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MISSION STATEMENT

Westminster Christian School will promote engagement by fostering a loving, transformational, and excellence-driven culture.

CORE VALUES

A Westminster Christian School educational experience is centered upon our desire to seek first the kingdom of God. Our core values provide insight and direction as to how we work out our commitment to seek first the kingdom of God as an organization and in the lives of our students.

Christ-centered

The person and work of Jesus Christ is the foundation of all activity in the past, present and future. It is through the Bible that we understand fully. The Bible is the Word of God and is, therefore, trustworthy and applicable to all places, people, and times. In His Word God reveals Himself, the nature of man, and the world. In its pages, the Bible directs man in all his relationships and activities. Within the richness of all of these Truths, the story of God's redemptive plan to save His people through Jesus Christ is unveiled. Westminster stands firmly upon biblical truth and is, therefore, centered on Jesus Christ, our Savior and King.

Loving

God has lavished His amazing grace on us at the cost of His Son Jesus Christ. At the root level, God calls us to demonstrate love to him and to one another through sacrifice. As Christ laid down his life for us, we are called to do likewise for each other. Westminster Christian School aims for this level of love in the way we care for our students, families, and all who enter into our community. Our desire is to love sacrificially with a Christ-centered love.

Transformational

As redeemed people, our hearts, minds and actions are re-oriented toward bringing Him glory at all times, in all places, and in all things. Every vocation, every endeavor, every thought is infused with purpose and meaning through Jesus Christ. He has made all things new. His Lordship propels every believer to make a difference and impact the world as His redemptive agents of change.

Excellent

As a worshipful response to all that Jesus has done for us, we will offer our best to Him. On a daily basis Westminster will pursue excellence in all things to glorify God, inspire growth in Him, and encourage the faithful advancement of His Kingdom.

Responsive

We seek to be a blessing to our families. It is our prayer and intent to exceed expectations for our families by developing plans that are forward-thinking, establishing a God-honoring and positive environment, promoting personal and proactive communication, and providing innovative and exceptional learning experiences.

Connected

Through Christ we are adopted into God's Kingdom. As a caring and loving community, we walk together focused on a God-glorifying relationships, activity, and purposes. Supporting the work of the church and home, we strive to disciple and encourage every one of our students.
PHILOSOPHY OF EDUCATION

Education at Westminster Christian School is founded upon the Word of God. In His Word, He reveals Himself. In doing so, man's understanding of God, of himself, of mankind, and of the world is renewed. Christian education's purpose is meant to equip students to know, understand and respond to reality in God-glorifying and Kingdom-oriented manner.

This call to impact the world is built upon the hope of Jesus Christ. As Creator, Redeemer, Truth, and Ruler, we believe the grace found in Him changes everything. It transforms mankind, culture, and kingdoms alike.

It is the parents’ responsibility to teach and raise a child. Westminster Christian School has been established to be an extension and resource for the educational process. Therefore, Westminster Christian School believes that the partnership between family, church, and school is essential for the growth and discipleship of students.

Westminster Christian School will employ personnel and methodologies that foster knowledge, understanding and wisdom in students. We are committed to develop graduating students with exceptional academic strength and exemplary Christian character. We will strive to equip each student with the skills, mindset, and faith to impact the world for Jesus Christ.

STATEMENT OF FAITH

The doctrinal basis of the school is the Scriptures of the Old and New Testaments, the infallible Word of God, as interpreted in the Westminster Confession of Faith together with the Larger and Shorter Catechisms.

While allowing for some doctrinal differences, it is required that all parents subscribe to the following nine irreducible essentials of the doctrinal basis:

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

2) That there is one God existing in three persons: Father, Son, and Holy Spirit, co-equal and co-eternal.

3) That man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God, and that all human beings are born with a sinful nature.

4) That Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary, and is true God and true man.

5) That the Lord Jesus 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 ground of His shed blood.

6) 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 also He ascended into Heaven, and there sits at the right hand of the Father, making intercession for the saints.

7) 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.

8) That our Lord Jesus Christ will in future history return bodily to this world.
9) That there will be a future day of resurrection in which all people will be raised from the dead. The redeemed will enjoy the estate of eternal blessedness with God, and those not redeemed will suffer eternal judgment and separation from God.

Regarding Key Social Issues - Our Belief

We believe the Bible to be God’s infallible Word. We believe His Word is superior to any cultural movement, community understanding or societal perspective. There are key social issues today on which Westminster has taken a definitive stand and are non-negotiable based upon our understanding of what the Bible teaches. These include the following:

- Man is made in the image of God; defending and supporting the sanctity of human life, beginning at conception, is imperative. (Psalm 139)

- Marriage is to be defined as a bond between one man and one woman only (Genesis 2:18-25). Therefore, heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, extramarital sex) and all homosexual activity is contrary to this biblical standard.

- God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). It is not acceptable to reject one’s biological sex as it is a rejection of the image of God within that person.

Final Authority for Matters of Belief and Conduct

The statement of faith and that of key social issues does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Westminster Christian School’s faith, doctrine, practice, policy, and discipline, the Session (board of elders) of Westminster Presbyterian Church is Westminster Christian School’s final interpretive authority on the Bible’s meaning and application.

If you do not agree with our statement of faith and the statement concerning key social issues, we believe enrolling your child in our school will likely cause him or her confusion. The internal conflict could drive a wedge between you and your child or force your child to choose between our teaching and what he/she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our perspective, it will not be in the best interest of the home or school. Therefore, if your beliefs or lifestyle, as expressed by word or deed, are not in keeping with our statements above, Westminster Christian School reserves the right to deny enrollment at any time.

ACADEMIC PROGRAM

Westminster Christian 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.

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. 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.
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, will be refused.

Westminster will not deny access to any parent of his/her child unless a legally binding document is submitted identifying denial and/or limitation of access.

ACCREDITATION STATUS

Westminster Christian School maintains full recognition status with the Illinois State Board of Education. Westminster Christian School maintains full accreditation through the Association of Christian Schools International (ACSI) as well as ADVANCED.

ADDRESS / CONTACT INFORMATION CHANGE

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

Students will only be allowed to go home with those people noted in RenWeb as Emergency Pick-up individuals. Parents should call the school to approve and confirm their Emergency Pick-up designee.

AFTER SCHOOL CARE

Elementary Students (Pre K - Grade 4) - Elementary students will go directly to after school care at 3 p.m. Elementary after school care is held in the elementary area and is available daily until 5:30 p.m. The students are supervised by two employees. Students will participate in a variety of activities, including homework time. All elementary students must be signed out by a parent or guardian each afternoon/evening prior to being released. See cost and availability below.

Students in Grades 5-6 - After school care for grades 5-6 will begin at 3:15 and will be over at 5:30 p.m. Intermediate School (grades 5/6) families will be charged for after-care since they will be directly supervised.

Cost and Availability:

- Cost - Drop-in $6.00/hour; pre-arranged $5.00/hour
- Drop-in use will be charged at an hourly rate in 15 minute increments
- Billing will begin at 3 p.m. for elementary and 3:15 p.m. for grades 5-6.
- Monthly sign-up can be pre-arranged for a discounted rate. Forms for pre-arranged monthly use will be available in the elementary office or with the after school care provider.
- Overtime fees of $5.00 will be charged for the first 5 minutes and $1.00 for each minute thereafter.
- Availability - This service will be offered on days when school is in session (excluding ½ days) between the hours of 3 and 5:30 p.m.

ALLERGY

Westminster Christian School recognizes the increasing numbers of children who deal with life-altering food allergies. Due to the young ages of our elementary school students and their potential inability to watch over their own care regarding allergies, we have established Nut Allergy Awareness Guidelines (See Appendix C) to guide parents, teachers, and students that bring food into our elementary school program.
ARRIVAL & DISMISSAL 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.

All drivers who pick up students in preschool through grade 6 will be given a carpool ID at the Kickoff Picnic. Each family will receive 2 ID cards for their vehicles. These ID cards should be placed on visors to expedite the dismissal process. This will help school staff safely and efficiently dismiss students at the end of the day. Please contact the office if you are in need of additional ID cards.

The elementary recess lot near door #8 has been designated as a playground for student use only. Therefore, parking will be prohibited Monday - Friday until after 5:30 p.m.

Arrival Procedures

Door #1, in the main building, opens at 7 a.m. each morning.

Dismissal Procedures

**Elementary Students** will sit with their class in the elementary lunchroom following dismissal at 2:45 p.m. There will be staff with walkie-talkies both in the elementary lunchroom and upstairs outside on the curb to call students when their carpool arrives. Students are expected to sit quietly during this time to expedite the process. Students may proceed upstairs when their names are called. Pick-up should occur between 2:45 and 3 p.m. in the upstairs parking lot only. Students that are not picked up by 3 p.m. will be directed to after school care and the family will be charged. Parents are required to enter emergency contact information in RenWeb listing those eligible to pick-up their children. If emergency contacts are not listed, students will not be released.

**Middle School students in grades 5-6** will stay with their homeroom teacher after school. Pick-up should occur between 3 and 3:15 p.m. Students that are not picked up by 3:15 p.m. will be directed to after school care and the family will be charged. Parents are required to enter emergency contact information in RenWeb listing those eligible to pick-up their children. If emergency contacts are not listed, students will not be released.

**Middle School and High School students (grades 7-12)** are dismissed at 3 p.m. For safety purposes, students should not be playing on the playground equipment or outdoor courts until after 3:15 p.m. Parents and students are required to communicate with each other regarding pick up.

- If you are picking up an elementary student at 2:45 p.m., please pick up in the upper lot.
- If you are picking up students in grades 5-8, please pick up in the lower lot.
- If you are picking up students in grades 9-12, you may pick up in either the upper or lower lot.

**Arrival & Dismissal in the Upper Lot** (commonly called the “SNAKE”- see Appendix A)

- Enter lot and drive all the way down around the first island.
- For dismissal, proceed, two cars side by side, all the way up the center aisle around the “Disabled Parking” area.
- As you pull to the curb, merge into one lane, one car at a time, down the aisle closest to the building, in single file, as far as possible.
- Students should find and enter your car from this aisle only.
- Under NO circumstances should the driver park and leave their car except in an unnumbered parking space.
- 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) and heading out the exit against the far west edge of the lot (next to Highland Oaks Retirement property).
Drivers Desiring to Park and Enter the Building

- Drivers may park in any available parking space in the upper lot that is not numbered.
- Drivers may park in any available parking space in the lower lot excluding the elementary playground. The elementary playground lot is off limits to vehicles Monday through Friday from 7:00 a.m. through 5:30 p.m. to allow for student use before, during, and after school.
- Drivers are responsible for safely escorting their passengers across traffic lanes and into their cars.

Suggestions for Smooth Traffic Flow for Upstairs Parking Lot

- 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).
- Be courteous in both your countenance and your driving behavior.

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.

ATHLETIC PROGRAMS

All parents of students and students participating in extracurricular athletics are expected to review the standards outlined in the Athletic Handbook found on our website and/or through our Athletic Department offices. Each student-athlete must satisfy the academic and behavioral standards as outlined in the Athletic Handbook.

ATTENDANCE POLICY

Absences From School

It is essential for academic achievement that students are in class and at school. Even an absence of one or two days can negatively impact progress. Therefore, excellent attendance is strongly encouraged. Some absences are unavoidable. For all others, we encourage parents to always consider if an absence is necessary or avoidable.

Students are always required to sign in and out at the appropriate desk whenever leaving or arriving at school other than normal times. There is no exception to this expectation. Parents must sign out students or must give specific parental permission to the school for students to sign themselves out at the appropriate desk.

Any time a student does not attend school the parent is responsible to notify the school (847-695-0310) before 9 a.m. If we have not heard from the parent by this time, the office staff will attempt to contact the parents as soon as possible.

Elementary School - See School Hours Section

Student attendance will be closely monitored with necessary communication taking place between parents, teachers, and administration as needed.

Grades 5-12 - See School Hours Section

All students are allowed 12 absences per semester.
- On the 6th absence per semester, parents will be notified.
- On the 10th and 11th absence per semester, parents will once again be notified.
- On the 12th absence per semester, students will be withdrawn from the class.
• All daily illnesses will count towards the above total.
• Extended hospitalization will not count towards the above total as long as there is a doctor’s note accompanying the student upon return.
• Doctor appointments that need to be scheduled during the day will not be counted against this total as long as there is a doctor’s note accompanying the student upon return.

Makeup Work

Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent. Long-range assignments are due on the assigned date or immediately upon return. All homework and notification of tests and quizzes are available on Parents Web (RenWeb).

Classroom Tardiness

It is in everyone’s best interest to maximize the students’ learning potential by not missing a minute of the valuable classroom experience.

Elementary School begins at 7:55 a.m. By the time the 7:55 a.m. bell rings, students should be seated in the Elementary Lunchroom outside of their classroom for our community prayer time. We strongly recommend that students be in the Elementary Lunchroom at least five minutes (7:50 a.m.) prior to community prayer time. Any student not present and ready for prayer time is considered tardy. Students who are tardy will need to sign in at the front desk and receive a Tardy Pass before going to his/her classroom. Westminster does record tardies on report cards. Excessive tardiness will necessitate a plan made between the parents and administration to ensure on-time arrival. Elementary students arriving after 8 a.m. will be supervised in the Elementary Lunchroom until their classroom teacher comes to a natural transition and can welcome them into the classroom without disruption. While each morning lesson is different, please know a child’s time away from the classroom will not exceed 30 minutes.

In grades 5-12, tardiness is defined as being late by 15 minutes or less for any reason. Students in these grades who are late by more than 15 minutes are considered absent for an entire class period. These absences will count toward the allotted maximum of 12 absences in a semester.

Tardy to Class - Middle/High School (per midterm)

• Tardy 1 - 3  No consequence
• Tardy 4  30 minute detention with classroom teacher; assigned by classroom teacher
• Tardy 5 - 6  Conduct detention (1 hour after school); assigned by administration
• Tardy 7  ½ day in-school suspension; assigned by administration
• Tardy 8  Full day in-school suspension; assigned by administration
• Tardy 9  2 day out of school suspension; assigned by administration

Excessive tardiness will necessitate a meeting between students, parents, and administration to develop a strategy for improvement and, if necessary, any potential need for further disciplinary action.

Tardiness and Extracurricular Activity

At the middle and high school levels, a student must be in attendance by 10:45 a.m. to be involved in any school activities that take place that day. Exceptions may be requested for unavoidable absences (funerals, delayed medical appointments, etc.). At the elementary school level, a student must be present in class four hours of the school day to participate in after school activities.

See the Athletic Handbook for information regarding absenteeism and athletic participation.
Extended and Excessive Absences

We recognize that sometimes there are circumstances that require an extended absence. If parents anticipate an extended absence, prior approval should be obtained from teachers and the administration. Special exemptions to the attendance requirement will be considered for long-term illnesses when a doctor’s letter of notification is received and clearly outlines that the absences are unavoidable. Special arrangements may be necessary to make up the missed class time. Any time a student approaches or anticipates exceeding 12 absences in a semester, parents should contact the appropriate principal for evaluation of the situation. Exceptions require a workable plan to be in place prior to exceeding the absence limit. Extended absences related to illness require a doctor’s letter of verification, which should be provided to the school prior to exceptions being made.

Leaving Campus / Skipping Class

We take our responsibility to care for students extremely seriously; it is imperative that the school staff knows where students are at all times. Therefore, students who leave school any time before the end of the school day are required to sign out at the appropriate desk. Students are not to leave campus for any reason without prior parental permission. Students are expected to be where their class schedule says they should be at all times. If a student needs to leave class for any reason, teacher permission must be granted.

CALENDAR

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

CELL PHONE POLICY

Grades PK-4

- The elementary school does not permit cell phone use before, during, or after school. Students may have a cell phone in their backpack for usage after leaving school grounds.
- If students need to make a phone call before, during, or after school hours, a phone is available at the elementary school reception desk to be used with adult permission.
- Cell phones visible or heard during the school day will be confiscated and left at the elementary school reception desk.
- Parents will be notified and the cell phone will be released when the parent picks it up.

Grades 5-8

- Students may use cell phones before and after school. The only exception to this is when responding or initiating communication with a parent, and then the student must have teacher/adult permission.
- Cell phones may not be used during class time, lunch, or chapel.
- Cell phones visible or heard during class time, lunch, or chapel will be confiscated and brought to the program principal. The confiscated cell phone may be picked up at the end of the school day by a parent or guardian.
- Recurring misuse of cell phones during the school day will result in the loss of cell phone privileges and possible detention.
- Cell phones that are visible during any testing activities will result in a “0” on that test.
- Students must use earbuds/earphones, when listening to music before and after school.
Grades 9-12

- Students will be able to use cell phones during the following allotted times: before and after school, passing period, and lunch.
- Smart phones are strictly prohibited in the classroom, outside of exceptions allowed by a teacher (listening to music during work time).
- Violation of the policy will result in the confiscation of the device. It will be given to the program principal until it can be picked up by a parent or guardian.

CHEATING/PLAGIARISM (Academic Integrity)

Cheating and plagiarism are prohibited. Cheating and plagiarism can be identified by, but are not limited to, the following behaviors:

- A student copies another's paper completely or in part
- A student knowingly provides his/her work or answers for another to copy or claim as his/her own
- A student purchases or steals from the Internet an essay and claims it as his/her own
- A student copies passages, ideas, statistics or working from a book, periodical, website or other source and claims it as his/her own without any indication of providing appropriate citation
- A student taking pictures of a quiz, test, etc.

Westminster staff will thoroughly communicate the various forms of cheating and plagiarism at the beginning of the school year to all students in grades 5-12. If a student chooses to take part in cheating or plagiarism after that time, the following consequences will take place:

Plagiarism

- **First Occurrence:** conference will take place between Westminster staff and student where the student will be informed of the infraction. The occasion will be used as a teaching opportunity to clarify, guide and build students’ understanding of plagiarism. Administration will be informed.
  - **Consequence:** parent notification, student will redo the assignment for a maximum of 50% credit.

- **Second Occurrence:** conference will take place between Westminster staff and student where the student will be informed of the infraction. Administration will be notified.
  - **Consequence:** parent notification, student will redo the assignment and a “0” will be given on the assignment. Student will receive an in-school suspension. Failure to redo the assignment will result in an additional suspension from school.

- **Subsequent Occurrences:** conference will take place between Westminster staff and student where the student will be informed of the infraction. Administration will be informed.
  - **Consequence:** meeting between parents, Westminster staff and administration will take place. Student will redo the assignment and a “0” will be given on the assignment. Student will receive an out of school suspension. Failure to redo the assignment will result in an additional suspension from school.

- Plagiarism in multiple classes may result in an expulsion from Westminster.

Cheating

1. No credit will be earned on the homework/test/quiz
2. Parents will be contacted
3. Recurring issues will result in escalating consequences
COMPLAINT OR PROBLEM PROCEDURES

During the course of the year, misunderstandings or problems can arise. This is often the result of lack of communication between those involved. Westminster’s process for dealing with these differences and concerns seeks to be consistent with the teachings found in Matthew 18 by following the proper channels of communication as noted below.

Parent/Student → Teacher → Principal → Head of School* → School Board Leadership Team

- All questions, problems or complaints should be brought to the teacher. Though an administrator will listen to a parent’s/student’s concerns prior to any meeting with the teacher, the administrator’s first responsibility is to advise and help a parent/student initiate a dialogue with the teacher.
- If the situation is not cleared up at the teacher level, it should be brought to the appropriate principal.
- If the situation is not solved at the principal level, the parent/student should meet with the Head of School* (HoS).
- If the situation is not solved at the HoS* level, parents/students may reach out to the Leadership Team of the School Board (President and Vice-President) to present their concern both in writing and in person. The concern then will be shared with the entire School Board for their review and action. Though not typical, at the discretion of the Board’s Leadership Team, the parent/student may be invited to present the concern in person at a monthly Board meeting.

If after all attempts have been exhausted and resolution is unattainable, the parents and school administration should prayerfully evaluate whether a mutually beneficial and cooperative relationship can be continued and maintained.

* In any given school year, when a Head of School is not present, the channel of communication moves from the principal directly to the School Board Leadership Team.

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. Approved schedule changes at the high school level may be made through the first five days of the semester without penalty. 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.

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.

DANCE POLICY FOR HIGH SCHOOL

Westminster Christian High School sponsors dances each school year. Our goal, in line with the school’s mission and vision, is to teach and disciple students to participate in acceptable mainstream cultural activities in a God-honoring way under the supervision and direction of their parents and Westminster Christian school staff. All dances will be chaperoned by Westminster Christian School staff, faculty, faculty advisors and/or administrator. Dances are an optional social activity; participation is at parents’ discretion.
Guest Policy

A Westminster Christian School student may invite one guest who is not a member of the Westminster Christian School community. The guest must be under the age of 21 and be registered on the online permission form.

Dress Guidelines

- Cleavage must be covered.
- Strapless dresses must be cut straight across in the front and appropriately fitted.
- Slits in dresses must be not more than 4 inches above the knee.
- Dresses must be at least mid-thigh in length.
- Dresses should have no cut-outs; no see through material is permitted.
- Modesty should be the governing principle.
- Parents should provide guidance in advance.
- Students who are dressed inappropriately may be asked to change or dismissed from the dance at the discretion of Westminster Christian School staff. Parents may be contacted.

Behavior during the dance

- Students must arrive at the dance within 30 minutes of the start time. No one will be admitted after that point.
- No one may leave the dance early unless parental permission is obtained. No one who leaves the dance will be readmitted.
- On site dances will end by 10 p.m. and off-site dances by 11 p.m.
- All dancing must be appropriate (not provocative or sexually explicit, or prone to physical injury).

Music Selection

- All songs played at dances will have been reviewed and approved by Westminster Christian School personnel prior to the event. No additions will be made to the playlist at the dance.

DISCIPLINARY PROCEDURES

Westminster Christian School seeks to encourage and mentor student growth in four key areas that will contribute to a safe, healthy and God-honoring community:

- Giving respect
- Growing in self-control
- Striving for integrity
- Seeking and granting forgiveness

At Westminster, we desire to maintain a positive learning environment. To do so, the school must respond to student misconduct. We believe that disciplinary situations are opportunities for students to learn and grow. As a staff, we are committed to seeking God’s guidance and wisdom as we work with our students in these matters.

Westminster Christian School will work faithfully to maintain a positive learning environment with the expectation that staff and students will treat one another as image bearers, fairly, and equitably, and with respect.
Elementary

There are 3 school rules in elementary school:

1. Be Safe
2. Be Respectful
3. Be Responsible

Encouragement, affirmation, and positive feedback as well as consequences will be utilized in the elementary school. Teachers and administration use a biblical worldview when working with students and families. Individual teachers will address their classroom management systems during their Parent Night presentation in August as well as in writing.

Primary Grades

Our overall discipline guidelines for PK - grade 2 will follow a progression. Depending on the age level, progressive responses to inappropriate behavior may include the following:

- Verbal Correction
- Separation from other students
- Loss of privileges
- Call or email to parents
- Referral to the principal

While most concerns should be handled by teachers in a progressing manner, sometimes immediate disciplinary action will be taken for students who demonstrate the following:

- Excessive Disrespect
- Directing Abusive Language, Swearing, Aggressive Behavior or Fighting toward a teacher, adult, or another student, Bullying

In these situations, parents will be contacted and the student will receive an appropriate, strong disciplinary response from the program principal. In certain circumstances, it may be in the best interest of the school community to immediately remove the student from the day’s remaining classes.

In grades 3 and 4 our disciplinary structure begins to transition toward and prepare our students for the middle school disciplinary model. The distinctive responses and accountability measures for the grades 3 and 4 disciplinary plan are noted below:

Level 1: These may result in a reprimand, restitution, pink slip, conduct detention, or other forms of disciplinary action as approved by administration. These types of behaviors may include (but are not limited to) the following:

- Inappropriate language
- Insubordination or disrespect
- Classroom disruptions
- Demonstrating disrespect for staff or adults
- Disruptive behavior in class or hallway
- Misuse of the internet or school’s technology
- Unapproved use of cell phones and personal technology
- Demonstrating disrespect for the personal space of others/Hands on someone else
- Inappropriate touch/Hands on someone else
- Leaving teacher’s supervision without permission
- Dishonesty
Level 2: This type of infraction may result in suspension, probation, or expulsion. Types of Level 2 behaviors include (but are not limited to) the following:

- Possession and/or use of dangerous materials such as fireworks or knives
- Written or spoken threats
- Fighting
- Stealing
- Setting a fire or pulling an alarm
- Destructive behavior or destruction of property
- Bullying - any conduct that is physically, emotionally, or mentally harmful to another student or creates a hostile or intimidating environment that interferes with the educational process
- Racial slurs or racist behavior (including inappropriate humor)
- Cheating - including the giving or receiving of answers on homework, quizzes, tests and essays
- Dishonesty, lying
- Behavior that endangers self or other students/staff
- Repeated or excessive Level 1 behaviors

Students should avoid any behavior that is disruptive to school operations, detrimental to good order, negatively impacts the larger Westminster learning community, or negatively impacts the testimony of Westminster Christian School. Misconduct in the school or at any school function not specifically mentioned above may be subject to disciplinary action up to and including suspension and/or expulsion.

Individual teachers will handle inappropriate behavior in their classrooms. It is expected that most disciplinary problems will be resolved between the student and teachers. Teachers will use the following guidelines when addressing most forms of misbehavior:

First A personal conversation with student regarding the misbehavior
Second Contact parents
Third + Referral to office for Conduct Detention

Pink Slips

Pink Slips can be issued for minor infractions as a warning. Please note, a conduct detention is issued for every two pink slips issued per quarter.

Detention Hall

After school conduct detentions for elementary school will be held each Tuesday and Thursday from 3:00-3:30 p.m. The following is the quarter progression for Conduct Detentions that are cumulative in nature across all classrooms including art, music, physical education and band:

First 30 minute detention
Second 30 minute detention
Third 1 hour detention
Fourth One day out-of-school suspension
Fifth Two day out-of-school suspension (Possible Behavior Contract)
Sixth Consideration of withdrawal

The student will have two dates from which to choose to serve the detention. The student is to take the detention notice home to inform his/her parents and make transportation arrangements. The signed detention form must be turned in at the beginning of the detention time (3:00 p.m.).
No detention may be served without a parent’s signature on the detention form. Failure to serve a conduct detention on one of the two dates on the form will result in an additional 30 minute detention.

Detentions are considered a form of disciplinary consequence and should be regarded as such by students in the detention hall. Students will be expected to complete a written assignment or work detail as assigned. Talking, sleeping, eating, drinking or causing any form of disturbance will not be tolerated. Any violation will result in a five-minute extension of the detention time per offense.

**Grades 5-12**

Westminster aims to uphold God’s holy and righteous standards in all areas of life. The aim of discipline is to shepherd a child back into righteous and holy conduct. Restorative correction is to be done in love with the aim of bringing about repentance that bears the fruit of righteousness. When students make choices against God’s holy and right conduct, Westminster will aim to speak truth to convict and direct, but do so with love and grace in order to reach the child’s heart (Ephesians 4:15). Ultimately, restorative correction, when done out of love, is intended to care for a child’s future decisions so that they will Grow-in love, joy, peace, patience, kindness, goodness, faithfulness and self-control (Galatians 5:22-23).

**Biblical Foundations of Classroom Discipline:**

1. **Just nature of the law.** The law of God is meant to demonstrate His holy and righteous standard. The just nature of the law means that an appropriate consequence will be applied for every person’s action.
2. **Done in love.** The aim of discipline is correction not retribution. While consequences are necessary, forgiveness and restoration are always available to the student. Westminster desires to see transformative change in the lives of students and recognizes discipline and consequences as an instrument that God uses to promote change in a student’s life. (Proverbs 13:28)
3. **Fostered through relationships.** Discipline is built on the foundation of a relationship. Westminster desires to know each child individually. This means knowing their unique circumstances and needs in order to care for them and shepherd their future. (1 Thessalonians 5:14)
4. **In partnership with the home.** The school serves the home. Discipline is no exception. Our aim is to come alongside parents in the education and growth of their child. When discipline takes place, it is only effective if it is done in partnership with the home. (Hebrews 12:7-11)
5. **Limits of school.** In some cases, a school is incapable of administering the necessary discipline in a child’s life. The home and the church are chief accountability and discipline measures in a person’s life. In some cases, the school will recognize their inability to bring about restoration and will need to ask the student to leave the school in order to receive appropriate discipline and restoration elsewhere. This does not mean that forgiveness, love and grace are not extended to the student, but it does mean that the school is not in a position to properly care for the child as they need. (1 John 1:9, Matthew 18:15-17a)

**Three levels of discipline:**

Westminster sees three levels of discipline that takes place at the school.

**Level 1: Classroom discipline.** This is left to the discretion, policies and governance of each individual classroom teacher. While all classrooms are unified in their desire to uphold the foundations of classroom discipline, each class, teacher, and subject are unique and require different rules to function. Classroom teachers will work in conjunction with the home when discipline is in order. Repeated offenses will not be tolerated and students will be referred to the administration in such cases.
Level 2: The following violations will result in detentions, work hours, loss of privileges or any other consequence that the administration deems necessary.

- Dress code violations
- Technology code violations
- Tardiness
- Disrespect to any staff member of school employee
- In class disruptions
- Skipping class or leaving school without permission
- Skipping detention
- Lying
- Swearing/Profanity

Level 3: The following list, while not exhaustive, will result in suspension, probation or expulsion, in addition to the consequences in Levels 1 and 2.

- The use, possession or distribution of tobacco.
- The use, possession or distribution of e-cigarettes or other vaping paraphernalia
- The use, possession or distribution of mood or mind altering drugs.
- The use, possession or distribution of prescription drugs.
- The use, possession or distribution of alcoholic beverages.
- The use or possession of fireworks or other explosive devices
- Pulling a fire alarm
- Theft
- Vandalizing or misusing school property
- Planning or committing arson
- Bullying, fighting or disruptive behavior
- Repeated classroom disruption
- Repeated lying
- Defiance of staff authority
- Repeated Profanity
- Profane gestures or sexual innuendo
- Inappropriate use of technology
- Sexual immorality
- Sexting
- Gambling
- Racial slurs or racist behavior including inappropriate attempts at humor
- Sexual harassment
- Use of any type of language that is threatening in nature.
- Any behavior that damages the community or Westminster culture.

Financial and/or property restitution may be required for any misbehavior that leads to the damage of school property or of others’ property.

**Bullying Behavior (Elementary, Middle, and High School)**

Jesus tells us that the greatest commandments are to love God and love others (Matthew 22:36-40, Mark 12:29-31, Luke 10:25-28). Jesus also reminds us that people will know we are his disciples by our love for one another (John 13:34-35). Our primary task is to challenge students to love. There is no room for bullying or similar actions at Westminster Christian School, but rather devotion to love each other. This compels us to protect and support victims, strongly discipline abuse of power, and help all students and parents be a part of creating an atmosphere of care which is free from intimidation, harassment, harm or threat.
Definition

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of (a) physical harm to a school employee or student or damage to the school employee’s or student’s property; (b) substantial interference with a student’s education or with a school employee’s role in education; (c) a hostile educational environment for one or more students or school employees due to the severity, persistence or pervasiveness of the act; or (d) substantial disruption of the orderly operation of the school or educational environment.

“Electronic Act” means without limitation a communication or image transmitted by means of an electronic device, including but not limited to a telephone, wireless phone or other wireless communication device, or computer.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial disruption with the other’s performance in the school environment.

“Substantial disruption” means without limitation that any one or more of the following occur as a result of bullying:

- Necessary cessation of instruction or educational activities
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment
- An electronic act that results in the cessation or interference of the orderly operation of the school environment

Examples of “bullying” may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic “compliments” about another student’s personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting or belittling
- Non-verbal threats and/or intimidation such as “fronting” or chesting” a person
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics
- Blackmail, extortion, demands for protection money or other involuntary donations or loans
- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Stealing or hiding books or belongings
- Threats of harm to student(s), possessions or others

Policy

We do not tolerate bullying in our school community.

Procedure

Students who engage in bullying while (a) at school, on school property, on school trips, in school vehicles, at any school function, in connection to or with any school sponsored activity or event, or while enroute to or from school, or (b) by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion.
School employees who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall immediately report the incident to the program School principal or designee. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Students or parents who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall report the incident to the principal or designee as soon as possible, and never later than twenty-four hours after the incident. While later reports are welcome, follow up and discipline are hampered by longer time periods. Any student who is a victim of bullying or who witnesses bullying or has reliable information about a bullying incident will be afforded as much care and protection as reasonably possible with severe consequences for a student or parent who retaliates to the student providing the information. Intentional false reports intended to harm will be treated as a major offense for discipline.

The program principal or designee will be responsible to follow up on reports to determine the need for disciplinary action. If the bullying incident is substantiated, the building principal or designee will require a meeting between the principal or designee, alleged victim and family, and the alleged bully and family within twenty-four hours, with the goal of using partnership to change behavior and encourage reconciliation.

Consequence

The most likely consequence for verified bullying will be suspension and/or expulsion depending on the severity and circumstances surrounding the incident. Repeated instances of bullying or retaliation will result in expulsion.

Plan

The following actions to train, create understanding, and institute these policies will be implemented:

1. Staff will be trained, at least on an annual basis, including these policies and the importance of modeling behavior that encourages genuine care for all and discourages bullying.
2. Student Development Coordinators at the middle and high school levels will serve as another layer of both student and parent follow-up/communication and support.
3. A public reminder to students will be made at least annually.
4. Parents will have the policy presented at least annually through email, website, the parent/student handbook, and/or public forum as deemed appropriate by administration.
5. Administration or designees will regularly review discipline and information to determine if a student exhibits potential bullying characteristics for the purpose of working with that student to prevent bullying.

DRESS CODE FOR STUDENTS

Westminster Christian School desires to maintain an environment that reflects a Christian worldview and allows students to learn and grow. Consequently, Westminster will set expectations for student’s appearance that will align with Biblical values and foster an environment of learning. Westminster’s dress code is designed around 3 main principles:

1. Appropriateness: Establishing standards of dress that are appropriate in promoting a Christian, college preparatory school setting.
2. Modesty: Setting expectations that affirm the virtues of purity, propriety, and self-discipline.
3. Respect: Setting a goal to glorify God and be an honorable example to others in our dress and appearance.
Students are expected to follow the school dress code, including on exam days and while on campus before and after school. Our expectation is that parents will teach, reinforce, and promote these principles in support of the school. If parents have any questions related to the dress code, or specific questions about student dress, please contact an administrator.

Guidelines for Westminster’s dress code are as follows:

**General**

- Clothing should be neat, clean, and appropriate. Clothing should be appropriately sized - not too small and not too large.
- Clothing should not be frayed, worn, have holes or tears whether natural or by design.
- Inappropriate images and messages on clothing are not permitted.
- Cross-gender dressing will not be allowed.
- No undergarments should be visible because of clothing material and/or by the way it is worn.

**Shirts, Dresses, Skirts, Tops**

- Girls’ shirts, dresses, and tops should be modest with necklines revealing absolutely no cleavage.
- All shirts and tops should cover the midriff at all times. If a student’s midsection can be seen at any time, the shirt should not be worn to school. Here are two good tests:
  - When you raise one hand above your head, if your midsection can be seen, the shirt is too short.
  - When you bend or sit, if your shirt is too short or tight and rides up to expose your midsection, your shirt is too short.
- Shirts, blouses, and dresses must be sleeved unless covered by a sweater or jacket at all times.
- Skirts and dresses must be of a modest length, reaching near the top of the knee. Mid-thigh length is not appropriate.

**Jeans, Pants, Shorts**

- Shorts: Students may wear shorts of appropriate length throughout the year. Shorts should be knee-length or approaching knee-length. Mid-thigh length is not appropriate.
- Pants: No pajama-style or baggy sweatpants should be worn. However, joggers, harem pants, and athletic-style pants (i.e. pants designed/styled for both fashion and to be worn to practice or games) will be permitted.
- Yoga pants/leggings/tights may be worn by girls only if covered by a dress/skirt that meets the dress code expectations. (Note: Long shirts and sweaters are not considered dresses.)
- Jeans and pants that are form-fitting are not permitted. Pants must be loose fitting.

**Shoes, Hats**

- Shoes, sandals (middle school/high school only), and slides are permitted, but must be worn at all times in the building. Slippers are not permitted.
- Sandals should not be worn by elementary students due to the possibility of slivers or injury presented by outdoor play.
- Hats should not be worn in the school building.
Personal Style

- Hair is to be clean and groomed. If boys’ hair, when hanging down naturally, exceeds collar length or hangs in the eyes, it must be pulled back in a ponytail.
- Hair is to be clean, neat and not a distraction (e.g. Mohawk, extreme haircuts, unnatural hair colors, etc.).
- Visible tattoos and body piercing, with the exception of girls’ earrings, are prohibited for both genders. Boys are not permitted to wear earrings at school.

Dress at School Sponsored Events

- For Students: While greater responsible freedom is given to students in their choice of attire at school events, it is the expectation of Westminster that students will dress in a manner that is proper, modest, and neat.
- For Adults: To be an example and consistent in our community expectations, employees, parents and vendors are asked to also dress in a manner respectful of the guidelines set forth for students. When attending school functions such as field trips, sporting events, volunteering, coming inside to pick up students, visiting the classroom, etc., dress should be modest and reflect a positive example for students.

Those in violation of the dress code will receive a detention in grades 5-12 which is in line with the school’s Discipline Policy. If a dress code violation is a modesty issue, the student will be required to change their attire or have a parent bring appropriate clothing. Students will remain in the office until dressed appropriately and any absences from class during this time will be considered as absences.

Typically, violations of dress code in the elementary school will result in an email home asking parents to help the student avoid any future dress code violation.

Please note that the administration reserves the right to amend the dress code as needed to address new fads and styles that arise within the school year. The administration reserves the right to ask a student to stop wearing or displaying a particular style of dress, hairstyle, or appearance if deemed to be inconsistent with the standards and intent of Westminster’s dress code. The administration retains the right to monitor the dress of Westminster students during school functions both on and off campus, and to request compliance from students when necessary. Parents are urged to carefully monitor the clothing worn by their students when they leave for school or school functions.

DRIVING (Student 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 who drive to school must apply for a parking permit.
B. All students must park in numbered spaces and follow the designated traffic pattern.
C. Students may not go to their car during the day without permission of the administrative assistant at the front desk.
D. 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.
FIELD TRIPS

Teachers plan field trips that are designed to achieve instructional objectives.

All volunteer drivers need to complete a Volunteer Driver Application Form and have it approved by the administration prior to driving for any school function.

Parents are encouraged to participate in these field trips by assisting in driving and/or supervising the activities. Siblings should not attend as they are potential distractions to effective supervision and oversight. Classroom teachers will confirm their role and communicate all logistics with each chaperone prior to accompanying the class. At least 1 adult for every 4-5 students is desired to ensure adequate supervision.

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.

We ask that all volunteer parents on field trips willingly support and follow the classroom teacher’s direction.

GENERAL COMPLIANCE

Westminster Christian School is recognized by the Illinois State Board of Education. Our school community and principals will be in general compliance with the applicable sections of the Illinois School Code, with relevant case law (including Plyler v Doe), and with 23 Illinois Administrative Code Part 425 to maintain ISBE recognition.

GRADE ACCELERATION

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. The school administration will consider many factors when making a determination regarding accelerating students from one grade level to another. Among these factors are exceptional standardized test scores, outstanding classroom performance, and supporting evidence of social/emotional capacity for grade acceleration. Westminster’s goal is to challenge students toward academic excellence and substantive social, emotional, and spiritual development in partnership with parents.

GRADE RETENTION

Retention will only be considered when all strategies for remediation have been implemented and documented, but have failed to prepare the student to enter the next grade level. It is important that any communication and parent conferences involving student failure be ongoing and documented. When a teacher is considering the recommendation of retention, all necessary administrative personnel will be involved in the discussion and decision-making process.
Preschool

1 = Continuously demonstrating
2 = Developing
3 = Needs improvement
N/A = Not applicable

Skills Marks for grades K-4

O - Outstanding         N - Needs Improvement
G - Good               U - Unsatisfactory
S - Satisfactory       N/A - No Grade Assigned
                       P - Pass (grades 3-5 only)

Academic Marks for grades 3-12:

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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 Westminster Christian School. Students must attend full-time for both semesters of their senior year in order to graduate. Participation in graduation activities is a privilege earned by meeting school academic and conduct standards.

Only full-time students who have completed all Westminster Christian School academic requirements by senior exam days in May and are considered in good behavioral standing will participate in graduation.
GUIDING PRINCIPLES FOR PARENT-LED SOCIAL ACTIVITIES

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)

Social activities are wonderful opportunities to delight in one another and the goodness of life in a manner that brings glory to God. Parents have the joy of leading and establishing a framework for their children regarding God-glorifying social activities.

We encourage all parents to openly communicate with one another to understand the nature of social activities. It is, in the end, the parents’ responsibility to discern the appropriateness, safety, and advisability of each social activity their child attends. Yet, we want to offer guidelines that help set a community expectation and standard.

Therefore, we urge all parents, or other adult sponsors, involved in the planning of social activities to prayerfully take hold of the responsibility to:

- ensure that the social activities are age-appropriate
- ensure students are properly chaperoned at all times
- ensure God-honoring conduct among the students

It is our expectation that all activities, both school sponsored and unsponsored, involving Westminster Christian School students adhere to school behavioral expectations as outlined in the Lifestyle Commitment Form. Behaviors that are not acceptable include, but are not limited to, the following:

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)
- Participating in hazing activities. This includes anything that new members of a group are made to do to be a part of the group. This includes anything that is embarrassing, humiliating or degrading.
- Playing or listening to music that is inappropriate; watching movies or videos that are inappropriate
- At school sponsored swimming events, the young men are expected to wear modest boxer-type swim trunks and the young ladies to wear modest one-piece swimsuits, or two-piece swimsuits covered with a t-shirt.
- Inappropriate use of social media

The public display of affection between students is discouraged at school and should be carefully monitored at off-campus activities. Without oversight this issue can quickly become a point of distraction, concern, and conversation in the school environment and, in the end, negatively disrupt the school community.

At that point, the matter will be addressed by the appropriate member of the administration, or staff member, in the best interest of upholding the community standards of the school.

Students attending Westminster Christian School 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. We encourage parents to maintain the same expectation for social activities they are sponsoring.
HOMECOMING/WARRIOR SPIRIT WEEK

Homecoming/Warrior Spirit Week at Westminster Christian School is established to provide a focused opportunity to build positive student life, corporate identity, and school spirit. Homecoming/Warrior Spirit celebration planning is under the direction of the administrative team working in conjunction with the high school student government and a faculty sponsor. 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 K-12 community in the events associated with Homecoming/Warrior Spirit Week, including athletic contests and special events.

HOMEWORK

Homework is an essential part of the academic program of Westminster Christian School. Students should expect a reasonable, age-appropriate amount of homework from a school that is self-described as a college preparatory environment.

Homework is designed to enhance learning, prepare for the next day’s class, and expand academic skills. Assignments are expected to be handed in on time and late assignments may receive a lower grade or might not be accepted at all, depending on the discretion of the teacher in accordance with established classroom standards.

Students in grades 5-12 who miss class time to participate in extracurricular activities are responsible to obtain the assignments from the teacher or a classmate in order to be fully prepared for the next day’s class.

ILLNESS / MEDICATIONS

A. If your child has any symptoms of illness, PLEASE DO NOT SEND HIM/HER TO SCHOOL. The cooperation of all parents will result in protection of your child as well as other children in the school. A Pediatrician recommends that a child should be kept home if you notice any of these symptoms:

- Fever 100+ (the student should be fever free without medicine for 24 hrs. before returning)
- Vomiting or diarrhea in previous 24 hours
- Unusual fatigue or irritability
- Sore throat or other obvious infections

B. The teachers of the school will be watchful for any symptoms of illness and will notify you should anything occur at school. Any child becoming ill at school can be isolated from the other children and rest until he/she can be taken home.

C. If a child has been absent because of a contagious illness or prolonged sickness, a statement is required from a doctor stating that he/she can return to school without endangering other children.

D. 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.

E. Concussions: Upon receiving a concussion diagnosis from a medical professional, a Return to School Plan must be submitted by the student’s doctor.
F. Medication:
   - A Medication Authorization form must be submitted for any prescription medications, used by students during the school day. All medication must be sent to the office in the original bottle/packaging.
   - Per 105 ILCS 5/22-30(c), Westminster Christian School and its personnel incur no liability for injuries occurring when administering any medication including but not limited to asthma medication, an epinephrine auto-injector, or an opioid antagonist, and that the parents or guardians must sign a statement acknowledging this protection.
   - We will not dispense any non-prescription medication to students without parental permission.

G. Care of Students with Asthma
   - Westminster Christian School allows the self-administration and self-carry of asthma medication upon receipt of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually.
   - Westminster Christian School requests annually an Asthma Action Plan from the parents or guardians of students with asthma.
   - Westminster Christian School requires its personnel who work with students to complete every two years an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

H. Care of Students with Diabetes
   - When Westminster Christian School has a student with diabetes, all school employees receive training in the basics of diabetes care, per Section 10-22.39 of the School Code.
   - Westminster Christian School allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature, both of which are maintained in the school files.

I. Head lice: Westminster Christian School has a nit-free policy. A child that has had head lice will not be permitted back to school until he/she is nit-free. Students will be checked by school staff prior to reentering the classroom.

J. 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.

Medical Records

A record of student’s health examinations, immunizations, dental examinations and vision examinations is to be kept and maintained in the student files. Current medical records are due prior to the first day of school and performed and dated within 1 year prior to the date of entering school. This applies to the following grades/situations:

   - Physical/Immunizations - Grades Preschool, Kindergarten, 6 & 9, and first time in Illinois school
   - Proof of Meningococcal vaccine (MCV) - Grade 12
   - Dental Examination - Grades Kindergarten, 2 & 6
   - Vision Examination - Kindergarten and first time in Illinois school (except preschool)

Religious Exemptions are accepted if the ISBE Certificate of Religious Exemption form is completed by student’s health care provider (a physician licensed to practice medicine in all of its branches, advanced practice nurses, or physician assistants).

Students will be excluded from school by October 15 if the requirements for health examinations and immunizations have not been met.

7/2/20
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 that 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 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 that 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. Westminster Christian School will not request nor does it require students to provide passwords or other related account information in order to gain access to student account or profile on social networking websites.
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:
   - Copyright violations
   - Threatening material or messages
   - Harassing material or messages
   - Materials or messages containing personal information such as names, phone numbers or addresses
   - Obscene or pornographic materials or messages
   - Sexist, racist, or inflammatory messages
   - Material protected by trade secret obtained and copied without written permission of the owner
   - Advertisement of items for sale
   - Gambling
   - Downloading executable programs
   - Downloading of music or movies
   - 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.

1. Parental Advisory
   - 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.
   - The school cannot guarantee parents that students will be completely denied access to undesirable materials or the ability to receive undesirable information.

2. 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.
LOCKERS

A locker for student use is assigned to each student in grades 5-12. It is expected that students will not enter another student’s locker. The security of all personal belongings is the sole responsibility of each student. Locks, if desired, are available for high school student use at no charge and can be obtained from the high school office. If a school lock is used and lost or not returned at year’s end, a fee of $10 will be charged to the student’s account. We encourage students to use the lockers for essential items needed for school. To avoid even the possibility of loss or theft, items of great value and worth are best kept at home whenever possible. The hallway is not an appropriate place to store belongings.

Lockers should be kept neat and clean. Students are free to decorate the inside of the locker with items and images appropriate for the Westminster Christian School community. Interior decorations must be mounted with removable tape or in another way that does no damage to the locker or its paint. Locker exteriors should be free of decoration with the exception of birthdays.

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, either outside the elementary office or in gymnasium. 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

Elementary students keep their lunches in their classrooms until lunchtime, while students in grades 5-12 store their lunches in their lockers.

Please note there are lunch tables designated as ‘peanut free’ for those with nut allergies in the designated lunch area. (See Nut Allergy Awareness Guidelines, Appendix C.)

MIDDLE SCHOOL GRADUATION

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

OFF CAMPUS LUNCH

Off Campus Lunch is a monthly privilege granted to seniors who are in good standing. The schedule for lunch dates is established by the high school office. A permission slip, signed by the student’s parent, is kept on file.

PARENT CONFERENCES

Parent-teacher conference days are scheduled in the fall. Progress reports are available real-time on Parents Web. Mid-quarter elementary progress reports will be sent home at the kindergarten through grade 2 level only when a student is not meeting grade-level expectations.

Parents may request a personal 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.
PETS/ANIMALS ON CAMPUS

Pets/animals are not allowed on campus at any time with the exception of police dogs and service animals. This includes when school is in session or at any other event on campus. This is per Elgin Municipal Code .7.04.220.

PHONE DIRECTORY

A telephone and email directory of Westminster families will be available on Parents Web. Parents may block their own email address, phone number or address via the Parents Web site. 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 Parents Web 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.

PHONE / EMAIL COMMUNICATION

School office phones are to be used only with permission. The office staff will be present during school hours to answer the phone. Messages for individual teachers may be left with the office staff. We recommend that direct contact with teachers happen through email. Ideally, teachers and staff will respond to emails and phone messages within a 24-hour period.

PLAGIARISM (See CHEATING / PLAGIARISM)

PREGNANCY POLICY

When the school becomes aware of a student pregnancy, those involved will be asked to discontinue attending classes. This time will allow time for the gathering of facts, discernment of the students’ and their parents’ perspectives/attitudes/needs, and determination of an appropriate school response. Continued enrollment at Westminster will be conditional upon the approval of the Head of School and School Board. Continued enrollment comes with the following expectations:

- The students will continue to live with the parents or legal guardians under normal circumstances. Married students cannot be enrolled at Westminster.
- Students and parents alike are willing to enter a counseling/working relationship involving the church and the school. The goal is to form a cooperative plan that brings the students back into a proper relationship with the Lord and encourages appropriate behavior moving forward.
- Students involved in pregnancy and their parents must support open, timely, factual communication with the student body and parent community.
- Westminster will help students fulfill academic responsibilities if an indefinite suspension is issued.
- Students involved in pregnancy may be suspended from representing Westminster in school-sponsored performances, including athletics, music, drama, and leadership positions. As the pregnancy progresses, it is likely the student will be asked to pursue homebound instruction primarily for safety considerations.

As much as possible, both the boy and girl (if both from Westminster) will share similar consequences to demonstrate the shared responsibility and accountability for their conduct. This would include directives regarding suspension and homebound instruction.

7/2/20  30
RENWEB

RenWeb is our web-based, school-management system. For assistance with RenWeb, contact the appropriate program administrative assistant.

SCHOOL CLOSINGS (Emergency Notifications)

Announcements regarding school closings or emergency situations will be made via our school wide Calling Post. Via Calling Post, parents will receive an automated phone call from the school indicating any school closing or emergency situation. This call will originate from Oklahoma City, Oklahoma. Additionally, an all school email will be sent via RenWeb and a recorded message may be heard by calling the school.

SCHOOL HOURS

Preschool 3 (T/Th - half day)................7:55 a.m. (Tues.) / 8:25 a.m. (Thurs.)- 11:30 a.m.
Prekindergarten 4 (half day)..........................7:55 a.m. - 11:15 a.m.
Prekindergarten 4 (full day) ........................................7:55 a.m. - 2:45 p.m.
Kindergarten (half day)........................................7:55 a.m. - 2:45 p.m.
Kindergarten (full day) ........................................7:55 a.m. - 2:45 p.m.
Elementary (Grades 1-4)........................................7:55 a.m. - 2:45 p.m.
Middle/High School (Grades 5-12) .........................7:55 a.m. - 3:00 p.m.
Late Start on Thursdays (all grades) - School begins at 8:25 a.m. (Check calendar for exceptions.)

SEMESTER EXAMS (HS)

Comprehensive final semester exams will be given at the end of each semester covering only that semester's work. All students at the High School level are required to take semester exams. Seniors may be exempt from a second semester final exam in a class where the student’s second semester average is 93% (A) average or higher. The semester exam may be weighted up to 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.

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 Testing

Achievement tests are given each spring to students in grades 1 - 4. Students in grades 1-4 will take the TerraNova3 battery of achievement tests during one week in April each school year.
Middle School Testing

Students take part in Measures of Academic Progress (MAP) each year. This adaptive assessment measure student’s progress three times each year. These results allow parents and staff to obtain student’s individual progress over the course of a school year. In addition, grade 8 students will take the PSAT, a practice for the SAT. 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 PSAT to help with course placement and to establish a baseline for each student.
- **Sophomores** take the PSAT.
- **Juniors** 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 required to take the ACT before graduation. The SAT is also recommended.

Special Accommodations for College Entrance Testing

Students seeking testing accommodations should work with the guidance office. Students who seek to attain special testing services and/or accommodations for the ACT, PSAT, or SAT, 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 415 Plan (accommodation plan) must be in the student’s permanent record file at the time the request is made.

If **special accommodations for college entrance testing is needed**, please note that the process of requesting and establishing status for special testing services takes multiple weeks to gain approval.

STUDENT RECORDS

Cumulative files for current students are kept by Westminster Christian School and include enrollment papers, academic grades, attendance records, immunization records, standardized test results, discipline reports, and other pertinent information. Information from the cumulative files is not released outside the school without parental permission. For any requests regarding student records, please contact the Director of Admissions, Beth Lindberg, via email at blindberg@westminsterchristian.org.

SUNDAY OBSERVANCE / SCHOOL ACTIVITIES

School activities will not be held on Sunday (with the exception of activities that constitute all or part of worship services). Restricted activities include practices, tutoring sessions, or any other activity normally associated with Monday through Saturday school operations involving students. Any exceptions must gain prior approval from school administration.
TECHNOLOGY USE

Expectations and limitations related to personal technology usage at Westminster are designed to promote face-to-face relationships as well as build a disciplined mindset toward the reasonable and careful usage of technology.

- **Elementary school (grades 1-4):** The elementary school does not permit any form of personal technology to be used before, during or after school. This includes, but is not limited to cell phones, laptops, tablets, and gaming systems.
- **Middle school (grades 5-8):** With the exception of cell phones, personal electronic devices should remain at home. Cell phones must not be seen, heard, or used during the school day at any time unless used to contact or respond to a parent with teacher permission. Before and after school usage is permitted for individual and private use only.
- **High school (grades 9-12):** With the exception of cell phones and laptops, electronic devices should remain at home. Laptop use should be limited to school assignments and related classwork. Cell phones and laptops should be for individual and private use only. Students will be able to use their smartphones during the following allotted times: Before and after school, passing period and lunch. Smart phones are strictly prohibited in the classroom outside of exceptions allowed by the teacher (i.e. listening to music during work time, etc.).

Westminster is not responsible for damaged, lost, or stolen personal technology. Technology use and privileges may be suspended for inappropriate use.

Westminster Christian School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student’s social network account violates the school’s disciplinary policy; and may require the student to share content in the course of such an investigation.

**Technology and Internet Use Policy and Permission/Electronic Devices**

Technology and Internet access has opened up a world of educational opportunities and offers students a wealth of information. As Christians, we are called to responsibly and carefully utilize technology. Our desire is to teach students the importance of responsibility and accountability when using the Internet. Furthermore, students are taught how to access information in a responsible manner and to be productive when given the freedom to use electronic devices. Our aim is to teach them the potential consequences of technological and Internet use not in alignment with a life of holiness and to train them to examine their use of technology in light of a Christian worldview (1 Thessalonians 4:1-8; 5:22, Ephesians 5:3-4, Proverbs 6:6-8).

We must work together to be vigilant in helping students learn to use technology in a way that fosters their relationship with Christ and advances their critical thinking skills and creativity. Ultimately, Westminster Christian School desires to train students to utilize technology in a way that honors and glorifies the Lord, demonstrates respect to their peers and teachers, and grows their minds intellectually (1 Corinthians 10:23-24, 31b).

In order for each student to receive Internet access at Westminster, he or she will need to commit to the following guidelines:

1. Each student must commit to following the technology and acceptable use guidelines.
2. Each student must have the permission of his or her parent(s) or Guardian(s).

It is increasingly important for parents to walk through the following guidelines in order to help their child make wise decisions with technology.
Westminster’s Philosophy on Technology:

Technology is an important tool for students to wield in our advancing world. It should be common for students to be conducting research, connecting with fellow students, and producing highly innovative projects on their personal devices. The aim of Westminster Christian School is to innovatively and effectively train students regarding their devices as they prepare to solve real world problems.

Goals for Technology:

- Students will utilize technology as a regular part of each class as they meet learning goals (Matthew 22:37).
- Students will work collaboratively on different platforms (1 Corinthians 12:14, 1 Peter 4:10).
- Students will innovatively meet educational objectives in ways that will foster critical thinking and creativity (Matthew 22:37).
- Students will be information literate as we prepare students to recognize quality, trusted sources of truth (Acts 17:11, 1 Thessalonians 5:21).
- Our desire is for students to incorporate technology as part of their Christian life as they do all things to the glory of God (1 Corinthians 10:31b).
- We aim to help students exercise self-control (and other fruits of the spirit Galatians 5:22-23) in their use of technology, recognizing that technology can distract from the importance of developing relationships and cause a loss of productivity or isolation (Proverbs 18:1-2).
- Violation of the policy will result in the confiscation of the electronic device (Ephesians 4:25). The confiscated device will be given to the program principal until it can be picked up by a parent or guardian.

Parental responsibility:

Ultimately, each parent is responsible for monitoring his or her child’s Internet and social media activity. We encourage parents to be actively shepherding their child in his or her use of technology in order to shield their child from unnecessary repercussions that they can fall into. Violation of the policy will result in the confiscation of the electronic device (Ephesians 6:1-4).

TEXTBOOKS

All elementary and middle school students will be issued textbooks at the beginning of the school year. These books should be returned 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 will need to purchase their own textbooks. Westminster Christian School partners with Follett to provide a convenient, reliable source for digital textbooks that will be used in the classroom. Often times, digital textbooks provide a cheaper alternative than hard bound textbooks. In addition, digital versions also come with digital resources that enhance student learning. Digital textbooks, when available, will be purchased by high school families through Follett’s Virtual Backpack Program. Information regarding book ordering is sent to all families during the summer months for the fall semester and in December for the spring semester. Hardbound textbooks may be purchased in addition to the required digital textbooks at the discretion of parents.

TRANSCRIPTS

Request transcripts through the Transcript Request form on Westminster’s website. Please allow 2 weeks for processing.
TUITION / FEES POLICIES

The Board determines tuition and fees annually. 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.

Financial Policies

Westminster offers the following options: annually, semi-annually, 11 months, and 10 months. Families selecting the monthly payment option will be charged an annual $50 set-up fee. You will be asked to select payment options of either ACH (automatic withdrawal from checking/savings accounts) or credit card payment. Transaction fees for credit card payments will be added to the monthly invoice.

There will be a 15-day grace period. If any payment (Annual, Semi-annual, and Monthly) is received after the grace period, a $20 late fee will be assessed.

In consideration of services performed by Westminster Christian School, the undersigned Parent or Guardian agrees to the following conditions concerning tuition and fees:

1. The Enrollment and Commitment Deposits are non-refundable.
2. Tuition is to be paid for all times the student is enrolled and earning class credit.
3. If the account is delinquent at the end of a semester, the student may lose his place on the class roster and might not be allowed to take final exams.
4. 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.
5. If a student is expelled or asked to leave by the school administration, tuition will be prorated through the date in which the student leaves.
6. If a student voluntarily leaves the school to enroll in another school, tuition will be prorated through the date in which the student leaves.
7. If a student damages or destroys school property, parents will assume responsibility.
8. A student may not begin attending class until a financial agreement is signed and all fees and tuition currently due are paid.
9. I agree that, if my tuition and fees account is delinquent, I will pay all collection costs and understand that my student’s records (including report cards and transcripts) will be held until my account is paid in full. In the event of a dispute between the parent(s) and Westminster arising from or related to the payment or non-payment of tuition or fees that cannot be resolved within thirty (30) days from notice from one party to the other party, said dispute shall be resolved by legally binding arbitration, in accordance with the then current Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parents and Westminster understand that this arbitration process shall be the sole and exclusive remedy for any such tuition or fee dispute and expressly waive their right to file a lawsuit in any civil court against one another for such dispute, except to enforce an arbitration decision. Any costs incurred in arbitration shall be paid equally by the parties.
10. If an account becomes delinquent the accounts receivable past due process is followed.
   1) 1st day after payment date - payment is late.
      a. Parents should contact the Business Manager to discuss their plans to pay the balance on the account.
      b. Parents should correct or submit a new automatic debit form or credit card automatic payment form.
   2) 16 days after payment date
      a. 1st letter/e-mail/phone call from Westminster.
      b. Late fee accessed.
   3) 31 days after first late payment due date
      a. Parents should contact the Business Manager to discuss their plans to pay the balance on the account.
      b. Parents should correct or submit a new automatic debit form or credit card automatic payment form.
c. Family access to RenWeb will be suspended.
d. No other school fees may be billed, incurred or paid until the tuition account is paid and current (including, but not limited to, extra-curricular fees, interim fees, lunches, etc.).
e. All payments will be applied first to the oldest unpaid tuition fees.
f. 2nd letter/e-mail/phone call from Westminster.

4) 46 days after first late payment due date
   a. Parents need to submit a “Request for Modified Payment Plan” form including a revised/corrected automatic debit or credit card payment authorizing automated payment of their account.
   b. Parents may be asked to meet with the Head of School and Business Manager for approval of modified payment plan.
   c. Automatic payments of the account will begin once the modified payment plan is accepted by Westminster.
   d. 3rd letter/e-mail/phone call from Westminster.

5) 61 days after first late payment due date
   a. Any modified payment plan must be approved by the finance committee.
   b. If an acceptable modified payment plan is not in place:
      i. Student dismissed (transcripts will not be released for a student until the family account is paid in full). Student will not be allowed to attend classes until modified plan approved.
      ii. Final notice will be made in writing by Westminster Christian School that the account will be turned over to binding arbitration or collection, if an acceptable modified payment plan is not approved within 30 days.

6) 91 days after first late payment due date
   a. Account will be turned over to binding arbitration (if included in signed agreement) or collection if signed binding arbitration clause is not on file.

VISITORS

All visitors, including alumni, are to wear a nametag while on campus.

For parents visiting the school - Upon checking in and recovering a visitor badge, you will be directed to the appropriate school office. For the safety of students and protection of institutional hours, visits to the classroom must be scheduled in advance or gain approval from the appropriate principal.

Prospective students may visit the school upon prior arrangement by the parent with the admissions director. Prospective students are expected to meet all behavioral expectations of Westminster Christian School. 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.

WEAPONS/DANGEROUS ITEMS ON CAMPUS

Possession of a weapon, look-alike weapons, and/or dangerous items on the Westminster Christian School campus by any faculty, staff, student, or visitor will be treated as a serious violation of school policy.

- Possession of firearms is grounds for expulsion for a student found in possession of a firearm anywhere on school grounds, on school transportation, or at school-sponsored events.
- Possession of other dangerous weapons on school grounds is prohibited. Prohibited dangerous weapons include items such as, but not limited to, knives, daggers, martial arts weapons, metal knuckles, and air guns. Possession of these items is grounds for expulsion.
- Students are prohibited from having look-alike weapons or toy versions of weapons on campus. In many cases, these simulated weapons may meet the definition of a dangerous weapon because they expel a projectile. Possession of these items is grounds for expulsion.
- Students will receive discipline if they act with malice and display an item that appears to be a firearm, even if the item is not in fact dangerous. This type of behavior is ground for expulsion.
In the event that a report of a weapon on campus is made and/or a weapon is discovered in the possession of an employee, student, or visitor on campus the following procedure will apply:

1. In all incidents where a weapon is observed or reported, local law enforcement will be notified immediately to help assess the level of threat and/or danger.
2. The person reported to be in possession of the dangerous item will be immediately detained by the school administration and made available to local law enforcement for further assessment of the situation.
3. Parents of a student reported to have possession or responsibility for the weapon will be notified in a timely manner.
4. If a weapon is found without the owner being in the immediate area, Westminster personnel will secure the area. This includes but is not limited to monitoring vehicles, lockers, offices, and classrooms. Westminster personnel or appropriate administrator(s) will remain with the weapon until law enforcement arrives or gives other directions to follow.
5. In all cases, the student reported to be in possession of a dangerous item on campus will be sent home after meeting with local law enforcement.
6. In the event expulsion is not the final outcome, the student reported to be in possession of a dangerous item will not return to Westminster Christian School campus until school administration has cleared the student to return. This determination will be made in conjunction with input from law enforcement and, as necessary, a professional assessment indicating the student in question does not pose a threat to the school community.

**WEEKLY UPDATE**

All school communication is emailed once a week via the Westminster Christian School Weekly Update. Parents and students are encouraged to read this weekly correspondence.

**WORK PERMITS**

Students under the age of 16 seeking employment need to be issued a student work permit through the school’s guidance office. Please contact the High School Office for specific information required prior to the issuance of the student work permit.
APPENDIX A

THE “SNAKE”
Carpool Traffic Pattern

Church and School Building
Our plan for nut allergy awareness and oversight is built upon two foundational characteristics that define our school.

1. Safe environment for children
2. Loving community of Christ-followers

Safety of children
Westminster Christian School recognizes the increasing numbers of children who deal with life-altering food allergies. The Center for Disease Control and Prevention articulates the issue in relationship to schools this way: “Food allergies are a growing food safety and public health concern that affect an estimated 4%-6% of children in the United States. Allergic reactions can be life threatening and have far-reaching effects on children and their families, as well as on the schools or early care and education (ECE) programs they attend. Staff who work in schools and ECE programs should develop plans for preventing an allergic reaction and responding to a food allergy emergency.”

(http://www.cdc.gov/healthyschools/foodallergies/index.htm, Center for Disease Control and Prevention)

According to a study released in 2013 by the Centers for Disease Control and Prevention, food allergies among children increased approximately 50% between 1997 and 2011. Estimates indicate 1 in every 13 children (under 18 years of age) is dealing with a significant food allergy in the U.S. That is roughly two in every classroom. (http://www.foodallergy.org/facts-and-stats, Food Allergy Research & Education)

Students in our school have nut allergies and we welcome new students every year that deal with this issue. Life-threatening consequences can occur from a simple handshake, touching a table where a nut product was eaten, touching a water fountain push bar used by an unwashed hand or even from airborne allergens. It is a unique, though not uncommon, issue that requires a school’s thoughtful and active oversight.

Loving Community
At Westminster Christian School we value one another. We heed God’s call to serve one another and look to others’ best interests. Our community is marked by selflessness and generosity toward one another. As a school, we take seriously our call to be in loco parentis, “in the place of a parent”, referring to the responsibility of a person or organization to take on some of the functions and responsibilities of a parent. It is a legal responsibility, but also one that mirrors God’s charge to His people to care for one another. We seek to establish a safe place to live and work during the day.

Westminster has developed nut allergy awareness guidelines to care for the children in its “household”. Students are with us up to 7 hours per day. Coming to school is not like visiting a church, grocery store, or movie theater for an hour or so. This is, in many ways, a student’s home-away-from-home. We must establish “house rules” that protect all who live within the walls. We have students who have significant allergic challenges. Westminster needs to respond to this issue as one might respond to building an appropriate home environment. Establish guidelines of necessary care that responsibly protects every child in the school.

The Guidelines
These guidelines are intended for elementary school students and meant to deal with circumstances and situations where student involvement is expected, required, unavoidable or assumed. Some examples of these include all-class parties, lunch, elementary school programs, field trips, and before/after care. Typically, activities that are voluntary and/or encompass grades outside of the elementary school will require parents of students with allergies to make the necessary choices and take the necessary precautions for their child. Some examples of these would include snacks/food that come with participation in all-school musicals, concessions at all-school events and the Back to School picnic
Our Nut Allergy Awareness Guidelines allows for students to bring food to school containing nuts. However, we do ask that these students eat at appropriately designated tables and graciously act in a manner that seeks the best interest of those who cannot eat or be around such foods. If your child does not suffer from these kinds of allergies, your kind and thoughtful willingness to pack nut-free lunches for your own child as much as possible, though not required, would be a wonderful support to other families. Our hope and prayer is that families will rally together to help us as well as extend great care to other parents with students who have these threatening health concerns.

Our Nut Allergy Awareness plan includes the following expectations and policies:

1. The lunch area will have both open table seating and tables reserved for those preferring/needings a nut-free eating space.
2. Each school classroom will be a nut-free space. No food made with nut-products will be knowingly eaten or exposed in the classroom.
3. Classroom/Group events that involve food during school operation hours will only include food/treats that are nut-free. This would include birthday celebrations, class or holiday parties, Friday fun treats, before/after care snacks, and special evening programs and gatherings for elementary school families.
   a. Sealed pre-packaged, nut free items that have the ingredients listed on the package best meet our expectations. No homemade foods, please.
4. It is very important to read labels each time. Foods are not safe if the label has statements or contains ingredients such as:
   - “May contain traces of peanut/tree nut…”
   - “Made on equipment used in manufacturing or processing nut products…”
   - “Made in a facility that manufactures or processes nuts…”
   - Peanuts, peanut oil, and peanut flour.
   - Chocolate, seeds, and coconut because those items are usually processed with nuts.
   a. As a useful resource we have provided a large list of “Acceptable Snacks” to help families support one another in the care of our students with significant allergic health concerns.
   b. Food and snacks that do not meet the guidelines cannot be served and will be returned to the parent.

In the lunch areas:

1. Foods brought in from our lunch vendors each day and found in any vending machine are not guaranteed to be nut-free or prepared in nut-free environments. Parents of children with nut allergies are advised to provide lunches that conform to their child’s needs.
2. All tables and seating in the lunchrooms will be cleaned daily prior and after every elementary school lunch with a disinfectant wash.
3. Trash cans are available and left open for easy and no-touch disposal of trash during lunch. Cleaning supplies and any needed eating utensils will be made available by the lunch supervision team, as needed or requested.
4. Disinfectant wipes from a container will be made available for students to use on their hands and face before leaving the table.

Other provisions:

1. Students with life-threatening allergies may store their lunches in separate location from other lunches during the day, if requested.
2. Students with allergies should take personal responsibility and cautionary approaches for use of any vending machine.

For those dealing with life-threatening and/or life-altering food allergies to nuts, we must acknowledge this plan does not and cannot guarantee a nut free environment. Yet, we have developed these guidelines as evidence of our clear commitment to establishing a safe and supportive school environment that is both strong and balanced in its approach.

If you have any questions about these guidelines or have additional needs, please direct them to the appropriate program principal.
Acceptable Snacks for Classroom Parties/School Day Events

We have done our best to research and provide a list of acceptable snacks that meet our safety guidelines concerning nut allergies. However, we cannot guarantee the complete accuracy of this list because manufacturers change their ingredients from time to time without our knowledge. You can help most by reading ingredient labels and avoiding products that:

1. Contain peanuts, peanut oil, and peanut flour.
2. Labeled as “may contain peanuts” or “processed in a facility where peanuts/tree-nuts are present”.
3. Contain chocolate, seeds, and coconut because those items are usually processed with nuts.

Fruits and Vegetables
- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Craisins (dried cranberries)

Cheese/Dairy
- Kraft cheese sticks/slices
- Babybel cheese products
- Laughing Cow spreadable cheese
- Cabot Cheese
- Yogurt in individual cups or tubes

Crackers/Snack Items
- Triscuits
- Wheat Thins
- Cheez-Its
- Saltines
- Breton brand crackers
- Goldfish crackers
- Annie’s Bunny crackers
- Teddy Grahams
- Vanilla wafers
- Honey Maid Graham Crackers (Excludes other brands)
- Pretzels (Rold Gold, or Snyders if labeled nut-free)
- Pirate’s Booty
- Veggie straws

Cereals
- Cheerios (plain only)
- Chex (Rice, Corn, Wheat)
- Frosted Mini-Wheats
- Kix
- Life (Not Vanilla Yogurt Crunch)

Cakes/Cupcakes
- Nutphree’s Cupcakes (Mariano’s/Woodmans)

Cookies
- Lofthouse cookies (must be labeled as nut-free)
- Kellogg’s brand Rice Krispie Treats (original)
- Oreos (regular)
- Fig Newtons (all flavors)
- Nabisco - Lorna Doone Shortbread
- Nabisco Nilla Wafers
- Skeeter Snacks
- Lucy's brand
- Enjoy Life cookies
- Fancypants bakery (Costco)

**Donuts/Muffins (no grocery bakery items)**
- Katz brand donuts (frozen food section, Woodmans)
- Kinnikinnick brand donuts (frozen food section, Woodmans)
- Aunt Millie’s donuts (Meijer)

**Chips**
- Cheetos
- Doritos
- Fritos
- Pringles
- Sun Chips
- Tostitos
- Lay’s plain potato chips
- Pop Chips

**Candy (please avoid most chocolate candy)**
*Many of these items can be found in the dollar store candy section.*
- Charms Fluffy Stuff Cotton Candy
- Air Heads
- Blow pops
- Dum-Dums suckers
- Jolly Ranchers
- Laffy Taffy
- Mike and Ikes
- Sixlets (check label)
- Smarties
- Starburst
- Life Savers (hard and gummy)
- Nerds
- Ring Pops
- Runts
- Skittles
- Spree
- Twizzlers
- Tootsie Rolls
- Gimballs Brand candy hearts, jelly beans
- Tootsie Roll Company ANDES mint chocolate
- Haribo Gummy Bears
- Tootsie Co. Dots
- Costal Bay candy corn (Dollar Store, if labeled as nut-free)
- Cow Tales
- Kraft Caramels
- Dubble Bubble gum
- Sugar Daddy
- Junior Mints
- Skittles
- Starburst
- Sour Patch Kids
- Cella’s Chocolate covered Cherries
- Annie’s fruit snacks
- Fruit by the Foot (Kellog’s)
- Mott’s fruit snacks
- PASCHA Chocolate Chips
- Yummy Earth candy
Popcorn
- Skinny Pop
- Smart Pop
- Jolly Time

Other
- Betty Crocker Fruit by the Foot, Fruit Roll-ups, gummies
- Betty Crocker, & Pillsbury Icing - Vanilla
- Snikiddy Snacks (Baked fries/puffs)
- McCormick food coloring
- Kraft Marshmallows
- Peeps (check label, chocolate covered items not safe)
- Joy Brand Ice Cream Cones

Cold Treats
- Philly Swirl products
- Luigi’s or Marino’s Italian ice

Seasonal
- Spangler brand candy canes
- Costal bay confections candy corn (Dollar Store)
- Peeps marshmallow Valentine’s Day hearts (check label)
- Smartie’s (conversation) Love Hearts
- Gimbal’s brand candy hearts
- Gimbal’s/Starburst/Tootsie brand Jelly beans
- Peeps marshmallow chicks
- Swiss Miss Hot chocolate
- Enjoy Life Chocolate Chips
- Redi-Whip
- Cool Whip

Please AVOID these snacks at classroom parties:
- Ice cream - unfortunately, it is rare to find an ice cream product that is made in a facility that does not share equipment used also for products containing nuts.
- Trail mix
- Seeds - sunflower, pumpkin
- Granola Bars
- Cracker Jacks
- Chocolate-covered pretzels
- Chex mix
- Ritz Crackers
- Cheese/peanut butter sandwich crackers
- M&M product

*Note - This is not a comprehensive list. Please contact your principal if you’d like to request other items.
APPENDIX C

Request for Medication Administration 2020-2021
(To be completed by parent or legal guardian and submitted to the elementary office)

Student’s Name ___________________________ Birth Date ___________________________

Address ___________________________ Phone ___________________________ Grade _______

Parent’s Name ___________________________ Daytime Phone ___________________________

Emergency Contact Information ____________________________________________________

Medication to be administered _____________________________________________________

Dosage to be administered ________________________________________________________

Time or interval at which each dosage is to be administered ___________________________

Name of physician authorizing administration __________________________________________

Address ___________________________ Phone ___________________________

Date to begin administration ___________________________

Date to cease administration ___________________________

Notes:___________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

I request that Westminster Christian School administer the above medication to my child in
accordance with my request and the physician’s statement of need. I agree to notify the school in
writing of any changes in my child’s condition with respect to the administration of medication or
with any changes to the information provided on this form. I understand that it is my responsibility
to send an appropriate supply of medication to school in its original container. Medication
provided to the school in any container other than the original will not be accepted. I understand
that Westminster Christian School and its personnel incur no liability for injuries occurring when
administering any medication including but not limited to asthma medication, an epinephrine
Auto-injector, or an opioid antagonist, and that parents or guardians must sign a statement
acknowledging this protection.

______________________________ ___________________________
Parent/Legal Guardian’s Signature Date