

Coram Deo Before the Face of God



Equipping Students in Academics, Athletics, and the Arts

Parent/Student Handbook 2009-2010

*“...And to know the love of Christ which surpasses knowledge, that
you may be filled up with all the fullness of God.”
Ephesians 3:19*

Westminster Christian School
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MISSION STATEMENT

Westminster Christian School is a ministry of the Westminster Presbyterian Church that exists to provide a high quality, Christ centered, academic education, to the children of believing parents in the greater Elgin area.

GLOSSARY

"high quality" - academic pursuits will exceed those of the public school system.

"Christ centered" - studies and activities in the program are to direct the student's understanding regarding who God is; who man is in relationship to God; and what role God calls us to in subduing His creation and exercising dominion over it. The key emphasis is service to God from hearts full of gratitude for the redemption purchased for each of God's children solely by His grace.

"academic" - the course of study at Westminster shall emphasize those core disciplines required by state authorities; the study of the Bible and its applications; the philosophical and practical integration of both; as well as any disciplines deemed necessary and prudent to assist parents in preparing their students for a life of faith in contemporary society.

"children of believing parents" - primary efforts are to be in accord with the reformed understanding of the covenant. Children of parents who themselves present a credible profession of faith in Jesus Christ as their personal Savior and Lord, are entitled to the privileges and responsibilities of life in the kingdom of God.

"greater Elgin area" - focus for recruitment and service will center in the community of Elgin and an area surrounding the school within a 15 mile radius.

CHRISTIAN EDUCATION COMMITMENTS

The Westminster Christian School Association is committed to the following basic principles for Christian education:

The Bible - That God, by His Holy Word, reveals Himself; renews man's understanding of God, of man himself, of his fellow man, and of the world; directs man in all his relationships and activities; and therefore guides His people in the education of their children.

Jesus Christ - That Jesus Christ is the Creator of all things, the Redeemer of men fallen into sin, the Touchstone of all truth, and the Sovereign Ruler over all areas of life.

Christian Education - That the purpose of Christian education is to better enable the student to appropriate the mind of Christ so that he might understand and respond to reality in accordance with biblical teachings.

Parents - That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship with God established with believers and their children (Genesis 18:10 & Deuteronomy 6:6-9).

Schools - That in accordance with their responsibility to provide Christian education for their children, parents and churches may, through the agency of a board, employ Christian teachers of godly character who manifest ability to educate children morally and intellectually in light of the Word of God.

THEOLOGICAL FOUNDATIONS

The Westminster Christian School staff and teachers hold to the Westminster Confession of Faith and Catechisms. The voting members of the Christian School Association hold to the following statement of faith:

A. That the Holy Spirit did so inspire, guide and move the writers of Holy Scriptures as to keep the original writing free from all error.

- B. That there is one God existing in three persons: Father, Son, and Holy Spirit, co-equal and co-eternal.
- C. That man was created in the image of God, that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God, and that all human beings are born with a sinful nature.
- D. That the Lord Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary, and is true God and true man.
- E. That the Lord Jesus Christ died for our sins, according to the Scriptures, as our substitute to satisfy divine justice, and that all who believe on Him are justified on the grounds of His shed blood.
- F. That on the third day after His crucifixion, our Lord Jesus Christ arose again from the dead with the same body in which He suffered, and with which He also ascended into heaven, and there sits at the right hand of the Father, making intercession for the saints.
- G. That the Lord Jesus Christ showed His power and love by working mighty miracles. This working was not contrary to nature, but superior to it.
- H. That our Lord Jesus Christ will in future history return bodily to this world.
- I. That there shall be a future day of resurrection in which both the redeemed and the damned shall be raised from the dead: the redeemed to enjoy the estate of eternal blessedness, and the damned to suffer the eternal torment of retribution.

ACADEMIC PROGRAM

Westminster Christian High School is intended to be a rigorous academic program. Though all students may not necessarily go on to college or university study, program efforts will be focused on preparing students to be accepted at a college or university of their choice. As a rigorous academic program, requirements for graduation are often higher than established by the Illinois State Board of Education. While it is the desire that all students be able to complete the challenging program at WCHS, it must be recognized that some students, as a result of unsatisfactory academic progress, or the inability to master program goals, may be asked to withdraw from WCHS in order to attend schools whose programs will more effectively allow them to reach their learning goals.

ACCESS TO STUDENT RECORDS

Westminster Christian School maintains the following type of student records: enrollment papers, academic grades, attendance records, immunization records, standardized test results, and discipline reports.

The school administration, faculty and office staff are responsible for maintaining these records. To secure the rights of the student and the custodial parents or other legal guardians, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to student records. Outside of the school community, only the custodial parents or other legal guardians may have access to student records. Custodial parents or other legal guardians of students who wish to review any of their student's records should address the request in writing to the administration through the office staff. Custodial parents or other legal guardians desiring a copy of items in their student's records may request such through the administration by the use of the school's "Request for Student Records" form.

If, after review, the custodial parents or other legal guardians believe that any information contained in the record is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, the custodial parents or other legal guardians will be given an opportunity to file a written request with the administration for removal or correction of the objectionable information. If necessary, a conference will be scheduled to consider the record, and any statement of objections to the record.

Other provisions of federal and state laws protect the rights of the custodial parents or other legal guardians by restricting the release of information from student's records. Only specified individuals and agencies have access to such information under the law and such persons reviewing the record must sign a statement indicating the purpose of the review and restricting any further release of information. Other persons may be permitted to review the records with the written consent of the custodial parents or other legal guardians. The student who is 18 years of age or older may obtain and be granted access to his/her records.

According to law, the school is authorized to release the information contained in the student's records, without the permission of the custodial parents or other legal guardians, to certain federal, state, and local authorities in the performance of their functions upon the issuance of a subpoena or court order, as well as to other educational institutions to which students are transferring.

ACCESS TO STUDENTS

In order to protect a family's right of privacy within the school, only the parent(s) having legal custody, a parentally or legally appointed guardian(s), school administration officials, or designated school personnel in the fulfillment of their respective functions, may have direct access to individual students and/or their student records. In addition, the school is legally obligated to provide information upon request from personnel of the Department of Child and Family Services without prior parental consent. All other access to students must be by parental or legal guardian authorization.

In the event individuals other than those referred to above, *including those representing state or federal agencies*, request access to a student or the student's records, the following will apply:

- A. All requests for access to students must be directed to the administrative offices.
- B. Official identification must be presented by those requesting access.
- C. The written policy statement regarding access to students will be available from school officials.
- D. The desire to cooperate with appropriate agencies will be expressed.
- E. Permission that a school official be present during the visit is to be requested, but is not required to be granted.

Willingness to grant access will be upon the condition that verbal or written authorization by the parent is provided to a school official.

Access without verbal or written authorization by the parent will be provided upon the presentation of a legally issued subpoena or court order or as directed by a properly identified and present law enforcement official serving the community in which the access is requested.

Access without the proper authorization, as noted in the above guidelines, is to be courteously refused.

In the event that access is sought by force or in any way other than prescribed above, the school official is to:

- A. Avoid any physical restraint unless an individual is in physical danger.
- B. Contact appropriate law enforcement officials via 911.
- C. Contact the parent or legal guardian immediately.

ACCREDITATION STATUS

Westminster Christian School received full "Recognition Status" with the Illinois State Board of Education in June of 2005.

WCS received accreditation through the Association of Christian Schools International (ACSI) in June of 2005. All programs are accredited through 2012.

ADDRESS/CONTACT INFORMATION CHANGE

Parents are requested to update demographic information on the school's data management system at renweb.com. Parents may also notify the school immediately if there is a change of address, telephone number, work number, emergency number, or other important information.

ADMISSION PROCEDURE

- A. Become familiar with the school program, objectives, and policies by talking with the admissions office, reading informational literature about the school, and visiting several classes.
- B. Complete the necessary application forms and submit the required application fee.
- C. Parents making application for students new to WCS must provide a copy of the student's standardized achievement testing scores received within the previous school year. Student will be required to submit to testing through WCS before the application process can be completed.
Testing will include the areas of reading comprehension and math computation. A fee of \$25 will be assessed for testing if an application fee has not been submitted.
- D. All students entering grades 6 - 12 will be required to submit a Lifestyle Commitment Form which solicits their endorsement of expectations and standards developed to assist the school in satisfying its stated mission.
- E. Upon completion of the above, the application will be reviewed and an interview with the parents and student (grades 6-12) will be scheduled. After the interview has been completed, the application will be reviewed by the administration and/or School Board for appropriate action.

ADMISSION REQUIREMENTS

In accordance with its mission statement, Westminster Christian School seeks to serve the children of believing parents. Thus, the school requires that at least one parent maintain a personal relationship with Jesus Christ as Lord and Savior. Opportunity to profess such a relationship is provided within the application materials and also serves as an important element of discussion at the required family interview. Students applying for admission in grades 6 through 12 will be required to submit a completed Lifestyle Commitment Form.

All students must show proof of a complete physical exam upon entering the school for the first time, and upon entrance to sixth and ninth grades as required by law.

- A. Preschool
 - 1. Students entering preschool must be 3 or older before September 1st of the year he/she enters school and must be potty trained.
 - 2. A copy of the birth certificate must accompany the application.
 - 3. A certificate of immunization and physical exam must be presented by registration day in August.
 - 4. All required forms must be completed before the first day of school. Parents are encouraged to submit all forms by registration day. Students may not start class until all forms have been submitted for review.
 - 5. The certificate of immunization must be in compliance with state law for measles, polio, DPT, rubella and Hepatitis B.
- B. Kindergarten:
 - 1. Students entering kindergarten must be 5 or older on or before September 1st of the year he/she enters school. In addition, students must pass a minimum testing benchmark to be considered for admission. Developmentally appropriate social interaction will also be taken into consideration for kindergarten readiness.
 - 2. A copy of the birth certificate must accompany the application.
 - 3. A certificate of immunization and physical exam must be presented by registration day in August.
 - 4. All required forms must be completed before the first day of school. Parents are encouraged to submit all forms by registration day. Students may not start class until all forms have been submitted for review.
 - 5. The certificate of immunization must be in compliance with state law for measles, polio, DPT, rubella and Hepatitis B.
- C. Transfer Students:
 - 1. Students will begin classes only after all the necessary forms (applications, certificate of immunization progress reports, etc.), testing, and fees have been presented.
 - 2. Students will be placed in the grade most appropriate for them according to maturity, ability, achievement, and other factors.

3. Credits for High School coursework for transfer students will be applied in accordance with the following policies:
 - a. Transfer students will have their prior coursework evaluated for credit at WCHS at the time of enrollment.
 - b. Transfer credit for courses will be accepted providing the student received a passing grade from an approved instructional institution.
 - c. Scholastic work accomplished through home-schooling will be evaluated on a case-by-case basis or upon receipt of an official transcript.
 - d. All grades will be transferred to the WCHS grading scale by the most equitable method as determined by the administration.

D. Withdrawal Procedures:

1. When pupils are voluntarily withdrawn, parents are requested to notify the Principal in writing two weeks prior to the withdrawal date.
2. Records of standardized tests, health examinations, and other pertinent data will be forwarded directly to the new school upon written request of that school.
3. Tuition will be pro-rated for the time the student attends Westminster Christian School. Records will be released once all financial obligations to the school are fulfilled.

ASBESTOS FREE CLASSROOM FACILITY

In accordance with regulations established by the State of Illinois, the elementary, middle school, and high school classroom facilities are asbestos free facilities as testified by a letter on file from architects of record, regarding the absence of asbestos containing materials in the facilities. These letters remain on file in the office of the school administration and are available for review.

ASSOCIATION MEETINGS

In accordance with the school constitution, the School Association meets twice per year to inform families of the current status of the school and board priorities and decisions. In addition, the spring meeting provides a review of the upcoming school year's budget. Meetings are scheduled for the third Thursday in both October and March. Information regarding association membership can be found in the Constitution for Westminster Christian School Association included in this handbook.

Parental attendance is both expected and appreciated as this duty is consistent with the scriptural mandate that parents are primarily responsible for the education of their children.

ATHLETIC PROGRAMS

Athletic programs involve students in grades 5 through 12. All students participating in extra-curricular athletics must satisfy the academic and behavioral standards as outlined in the Athletic Handbook. Participants in High School athletics should review IHSA Eligibility Requirements in the curriculum guide.

ATTENDANCE POLICY

School Hours:

Preschool: Morning Session	8:00 a.m. - 11:20 a.m.
Half- Day Kindergarten: Morning	8:00 a.m. - 11:20 a.m.
Full Day Kindergarten:	8:00 a.m. - 3:00 p.m.
Elementary School (Grades 1-5):	8:00 a.m. - 3:00 p.m.
Middle School (Grades 6-8):	7:50 a.m. - 2:45 p.m.
High School (Grades 9-12):	7:50 a.m. - 2:45 p.m.

Regular attendance is expected as it is essential for a successful school year. The student who is absent misses class instruction and discussion that cannot be made up. The philosophy behind the attendance policy is to train students to become responsible and conscientious adults.

A. Absences: A student's absence may be **excused** for the following reasons:

1. Personal illness
2. Death of a loved one or serious family illness
3. Unusual and uncontrollable circumstances, in which case the appropriate principal will decide if it is an excused absence.

Note: **If an extended absence is anticipated, the teacher(s) or school office must be notified in writing in advance of the absence.** Family vacations may be excused when prior, mutually acceptable arrangements are made with the classroom teachers and the school office. When parents take their student on vacations during school time, they must assume full responsibility for securing missed study assignments. All relevant information is available on ParentsWeb. While some classroom materials may not be available before or during the student's absence, these assignments should be obtained and completed upon the student's return. Work completion time will follow the **Excused Absence Policy** (1 day make up for each day absent). Any test missed must be made up within 2 days of the student's return to school. For extended absence, an alternative make up work schedule may be determined at the discretion of the classroom teacher. In the event of an absence, parents are expected to call the school prior to 9:00 a.m. to report the absence. Not receiving a parental call on the morning of an absence, or not receiving a subsequent note indicating the special nature and dates of the student's absence, will cause the absence to be recorded as unexcused.

The teacher will assist the student in making up assignments missed during an excused absence. If absent one day, the student will have one day to make up his schoolwork, etc. If a scheduled test is missed, arrangements should be made with the appropriate teacher to make up the test.

B. Credit for all classes: Credit will only be given when a student attends 85% of each course per semester. When absences exceed 15% of the class days, a failing grade will be entered for the semester. Specific arrangements must be made in case of extended illness. If an extended illness is the major cause of exceeding the 15% limit, special exemption will be considered based upon a written medical diagnosis and the student's track record of making up work. Attendance for 85% of a semester is based on the number of days in the semester. For example: A student needs to be in class 68 of the 80 class periods in order to pass the class.

C. Tardiness: Being on time to school and class is important in order to receive a complete education and to learn the importance of punctuality. A student is considered tardy if s/he is not in his or her assigned classroom when the bell rings. A student entering school for the first time must receive a pass from an administrative assistant in order to enter class.

Tardy Policy

Since it becomes very difficult to evaluate each individual tardy issue, listed below are three reasons a student may arrive late and be considered excused:

1. Illness
2. Medical appointments that cannot be scheduled at another time
3. Hazardous road conditions/road emergencies

Tardy Policy

Elementary students that arrive at or after 8:00 a.m. should report directly to the front desk. Parents of tardy students must call the office or send a note of explanation with their child. In cases where tardiness has become excessive and is inhibiting a student's education, an administrative review will take place. Each case will be considered on an individual basis and appropriate action taken.

Middle School & High School Tardy Policy

Excused tardiness is granted if a student is late due to circumstances beyond the student's or parent's control (accidents, car trouble, inclement weather, etc.). A student will be issued an unexcused tardy if he/she is late because of reasons that are considered within the student's or parent's control. A student entering school for the first time must receive a pass from an administrative assistant in order to enter class.

A student who is late to class (other than first period) must have a signed pass from the previous teacher to be considered excused. A student who receives 3 unexcused tardies in a quarter will be issued a detention; failure to serve the detention will result in a suspension. Chronic tardiness (after 2 issued detentions) will result in a parent-student-principal conference.

BICYCLES

Students riding bicycles to school are to secure them in the bike racks provided on campus. In the absence of bike rack space, the student is responsible for properly securing the bike so as to avoid theft and the blocking of entrances and exits.

BIRTHDAY CELEBRATIONS

Birthdays are significant, for the Scripture teaches us that our life is from God (Acts 17:28), and that we are to number our days correctly that we may gain a heart of Wisdom (Psalm 90:12). In celebration of God's gift of life, parents are welcome to furnish special treats for the enjoyment of the class. We request, however, that parents clear such treats with the classroom teacher in order to avoid problems concerning allergies or family dietary restrictions.

BIRTHDAY INVITATIONS

Parents and students are requested not to distribute invitations for private parties through the school classroom unless the invited group can be clearly defined without individual discrimination, i.e. all the boys, all the girls, all the class. Distribution of these invitations may be considered if approved by the program principal.

BOARD MEETING ATTENDANCE

Board meetings are open for parents to attend. However, individuals must be on the agenda in order to participate in the meetings. Individuals may request to be on the agenda by contacting the board president or school superintendent.

BOARD MEMBER NOMINATIONS

Board member nominations must be made in writing and signed by the nominating person. The nomination may be given to a current board member or turned in to the school office. Prior to submitting a name for consideration, the person should be contacted to determine their willingness to serve. Dates for the nomination process will be announced during the fall semester.

CALENDAR

A copy of the current school calendar may be obtained through the Parent's Web or on the school website.

CELL PHONE POLICY

- A. Students may use cell phones before and after school and at lunch time.
- B. Cell phones that are visible or audible during any testing activities will result in a "0" on that test.
- C. Cell phones visible during any other restricted times will be confiscated and left at the front desk. Parents will be notified and the cell phone will be released when the parent picks it up.

CHEATING / PLAGIARISM

Any student who uses another student's work and presents it as his or her own (in part or in whole) will be guilty of cheating and will receive a zero on the assignment. This includes, but is not limited to essays, papers, daily homework assignments, tests and quizzes.

Any student who uses any work (published or unpublished) without properly giving credit to and correctly citing the source, will be guilty of plagiarism and will be issued a zero on the assignment. Repeated incidents will be dealt with as the administration deems necessary.

Any student who knowingly provides his or her work to another student for the purpose of copying and or cheating, will also receive a zero on the assignment.

Students who are caught cheating will be required to complete the original assignment without credit.

CLASSROOM PETS

Classroom pets are not permitted.

CLASSROOM PLACEMENT

WCS will consider requests for specific classroom placement, but does not guarantee that all requests will be granted.

CLOSED CAMPUS

WCS is a closed campus. Visiting students are not permitted in the school or on the school campus unless by prior arrangement with the school administration. Prospective students may visit the school upon prior arrangement by the parent with the school administration. Prospective students are expected to meet all behavioral expectations of WCS. They must check- in with school office upon arrival, be assigned a host or hostess for their time on campus, and notify the office upon their departure from campus.

COLLEGE CREDIT PROGRAMS

Classes at an approved college or university are available to Westminster Christian High School students who are in “good standing” (i.e. socially, academically, and spiritually), and secure the recommendation of the high school principal or guidance counselor at WCHS. Students can receive WCS credit and college credit simultaneously.

Students must have written approval from the guidance counselor before taking a course from a facility other than WCHS. Permission is considered first and foremost for the student needing a class in the college preparatory sequence that WCS is unable to provide. Permission to attend classes taken for personal interest or as an effort to begin accumulating early college credits may be granted as long as all regular and relevant requirements of WCHS are satisfied.

Application to other approved schools, tuition, fees associated with the desired course and transportation to and from the school campus remains the responsibility of the student’s family. A satisfactory grade of ‘C’ is necessary for high school credit.

WCS students attending an approved college or university course, as part of this dual educational opportunity, remain students of Westminster Christian School and are responsible for any expectations and standards applicable to regular full time WCS students (see “Judson Prep Partnership” in the WCS Curriculum Guide).

COMMUNICABLE DISEASE

- A. Westminster Christian School will work cooperatively with local, county, state, or regional agencies to enforce and adhere to the state or Provincial Health Codes for prevention, control, and containment of communicable disease in its school.
- B. The program principal will exclude a student who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control.

- C. The program principal may exclude a student and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well being of that individual. All reportable communicable diseases will be referred to the local health unit by the program level Principal.
- D. In order to control the spread of infectious disease, WCS mandates that its teachers and staff follow the universal blood and bodily fluid precautions as prescribed by the Center for Disease Control. This includes hand washing, use of latex gloves, and use of anti-bacterial soap in washrooms. (This is further described in the Teacher's Handbook).
- E. The decision to close schools due to communicable disease outbreaks is at the discretion of the school's administration. If desired, consultation on such decisions may be provided by a committee from the School Board and/or a Communicable Disease Review Panel.
- F. A Communicable Disease Review Panel will be comprised of the following:
 - 1. An administrator
 - 2. Designated school nurse/public health nurse
 - 3. Physician with expertise in the related disease
 In addition, one or more of the following may be added to the panel:
 - 1. Local Health Unit Director or designee
 - 2. Physician(s) treating the individual(s)
 - 3. Parent/guardian of the affected individual
 - 4. Legal counsel for affected individual
 - 5. Legal counsel for affected school
- G. Communicable disease is a serious concern in the community. Any infected individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the local health unit.
- H. Diseases which may be communicable and may call for implementation of the procedures include, but are not limited to:
 - 1. AIDS - Acquired Immune Deficiency Syndrome
 - 2. ARC - Aids Related Complex
 - 3. HTLV-III/LAV - Human T-cell Lymphotropic Virus/Lymphadenopathy Associated Virus
 - 4. Hepatitis B
 - 5. Mononucleosis
 - 6. Other like diseases that may be defined by the local health unit as potentially serious health problems
- I. Each communicable disease case will be evaluated on case by case basis.

COURSE CHANGES

Serious consideration should be given when selecting courses for the upcoming academic year. Requests for scheduling changes after the deadline are not considered unless new and unexpected conditions occur. To request a change, a student must request a Change of Schedule Form from the guidance counselor. This form requires approval from the following: teacher, parent, guidance counselor, and principal, as well as an explanation for the request.

Approved schedule changes may be made through the first five days of the semester without penalty. Any course dropped after this time will carry the grade of "WE" (withdraw / failing) or "WP" (withdraw / passing), whichever applies for the semester. Withdrawal after the mid-point of the first quarter will have a grade of "F" unless the student withdraws due to an extended medical illness, and has submitted a written medical diagnosis from the student's physician.

DISCIPLINE POLICY

- A. Purpose
 - 1. To establish a clear description of the type of behavior that is appropriate and acceptable.
 - 2. To set forth the disciplinary guidelines.
 - 3. To assign responsibility for the disciplinary action.
 - 4. To establish an appropriate structure for communication among parents, students, teachers, and administration.
 - 5. To ensure that discipline is administered in a firm and consistent manner.
 - 6. To promote the Truth that discipline is gracious and used for spiritual development.

B. Philosophy

Discipline and its application at Westminster Christian School is grounded in Scripture. (Reference: Proverbs 12:1, 13:18 & 24, 22:15, Ephesians 5:1-4, Hebrews 12, I Corinthians 13, and Revelations 3:19.)

Just as discipline and disciple come from the same root word, so it is that the full meaning and intent of discipline should not only be to correct behavior; but also to build up, encourage, and train an individual in concepts, as well as behavior, that is pleasing to God. God admonishes us that reproof and correction are to be administered in love with a measure of grace and compassion. In this context, discipline must never be administered vindictively, in anger, or devoid of forgiveness, or in a manner that is demeaning to the worth of an individual. Discipline is ordained by God for the purpose of drawing our hearts toward Him (Hebrews 12:5-6).

C. Objectives

Discipline at Westminster Christian School has these objectives:

1. To teach students that outward behaviors are a demonstration of the condition of the heart (Proverbs 4:23). Discipline must be redemptive in nature, with the goal of restoring the student to a right relationship with God and man. This is accomplished through repentance and reconciliation.
2. To develop and maintain an optimal environment for learning.
3. To address behavior that springs from the heart and its effects on the greater school community.

D. Responsibilities

Parents have been given the responsibility by God for the education and discipleship of their children. WCS parents confer this authority on teachers and administrators as partners in our covenant community.

If parents have questions, concerns or disagreements regarding disciplinary actions, it will be their responsibility to discuss these questions, concerns, or disagreements with the teacher or appropriate principal involved and to refrain from bringing their grievance to other parents, faculty, or students. If the matter is not resolved with the teacher involved, the parents can then discuss the matter with the appropriate principal, followed by the superintendent. Failing a resolution at this level, an appeal may be made to the Student Life Committee. If necessary, a final appeal may be brought before the WCS Board.

Teachers and administrative staff are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to administer discipline within the limits and guidelines of the discipline policy. Furthermore, it is the responsibility of teachers and administrators to work with the parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken, and making themselves available for discussion and counsel of disciplinary situations to the parents and students involved.

The Administration's responsibility is to ensure that the guidelines of the discipline policy are being uniformly maintained throughout the school.

Students are responsible under God to obey and show respect for teachers and administrators, as they should their parents, and they are responsible for helping to maintain an effective learning environment.

The *Student Life Committee* reviews the discipline policy and its implementation.

E. Policy Limits

This discipline policy applies to the student's life both on and off campus.

F. Administrative Action

1. The discipline policy is published and reviewed with students, teachers, and administrators at the beginning of each school year. This handbook is available on the school's website, on Parent's Web or in hard copy form upon request.
2. The type and severity of the disciplinary response will be related to the seriousness of the offense, to the student's previous discipline record, and to the accompanying attitudes in relation to the biblical models found in Proverbs pertaining to the simple, the foolish, and scornful man.

3. The reason for the discipline will be clearly explained to the student. Repentance should be encouraged and the opportunity for expressing this repentance is always available. Forgiveness is an integral part of the reconciliation process; this does not diminish the Biblical mandate for consequences.
4. Sufficient record keeping is maintained so that egregious or repetitive disciplinary problems can be identified and proactive strategies can be determined by parent/teacher/administrator.
5. Discipline actions may include but are not limited to exclusion from school events, probation, detentions, community service, suspensions and expulsions.
6. Suspensions may be out of school or in school, depending on the offense. All school suspensions shall be issued by a school administrator and can be from one to ten days in duration. Although work is expected to be submitted to classroom teachers upon the student's return for evaluation, no credit (including assessments) will be issued for work due during the out of school suspension period. Work completed during an in school suspension will be graded and credited.
7. Expulsion is by action of the Student Life Committee after recommendation of the school administration.
8. Parents who seek re-admission of a student to the school after expulsion can request such consideration should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration.

G. Corporal Punishment

It shall be the policy of Westminster Christian School that corporal punishment will not be administered to any student by any representative of WCS.

H. General Comments

The proper and effective implementation of the discipline policy rests with all levels of the administration and faculty.

DRESS CODE FOR STUDENTS

WCS strives to provide an environment where clothing choices do not distract from learning. The dress code which follows is intended to be a practical, simple, and standardized expression of the principles of good sense, modesty, and appropriateness. Clothing that is questionable is left to the discretion of WCS faculty and staff.

Parents and students are directed to give special attention to the following standards:

- A. Shirts, blouses, and dresses must be sleeved.
- B. Elementary students may wear shorts during the months of September, October, April, and May. Middle school and high school students may wear appropriate shorts throughout the year. Examples of an appropriate length for shorts include walking style shorts and Bermuda style shorts.
- C. Jeans and pants must be appropriate. Examples: no holes above the knees in jeans, no undergarments exposed.
- D. Shoes must be worn at all times (no slippers).
- E. Sandals should not be worn by elementary students due to the possibility of slivers or injury presented by outdoor play.
- F. Hair is to be clean and groomed.
- G. Jewelry is to be neat and simple. Ear piercings and visible tattoos are permitted but must not be offensive or cause unnecessary disruptions to the normal activities of the school day. At the discretion of the administration, a student may be asked to cover or remove a piercing or tattoo.
- H. Messages on clothing deemed inappropriate are unacceptable.

DRESS CODE MANAGEMENT

In the case that a student appears to pursue extremes in presentability, he or she will be truthfully and lovingly counseled. The counseling process may include, but is not limited to, asking a student not to wear a particular article of clothing again or calling home to acquire a change of clothes. The avenue of counsel/correction will be on an individual basis as determined by school administration.

DRIVER'S EDUCATION

WCS periodically offers to its High School students the opportunity to take Driver's Education on campus with a private company before regular school hours. The financial arrangement is between the parent, student, and the driving school.

DRIVING

Driving by students is a privilege; students must observe the following guidelines in order to be allowed to drive on campus.

- A. All students must park in designated spaces.
- B. Students may not go to their car during the day without permission of the administrative assistant at the front desk.
- C. Students must drive safely on campus *at all times*. Special care should be taken during morning drop off and after school pick up times. **Since we are a PreK-12 school, students are responsible to the community for their driving behavior.**

Failure to abide by the above guidelines will result in a loss of driving privileges.

DROP-OFF AND PICK-UP / CARPOOL PROCEDURE

The safe and effective movement of students between the parking lot area and the school building will be the responsibility of the carpool driver. Once students are dismissed from classes at the end of the day, they will be directed by classroom teachers to the proper exit doors whereupon they will need to locate their particular carpool.

ELEMENTARY student drop-off should take place between **7:30 a.m. and 7:55 a.m.** so that students are prepared to engage in class. Students dropped off before 7:30 a.m. will be checked into *Before School Care* and assessed the appropriate fees. **Pick-up** should occur promptly between **3:00 p.m. and 3:15 p.m.** Students remaining at school after carpool will be checked into *After School Care* and assessed the appropriate fees.

Carpools containing any elementary students will drop off and pick up in the upstairs parking area exclusively. Carpools containing only middle school or high school students will drop off and pick up in the lower parking area exclusively. High school student drivers will park in designated parking areas in the upper parking lot.

Drop-off and Pick-up in the upper parking lot (commonly called the "SNAKE")

- A. Enter lot and drive all the way down around the first island.
- B. Proceed all the way up the center aisle around the "Disabled Parking" area.
- C. Pull down the aisle closest to the building, in single file, as far as possible.
- D. Students should find and **enter your car from this aisle only**.
- E. Under NO circumstances should the driver park and leave their car in the "SNAKE".

Drivers desiring to park and enter the building

- A. Drivers may park in any available parking space.
- B. Drivers are responsible for safely escorting their passengers across traffic lanes and into their cars.

Suggestions for smooth traffic flow

- A. Instruct your passengers to stand along the curb and watch for their car immediately upon exiting the building. (Students are not to be engaging in free play during this time.)
- B. Be courteous in both your countenance and your driving behavior.
- C. Do not allow yourself to be backed up on Highland Avenue. Consider turning left into the Lutheran Church parking area and turn around to wait for clear entry into our parking lot.

In the event of inclement weather, you have the following options:

- A. Park in a designated parking space, enter the building with an umbrella, and escort your passengers to the car.
- B. Send an umbrella to school with your child.
- C. Form the "SNAKE" as explained above. (*Do not begin the "SNAKE" at the door. Proceed as far down the aisle as possible.*)

*Once students are safely in their respective automobile the carpool may depart the parking space **always driving to the north end of the lot** (away from the building) before heading out the exit using the far west edge of the lot (next to Apostolic Resthaven property).*

MIDDLE SCHOOL AND HIGH SCHOOL student drop-off may be in the lower lot **between 7:30 a.m. and 7:45 a.m.** so that students are prepared to engage in class at 7:50 a.m., unless special arrangements are made. Students should enter the building upon arrival and proceed to prepare for the school day. Once on campus, students are not to leave campus without permission from appropriate school personnel.

Middle School and High School pick-up is at **2:45 p.m.** Students will proceed to their appropriate vehicle. Student drivers should proceed directly to their vehicles and, if necessary, wait for their passengers. Once all passengers have reached their vehicles, drivers are to exit the parking lot by direction of parking lot supervisors.

Please be advised that pick-up for Elementary begins at 3:00 p.m. In order to not be delayed by traffic congestion, students from the High School are requested to clear the lot as soon after 2:45 p.m. as possible or wait until 3:15 p.m. for traffic to clear.

All drivers are encouraged to note that Highland Avenue, in front of the school, has been designated a "school zone" and has a posted speed limit of 20 mph when students are present.

Driving to school and parking in the school lot is a privilege subject to review by administration.

FIELD TRIPS

- A. Each class plans periodic field trips to correspond with classroom instructional objectives.
- B. Parents are encouraged to participate in these field trips by assisting in driving and/or supervising the activities.
- C. At least 1 adult for every 4-5 students is desired to ensure adequate supervision.
- D. All students must wear seat belts and must be secured in a car safety seat, if under the age of 8, while traveling to satisfy state law. Drivers should be aware that their personal automobile insurance coverage is liable for accidents and injuries to persons or property that may occur while voluntarily driving on field trips.
- E. Younger children are occasionally permitted to come along on field trips as long as the parent is present and aware of their responsibility to assist with supervision of the other students.
- F. All field trips are planned so that all children will be back at school at the proper dismissal time.
- G. Consistent with the classroom teacher planning the activity, all volunteer parents on field trips are reminded to yield to the classroom teacher's direction.
- H. All volunteer drivers must complete a Volunteer Driver Application Form and be approved by the administration prior to driving for any school function.

FULL TIME STUDENT

Westminster Christian School has developed a curricular program that prepares students for acceptance into a college or university of their choice. The academic program is only one aspect of the total high school program. Significant benefit is derived from the maturation and socialization that occurs over time. Westminster Christian School is committed to providing a complete high school experience. Students are classified as part-time or full-time. To be classified as full-time, a student must be enrolled in a minimum of 5 classes at WCS. Part-time students are limited to no more than two classes at WCS per academic semester. In

order to maintain a program of academic challenge and maturational development, WCS investigates instructional opportunities that extend beyond its own campus and course offerings by arranging classes for qualified students at local colleges.

GRADE SYSTEM

A. Preschool and Kindergarten

- M- Skill Mastered
- E- Excellent Progress
- S- Satisfactory Progress
- W- Working on Skill
- N/A- Not Assessed

B. Skills marks for grades 1-5:

- O - Outstanding
- G - Good
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory
- N/A - No Grade Assigned

C. Academic marks for grades 1-12:

A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Below 60
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

High school students receive weighted grades for the purpose of computing GPA and Honor Roll. Weighted grades reflect the nature and difficulty of the courses in the curriculum.

	4.0	4.5	5.0		4.0	4.5	5.0
A	4.0	4.5	5.0	C	2.0	2.50	3.0
A-	3.67	4.17	4.67	C-	1.67	2.17	2.67
B+	3.33	3.83	4.33	D+	1.33	1.33	1.33
B	3.0	3.5	4.0	D	1.0	1.0	1.0
B-	2.67	3.17	3.67	D-	0.67	0.67	0.67
C+	2.33	2.83	3.33	E	0.0	0.0	0.0

Note: In all grade calculations, each letter grade (e.g. B+, B, B-) is considered separately. A “B+” and a “B” are considered different grades and are calculated differently.

GRADUATION (Senior Class)

Students are expected to complete all applicable graduation requirements to receive a diploma from WCHS. Students must attend full-time for both semesters of their senior year at Westminster Christian High School in order to graduate. Participation in graduation activities is a privilege earned by meeting WCHS standards.

Only full-time students who have completed all WCHS academic requirements by senior exam days in May and are considered in good behavioral standing will be allowed to participate in graduation and graduation related activities (senior/parent dinner, senior trip, and commencement). Any requested deviation from this standard must be made in writing to the administration.

Seniors eligible to graduate are required to attend all commencement activities including rehearsal and Commencement. Failure to attend rehearsal could result in restriction from participation in commencement.

GUIDELINES FOR SOCIAL EVENTS

The scriptural standard for social activities is the same for all Christians, regardless of their age: "Whether then, you eat or drink or whatever you do, do all to the glory of God." (I Corinthians 10:31)

Expanding on this basic principle, the Bible further instructs that the Christian is to glorify God with his body. (I Corinthians 6:20)

Social activities are heartily commended as examples of ways in which we may glorify God and delight in this world and one another as God would have us do. Parents, or other adult sponsors, involved in the planning of social activities should make sure that the students are properly chaperoned at all times and should assume the responsibility of ensuring that the young men and women conduct themselves in a manner honors God.

The following activities, in regard to student participation, are not honoring to God,. As such, at no party or social event should any student violate the law by:

- Smoking, or otherwise using tobacco;
- Using, or being in the possession of illegal drugs;
- Drinking alcoholic beverages of any kind;
- Participating in behavior which in any way violates local or state laws;
- Treating other students or adults in a disrespectful manner (including fighting or bullying);
- Playing or listening to music that propagates is distracting or offensive.
(These philosophies include, but are not necessarily limited to, the promoting of violence, bigotry, or brutality; the glamorization of drug and alcohol use or involvement in the occult; and the implicit or explicit acceptability of immoral, illicit, or inappropriate sexual behavior.)

At school sponsored swimming events, the young men must wear modest boxer-type swim trunks and the young ladies must wear modest one-piece swimsuits, or two-piece swimsuits covered with a t- shirt. Briefs and bikinis are not be permitted.

The public display of affection between WCS students is discouraged. Though this issue may be dealt with in light of both age appropriateness and parental counsel, the display of romantic affection is considered inappropriate for the school environment and is not permissible.

The interpretation and implementation of these guidelines will be addressed by the appropriate member of the administration, or staff member.

Any music to be played at school sponsored activities is to be under direct adult school personnel supervision. It will be the responsibility of that designated adult school personnel to determine what music would be considered appropriate to fit the philosophy of the school, the theme of the activity, and the published goals for the particular event.

Students attending WCS functions are at all times expected to respond with respect and obedience to the designated adult chaperones as they seek to implement these established guidelines.

HOMECOMING

Homecoming at WCS is established to provide a focused opportunity to build positive student life, corporate identity, and school spirit. The desired focus is on celebrating how God has blessed us as a school community.

Homecoming celebration planning is under the direction of the athletic director and high school principal working in conjunction with the high school student government and a faculty sponsor. A full week of competitive activities is scheduled to include students in each of the high school classes. The week's activities culminate with interscholastic games scheduled for the fall sports teams as public representatives of the school program. Introduction and recognition of team players is conducted prior to the beginning of each varsity game. Special recognition is given to alumni of WCS who are in attendance. During halftime at one of the scheduled athletic activities, a homecoming court elected by the high school student body is announced. With

The goal to establish honorable traditions, it is hoped that the previous year's homecoming queen and king be present to crown the current honorees. The homecoming weekend will be highlighted by a homecoming dance to be sponsored by the high school student government.

In all circumstances, expressions of school spirit are expected to demonstrate sensitivity and sportsmanship to ensure a positive and edifying experience for all involved. It is our desire to include the entire PK-12 community in the events of the week, including athletic contests and special events.

HOMEWORK POLICY

- A. K-2 students will be expected to study Bible verses and spelling words, practice flash cards, and read for practice. These are early elementary homework activities.
- B. Grade 3-5 students should expect to have 30 – 45 minutes of daily homework.
- C. Grade 6-8 should expect to have 1 to 1 1/2 hours of daily homework.
- D. High School students should expect daily homework normally not exceeding 3 hours. Special circumstances may necessitate additional homework.

Homework load is often difficult to measure. If questions or concerns about the homework load arise, parents are asked to speak to the appropriate classroom teacher or administrator.

Homework must be neat and complete when turned in. If homework is not turned in as scheduled, the student will receive a "0" until the assignment is completed. Homework not completed as assigned and made up after the assigned due date may have a penalty applied to the final score; the policy for middle school is 10% off per school day, high school late policy is 20% off per school day. The teacher will assist the student in making up work missed during an excused absence. See "Attendance Policy" for details.

ID CARDS

WCS will produce and issue a photo identification card for each student. Middle school and high school students should keep their ID in their possession for use as identification and access to school sponsored activities and events. Photo identification cards for elementary students will be kept by each classroom teacher to be used for identification at school functions as well as for use by emergency personnel.

ILLNESS / MEDICATIONS

- A. If a student becomes ill during the school day, a parent, or other designated alternate emergency contact, will be notified. If neither the parent nor the designated alternate emergency contact can be reached, the doctor designated on the student's emergency contact form will be called. No student may be taken from school without authorization from designated school personnel. Parents are required to sign the student out at the front desk before leaving the building.
- B. In case of injury, whenever possible, parents are notified immediately. If neither the parent nor designated alternate emergency contact person can be reached, the doctor designated on the student's emergency contact form will be called. If necessary, the program principal will see that your child is taken to the hospital.
- C. All prescription drugs used by students must be reported to the school office by the parent or guardian. These medications will be kept in the office for administrative staff to administer only upon a signed parental release.
- D. WCS will not *provide* over the counter medications for distribution to students. If a student becomes ill at school, the parent will be contacted for instructions. No student may at any time give or sell medication to another student.
- E. It is important that the parent's home, work, and cell phone numbers are correct and kept up-to-date with the school office in the event an illness or injury occurs during the school day.

INTERNET ACCEPTABLE USE POLICY

For the intent of enhancing the educational program at Westminster Christian School, and in agreement with our educational mission, Westminster Christian School offers internet access to the staff and student body. We are pleased to offer this service and opportunity to our students because we believe it can benefit their educational experience and better prepare them for employment and ongoing educational opportunities. This policy requires that computers, network and internet resources of Westminster Christian School be used in a manner that is consistent with the school's educational purposes, mission statement and governing principles as established by the Westminster Christian School Board and the Westminster Presbyterian Church Session. While the primary purpose is to serve the needs of the students and staff, we must seek to glorify Christ in all we do, including the way in which we use technology.

We reserve the right to monitor and review all data contained in the system to ensure compliance with the policies and rules governing the use of its technology. We reserve the right to refuse access to any and all individuals unwilling to comply with or showing willful disregard to this policy.

Because access to the internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither Westminster Christian School nor its staff controls the content of the information on those other systems. Moreover, users must acknowledge that some of the information available on other systems may be controversial, inappropriate and contrary to our mission, vision and policy. We believe however, that the availability of good, usable and God-glorifying information for educational purposes far outweighs the bad, making these resources worth the risk associated with their availability.

The school's information technology staff will do all it can to limit access to inappropriate material. In the event that a student or staff member is confronted with inappropriate material, we require that the occurrence be immediately reported to an information technology staff member.

A. Educational Benefits

1. Westminster Christian School's educational objectives align themselves with use of the internet.
2. Internet access provides students with information important to college choices.
3. Internet access provides students with experience necessary for future employment.
4. Internet access grants students admission to thousands of resources – libraries, databases, and search engines.
5. Teachers are able to develop instructional activities which encourage students to explore and learn.

B. Use of the internet and Westminster Christian School

Use of the internet requires responsibility and accountability. Students and staff who wish to use the internet at school must agree with and adhere to Westminster Christian School's rules and regulations governing the use of technology. Listed below are the non-negotiable requirements for WCS internet use.

1. Parents must sign a permission form allowing their student to use internet service.
2. Students and staff must sign a form stating their intention to comply with the internet policies and procedures of Westminster Christian School. Use of the school provided internet is a privilege which is earned by students and staff members who follow expected codes of behavior and conduct as noted in the Student and Teacher Handbooks.
3. Users are expected to have their own login account. At no time should users give anyone their password or allow anyone use of their account. Users are responsible for the security of their login account and for safeguarding and keeping passwords private.
4. Users shall use all computer equipment and internet access for school-related purposes only. Users may not send or receive anything that violates school codes of conduct or the laws of the United States or the State of Illinois.
5. Unacceptable uses include but are not limited to:
 - a. Copyright violations
 - b. Threatening material or messages
 - c. Harassing material or messages
 - d. Materials or messages containing personal information such as names, phone numbers or addresses
 - e. Obscene or pornographic materials or messages
 - f. Sexist, racist, or inflammatory messages

- g. Material protected by trade secret obtained and copied without written permission of the owner
 - h. Advertisement of items for sale
 - i. Gambling
 - j. Downloading executable programs
 - k. Downloading of music or movies
 - l. Unauthorized game playing
6. When in doubt, a student must ask his/her teacher before proceeding. Any questionable searches or equipment use should be discussed with appropriate school staff before any action is taken.
 7. Users are responsible for reporting any security problem, including the unwitting introduction of a virus or misuse of the system, to school personnel immediately.
 8. Users must follow all applicable copyright laws when using resources found on the internet.
 9. Users must understand the school staff may ask them to relinquish their computers at any time for the benefit of the overall school program even if their allotted time has not expired.
- C. Consequences of Unacceptable Internet and Technology Use
Any attempt to vandalize equipment, introduce viruses, circumvent security systems, install software without authorization, destroy the data of another user, or to view, search or access inappropriate material will result in the loss of privileges for a period of time determined by the egregiousness and frequency of the behavior. Consequences will vary according to the seriousness of the offense, ranging from a suspension of technology privileges to the revocation of technology resource privileges. In cases of serious abuse, by students or staff members, which is deemed intentional, or in cases of ongoing abuse, disciplinary action may be taken by the administration of the school.
- D. Privacy is not guaranteed
The administration and faculty will review files and monitor individual student computer files and internet activity to ensure and verify that users are behaving in a responsible and ethical manner.
- E. Parental Advisory
1. Though the administration and staff seek to closely monitor student internet activity, please be aware that it is difficult to completely monitor and regulate all information that can be sent or accessed by students.
 2. The school cannot guarantee parents that students will be completely denied access to undesirable materials or the ability to receive undesirable information.
- F. Parental Responsibility
Ultimately, it is the parents and guardians who are responsible for establishing standards for their children to follow as they use the internet. A Parental Permission slip granting student access to the internet is provided in the appendix of this handbook.

MIDDLE SCHOOL GRADUATION

Westminster Christian Middle School concludes the school year with a graduation ceremony. This celebration serves the purpose of awarding a promotion certificate to each eighth grade student who has satisfactorily completed Middle School at Westminster.

LATE ARRIVAL & EARLY DEPARTURE

All students arriving after classes begin must sign in at the front desk. Students must be signed out by a parent in the case of early dismissal. High school students may sign themselves out if the office has received prior notification either through a parental note or phone call.

LEAVING CAMPUS

WCS is a closed campus. WCS students are not to leave campus during the regular school day without the expressed permission of the parent having been granted through the principal's office. Leaving campus with parental permission is to be for the purpose of returning home or fulfilling the duties of school sanctioned activities.

LOCKERS

A locker for student use is assigned to each middle school and high school student. A combination lock is provided by the school for student use; lockers should be kept locked at all times. No locks other than school issued locks are to be used on the locker. Students should not share their combination with other students. A record of the assigned lock and combination is kept on file in the office should a parent or parent designee need to enter the locker on the student's behalf. The locker and the combination lock are and will remain the property of Westminster Christian School.

Student use of the locker is considered a privilege. The school administration reserves the right to enter and inspect any locker at any time without the prior knowledge or permission of the student. There is to be no sharing of lockers unless directed by school administration. Contents of lockers may be searched if there is reasonable suspicion that articles in the locker are illegal or unsafe.

Lockers are to be kept clean and neat at all times. No decals are to be applied to lockers. Appropriate pictures may be posted on the inside only if mounted with removable tape. Any damage that occurs to the locker and/or lock will be the responsibility of the student to whom it is assigned. Care should be taken that the combination dial faces front when the lock is locked. At the close of the school year the student will return the assigned lock. A fee will be assessed for any lost or damaged locks.

LOST & FOUND ITEMS

Many items of apparel are left in the school halls, around the playground, etc. Items left behind are placed in the lost and found. Any items left unclaimed for more than two weeks will be collected and donated to a local charity. Parents are asked to label all gloves, mittens, hats, boots, scarves, and lunch boxes in order that if an item is lost, it may be properly identified and returned.

LUNCH FACILITIES

Westminster Christian provides a hot lunch option for students to purchase five days a week. Lunch menus and order capabilities are available on ParentsWeb during each month. Hard copies will also be available at the front desk. Lunches purchased are billed on the family statement.

If a student chooses not to participate in the hot lunch program, they are to provide their own "brown-bag" lunch and drink. Elementary students keep their lunches in their classrooms until lunchtime, while middle school and high school students store their lunches in their lockers.

Whether students participate in the hot lunch program or not, white milk, chocolate milk, or orange drink is available for elementary students for a fee payable at registration. Middle school and high school students may either bring a beverage from home or purchase one from available vending machines.

OFF CAMPUS LUNCH

Off Campus Lunch is a monthly privilege granted to seniors who are in good academic and behavior standing. The schedule for lunch dates is established by the high school principal. A permission slip, signed by the student's parent is kept on file, granting permission for the student to leave campus for an hour to enjoy lunch at a local restaurant with their peers.

PHONE DIRECTORY

A telephone and email directory of WCS families will be available on ParentsWeb to assist in the pursuit of effective school relationships. Parents wishing to block their own email address, phone number or address may do so via the ParentsWeb site demographic data update. The directory will include names, addresses, emails and phone numbers of all parents and students unless these items are blocked. During the registration process, families are encouraged to proofread their identifying information and update as necessary via the ParentsWeb site through the Web Forms tab.

This phone directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent.

Note: Teachers may be reached through the school's voicemail system. Teachers check their voicemails periodically and will respond to phone calls either during breaks in the school day or after school hours as necessary. Teachers may also be contacted through the school's E-mail system.

PHONE PROCEDURES

- A. The school phone is to be used only with permission granted by school personnel. Students are discouraged from using the phone except in cases of emergency.
- B. The office staff will be present during school hours to answer the phone related to school business. Messages for individual teachers may be left in their voice mail boxes. Messages will be responded to as quickly as possible.
- C. Students are permitted limited cell phone usage during the school day (see Cell Phone Policy).

PHYSICAL EDUCATION ATTIRE

Proper physical education attire for middle school and high school students will consist of a school issued gray t-shirt and blue shorts. These items are available for purchase through the physical education teacher and must be secured prior to participating in class. Proper attire also includes white socks and appropriate athletic shoes. This attire is to be worn during physical education class only. After class, students are to change into appropriate school clothes. No jewelry is to be worn in physical education class.

PLAGIARISM (See CHEATING / PLAGIARISM)

PROBLEM SOLVING

Whenever relationships are close, there is the potential for problems between people. There is a Biblical way to handle these problems outlined in Matthew 18:15 -17: *"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector."*

We realize that conflicts will arise in relationships which may lead to disagreement and discord. While working to resolve our differences and restore relationships, we believe it is important to be mindful of the following:

- A. Do not be easily offended or overly sensitive.
- B. Maintain confidentiality. Speak **only** to the people involved.
- C. Approach the brother or sister with humility.
- D. Be prepared for honest discussion.
- E. Be willing to change as the Lord leads.
- F. If direct approach with the individual does not bring about resolution, then you must work to resolve the conflict within the context of the school community, which will involve following the chain of authority outlined below until resolution is accomplished.

If after all lines of authority have been exhausted and resolution has yet to be accomplished, the parents and school officials must evaluate whether a mutually beneficial and cooperative relationship can be continued and maintained.

Structure of Authority

Westminster Presbyterian Church Session

WCS School Board

WCS School Board Committees

Curriculum, Personnel, Finance, Admissions, Student Life, Promotions & Development, Fine Arts, Athletics, etc.

Superintendent
Program Principals

Teachers

Parents

Students

PROGRESS REPORTS & PARENT CONFERENCES

- A. Report cards, which are available quarterly through ParentsWeb, reflect the student's progress.
- B. Report cards vary from grade to grade. All report cards reflect student academic progress.
- C. There are at least two parent-teacher conference days scheduled per school year.
- D. Progress reports are available real-time on ParentsWeb.
- E. Parents may request a conference at any time. These should be scheduled by appointment. Parents are encouraged to communicate with teachers before or after school regarding the progress of their student. However, should an issue arise requiring extended discussion or concentration; parents are requested to schedule an appointment. In consideration of the teacher's commitments during the school day, parents are asked to refrain from lengthy discussions that may interfere with the teacher's instructional schedule.

PTO (Parent Teacher Organization)

The purpose of the PTO includes the promotion of mutual relationships between parents and teachers in a manner which supports the overall tenor and effectiveness of the school program. The PTO Board is desirous of enlisting all parents for involvement in its support activities. The board and committee chairs actively seek parental involvement through one-on-one engagement and by solicitation for specific needs. Parents are notified of regular monthly meetings in the school newsletters, on the website and by targeted mailings. Information regarding their involvement in the life of the school is also communicated in the newsletter.

REGISTRATION DAY

A registration day is held for all parents before school begins. It is very important that at least one parent attend to ensure completion of any obligations for registration. Students and parents have the opportunity to meet teachers, complete information forms, locate classrooms, and meet new and old friends. It is important for middle and high school students to attend with at least one parent to review and finalize their class schedule. Information will be provided for parents to form car pools with other parents in their geographical area.

RE-REGISTRATION

Re-registration of current students begins in January. Tuition and fee accounts must be current before students are allowed to register for the next school year. Current students must re-register within 3 weeks of the re-registration date to be assured a designated space in the following year's program. Space for a student is secured only upon payment of the appropriate registration fees which are established by the school board.

SAFETY PRECAUTIONS

The school continually engages in training exercises for crisis management situations. These situations include but are not limited to the following: fire, severe weather, or imminent threat. Communication and cooperation with the Elgin Fire Department is an ongoing priority.

SCHOOL PARTIES (Elementary only)

Various class parties may be scheduled each year. Room mothers, under direction of the classroom teacher, will be in charge. They will plan simple refreshments and games. Parties will be approximately one hour in length, usually during the last hour of the day.

- A. Christmas Party
- B. Valentine's Day Party
- C. Teacher's Birthday

SCHOOL SUPPLIES

Each class will have its own supply list that will note student materials needed. The school publishes a supply list during the summer months. Each student in 2nd grade and above will be required to have an English Standard Version Study Bible to be kept at school.

SEMESTER EXAMS (6th – 12th Grades)

Comprehensive final semester exams will be given at the end of each semester, covering only that semester's work. All students are required to take first semester exams. All students are required to take second semester exams with the exception of seniors. A senior with a B average or above may be exempt from the second semester exam. Semester exams are to be counted only in the semester average and not in the quarter grade. They count as 15% of the semester grade.

Semester exams are administered by each individual teacher during a scheduled time period and must be taken by the student only during this allotted time. Excused absences will need special consideration. The semester exam schedule is published prior to exam week. Students will be required to remain in the classroom until the allotted time period has ended. Students may arrange with the teacher to stay longer.

SENIOR CLASS TRIP

It is the intention of the administration to celebrate the conclusion of the high school career with a special senior trip to be taken near the end of senior year. The trip is planned by the administration in conjunction with representatives of the class, and is primarily funded by the students through fundraising efforts. Funds accumulated by each class are held until needed for the actual trip. In the unfortunate event that a student leaves WCS prior to the trip, or is ineligible to attend, he or she will not receive any reimbursement.

SEVERE WEATHER

Announcements regarding school closing or activity cancellations will be posted at [.emergencyclosings.com](http://emergencyclosings.com). Any postings regarding WCS may be sent directly to an e-mail account by signing up through this website. A recorded message may be heard by calling the school office or by viewing [.westminsterchristian.org](http://westminsterchristian.org). The site [.emergencyclosings.com](http://emergencyclosings.com) sends closing information to local radio and television stations, but our recommendation is that the on-line resources and school phone number are the most effective way to access emergency closing information. The emergencyclosings.com site can be reached at 847-238-1234.

SKIPPING A GRADE

A sincere and conscientious effort is made at the time of admission to place a student at the appropriate grade and age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered a beneficial practice and will rarely be considered or permitted by the school. The nature of the curriculum is

such that a student will miss critical concepts and skills by skipping a grade. The school administration must also consider other factors such as maturation and social development. The WCS position is that student's should move through the planned curriculum in a step-by-step fashion that allows for steady academic and social development.

STANDARDIZED TESTING / COLLEGE PREPARATION

The focus of our guidance program is to help each student maximize the academic experience at Westminster Christian School while giving direction and preparation for the next step in his/her educational or career path.

Elementary and Middle School Testing:

Achievement tests are given each year to students in grades 1 - 8 using the Stanford Achievement Test. The OLSAT aptitude test is given in grades 2, 5 and 7. Results are reported to the school and are sent home for parental review.

High School Testing:

The following standardized tests are given annually to students in grades 9-12:

Freshmen take the EXPLORE Test to help with course placement and to establish a baseline for each student.

Sophomores take the PLAN test, a practice for the ACT and an assessment of progress.

Juniors have the option to take the PSAT, a practice for the SAT, the qualifying test for the National Merit Scholarship Competition. It is recommended that Juniors take the ACT in the spring semester.

All college-bound students are recommended to take the ACT before graduation. The SAT is also recommended.

Special Accommodations for College Entry Testing:

Students, who seek to attain special testing services and/or accommodations for either the ACT or SAT tests, must satisfy the following requirements:

- A. A student must have a current evaluation on file, which has been done within the last three years. This evaluation must include a diagnosis for eligibility for special services.
- B. An IEP, ISP or a 504 Plan must be in the student's permanent record file at the time the request is made.

Please keep in mind that the process of requesting and establishing status for special testing services takes many weeks.

STUDENT DRIVERS

High school students with valid state licenses may drive to and from school. Vehicles must be registered with the school office. Registration of student vehicles requires payment of an annual fee. Student drivers must park their vehicles in designated areas upon arrival. They may return to their vehicles during the school day only with permission from a school official and should leave school grounds immediately following dismissal. Driving privileges may be suspended for unsafe driving or violation of school attendance or tardiness rules.

TECHNOLOGY

Students are permitted to use personal technology such as cell phones, IPODs, or equipment for entertainment before and after school hours and during lunch time. If a student needs to make a phone call during the day, a pass must be issued by the current classroom teacher, and at the discretion of the administrative assistant at the front desk, the student may use the school phone.

Students are allowed to use personal laptop computers for academic purposes throughout the day. This privilege may be affected by use that is non academic or inappropriate as determined by the classroom teacher.

TEXTBOOKS

All elementary and middle school students will be assessed a textbook fee at the beginning of the school year. It is understood that the student will return the textbooks that they are issued to the school at the end of the school year in the same condition that they were received. If a book is lost or damaged, it is understood that the student is responsible for the cost of replacement or repair.

High School students purchase their own textbooks through StudySource. Information on StudySource is available through the school office. Students have the option of re-selling their books back to StudySource at the conclusion of the school year.

Parents wanting to borrow a textbook over the summer must make arrangements with the program principal

TRANSCRIPTS

To request a transcript using PrepHQ:

1. Log into PrepHQ, if you have not logged into PrepHQ prior to this follow the instruction directly below this, if you already know how to log into PrepHQ move to number 2.
 - a. Log onto www.prephq.com/?id=westminster
 - b. Register by clicking the “Click here to register” link (gray box on the left)
 - c. Create a Username and Password to log-in (creating a user profile at the time of registration will be required for log-in access.
 2. Click on the “Transcript Request” link
 3. Click on the green “Add transcript Request”
 4. Click on the college you are requesting a transcript for. If you do not see the college you are requesting listed or if you are requesting a transcript to be sent to an organization, such as a scholarship organization, type the name of the organization you would like the transcript sent to.
 5. Type in the address and any notes you have for your counselor regarding the request
 6. Click on “Submit Request”
 - a. You can check on the status of your request by clicking on the “Transcript Request” link and it will show you what the status is (i.e....in office, transcript sent, etc.)
 - b. You will be sent emails from your counselor when the status changes.
- If you have any questions or need assistance feel free to contact the guidance office.

TUITION / FEES POLICIES

Tuition and fees are determined annually by the Board. Students may not be able to attend class if tuition payments are not current. Failure to resolve delinquent tuition and/or fees may result in delayed enrollment or re-enrollment. Specific questions regarding tuition and fees may be directed to the business manager.

A. Tuition Payment Plans

1. Annual - due by the start of the school year
2. Semiannual - due by the start of each semester
3. Monthly - 11 or 10 month payment plans are available
 - a. There is a nominal fee assessed for the monthly payment plan.
 - b. The first payment is due on July 1 or August 1 per Financial Agreement.
 - c. Monthly accounts not current after the 15th of the month will be assessed a late fee.

B. Financial Policies

1. The Registration Fee is **non-refundable**.
2. The financial obligation to Westminster Christian School will be fulfilled by paying either monthly, semi-annually, or annually.
3. If a student must be withdrawn from the school because the family is being transferred or moving out of the area, tuition will be prorated through the date in which the student withdraws.
4. If a student is expelled or asked to leave by the school administration, tuition will be prorated through the date on which the student leaves.
5. If a student voluntarily leaves the school to enroll in another school, tuition will be prorated through the date on which the student leaves.
6. Tuition is to be paid for all times the student is enrolled and earning class credit.
7. A student may **not** begin attending class until a financial agreement is signed and all fees and tuition currently due are paid.
8. If an account becomes delinquent (a delinquent account is defined as more than 15 days past due – a balance on the 16th of the month), the following will apply:
 - a) The parents will be contacted by the business manager and/or the school superintendent.

The parents will be asked to make the account current by paying the outstanding balance OR by developing an acceptable payment plan.

- b) If the account becomes more than 1 month past due (the 2nd day of the following month), it will be turned over to a collections agency.
 - c) If an account becomes more than 1.5 months past due (the 16th of the following month), the option for a payment plan no longer exists. The account must be paid in full OR the student(s) will be subject to the following:
 - 1) The student(s) will be subject to dismissal from school.
 - 2) All records (grades, etc.) will be held in the school office.
 - 3) If the student is a senior in high school and the account is not current at the time of the class trip and/or graduation, the student is prohibited from participating in these events.
9. If a student damages or destroys school property, parents will assume responsibility.

VISITORS

All visitors to WCS should sign in at the Welcome Desk upon entrance to the facility. This is a vital step in screening and monitoring visitors to our campus. Graduates of WCS are invited to visit the school during lunchtime, or after school. We request that visiting graduates sign in at the front desk.

Requests for friends of WCS students to visit the school are denied in order to avoid disruptions in the instructional program. Prospective students interested in learning about WCS may contact the office to schedule a time to "shadow" a peer who is already a student.

VOLUNTEER PROGRAM

The WCS community thrives when our parent partnership results in volunteerism. Parent volunteers are an integral part of a well rounded educational experience affecting the lives of all children in this covenant community. Volunteerism enriches relationships among school families and the community as a whole. This results in vibrant experiences in athletics, fine arts, and the curricular program. Examples of service opportunities exist in board committees, fine arts productions, athletic boosters and classroom assistance. Many other pathways exist to assimilate all parents into active community service.

WORK PERMITS

In accordance with the "Procedures for Issuing Officers," published by the State of Illinois Department of Labor, the following information is required prior to the issuance of a student work permit through the guidance office:

- A. A **Statement of Intention to Employ** is required for the issuance of an Employer Certificate. This statement should be signed by the prospective employer or by someone duly authorized by him and should set forth the following information regarding the occupation intended for the minor:
 - 1. Description of specific occupation or duties
 - 2. Exact hours of day minor will be employed
 - 3. Number of hours per day minor will be employed
 - 4. Number of days per week minor will be employed

In lieu of this letter, a form letter may be obtained from the guidance office.

- B. A **Certificate of Physical Fitness** is required before issuance of an Employment Certificate. Physical examination will be made without charge to the minor if made by Public Health and should be in accordance with procedures established by the Department of Labor and submits that report to the school issuing officer. The examining physician should certify that: the minor is physically fit to be employed in all legal occupations; is fit to be employed in limited employment; or is not fit for any employment. This form is usually on file at WCS.

It is the desire of WCS to honor all requests for student work permits that fall within the published guidelines and that will serve the best interest of the minor.

APPENDIX I

**Westminster Christian School Internet Acceptable Use Policy
Parent Permission and Student Acceptance**

_____ I _____ have read the Internet Acceptable Use Policy as established by Westminster Christian School. I give my student permission to use the school provided internet service. I agree that my student shall follow the guidelines outlined above, and if my child abuses the internet access privileges, permission to use the service will be suspended or revoked as determined by administration. In cases of serious abuse, which is deemed intentional, or in cases of ongoing abuse, disciplinary action may be taken by the administration of the school.

_____ I _____ have read the Internet Acceptable Use Policy as established by Westminster Christian School. I do not give my student permission to use the school provided internet service.

Parent Signature: _____

Date: _____

STUDENT:

I _____ have read the Internet Acceptable Use Policy as established by Westminster Christian School. As a student of Westminster Christian School, I agree to abide by the Internet Acceptable Use Policy as outlined above. I understand that if I abuse this privilege, my permission to access the school provided internet service shall be suspended or revoked for a period of time as determined by administration. In cases of serious abuse, which is deemed intentional, or in cases of ongoing abuse, disciplinary action may be taken by the administration of the school.

Student Signature: _____

Date: _____