released.

Parent Organizations – WCS encourages Parent Involvement

Booster Club:

Booster Clubs help support the sports programs in our school. Meetings are scheduled on the school calendar. Boosters sponsor a variety of events including Meet the Teams and an annual golf tournament to raise program funds for sports.

Parent Prayer Teams:

Moms in Touch (MIT) – is a prayer organization intended to promote spiritual welfare of the staff and students. It is to promote communication between teachers and parents so that they may cooperate in Christian training of the students in an effective manner. This prayer team is vital to the general operation of the school. We believe in prayer. It is the backbone of our existence. The team also encourages our community. Prayer times are on the school calendar.

AIR QUALITY/SMOG POLICY:

If air quality is "Unhealthful," then we minimize or eliminate outdoor activities, depending on the AQMD recommendations. "Good" to "Moderate" will allow for normal activity. Those with health problems may be excused from all outdoor activity with a parent's note.

APPOINTMENTS WITH TEACHERS

We encourage parents to discuss with the teacher any questions or problems concerning their children. In addition to their teaching responsibilities, teachers may have many extra-curricular duties that require their time. We ask that parents be considerate of the teachers' full schedules and arrange for appointments in advance. This will allow us the opportunity to schedule adequate time for you to discuss your child's progress. **We ask that parents not enter the classroom during school hours, as it is disruptive to the educational process.**

ATHLETICS – ELIGIBILITY

WCS offers an athletic program. Boys in grades 6-8 may try out for flag football, basketball and soccer. Girls may try out for volleyball, basketball, softball and soccer. All students participating in sports must maintain a "C" average in the five academic classes with no "F's" in any subject. Students can be excluded from one game at the Principal's, Vice-Principal's or coach's discretion for academic or disciplinary problems. Students who have been absent from school will not be allowed to participate in sports that day. Also, any student who misses four periods may not participate or be a spectator at any school activity unless he/she has a doctor's excused absence, or an approved clearance from administration. Weekly grade checks will be monitored by the athletic director.

ATTENDANCE INFORMATION

Your child is required by state law to be present each day of school except in the event of illness, dental/ medical appointments or a family emergency. Many other good reasons for being absent may seem legitimate to parents, but are nevertheless classified as unexcused. Examples of absences that cannot be excused by the school are:

1. Family or personal vacations (without prior administrative approval)
2. Baby-sitting
3. Needed at home
4. Music, art or other lessons

If your child is absent because of a communicable disease, we ask that you call the school office so that we may alert other parents.

Excused Absences: When a student is absent, please call the office by 9:00 AM to notify the school office. Assignments can be accessed through our Parents Web.

Upon returning to school, students should go directly to their teachers to obtain a clearance on missed assignments. Students with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher from any class from which the student is absent shall determine the tests and assignments that are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

Unexcused Absences: The student is required to make up all work within the same time limit as excused absences; however, credit will not be given for the work. Teachers are not obligated to re-teach a topic missed or take extra time with a student whose absence was unexcused.

Anticipated Absences: We reserve the right to determine if an absence is excusable. Parents should make requests for anticipated long-term absences at least one week in advance. Prior to departure and promptly after returning, the student should check with his/her teachers for any make-up work. Vacation Request forms are available in the school office.

School Activity Anticipated Absence: Students planning to not attend a school related activity (field trips, camps etc) **will** be marked absent for the day(s).

Frequent Absences:

- **Please avoid unnecessary absences. Any student absent more than 10 days in a given semester will be subject to lowered grades.**
- **If a student is absent for more than three consecutive days, the student may be subject to providing a doctor's note upon returning to school.**
- **Any student absent for more than 10 days in a given semester (consecutive or not) must bring a doctor's note for all subsequent absences.**

All excessive absences are reviewed by school administration. The School Attendance Review Committee will be used for the purpose of hearing appeals from parents of students who have been removed from a class for reasons of excessive absences.

Members: The School Attendance Review Committee will consist of five members as listed below:

1. Principal
2. Vice Principal
3. Three teachers

Guidelines: The following guidelines will be used to determine the outcome of meetings.

Absences – Appeals that have to do with excessive absences will be determined by extenuating circumstances involving serious illness, hospitalization and others deemed appropriate by the Review Committee.

Procedure: The following procedures will be followed:

1. Parent will be notified of removal from class by the office.
2. Parent will pick up a Parental Petition of the School Attendance Review Committee from the office.
3. Parents will turn the petition in to the office within 48 hours of receiving.
4. The School Attendance Review Committee will meet in private and determine the outcome of the matter.
5. The Principal will notify the parents of the decision within 48 hours of the Review Committee meeting.
6. Parents may appeal the decision to the Superintendent within 24 hours of the announcement of the Review Committee's decision.

WHAT TO DO IF YOU HAVE BEEN ABSENT

Students who have been absent must secure an admittance slip from the school office before returning to class, whether or not the absence is excused. The student must bring a written note from the parent or the guardian giving the following information:

- Dates of absence
- Time absent in case of partial day's absence
- Reason for absence
- Signature of parent or guardian

Please arrive early enough to secure an admittance slip before the beginning of class. The office will be open by 7:30 AM.

TARDIES

It is important that students at Western be punctual. Self-discipline in this area is not only important for proper academic achievement, but is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life. A student is tardy when he/she is outside the classroom when the tardy bell begins to ring.

If an elementary student is tardy, he/she should go to class. Teacher will record tardy.

If a middle school student is late to school, he/she should report directly to the office. If the student has a written parental excuse, it should be presented to the secretary. The teacher and

the office staff reserve the right to accept or reject any reasons for given tardiness. Normally, the only acceptable reasons for tardiness are illness or car breakdown.

If a middle school student is tardy to periods 2-7 he/she should go directly to class. The teacher will be responsible for recording tardies to these class periods. If a middle school student receives a total of four tardies to all classes combined, an after school detention will result.

Please note: There is no excuse for habitual tardiness to the first period class. Parents are responsible for making transportation arrangements that are both reliable and punctual.

Elementary Discipline for Unexcused Tardies (Per Trimester)

<u>Tardies</u>	<u>Action</u>
3	Teacher counsels student
4	Note sent home telling parents
5	Parent called
6 & 7	Lose recess
8	Half day suspension at school
9 or more	Parents are contacted to meet with Administration to determine further action

Jr. High Discipline for Unexcused Tardies (Per Quarter)

<u>Tardies</u>	<u>Action</u>
2	Teacher counsels student
3	Note sent home telling parents
4	After school detention
5	After school detention
6	Half day suspension at school
7 or more	Parents are contacted to meet with Administration to determine further action

BACKPACKS

Administration reserves the right to inspect a student's backpack at any time.

BICYCLES/SKATEBOARDS/RAZOR SCOOTERS

Students will not be allowed to ride bicycles or razor scooters to school until they are in the third grade and a helmet must be worn. Bicycles may not be ridden on school property. Students must walk their bikes/razor scooters to the school bike rack. In-line skates and skateboards are not allowed on campus.

BOOKS AND SUPPLIES

All textbooks have been carefully selected to achieve the goals of the curriculum. Textbooks and their care is the responsibility of the student. Non-adhesive book covers must be put on the books by the students. Fines will be assessed for excessive wear or lost books. The school reserves the right to hold the report card until all fines are paid.

BUS SERVICE

Western Christian does not provide bus service to and from school. However, since bus trips will be taken during the year, all students should be aware of basic regulations concerning bus riding.

BUS REGULATIONS

Riding on a school bus provides an opportunity to be with friends. The driver has the responsibility of getting you safely through traffic. To help the driver do this, our school follows the legal regulations of the State Department of Education and the California Vehicle Code. Please be aware of the following guidelines required for students at WCS when being transported in our buses.

1. The California Administration Code (sec.1085) states, "Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus."
2. Students must stand in an orderly manner to board the bus. DO NOT move toward the bus until it stops.
3. Students must take a seat and stay seated the entire trip.
4. There must be no changing of seats or moving about in the bus unless told to do so by the driver.
5. Students are not to put head, arms or objects out of the windows.
6. Do not throw anything in the bus or out of the bus.
7. Students must sit up, feet and books etc. kept out of the aisle.
8. Do not touch the handle on the rear emergency exit doors.
9. There is to be no loud talking, singing or unnecessary noise.
10. Do not eat or drink on the bus.
11. Animals are not allowed on the bus.
12. Students are not to have sharp-pointed articles out (i.e. pens, pencils, combs, etc.)
13. No quarreling or fighting is allowed on the bus.
14. There is to be no profanity or vulgarity.
15. Observe the same conduct as in the classroom.
16. Pupils must treat the bus with respect as they should treat all school property.

NOTE: California State Law requires that any student who rides on the bus to any extra-curricular activity or field trip and does not return on the bus MUST have a letter from their parents, even if it is the parent taking them home.

CAFETERIA

Lunches may be eaten in the cafeteria only. We ask that parents order and pay at the beginning of the month. If a student needs an unpaid lunch, parents will be called and asked if the student may have the alternate lunch at the charge of \$4.25. Final registration and report cards will be withheld for all unpaid lunch accounts.

Lunch time will be pleasant if everyone practices good manners and follows these rules:

1. Be seated quickly and quietly.
2. Throwing food is forbidden.
3. Talk quietly while eating.
4. Stay seated until your class is dismissed.
5. If there is a problem, speak to the adult on duty.
6. Leave your place clean.
7. Deposit all trash in the proper container.

CAMPUS BOUNDARIES

Closed Campus Policy

WCS maintains a closed campus for all students. Students leaving campus during school hours for any reasons, without permission from WCS will be considered truant.

Students are not permitted to leave during school hours except as follows:

- High School Seniors are allowed to go off campus for lunch as scheduled.
- Under school-sponsored and supervised field trips, sports events, or special privilege days.
- By permission of a parent or guardian and providing that they parent/guardian accompanies the student. Permission must be cleared through the school office, and you must sign your student off and back onto campus through the office.
- Visitors are not permitted on campus without permission. Visitors are required to check in at the front office and receive a pass.

A public park, adjacent to our campus to the northwest, is used for some athletic activities. This park is not part of our campus and is only to be used during a supervised period of each school day. We have a closed campus.

Students

1. Students may not leave campus during the school day unless accompanied by an authorized adult. If a student is to leave before the school day ends, the parent or authorized person must come to the office to sign the student out before leaving.
2. Although our campus boundaries cover about ten acres, students may only use that part of the campus which is in the sight of the supervisor. Students are not permitted to enter the following areas during the school day:
 - swimming pool without a teacher,
 - any non-classroom area,
 - any area considered out of sight of a faculty member, the parking areas and car traffic areas.
3. Middle School students must remain in designated area for morning and lunch break times, under the supervision of the faculty.

Visitors

1. Non-students are not to be on campus during the school day, nor while students are on campus after school. Special permission for a visitor to be on campus may be granted by the Principal or Vice Principal in advance.
2. Adults on campus other than faculty, staff or board members must have been previously approved by the school office. If you have a guest visiting the campus, please see that he/she is directed to the office upon arrival for proper clearance and to obtain a visitor's badge. Visitors visiting classrooms must follow dress code and conduct standards set for WCS students. WCS reserves the right to refuse visitors on campus.

Parent Visits

1. Parents on campus for more than pick-up or drop-off (more than 15 min.) please check into the office for a visitor's badge. Western Christian welcomes parents to be on campus beyond 15 minutes. For an extended visit of classes, to talk to a teacher, or the principal, you are required (Penal Code 627-627.11) to register with the school office. Unauthorized persons on school grounds are subject to a fine and/or an arrest (Penal Code 626-626.11).
2. Items needing to be dropped off to the student during the school day must be taken directly to the school office. A staff member will deliver it to the classroom. **We ask that parents not enter the classroom during school hours, as it is disruptive to the educational process.**
3. Lunches may only be dropped off in the office or in the cafeteria. **Do not have your child enter the parking lot to pick up a lunch (or other items) to ensure their safety.**

CELL PHONES

1. Cell phones are discouraged on campus as they distract from the learning environment. If a cell phone is heard or seen by a staff member during school hours, it will be confiscated and placed in the office for parent pick-up. A fine of \$2.00 will be issued to those who abuse this policy.
2. Students are not to call home on their cell phone when ill to be picked up during school hours. This communication may only go through the school office.

CHAPEL

Students are expected to be attentive and respectful at all chapels and assemblies. K-2 chapel is 8:45-9:10 AM, 3rd-5th is 9:20-9:50 AM and 6-8th is 10:17-11:02 AM. Chapel is an important time at WCS and a high point of each week. It is an opportunity to hear outstanding speakers

and musical groups from around the L.A. area and even other parts of the world. All students are required to attend chapel. Parents are welcomed to attend.

CONDUCT STANDARD

Students of Western Christian are expected to live by a standard of behavior consistent with the principles of conduct encouraged in the Christian home and church and taught by the living example of Jesus Christ. The Word of God is our source of truth and our final authority regarding conduct. This standard requires behavior attributes of:

Honesty	Modesty	Self-discipline
Courtesy	Dependability	Responsibility
Integrity	Consideration of others	Respect for authority
Morality	Desire to learn	Cooperative spirit

The following is a list of behaviors that are not permitted for those who wish to attend Western Christian Schools:

1. Disrupting classes – all students who come to WCS are entitled to a full opportunity to learn in an orderly classroom and with the complete attention of the teacher. Behavior that disrupts the class or distracts the teacher is unacceptable and will not be tolerated.
2. Defacing property – any student who defaces or otherwise damages school property, the property of students, staff, or neighboring homes of Western Christian will be held financially responsible.
3. Cheating at WCS carries severe penalties. Any copying of another student's work, inside or outside of class, is highly unethical. A failing grade in the subject may be given.
4. Disrespect to any teacher or staff member or persons placed in authority is unacceptable.
5. Use of foul language or taking God's name in vain.
6. Bully behavior/harassment of another person by word or action. Consistent bullying behavior may result in expulsion. (Prov. 11:27)
7. Stealing property from the school, faculty or from other students. (Lev. 9:11)
8. Truancy or leaving campus without permission. Students who become ill during the school day must receive permission from a teacher to go to the office or a class truancy may result.
9. Possession of matches, firecrackers, lighters of any kind.
10. Possession of weapons of any kind will result in immediate expulsion.
11. Loitering in restricted areas of the campus.
12. Uniform dress code violation.
13. Bringing electronic devices.
14. Leaving class or campus without permission.
15. Gum chewing.
16. Climbing trees, fences or buildings.
17. Fighting.
18. Occult devices.
19. Inappropriate display of affection, which includes hand-holding, kissing and any physical contact (a hands-off policy).
20. Refusal to do or neglect to complete school work.
21. Students found throwing rocks will receive an automatic detention.

Attendance at WCS and related functions is a privilege and requires a commitment of considerable magnitude and should not be taken lightly. Instances of any of the above listed behaviors will result in immediate discipline, which may include suspension or dismissal from WCS. This conduct standard is expected whether occurring on or off campus, during or not during school hours. We expect high standards to be maintained on a 24 hour basis from our students.

Exodus 23:2 Psalms 1:1 Proverbs 1:10
 Ecclesiastes 7:9 Matthew 7:12 Proverbs 20:3

Student Responsibility with Regard to Offenses

When you are aware of a fellow student’s involvement with conduct that is not in keeping with Biblical ideals or the code of conduct at our school, it is your responsibility to go to your fellow student and help them correct the wrong in Christian love and concern. If the student fails to respond properly by changing his/her action, it then becomes your responsibility to report the incident or improper conduct to the school authorities. (Matthew 17:15-17)

COUNSELING

If at some time a student feels the need to discuss a personal problem with someone, a teacher or administrator will be available to listen and lend guidance. If there becomes a need for professional counseling, an administrator will be available to suggest a qualified consultant.

DAY CARE

Day care opens at 6:30 AM and closes at 6:00 PM. All students arriving before 8:00 AM must check into day care. Elementary students arriving after 8:00 AM are to go to the playground. Afternoon day care charges begin at:

K-2nd 2:45 PM
 3-5th 3:10 PM
 6-8th 2:45 PM

On minimum day schedule, day care charges begin 15 minutes after classes are dismissed.

Location: AM daycare is held in the cafeteria
 PM daycare is held on the lower playground or in the cafeteria in inclement weather or after dark
 Fee: Please choose from our new options:

Plan	Hourly Rate Average	Monthly Prepaid Rate
Morning Day Care	\$3.85	\$115.00
Afternoon Day care	\$2.50	\$150.00
Morning and Afternoon	\$2.10	\$190.00
Drop In	\$5.00	
Late Pick-up	\$1.00 per minute	

DETENTIONS

Detention is administered to 6th-8th graders. Parents will be notified if detention is to be served. An additional detention and further consequences may result if a student does not show up for detention. Once a student receives two detentions, a parent conference will be requested. Detentions are to be taken very seriously. Athletic, music or other after-school activities do not pre-empt serving detention. Detentions will be held every Tuesday afternoon from 2:30-3:10 PM. This may be a work detail or written assignment, or other form of discipline. Teachers will be monitoring this time.

It should be known that special privileges such as educational trips need to be earned. Continuous and/or severe discipline problems may result in the loss of the privilege of attending trips. Three detentions will result in the loss of class trip privileges. If any behavioral problem arises within two weeks of the trip, the student may lose class trip privileges. It is our hope that all would be able to attend these functions, however, attendance at a function is not considered as important as aiding a student in behavior modification.

DISCIPLINE

See then that ye walk circumspectly, not as fools, but as wise, redeeming the time, because the days are evil. (Eph. 5:15-16).

Students are to maintain good discipline in the classroom, on campus and at all school sponsored activities. When students continually misbehave, parents will be contacted by the teachers in order to seek cooperation in solving the problem. Whenever the leadership of WCS feels that it is in the best interest of the student body to ask a student to leave, the parents will be asked to withdraw him/her from enrollment.

A referral system has been established for the student who develops a chronic or serious behavior problem that cannot be handled in the classroom. Referrals will be given to the vice principal for discipline and are usually limited to behaviors that are more serious in nature.

Middle School Disciplinary Step System

Each situation will be determined on an individual basis. The following are typical disciplinary steps:

1. Three behavioral detentions may result in ineligibility to participate in class trips and extracurricular activities, including sports events.
2. Recess detention and work duty may be assigned to the student as consequences.
3. Four or more detentions may result in suspension as determined by the Administration.
4. Behavioral issues may result in a behavioral contract with the student indicating the specific areas needed for change.
5. All expulsions are determined by the Discipline Committee and approved by the Superintendent.

Elementary Disciplinary Step System

Each situation will be determined on an individual basis. The following are typical disciplinary steps:

1. The student will conference with the vice principal and the parents will be called.
2. If behavior persists, a parent conference will be scheduled with administration.
3. Recess detention and work duty may be assigned to the student as consequences.
4. Behavioral issues may result in a behavioral contract with the student, indicating the specific areas needed for change.
5. All expulsions are determined by the Discipline Committee and approved by the Superintendent.

Probation

Academic Probation

Students failing to make satisfactory progress may be placed on academic probation. While on probation the student will have the opportunity to improve his/her grades. Failure to do so may result in dismissal from school.

Behavioral Probation

For continuous or severe behavior problems a student may be placed on behavioral probation. While on probation the student will have the opportunity to demonstrate improved behavior and be removed from probation.

Students on probation will be reviewed on a quarterly basis. If progress is not accomplished, dismissal may result at the end of the term.

DISCIPLINE COMMITTEE

The committee will review and evaluate evidence concerning the behavioral issues of the student and make a recommendation to the principal. This recommendation will be reviewed by the principal and vice principal, who will then inform the parents of the decision. If a student is asked to withdraw or is recommended for expulsion, parents may appeal, in writing to the Superintendent.

Each case will be judged on the basis of its own merit. The committee will take into consideration the student's attitude (repentant vs. hostile), parents attitude (supportive vs. hostile) and past behavior.

Purpose: To collectively make decisions regarding major disciplinary action against students for breach of school regulations as set forth in the handbook.

Members: Principal
Vice Principal
3 faculty members of WCS (Selected by administration)
(2 members/1 admin. are a quorum)

Duty: The committee is on call to meet as needed. Meetings will be called by the principal or vice principal at their discretion.

Authority: This committee will have the authority to recommend to the administration a course of action that best serves the student and the student body as a whole.

DRESS STANDARDS

We feel that the prime responsibility for a child's attire rests with the parents. The book of Proverbs continually exhorts children to "hear the instruction of thy father and forsake not the laws of thy mother." The word of God is clear in giving responsibility for discipline of children to parents, and the mode of dress provides an excellent opportunity for parents to exercise leadership in this vital area that is often left to fads, friends or inclinations of the child. It is our desire to follow biblical principles of modesty and exercise good taste in our code. We feel that dress should be consistent with our Christian testimony, and have therefore established a prescribed uniform program.

We believe the uniform program places emphasis on the character development of the student rather than on external appearance. The Christian message is a call to a lifestyle that is different from the norm of society. Our goal is to provide modest, functional, school clothes, centered on cleanliness, neatness, good taste and safety, while being affordable to our families.

Our goal is to have clear, concise and easy to understand guidelines. We encourage parents to establish these standards in their children's daily dress and grooming, aiding them in the formation of good habits. It is our desire to see the students of WCS reflect these standards, taking pride in their appearance and their school. Parents are also expected to dress modestly while on campus. Thank you in advance for your close attention to these guidelines.

Beginning the first day of the school year, uniform dress is mandatory.

Please adhere to the WCS uniform program outlined in the Dennis Uniform booklet available in the school office. Only Dennis Uniform pieces may be worn.

Dennis Uniform Company Store
22755-G Savi Ranch Parkway
Yorba Linda, CA

(714) 637-8928

Dennis Uniform Scrip

Scrip may be used for store purchases. Dennis SCRIP is available through the school office.

On-Line Ordering

www.dennisuniform.com

To place an order, enter the website, click "on-line ordering" then enter our school code:
AN00WC

Mandatory dress uniform will be worn on Thursdays for Chapel:

Boys - Navy twill in long or short pants, with the blue oxford shirt in long or short sleeves.

Girls –Plaid jumper, skirt or skort with the white blouse.

Mandatory Field Trip Attire:

All students are required to wear the red polo shirts while on field trips. Bottom wear choice is optional within the uniform program.

Friday Free Dress:

Students will be given the privilege of free dress within the school's dress code. Students who have more than three dress code violations will have this privilege revoked for the rest of the year. Administration reserves the right to revoke the privilege of Friday free dress in the event that students abuse the dress code standards.

All clothing must be clean, in good repair and worn in good taste.

Clothing must be LABELLED with the student's last name in permanent marker. The school is not responsible for lost clothing.

Outerwear: Dennis or Dickies Eisenhower Jacket: Jackets, cardigans and sweatshirts are allowed to be worn over the uniform. Hoods may not be worn over the head in the classroom. Rain slickers are acceptable during rainy/inclement weather.

BOYS

- No excessively baggy pants or shorts
- No under clothing may be seen
- Pants and shorts must be worn above the hips
- Boys wearing baggy pants may be required to wear a belt in third-eighth grade
- Belt buckles must be plain (no initials or symbols). Belts must be appropriate length and the entire belt must be secured in the belt loops
- Shirts must be tucked in on Chapel day
- No sandals or shoes without closed heels and closed toes
- Hats may be worn outside the classroom as sun protection
- Boys may not have body piercing or earrings of any kind
- Washable or permanent tattoos are not permitted
- Hair must be short (not longer than collar length) and well-groomed
- Shaved heads are not allowed
- Students may not have bleached areas or color dye applied to their hair
- Makeup of any type is not allowed
- Sunglasses may not be worn in class
- All clothing must be neatly hemmed with no frayed edges
- Socks must be worn with shoes and must be within the color scheme of the uniform program

- No inappropriate logos may be worn, such as bands of any kind; alcohol; crude and disrespectful statements

GIRLS

- Dresses, skirts and shorts must be mid-thigh or fingertip length, whichever is longer
- No sandals or shoes without closed heels and closed toes
- Polo shirts and blouses must be buttoned for modesty
- **Only white shirts** may be worn under white blouses
- Undergarments may not be visible
- Swimsuits must be one piece for both junior high and elementary girls and should be of a modest design, not low cut or too high on the leg
- Hats may be worn outside the classroom as sun protection
- Hair must be neat and well groomed with no unnatural colors applied to the hair
- Hair clips and hair accessories are allowed in white, navy, red, dark green, accent plaid or neutral colors
- Girls may have pierced ears with no more than two earrings per ear and no longer than one inch
- Washable or permanent tattoos are not permitted
- Extremely tight or revealing clothing may not be worn
- All clothing must be neatly hemmed with no frayed edges
- Socks must be worn with shoes and must be within the color scheme of the uniform program
- Makeup of any type is not allowed for girls in K-5th, including special dress-up days
- No inappropriate logos may be worn, such as bands of any kind; alcohol; crude and disrespectful statements
- Tops must cover midribs
- Pants must meet top, even when sitting, and not reveal undergarments.
- Low rise pants are not permitted

Dress Code Violation

1 st violation	Parents will be called to bring a change of clothes to comply with school dress code and letter sent home to be signed and returned
2 nd violation	Parent will be called to bring a change of clothes to comply with school dress code, detention (middle school), and phone call to parents by an administrator
3 rd violation	Referral, conference with parents, and free dress Friday privilege revoked for the rest of the year
4 th violation	Failure to comply with school uniform dress policy may result in dismissal of the student

EARLY RELEASE FROM SCHOOL/OFF CAMPUS PASS

If your child needs to leave campus at any time during the day, you must come to the office to sign him/her out. Do not go to your child's classroom; the office staff will send for him/her. A note is to be brought from the parent, doctor or dentist upon return to school, in order to obtain a pass back to class. Parents may not take a group of students off campus for lunch.

ELEMENTARY LIBRARY GRADES K-8

We have a great selection of over 3600 non-fiction, fiction and picture books. Students may check out two books a week and return them the following week. Each class has a check out time every week. Books should be brought to the library on your scheduled day and checked in with the librarian, so the cards can be put back in the books. Overdue, lost or damaged books need to be paid for monthly. Please help your child to remember his/her books and library schedule and to take good care of the books. This is good training in responsibility. Students will be charged 10 cents per day for overdue books. Report cards will be held for all students who have outstanding books or fines.

EMERGENCY SUPPLIES/FOOD

PLEASE BE ADVISED THAT OUR EMERGENCY FOOD HAS COCONUT OIL IN IT. IF YOUR CHILD IS ALLERGIC TO COCONUT OIL, PLEASE BRING YOUR OWN EMERGENCY FOOD AND WE WILL PLACE IT IN THE EMERGENCY CONTAINER.

FIELD TRIPS

At least one field trip per year is taken by each class. We may ask for help from parents to chaperone these trips. Elementary teachers usually need three or four parents to assist on each trip.

An emergency card must be on file in the office.

Parents driving on a field trip must have a Vehicle Insurance Form filled out and on file in the school office.

Siblings are not allowed on any field trip. It is nearly impossible for a parent of a small child to give that child the proper attention and also give the necessary vigilance to supervising a group of students.

Drivers may not take side trips or do business while in route.

All field trips are non-refundable once a student has signed up and paid. This applies to students who are not allowed to attend due to discipline issues, as well as those who change their mind. Fields trips are required and considered part of the required educational program at Western Christian School.

- Middle School Class Trips: 6th Grade- Astro Camp, 7th Grade- Catalina, 8th Grade- Washington DC and Forest Home.
 1. Parents may be asked to help chaperone these trips based on need and availability.
 2. If a parent joins the trip without prior approval through WCS, due to liability issues, they will be asked to leave the trip with their child.

FIRE, BOMB, EARTHQUAKE PROCEDURE

In the event of the signal for classroom evacuation, the students are not to leave the room until the supervising faculty member or school personnel has given instructions. Each class must stay together, moving under the direction of the teacher away from the school buildings onto the lawn areas east or west of the school buildings. Your cooperation and calmness when picking up your student after a disaster is appreciated.

FIRE DRILL FALSE ALARM

Students who pull the fire alarm will be fined \$100.00 to cover the bill WCS receives from the Fire Department for a false alarm. Please discuss the seriousness of this with your child. Further disciplinary action may be taken with the student as well.

HEALTH AND EMERGENCY INFORMATION

An Emergency Consent to Treat card must be filled out completely and kept up to date for each student. Please notify the school office immediately of any change in address or phone numbers. Children with the following symptoms should not be in school: acute cold, swollen glands, sneezing, coughing, nausea or vomiting, fever, sore throat, earache, runny nose, red or discharging eye, skin eruptions or rashes, signs of listlessness or weakness, flushed skin, chills, headache or any communicable condition.

All students entering kindergarten are required by State law to be current on their immunizations: varicella immunization, 4 doses polio, 4 doses DPT, 2 doses MMR and 3 doses Hepatitis B. The student should also have had a TB skin test within the year prior to entering kindergarten.

HOMEWORK

In order to develop good study habits and to reinforce concepts taught during the day, homework is required. When additional drill seems advisable, parents are asked to work consistently with the child at home. The home has the responsibility to assist children with their homework by providing a time and a place with an atmosphere that encourages concentration upon the work to be done. Parents should not do the homework for the student, but should give proper supervision to the required study.

Homework Policy:

1. In grades 3-8, a moderate amount of homework should be assigned. Homework is assigned to reflect the goal of reinforcing and strengthening skills, developing responsibility, and teaching good study habits. As an institution that encourages family time as well as school time, and realizing that all students work at a different pace, we provide the following nightly time limits as a guide.

K	15 minutes
1-2	30 minutes
3-4	45 minutes
5	1 hour
6-8	1 ½ hours

This does not include daily reading or time needed to study. If a student chooses to study for a test in one night, the consequence is more homework that night.

2. Daily reading is encouraged and may be assigned with the following recommendations:

K-2	15 minutes
3-5	20 minutes
6-8	30 minutes

This includes parent and student reading together. We encourage a parent to participate in the reading process even when the child is an independent reader.

3. It is the parent's responsibility to make the teacher aware of any difficulties their child may be having. It is only through direct communication with the teacher that adjustments can be made to meet a child's individual needs. Each teacher is willing to listen and address any concerns. They work hard to meet each student's needs and to work within the set guidelines.

ILLNESS

If a child becomes ill at school, parents will be notified. If staff advises parent to pick up child and they cannot come quickly, an emergency contact will be asked to come. In the case of asthma, any child who does not respond to treatment must be picked up immediately.

LOCKDOWN AND SECURITY

WCS will on occasion go into a “lockdown” mode, which means students and faculty will be taken to a secured area (classroom, gym, or meeting room) where all doors and windows will be locked. Lockdown occurs whenever WCS perceives there exists a situation that may put our students or staff in danger. This is used as a precautionary measure, and does not necessarily indicate imminent danger. For the safety of our students, if a lockdown is in process, our campus will be blocked from access and parents will not be allowed to enter and/or exit classrooms or drop-off/pick-up students until lockdown made as been recalled.

LOCKERS

Middle School students will be assigned a book locker during visitation day. These lockers are to be used to keep their books and other materials. If you must bring anything valuable to school, please check it in at the office. Students are never to tamper with or open other students' lockers; detention, suspension and possible expulsion may result. Pictures, stickers or any markings are not to be placed on any student locker. All property found outside the lockers will be confiscated. Administration reserves the right to conduct periodic, unannounced locker checks with or without student present. Lockers are the property of Western Christian Schools.

LOST AND FOUND

Items are occasionally lost at school and turned into a designated lost and found area. Students should never assume that articles are permanently lost without checking the lost and found first. At the end of each semester unclaimed articles will be given to charity.

MEDICINES

- Over the counter medications will not be given without written and/or verbal parent approval and instructions.
- Neosporin will be administered to students when a bandage is needed for scratches. Parents should request that their child NOT receive Neosporin in the case of known allergic reaction.
- Any student required to take prescribed medication during the regular school day must provide (1) a written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent/guardian indicating the desire that the school assist the student in this regard (Ed Code 49423). The medication must be provided in the original container with the name of the medication, the name of the person for whom prescribed, the name of the prescribing physician, and the physician's instructions (CA Administrative Code, Title 5, 18170). Physician orders can only be accepted from physicians registered with the California Board (CA Business & Professions Code § 2052.5). Medication containers must be labeled by a California pharmacist or in the case of an over-the-counter medication, in the original container and should be delivered to the school by the parent/guardian or a designated adult.
- All medicines brought to school must be checked in at the office. They are not to be shared with other students.

PARENT CONCERNS

Board and Administration

WCS is an independent Christian school. We are an inter-denominational school run by a self-governing Board of Directors. The Board is the determiner of all school policy. Administration is given the authority by the Board to carry out the day-to-day functions and policies of the school. Board members are chosen from interested persons who qualify and apply under Board procedure and policy.

Implementation of all school policy is carried out by Administration who has authority within the parameters of adopted policy. School parents are welcome to communicate their suggestions for policy adoption to the school's Administration.

Communications Procedure

WCS desires to handle all concerns in a Biblical manner, per Matthew 18 and Galatians 6. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. The complaint procedure is part of each parent's contract at WCS and is necessary for a successful working relationship. Parent cooperation in using complaint procedure is vital to your child's placement in our school. We want to satisfactorily handle each problem, and we realize this can only happen through proper communication and support. When this procedure is followed, it effectively builds positive relationships and communication.

If you have a specific concern or suggestion, tell it to the appropriate person.

Complaints about school policy or operations should be expressed directly to the person in charge of the department with which you are concerned or have a complaint (for example, K-5 or 9-12 departments, financial issues in the Business Office, etc.).

Here is the step-by-step procedure to follow:

- Step 1** All classroom situations should go to the teacher **first**. Concerns regarding another student should be directed to the teacher. Please do not confront another student. It is for your protection that we implement this policy. Concerns regarding an aide should be directed to the teacher or the aides' supervisor.
- Step 2** If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification.
- Step 3** If the situation cannot be resolved after further clarification with the teacher, then see the principal / vice principal or director of the department who will meet with both you and the staff person involved. **The goal of this communication process is to have concerns and complaints resolved at the department level.**
- Step 4** If the situation reaches an impasse after Steps 1, 2 and 3 (after you have met with the head of the department), have been attempted, then unresolved concerns may be taken to the Superintendent by requesting a meeting to discuss the issue.
- Step 5** If the Superintendent is unable to resolve the situation, a request for involvement may be submitted to the Board. A letter specifically explaining your concerns and the individuals involved, submitted to the office of the Superintendent, will start this process. The Board, at its next regularly scheduled meeting, will consider the written correspondence and a response will be given accordingly.

Step 6 Christian conciliation / arbitration.

When expressing a concern, please keep the following in mind:

- **Express it promptly.** Keeping it to yourself can cause ill feelings and friction, which would decrease our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else. (Matthew 5:23-24)
- **Express it clearly.** Make sure the person (teacher, principal or department leader) to whom you are expressing your concern is aware of all the details relating to the situation and exactly why you are concerned. Misunderstandings of complaints can lead to further problems.
- **Express your concern only to the persons who are an immediate part of the solution** (for example, teacher, principal, department leader). Discussing concerns with persons other than those directly involved is considered gossip and causes dissension.
- **Pray about it.** Ask God to help you make your complaint in such a way that it will result in the betterment of our school and for the glory and growth of His kingdom.
- **Christian Reconciliation:** The parties to the students' education (parent / guardian, school, student) are Christians and believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private (1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20). By enrollment of the student at WCS, the parent agrees that any claim or dispute arising out of or related to the students' enrollment shall be settled by biblically based mediation, and if necessary, arbitration in accordance with the Rules of Procedure for Christian Conciliation. Parents agree that these methods shall be the sole remedy for any controversy or claim arising out of a student's enrollment, and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Additional information regarding binding arbitration can be obtained through the Business Office.

General Concerns, Ideas, and Suggestions

Concerns, ideas, or suggestions that involve the whole school or a particular department can be given to the department leader or complete a suggestion form and return it to any WCS school office. Please sign your name so we can adequately solve the problem and follow through properly. **Anonymous letters will be disregarded.**

Keep in mind that problems are best handled at the first level (Matt. 18:15-17).

WE STRONGLY URGE ALL PARENTS TO REFRAIN FROM SHARING PERSONAL CONCERNS OR COMPLAINTS WITH OTHER PARENTS. THIS ONLY SERVES TO SPREAD MISINFORMATION AND /OR INCITE DISCORD AND DISHARMONY AT YOUR CHILD'S SCHOOL. (PROVERBS 10:19)

If these guidelines are not adhered to we reserve the right to dismiss your child from WCS.

PARENT COMMUNICATION MEETINGS

Parent communication meetings are for information dissemination. The above steps are to be followed when addressing a concern. Parent communication meetings are not a forum to air concerns.

PARKING AND DROPPING OFF

For the safety of the students we ask that:

1. Cars dropping off and picking up students should stay in the circle drive, entering from the north entrance, making the drop-off or pick-up from the brick patio area.
2. Students may not wait for rides along Padua Avenue at any time.
3. Absolutely no parking in red zones; yellow zones are for loading and unloading. If you need to leave your car for any reason, please park in a parking space. The circular driveway is for pick-up and drop off. We must keep the flow of traffic moving.
4. The North parking lot is designated staff parking only. Do not use this lot for dropping off or picking up students.
5. Do not exceed the campus speed limit of five (5) miles per hour.
6. Anyone caught tampering with the security arm will be responsible to cover the cost of repairs.
7. Do not use CELL PHONES while driving on campus. This is a safety issue. We appreciate your contribution toward making our parking lot safe for our students and families.
8. Arrive at the appropriate time to pick up your child. Arriving too early or late backs up other department carpools.
9. Turn music down (and ensure it is appropriate for our school) so that you can hear carpool workers if they need to direct you.
10. Follow the directions of all staff directing traffic.
11. Do not leave your car running if you are not in it, and do not leave children unattended inside your vehicle.
12. Drop-off and pick-up in designated areas only.
13. No cars are to be left unattended in the carpool lanes. This includes red and yellow zones and especially the crosswalks.
14. Park in designated parking stalls only, not in grassy or dirt areas, drive lanes or fire lanes.
15. **DO NOT BLOCK OR PARK IN THE FIRE LANES.**
16. If you are on foot, cross only in the designated crosswalks.
17. Respectful and courteous behavior is expected of WCS staff and parents.
18. Please, work together with us to make carpool drop-off and pick-up quick, yet safe, for all children.

Morning Drop-Off Procedure

Please read the following if you wish to utilize the curbside drop-off system in the morning.

Please be aware of the following:

- The staff will help the first three cars along the curb above the cross walk. If you are in the fourth car or beyond, please wait until the first three cars pull forward. Keep pulling forward until you are one of the first three cars.
- Do not attempt to pull in front of another car that is taxiing, as this will disrupt our organized system and has caused accidents in the past.
- Do not allow your child out of the car if you are the fourth, fifth, or further back in line. This slows down the movement forward for the cars behind you and backs cars up onto Padua Ave.
- When you are in place to drop off your child(ren), please have them move swiftly from the car so we can keep the flow of traffic moving.

If this does not make sense, please feel free to contact Mrs. Armstrong or Mrs. Browning.

Our parking lot organization and safety depends on you!

PARTIES

1. WCS does not sponsor off-campus parties with the exception of approved extra curricular activities.
2. Room mothers or parents sending a notice home regarding a class party, must have the notice approved by administration prior to it being sent home.
3. Do not hand out invitations at school if not inviting the entire class -Please mail.
4. Please consider the feelings of others as you plan a party. Excluding only one or two can be very hurtful.
5. No limousines on campus.

PERSONAL/SCHOOL PROPERTY

All personal property brought onto the WCS campus is the responsibility of the owner. WCS cannot be held responsible for the loss or destruction of personal property. Do not bring electronic devices. All other physical property located on the campus and in the classroom is owned by WCS. We expect all students to respect this property and any destruction of such will require reimbursement or replacement. Parents will be notified by letter of all circumstances and cost of any damage or loss.

PHYSICAL EDUCATION

At the middle school level, P.E. is a regular class subject requiring a passing grade for graduation. All students are expected to dress in regulation uniform and be in attendance with the class. Regulation uniforms may be purchased at the school office. A temporary release from activity may be granted by the teacher upon request from the parents. An extended release for medical reasons will be granted upon written notification from a doctor. Release from physical activity does not excuse students from attending the class. Each article of P.E. uniform must be plainly and permanently marked with the student's name. P.E. lockers must be kept neat and orderly throughout the year and will be subject to regular inspection by faculty.

Elementary students must wear or bring tennis shoes on P.E. days. We recommend girls wear shorts under skirts for P.E.

POOL RULES

During the warm months, every Friday is elementary swim day. Students may bring a swimsuit and towel in order to use the pool at the time designated for their class. Pool rules are as follows:

1. No student is ever allowed on the deck or in the water without an authorized adult supervising.
2. No running on the pool deck.
3. No pushing. The hands-off policy is extremely important.
4. No swimming in front of the diving board or slide.
5. No chicken fights, sitting on shoulders or dunking.
6. No diving in the shallow end.
7. Only one person at a time on the board. Only one bounce on the board. No backing up on the board. Divers must dive directly in front of the board, not off to the side.
8. Swimmers must pass the swim test (swimming a width of the pool) before entering the deep water.
9. No towel snapping.
10. No hanging on ladders.

We want our students to be safe and free of accidents. Nothing spoils our fun faster than an injury. We have a certified life guard on duty at all times. We are fortunate to have a beautiful swimming pool.

PROMOTION POLICY

At the middle school level, any student who fails (final semester grade) two academic subjects (English, Math, History, Science, Bible) will not be promoted to the next grade level.

Elementary retentions will be determined by teacher recommendation and administrative approval.

WCS RENWEB/PARENT'S WEB

Our new **RenWeb School Management Software** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

RenWeb ParentsWeb is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Go to Internet Explorer and type in the address www.renweb.com.
- Click on "ParentsWeb Login" in the red box.
- Log in as follows:
 1. Type in "**WEST-CA**" for your School ID.
 2. Type in your email address that you provided to the school.
 - Click "New Parent Login" if you have not logged into RenWeb before.
 - You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school).
 3. Type in the password assigned.
- To access grades, click "Classrooms." This will bring up all classes in which your child is enrolled at the school.
- Click on "Homework Summary" or "Gradebook Summary" at the top of the column for each child.
- You can access other school information regarding your child on this site, as well as email the teachers directly!

Please call us if you have any problems or questions.

Phone: 909 624 8291

Email: jlentner@westernchristian.org

WCS must have your Email in our system for you to log into PARENTSWEB

We look forward to your participation. Together, we can continue to improve our childrens' academic development as well as communication at school and at home. All accounts must be current to access your Parent's Web account.

REPORT CARDS /STUDENT EVALUATION

To properly communicate a child's progress to the home, a progress report will be available for all students on Parent's Web mid-quarter. The progress report indicates a child's satisfactory or unsatisfactory progress in each subject area. Parents will be given online access to class assignments and grades through RenWeb.

At the end of each grade period, a more detailed report card is available on Parents Web providing complete information.

Student evaluation is a very important part of the educational process. The teachers shall continually evaluate the effectiveness of the learning situation by:

1. Setting and evaluating educational goals
2. Evaluating the on-going progress of students and communicating this progress as necessary to parents.
3. Issuing report cards.
4. Conducting individual parent-teacher conferences.
5. Administering standardized tests to all students to determine their achievement relative to students in their grade according to national norms.

If you do not have internet access you may request a hard copy through the school office.

SICK CHILDREN

Children are to be kept home if they show any signs of the following:

- Severe cough
- Tonsillitis
- Listless behavior
- Swollen neck glands
- Fever
- Unexplained rash/skin eruptions
- Red throat
- Red eyes with a discharge
- Earache
- Any behavior noticeably or of the ordinary
- Diarrhea/vomiting

Children will be examined daily upon arrival and admittance will be refused to any child with any of these symptoms. Any child sent home from school with a fever or for vomiting or diarrhea may not come back to school until the next day. Following any serious or contagious illness, a doctor's note may be required for re-admittance.

Many parents incorrectly believe that if a fever appears at night and the temperature is normal by morning, then the child is okay. Temperatures, both normal and febrile, are usually at their lowest in the morning and gradually rise during the day.

In general, if a child comes to school, he should be well enough to participate in the total school program. Children not well enough to play outdoors with the class should not be in school. There is no provision at school for special supervision of the sick child.

Rashes/Communicable/Contagious Diseases

Any communicable/contagious disease such as measles, mumps, whooping cough, pinworm, ringworm, scabies, tuberculosis, hepatitis, impetigo or lice, etc. must be reported to your child's teacher right away. To be readmitted to school, your child must be accompanied with a signed note from your physician stating: type of rash/disease, treatment for the condition and release to return to school as well as any other pertinent information from the doctor.

Description of Communicable Diseases

Scarlet Fever, Strep Throat – Incubation period is 2-7 days. Exclusion from school – may return to school after recovery, but must have permit to return from a doctor. Other children in home may attend school if they have been immunized. Call your family doctor regarding school attendance.

Chicken Pox – Incubation period is 14-21 days, usually 16-18 days. Symptoms – small water blisters on back or chest, slight head cold, may or may not have a fever. Exclusion from school – seven days after spots appear and until all crusts are dry.

Colds and Influenza – Incubation period is 1-3 days. Symptoms – fever, chills, aches and pains in back and limbs, sore throat and cough. Exclusion from school for three days. Return to school depends upon recovery. Child must be free from heavy cough and throat and nose discharge. **NO FEVER FOR 24 HOURS PRECEDING RETURN TO SCHOOL.** This is the rule.

CONJUNCTIVITIS (Pink Eye) – Any inflamed or eye discharge is considered to be contagious and the child will be excluded from school until they have been released by a doctor. (Which is usually 24 hours after they have been on medication. With very small children it may be longer due to the fact they are constantly touching their eyes).

GERMAN MEASLES – Incubation period is 14-21 days, usually 16 days. Symptoms – mild fever, rash, enlargement of glands behind ears and in back of neck at hairline. Exclusion from school until fully recovered.

HEPATITIS – Incubation period is 10-40 days, usually 25 days. Symptoms – fever, headache, nausea, loss of appetite, fatigue, abdominal discomfort. Later, there may be jaundice. Exclusion from school until fully recovered. Permission to return to school must be signed by family doctor or the Health Department.

MEASLES - Incubation period is 9 – 11 days. Symptoms – rash on 13-15th day, cold with watery eyes, could and fever, rash on face which spreads down body. Exclusion from school for seven days after appearance of rash and the absence of fever or other symptoms.

MUMPS – Incubation period of 12-26 days. Symptoms – fever, swelling on one or both lands in front of ears (occasionally glands under jaw swell). Exclusion from school until all swelling is gone, usually about 10 days.

IMPETIGO – Incubation period within five days. Symptoms – crusted, moist sores, usually on face and hands. Exclusion from school – may attend school if under doctor's treatment and sores are covered.

RINGWORM – Incubation period is 10-14 days. Symptoms – flat, spreading ring-shaped areas. Edges are reddish, may be dry and scaly. Exclusion from school, may attend if under treatment and sores can be covered.

RINGWORM OF THE SCALP – Incubation period is 10-14 days. Symptoms – scaly, bald patches on the scalp. Exclusion from school – special regulations are made by the County Health Department. Student may not return to school until released by the county Health Officer.

HEAD LICE – Small egg-like modules accompanied by small lice in hair. Prescribed head treatment is necessary initially with home/school areas treated (such as bed linens, desk area). A repeated treatment for the larvae is required in approximately two weeks. According to county policy, children must be nit-free to return to school.

OTHER DISEASES – Diseases such as AIDS should be reported to the school so that proper care can be taken in the event of an accident and/or bodily fluid exposure.

STUDENT GOVERNMENT

Elections will be held to select middle school student body officers. These officers will work with the faculty advisor to help plan school functions and activities. A student body officer who has been suspended will be taken off Student Council. Student Council officers must maintain a "C" average with no "F's" in their five academic classes. Below "C" average or an "F" on the report card will result in removal from the office.

SUPPLIES

Each student should have ample amount of regular school supplies to maintain their studies (pens, pencils, ruled paper, etc.) These are considered only basic supplies and each student could be required to bring additional items at teacher's request.

TELEPHONE

The telephones in the school office are not for student use, except in emergencies and even then, permission must be obtained from the office staff, faculty or administration.

VOLUNTEER REQUIRMENTS

Volunteers at the school must read and sign the volunteer agreement contract as well as be fingerprinted through WCS Human Resources Department, at the cost of the parent. A volunteer is deemed someone who volunteers on a regular basis, on an average of once a week or more.

Elementary Schedule

K	8:15-2:30
1st	8:15-2:30
2nd	8:15-2:40
3rd	8:15-2:45
4th	8:15-2:55
5th	8:15-2:55
6-8th	7:45-2:25

Middle School Schedules

Regular Schedule

Period	Time
1	7:45-8:35
2	8:39-9:24
3	9:28-10:13
Break	10:13-10:28
4	10:32-11:17
5	11:21-12:06
6	12:10-12:55
Lunch	12:55-1:35
7 (Enrichment)	1:40-2:25
Sports	2:35-4:30

Thursday Chapel / 2:00 PM Dismissal

Period	Time
1	7:45 – 8:30
2	8:34 – 9:14
3	9:18 – 9:58
Chapel	10:02 – 10:47
Break	10:47 – 11:02
4	11:06 – 11:46
5	11:50 – 12:30
Lunch	12:35 – 1:15
6	1:19 – 2:00

Minimum Day Schedule

Period Time

1	7:45-8:30
2	8:34-9:14
3	9:18-9:58
Break	9:58-10:13
4	10:17-10:57
5	11:01-11:41
6	11:45-12:25

FIELD TRIP GUIDELINES FOR PARENTS

1. Keep permission slips with you and return them at the end of the trip.
2. Make sure you have a map to the field trip destination; the school phone number should also be included.
3. Siblings are not allowed on field trips.
4. Each child must be in a proper seat belt.
5. Please play appropriate music and radio programming for children while traveling in your car.
6. We will try to stay in a caravan but if you get lost check the map and call the office if you need to.
7. Don't hesitate to enforce your car rules in order to have a safe and peaceful trip.
8. Do not take side trips or conduct personal business while in route.
9. Do not use your cell phone except for emergencies.
10. You will supervise the children assigned to you. This group must stay with you during the entire field trip. Students are not allowed to leave your supervision.
11. Public restroom rules:
 - a. Students must notify the supervisor before using a restroom.
 - b. A student may not enter a restroom alone.
 - c. If the supervisor has a mixed group of children, the children will enter the restroom in pairs while the supervisor and the rest of the group remain outside.
12. When we return to the school, have the children go to the classroom even if parents are waiting to pick them up.
13. Please leave your envelope with the teacher at the end of the trip.
14. Thank you again!

Teacher/Homeroom Teacher

PLEASE RETURN THIS SIGNED PAPER TO YOUR CHILD'S TEACHER BY
SEPTEMBER 12, 2008

WESTERN CHRISTIAN SCHOOL

"To Provide a Christ-Centered Community that Integrates Faith and Quality Education"

Computer and Internet Usage

Please Note! This document must be signed by students and their parents or guardians in order to have access to Western Christian School's computers.

Purpose: Computer technology has become an essential part of business and research in today's society. Most jobs today require computer skills. Communications are becoming more and more computer dependent. Our implementing computer systems in the education environment is meant to foster research and assist in the development of computer skills that will make our students better equipped to serve God. The following guidelines and rules have been defined for the purpose of guiding usage in a manner that would glorify God and remove temptation.

Acceptable Usage: We are pleased to provide network services for supervised student access to educational resources. These services are provided as a privilege to the student. Any abuse, intentional mishandling, or misappropriating property, equipment, material, or accounts will be justifiable reason to remove all computer access rights from the student. There are networked computers (networked meaning the computers are connected to the Internet, personal, and shared folders) accessible to students in the computer lab, classrooms, offices, and libraries. Each student will be held responsible for their actions and activity while using school-networked computers. Intentional unacceptable uses of the network will result in the suspension or revoking of these privileges. Students will be referred to the principal for disciplinary action.

Student Responsibilities/Safety: "Do's and Don'ts"

- Do use the network in accordance with the school's code of conduct.
- Do cite the sources of information properly. It is understood that Internet resources will be appropriately acknowledged in reports and research papers. Direct "copying" of these resources for the purpose of misrepresentation as a student's original work is not allowed.
- Do use the network only for legal activity. It is understood that hacking, piracy, compromising of network security, tampering with hardware or software, or vandalism of computer equipment is not allowed.
- Do not intentionally waste finite resources or use them carelessly.
- Do not change the data or trespass in the files of another user.
- Do use only your personal files.

- If issued an account and password, keep your password private. Do not share it with classmates.
- Do report to the system administrator, teacher or other school administrator any security problems, or information that makes you uncomfortable.
- Do not reveal your home address, age, full name, or phone numbers, or those of other students or colleagues. Use school address and phone numbers only while on the Internet.

Inappropriate Data: The Internet provides access to an extremely large base of information. A significant percentage of sites do contain unacceptable content. Although the school utilizes an Internet filtering/monitoring system to attempt to keep out undesirable information, intentional efforts to access web sites that could be considered offensive in any way is strictly forbidden. Beyond Internet access, introducing unacceptable content into the computer network via E-mail or removable media (floppies, zip disks, CDs, etc) is also strictly prohibited. Inappropriate material is not limited to pictures, but also includes textual content, as well as video and audio files.

We cannot guarantee that there will not be inadvertent access of offensive material in the course of using information resources, however, we will do our best to monitor and limit information flow to content that would support the instructional goals and the mission of our school.

Program Loading: Programs are only to be loaded by designated computer support individuals at Western Christian School. Under no circumstances are students to load any programs or software on to the computers unless under the supervised direction of faculty or staff. We abide by copyright regulations and will not allow copyright infringement. We also do not want to introduce any programs that could compromise computer/data security. Likewise, software duplication is also not allowed.

E-mail/Chat Usage: The use of E-mail and chat rooms is not allowed. Likewise, student access to personal E-mail accounts from school computers is strictly prohibited.

Personal Use: No shopping/bidding or using of e-commerce is allowed unless for the purpose of school business. The playing of "on-line" games is allowed only with permission from the class instructor. Use of computers to distribute audio and video files (including but not limited to MP3 files) is also not allowed.

Consent: Students and parent/guardian please indicate your consent by signing here.

Student Name (please print) _____ Grade: _____

Teacher: _____

Student Signature: _____ Date: _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use school networked computers. I have read the above stated rules and accept responsibility for setting and conveying Godly standards for my child to use the Internet.

Parent/Guardian Signature: _____ Date: _____

Please return this signed document to your home room teacher or the computer teacher.