



**WESTERN**  
CHRISTIAN SCHOOLS

*A Legacy of Excellence Since 1920*

# Western Christian Schools Elementary and Middle School

2011-2012  
Parent Student Handbook

3105 Padua Ave  
Claremont, Ca 91711  
(909)624-8291  
[www.westernchristian.org](http://www.westernchristian.org)



**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**PLEASE INITIAL Each Section:**

**Family Demographic Form:**

Prior to completing this agreement it is required that families complete the "Family Demographic Form" available online using your RenWeb parent account. Instructions for signing into RenWeb can be found in this packet or online at [westernchristian.org/wcs/renweb](http://westernchristian.org/wcs/renweb). Once signed into RenWeb you can access the Family Demographic Form by clicking the "Web Forms" link under the "School Information" menu.

\_\_\_\_ I have completed the "Family Demographic Form" in RenWeb and verify that all information is accurate and complete. I understand that the information I have verified will be used for all correspondence and official school records.

**Medication:**

\_\_\_\_ I understand that all medication taken by students on WCS property must be registered with and held by the attendance office and issued by WCHS personnel.

\_\_\_\_ **Family Covenant:** I HAVE READ THE FAMILY HANDBOOK WITH MY CHILD AND AGREE TO SUPPORT THE WESTERN CHRISTIAN SCHOOL STAFF IN ITS GOALS, PROCEDURES AND DISCIPLINE POLICIES. I UNDERSTAND THAT WESTERN CHRISTIAN SCHOOL IS A PRIVATE INSTITUTION AND RESERVES THE RIGHT TO CANCEL THE ENROLLMENT OF ANY STUDENT WHO DOES NOT ABIDE BY OUR STANDARDS OR REQUIREMENTS. WESTERN CHRISTIAN SCHOOLS EDUCATIONAL MISSION INVOLVES WORKING WITH THE HOME IN THE OVERALL CHRISTIAN EDUCATION OF STUDENTS. ON OCCASION THIS COOPERATION BETWEEN THE SCHOOL AND HOME MAY BECOME DIFFICULT. TO AVOID SUCH SITUATIONS, THE SCHOOL REQUIRES PARENTS ENROLLING THEIR CHILDREN, OR TO MAINTAIN ENROLLMENT, TO AFFIRMATIVELY SUPPORT AND COOPERATE WITH THE SCHOOL. WE REQUIRE PARENTS TO REFRAIN FROM SHARING PERSONAL CONCERNS OR COMPLAINTS WITH OTHER PARENTS. THIS ONLY SERVES TO SPREAD MISINFORMATION AND/OR INCITE DISCORD AND DISHARMONY AT YOUR CHILD'S SCHOOL. **(PROVERBS 10:19)**

**AS A PARENT:**

I AGREE TO SUPPORT THE SCHOOL WITH MY PRAYERS AND WITH A POSITIVE ATTITUDE. COMPLAINTS OR NEGATIVE COMMENTS WILL BE SHARED ONLY WITH THE TEACHER, ADMINISTRATOR, OR PERSON INVOLVED AND NOT WITH MY CHILD OR OTHER PEOPLE, FOLLOWING THE MATTHEW 18 PRINCIPLE. I UNDERSTAND THAT IF AT ANY TIME THE SCHOOL DETERMINES, IN ITS SOLE DISCRETION, THAT MY ACTIONS DO NOT SUPPORT THE MINISTRY, OR REFLECT A LACK OF COOPERATION AND COMMITMENT TO THE HOME AND SCHOOL WORKING TOGETHER, THE SCHOOL HAS THE RIGHT TO REQUEST THE WITHDRAWAL OF MY CHILD(REN).

**Agreement to Academic Honesty:**

At Western Christian School, academic honesty is essential; it is our standard. It is expected that all materials submitted, as part of any exercise, in or out of class, are the actual work of the student. Using the words or ideas of another without acknowledgment is commonly defined as plagiarism. Academic honesty goes beyond plagiarism to include receiving improper assistance. Turning in an assignment, test or paper written by or copied from another person is academically dishonest. Turning in an assignment, take-home test or paper substantially edited or otherwise improved by another person is also dishonest. Additionally, copying from printed or electronic sources (e.g., as from reference books or the Internet), unless citations are given, is academic dishonesty. Plagiarizing, using another's work, or receiving improper assistance will result in disciplinary action (see WCS Parent-Student Handbook).

\_\_\_\_ We have read and discussed the definition of academic honesty (WCS Parent-Student Handbook, "Academic Integrity Policy") and will refrain from questionable or improper academic behavior, knowing that academic dishonesty will result in disciplinary action.

**Photo Release Permission:**

I hereby give permission for my student's pictures to be used in the newspaper, on the internet, and/or in other advertising for WCS. Agree \_\_\_\_ Disagree \_\_\_\_

**Technology Acceptable Use Policy Agreement:**

*The Student Technology Acceptable Use Policy can be viewed within RenWeb by selecting "Resource Documents" under the "School Information" menu.*

\_\_\_\_ I have read the Western Christian Schools Technology Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, I may face disciplinary action in accordance with current Western Christian Schools policies.

\_\_\_\_ I hereby release Western Christian Schools, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the Western Christian Schools' Network, including, but not limited to claims that may arise from the unauthorized use of the network to purchase products or services.

**Enrollment Agreement:**

It is the desire of Western Christian School to work closely with the parent(s)/guardian(s) for the benefit of all students. Doing what is best for students is a strong common bond between the school and the home. WCS will cooperate in any reasonable manner to assist in helping student(s) be successful. *Positive, constructive criticism is always appreciated and encouraged.*

Unity is an *essential ingredient* in the success of any Christian ministry; unity does not necessarily indicate agreement on every issue or situation. It *does* demand mutual purpose, support, direction, and respect. Therefore, the following agreement is required for admission and/or continued enrollment at Western Christian School. In order to communicate clearly and constructively, it is required that all parents/students of Western Christian School read the WCS Parent/Student Handbook available online (*The Parent and Student Handbook can be viewed within RenWeb by selecting "Resource Documents" under the "School Information" menu*).

We, the parent(s) or legal guardian(s) of \_\_\_\_\_, do agree to positively support Western Christian School's Mission Statement, Philosophy, Statement of Faith, and Purpose. We also agree to positively support Western Christian School's rules and standards of conduct as outlined in the Student Handbook. We agree to withdraw our student from Western Christian School if we can no longer give Western Christian School our full cooperation and support. We understand that violation of these standards may constitute grounds for expulsion from Western Christian School.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Student Agreement:** It is my personal desire to attend **Western Christian School** for the **2011-2012** school year, and I promise to live by the rules and standards of the school.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*IF YOU ARE A FAMILY WITH MULTIPLE STUDENTS A FORM MUST BE COMPLETED FOR EACH CHILD\***

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## **K-8<sup>TH</sup> PARENTS/STUDENT HANDBOOK 2010-2011**

### **INTRODUCTION**

The administration, faculty, and staff of Western Christian Schools welcome you and your family! Our commitment is to offer your student the finest Christian education available, striving to make that education stimulating, meaningful, and God-honoring. We ask for parental support both in prayer and practicality, asking that you be an active participant in your student's education. This Parent-Student Handbook has been carefully prepared so that students and parents will know and understand the policies, procedures, and practices of WCS, and adhere willingly to the handbook's requirements and expectations.

It is understood that this handbook cannot possibly address every situation or circumstance that may arise at Western Christian Schools. Therefore, this handbook serves as a guide and WCS reserves the right to make decisions after careful prayer and fact gathering to make final decisions that will uphold and maintain the philosophical position of the school.

### **THE MISSION STATEMENT**

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

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

### **BRIEF HISTORY OF WCS & RECENT IMPROVEMENTS**

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

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

In 1999 we established our International Program which currently educates almost 100 students at our high school campus, and expanded in 2008 to accept international students in our 4<sup>th</sup>-8<sup>th</sup> grade program. Western Christian Schools is approved by SEVIS to issue I-20's so that students can apply for, and receive, F1 status Visa's and remain at WCS throughout their elementary, junior high and high school years.

In 2008, the school added 8 new modular classrooms on the Claremont campus, including music room, technology, and middle school classrooms.. Western carried out extensive upgrading to include landscape, parking, walkways and playground areas.

In 2009, Western purchased a 10.5 acre, 96,000 sq. ft. facility in Upland for its high school after 30 years of renting a school site in Covina. The new high school site also hosts Western's Upland preschool. Upon its purchase, Western began a series of facility improvements on this site to include: landscaping and painting the preschool, installing a new wood gym floor and presently continuing the upgrade of the football field.

### **ACADEMIC FREEDOM AND RESPONSIBILITY**

As a Christian school, it is a goal of Western to pursue and disseminate truth within the framework of biblical values and our mission. Accordingly, board members, administrators, teachers, staff, and students are free to question assumptions and to consider alternatives in the course of their pursuit and communication and in light of the school's statement of faith (see also Galatians 5:1).

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

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

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

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

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

Western Christian provides a variety of extra curricular opportunities including sports, student government, and clubs.

### **PHILOSOPHY**

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

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

### **SCHOOL OBJECTIVES**

- To provide an educational structure and atmosphere that fosters academic training, stimulates academic curiosity and critical thinking and develops a love and appreciation for knowledge and understanding.
- To instill a sense of individual worth, along with an understanding of individual strengths and limitations and to give direction toward setting life goals.

- To impart a respect for order in God's universe and an understanding of the necessity for order and discipline in all areas of life.
- To lead students to a personal acceptance of Jesus Christ as Savior and a life of obedience to Him as Lord.
- To train Christian men and women to grasp the importance of servant-hood in their relationships with God and their community in order to impact our world in a positive manner for Jesus Christ.

### **EXPECTED STUDENT OUTCOMES (L.A.N.C.E.R.S.)**

- **Learn** – Students will learn effective communication skills.
- **Appreciate** – Students will appreciate cultural diversity and spiritual truth.
- **Navigate** – Students will navigate life with a biblical worldview.
- **Create** – Students will engage in the creative arts by exercising their God-given talents.
- **Excel** – Students will excel academically, socially, physically, and spiritually.
- **Reason** – Students will think critically, problem solve, and effectively prioritize.
- **Serve** – Students will model Christ's example of selfless service to the local and global community.

### **STATEMENT OF FAITH**

- We believe the Bible, composed of the Old and the New Testaments, is the Word of God; a divine, supernatural, infallible revelation. We believe in the plenary verbal inspiration or the original writings of the Scriptures and that they are wholly without error.
- We believe in the Triune God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe in the Deity of our Lord Jesus Christ, in His virgin, His sinless life, His miracles, His vicarious and atoning death through his shed blood, His bodily resurrection, His ascension to the right hand of God the Father and His personal return in power and glory.
- We believe that man, created in the image of God, fell into sin through the sin of the first Adam and is lost and separated from God. We believe that lost mankind must be born again and regenerated by the Holy Spirit. Salvation is by grace through faith in the Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling that Christian is enabled to live a godly and victorious life.
- We believe in the resurrection of both the saved and the lost; they that are saved into the resurrection of eternal life and they that are lost into the resurrection of eternal damnation. Heaven is a place of blessedness. Hell is a place of eternal suffering.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **ACCREDITATION (PRESCHOOL - HIGH SCHOOL)**

Western Christian Schools department is fully accredited with the Western Association of School and Colleges (WASC). WASC is a recognized accrediting agency for both public and private schools in the state of California.

Western Christian Schools is also accredited with the Association of Christian School International (ACSI), of which our school is an active member. The Claremont Campus became dually accredited this year.

Western Upland preschool, joined the rest of the school system by obtaining full accreditation for a 5-year term.

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

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

## **CHURCH ATTENDANCE - PARTNERING FOR YOUR CHILD'S CHRISTIAN CHARACTER DEVELOPMENT**

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

Students and families are encouraged to regularly attend a Bible-based Christian church in agreement with WCS' Statement of Faith. We trust your family's church attendance will be a top priority because it is vital in building Christian family values in your home.

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

## **BOARD AND ADMINISTRATION**

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

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

## **COMMUNICATIONS PROCEDURES AND PARENT CONCERNS**

### **GENERAL CONCERNS, IDEAS, AND SUGGESTIONS**

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

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

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

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

**Step 1:** All classroom situations should go to the teacher **first**. Concerns regarding another student should be directed to the teacher. Please do not confront another student. It is for your protection that we implement this policy. Concerns regarding an aide should be directed to the teacher or the aide's supervisor.

**Step 2:** If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification and additional follow up. Sometimes, another individual might not be aware that the issue has not been resolved.

**Step 3:** If the situation cannot be resolved after further clarification with the teacher, then see the principal/vice principal or director of the department who will meet with both you and the staff person involved. **The goal of this communication process is to have concerns and complaints resolved at the department level.**

**Step 4:** If the situation reaches an impasse after Steps 1, 2, and 3 (after you have met with the head of the department) have been attempted, then unresolved concerns may be taken to the Superintendent by requesting a meeting to discuss the issue.

**Step 5:** If the Superintendent is unable to resolve the situation, (you may need to seek additional information and follow through or clarification with the Superintendent. If it is not resolved at that follow-up level, a request for involvement may be submitted to the Board. A letter specifically explaining your concerns and the individuals involved, submitted to the office of the Superintendent, will start this process. The Board, at its next regularly scheduled meeting, will consider the written correspondence and a response will be given accordingly.

**Step 6:** Christian conciliation/arbitration

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

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

### **BLOGGING AND/OR INTERNET COMMUNICATION**

As a parent of Western Christian, it is expected that you will support your student's school, including our faculty and administrators, procedures and policies (per parent contracts). If you have a problem or concern, please bring it directly to the person involved and not involve others that are not directly part of the solution/situation. Blogging your concerns, suggestions, or questions does not help Western Christian resolve the situation and only hurts the reputation of your student's school and faculty as well as damages interpersonal relationships and trust among one another. Keep in mind that problems are best handled at the first level (Matthew 18:15-17)

We strongly urge all parents to refrain from sharing personal concerns or complaints with other parents, or parents not involved, including blogging complaints, rather than following the biblical procedure outlined above. This only serves to spread misinformation and/or incite discord and disharmony at you student's school (Proverbs 10:19)

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

## **ADMISSIONS STATEMENT-CONTINUED ENROLLMENT AT WCS**

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

It is a privilege to attend WCS. Our students should realize that they are responsible at all times (in and out of school) to conduct themselves in a manner which brings credit to the name of Christ, their family, their school and themselves. Our student body strives to promote good morals, friendliness, good manners and good sportsmanship. By virtue of enrolling at WCS, each student agrees to live within the framework of the school's standards of conduct both on and off campus. Re-enrollment each year is contingent upon maintaining these values. **Parents must agree and fully support, verbally and in action, all school policies and procedures, including discipline procedures.**

### **RE-ENROLLMENT**

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

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

### **SUMMER SESSIONS: ACADEMIC ENRICHMENT (K-12) & SUMMER CAMP K-8**

All students (Preschool through High School) need to submit applications to enroll for the summer session if they plan to attend. Academic enrichment courses and courses for grades/credit are offered from K-12. Packets for registration are available in late April. Preschool students do not need to fill out an application for the Summer program but must register. For more information, check out our website [www.westernchristian.org](http://www.westernchristian.org).

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

Summer academic classes and sports programs are available for K-12 students. Information will be available in the spring. All fees for academic classes and sports programs are due upon registration for classes, Students may not attend summer classes or participate in summer sports programs if fees are not paid in full. All summer academic courses must be taken through Western Christian's summer program in order to receive credit toward graduation.

## **FINANCIAL POLICIES**

Western Christian Schools is committed to high standards of ethical, moral and legal business conduct. Our goal is to maintain the financial stability of Western Christian Schools as it is a vital element in maintaining the high academic standards our parents expect. The following policies have been instituted to meet this goal.

### **TUITION, FEES, AND DISCOUNTS**

#### **Application Fee:**

A non-refundable placement fee is due with application.

### **Registration Fee (Non-Refundable):**

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

In order to secure a position for your returning student, the registration form and fee must be received no later than February 26 and all existing accounts must be current.

### **Late Registration:**

The registration fee will increase incrementally after February 26, except for new students. Family discounts do not apply. Please refer to current Tuition and Fee Schedule for current late registration rates and registration deadlines.

### **Late Enrollment:**

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

### **Tuition:**

Tuition is charged based on the grade of student. Please refer to current Tuition and Fee Schedule for current rates. Tuition payments must be made in the Business Office or placed in the tuition box located in the front office. If the student's name is different than indicated on the check, please be sure to note the student's name on all payments. Refer to "Payment Option" section for terms and methods of payment offered.

### **Tuition does not include:**

Softbound textbooks (K-12), consumable workbooks, school uniforms, PE uniforms, earthquake fee, lab fees, ASB fees, sports fees, extended daycare fees, elective fees, yearbook, field trips, senior fees, locks for lockers and extracurricular activities and trips.

### **Other Fees and Costs:**

Fees for consumable workbooks, school uniforms, PE uniforms, earthquake fee, lab fees, ASB fees, sports fees, elective fees, yearbook, senior fees, locks for lockers and some extra curricular activities and trips will be billed in August (K-8) and are due **prior** to the first day of school. High school fees will be collected at registration orientation day. Field trips and extracurricular activities and trips will be billed as scheduled. All fees are **non-refundable and are subject to change**. Please refer to current Fee Supplement for list of current fees and costs, except for field trips and most extracurricular activities and trips.

### **Hot Lunch Program / Food Service (Pre School- 12th):**

Western Christian's hot lunch program for our Preschool – 8<sup>th</sup> grade students is offered through our food service company. All fees are paid directly to our food service company. Menus and order forms for K-8 are distributed on a monthly basis.

### **Family Discounts:**

A multiple student (family) tuition discount of 10% of the **lower** tuition is given to second, third or more siblings. This discount is applied to the current year tuition. Family discounts are not available for registration fees, late fees, other fees and field trips.

### **Returned Checks (NSF):**

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

### **Withdrawal Policy and Fee:**

The Enrollment Agreement is for the entire school year. However, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. A request for withdrawal requires a 30-day written notice delivered to the WCS Business Office prior to the start of the semester. The WCS Withdrawal Form must be completed and received by the WCS Business Office as part of the withdrawal process.

A refund of tuition ONLY will be made on a semester basis. Therefore, any semester a student begins, the tuition is non-refundable. All other fees including registration, sports fees, books, etc. are NOT refundable. The registration fee is always non-refundable and non-transferrable, irrespective of the date of cancellation. Such fee is for enrollment administration and is not a provision for liquidated damages.

Withdrawals occurring after June 1, when a student has been accepted for the upcoming year, will be assessed a Withdrawal Fee of \$500.00. per student. **This fee will be non-refundable and not-transferrable and paid as liquidated damages to the school. This Withdrawal Fee is in addition to any outstanding tuition or fees.**

School officials may dismiss a student according to the due process procedures outlined in the Family Handbook. Should a student's enrollment be terminated by the School, a refund of tuition ONLY will be made on a semester basis. Therefore, any semester a student begins, the tuition is non-refundable. All other fees including registration, sports fees, books, etc. are NOT refundable.

### **Refund Policy:**

Refund for tuition ONLY will be made on a **semester basis**. A completed WCS Withdrawal Form must be received by the Business Office 30 days **prior** to the beginning of the next **semester**. Therefore, any **semester** the student begins is **non-refundable** and will be considered liquidated damages. The Withdrawal Fee of \$500.00 will be deducted from any refund. International program tuition is **NOT** refundable.

Should a student's enrollment be terminated by the School, a refund of tuition ONLY will be made on a semester basis. Therefore, any semester a student begins, the tuition is non-refundable. All other fees including registration, sports fees, books, etc. are NOT refundable.

### **Payment Options:**

#### **Full Payment:**

Tuition in full is due on or before July 1<sup>st</sup> and is payable directly to WCS. Tuition payments must be made in the Business Office or place in the tuition box located in the front office. If the student's name is different than indicated on the check, please be sure to note the student's name on all payments.

#### **Monthly Payments:**

Monthly payments are offered through the FACTS Tuition Management Company. Arrangements to participate in the FACTS payment plan **must** be made **directly** with WCS Business Office by June 1<sup>st</sup> for payments to begin as designated based on the payment plan selected.. Arrangements made after June 1<sup>st</sup> will require the number of monthly payments to bring the account current. A non-refundable payment plan fee per student is due WCS to participate in the payment plan. Please refer to current Tuition and Fee Schedule for current payment plan fee.

Additional payments to the student account are welcomed at any time. The FACTS payment amount will be adjusted accordingly. The WCS Business Office is available to assist setting up the monthly payment plan arrangements and answer any questions. **New payment arrangements are required each school year. The FACTS Agreement does not automatically renew.**

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

#### **Delinquent Accounts:**

All accounts (tuition, fees, extended daycare, sports, etc.) must be kept current and **paid in full** before the end of the school (no later than June 5<sup>th</sup>). Any account 10-days delinquent or more is a serious matter and will incur

penalties. Any account that is 15-days delinquent may require immediate removal of your student(s) from classes until the account is brought current.

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

Student accounts that are not fully cleared by June 5<sup>th</sup> will jeopardize their participation in year-end events including graduation, senior trip, receipt of report cards, graduation certificates, diplomas, SAT scores, or scoring of final exams. Transcripts and report cards may **not** be released and no credit for the student's work can be earned until **all** financial obligations are paid.

Parental web access to student information (homework, grades) through RenWeb (K-12) will not be available until the account is current.

### **FACTS Tuition Management:**

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

- Tuition payments are automatically deducted each month from your checking account, savings account, or credit card (MasterCard, Discover, or American Express) as designated for the length of the agreement. Credit card payments require an additional fee paid directly to FACTS. *Please contact the Business Office for the FACTS Credit Card brochure.*
- FACTS Agreements need to be submitted no later than June 1<sup>st</sup>, for payments to begin as designated based on the payment plan selected. Arrangements made after June 1<sup>st</sup> may require a payment to WCS for the number of monthly payments needed to bring the account current.
- FACTS assesses an annual fee per family enrolling in the monthly payment program. This fee will be automatically deducted from the designated account within 14 days of receiving your agreement. The current fee is noted on the FACTS Agreement.
- In the case of a missed payment, a FACTS Missed Payment Fee will be assessed, and another attempt to collect the payment will occur on the 20<sup>th</sup> of each month. The current fee is noted on the FACTS Agreement.
- Accounts thirty (30) days past due may result in the student(s) being withheld from class. Accounts sixty (60) days past due will be automatically canceled with no new FACTS agreements written. The WCS Delinquent Account policy will be followed.
- Final monthly payment is due June 5<sup>th</sup>, regardless of when the agreement begins. New payment arrangements are required each school year. The FACTS Agreement does not automatically renew.

### **Financial Assistance Program:**

We know you value Christian education and Western is committed to providing a solid foundation in Christian education to all who desire it. The cost of education can be a hardship for some and Western has a Financial Aid program to assist you. Please contact us and together we will help you find a solution that will ensure your student remains at Western Christian. We are here to help. Financial Aid applications are available to all registered students in the Business Office. Applications must be submitted by June 1<sup>st</sup>, for the 2010-2011 school year. Applications may be accepted after June 1<sup>st</sup>, on a case by case basis, and assistance will be awarded based on funds available.

Financial assistance applications are submitted to FACTS Grant and Aid Assessment. FACTS provides Western Christian with financial recommendations. However, WCS' Financial Assistance Committee reviews the entire family situation in addition to the financial recommendation before awarding financial assistance.

### **Western Christian Schools Family Service Program (Financial Assistance):**

Western Christian Schools is committed to providing a Christian education focusing on academics, spiritual, moral and social growth of our students. Research consistently shows that the most successful students have

parents who are actively involved with their student's school. There are many opportunities to share in your student's educational experience and support Western at the same time.

As a financial assistance recipient, providing a certain number of service hours to Western Christian Schools is a condition of receiving financial assistance. You may not qualify for continued financial assistance if any portion of the Service Hours requirement is not fulfilled by May 15 of the current school year.

**Service Hours:** 10 hours for each \$1,000 of financial assistance received

**Service Opportunities:** There are many opportunities to choose from – partial list provided below.

**Reporting:** The Family Service Hours reporting form must be completed and submitted to the Finance Office prior to the end of each semester to receive credit for your service - 1<sup>st</sup> semester is due January 15; 2<sup>nd</sup> semester is due May 15.

Listed below are several areas of opportunity that will count toward your Service Hour obligation. Additional service opportunities may be added as the school year progresses. These service opportunities are posted on the WCS website and will be updated as more opportunities become available.

Field Trip Chaperone	Homeroom Parent (K-8)	Upland Lemon Festival
Office Support	Fundraising	Claremont Harvest Festival
Classroom Helper	Legacy	Grape Harvest Festival
Drama Productions	Scrip	Open House
Fundraising	Auction	WCS Harvest Festival
Library Aide	Boosters	Chamber Mixers
		Facilities/Grounds (list will be available from the Facilities Director)
Volunteer Coordinator	Teacher Appreciation	Lancer Life Retreat(6-8 <sup>th</sup> )

**WESTERN GAP GRANT:**

We understand that many of our families have been affected by the economy and that some are not quite certain how they are going to make ends meet. A number of you have shared how very much you want to return to Western, yet there is a bit of a “gap” in making this happen. In commitment to our longstanding relationship and partnership with our families, we have instituted a **Western Gap Grant**.

Parents with students in Kindergarten through Twelfth grade who are **experiencing hardship or a financial gap**, in covering the full tuition amount for the school year, **may seek assistance**. It is simple and easy; **no forms are needed**. Registration fees must be paid in order to register for classes; however, these fees can be paid after your grant is approved. Please contact the Finance Office for information.

**Share the Gift:**

Your passion and commitment to the Christian education provided by Western Christian Schools is our most successful advertisement. We couldn't do it without you! You can receive a \$200 credit toward your tuition account by bringing a new family to Western Christian Schools for the school year. Referral forms are available in the school office or in the business office.

Your friends will receive one of the best Christian educational experiences available for their students and you will benefit with a tuition credit for your efforts in **“Sharing the Gift”** of Western Christian Schools.

**Business office contacts:**

Please contact the Business Office with any questions regarding your account or these policies. We have representatives at both campuses available to assist you.

Amanda Gruidl

[agruidl@westernchristian.org](mailto:agruidl@westernchristian.org)

	Accounting Representative, WCS – Claremont
Janet Walton	<a href="mailto:jwalton@westernchristian.org">jwalton@westernchristian.org</a> Accounting Supervisor, Accounting Representative WCS – Upland (High school and Preschool)
Kathryn Olson	<a href="mailto:kolson@westernchristian.org">kolson@westernchristian.org</a> Business Office Manager/ Bookkeeper
Sonia Rangel	<a href="mailto:srangel@westernchristian.org">srangel@westernchristian.org</a> Chief Operating Officer

## **OUR VISION OF THE FUTURE**

### **OUR CURRENT EXPANSION PLAN INCLUDES:**

Conceptual facility plans are in process for improvements on both campuses. In addition, we will continue to expand course offerings, academic programs, extra-curricular programs, sports, and facilities as funds allow.

### **FUTURE EXPANSIONS**

- Claremont – Provide for additional parking, gym, fine arts facilities, sports fields, technological advancement.
- Upland (high school) – fine arts facility, signage, technological advancement.

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

### **Fundraising and Donations**

***Opportunities for the “privilege of sharing in this service to the Lord’s people.” 1Cor. 8:4***

The fulfillment of our mission as a Christian educational institution is to see our graduates well equipped and inspired to impact the world as leaders within their community. This mandates our school’s diligence in maintaining the highest standards in curriculum, classroom facilities, technology and, most importantly, faculty.

However, our tandem effort to make WCS available to all families by keeping tuition as low as possible results in costs of the educational excellence at our school to exceed the tuition and fees we charge.

To bridge this gap, WCS parents and other constituents are given the opportunity to further partner with our school ministry and mission by volunteering, and participating in fundraising activities, and development campaigns conducted periodically at the school.

We ask that you prayerfully consider the following major partnership avenues:

- **Financial Gifts** in the form of “faith commitments,” cash, stocks and bonds, real estate (approval required prior to acceptance), wills, deferred trusts funds.
- **Contributions of time and talent** through volunteering, considered essential to our ministry, are highly coveted.
- **Gifts in Kind** such as for technology, furniture, professional services, etc. ( approval required prior to acceptance).
- **Corporate matching funds**, available through your employer, as an effective way to enhance our fundraising efforts.
- **Scrip and eScrip, a simple and direct method to benefit the school through your regular family purchases.**

All checks must be payable to “*Western Christian Schools*”, whether they are for a fundraising event or a direct donation to a specific school/department project. By noting the event or campaign in the check memo, , ensures that your gift goes directly to support the designated event /campaign. Tax deductible gifts may not be used to pass money or benefits to any specific individual. WCS is committed to provide timely acknowledgment for all gifts received, noting the gift and designated use, along with the WCS tax information. Fundraising events for the school year are listed on the school calendar available on the school website [www.westernchristian.org](http://www.westernchristian.org). Parents will also be regularly reminded via email and other mailings about upcoming events and partnership opportunities throughout the school year.

For any questions regarding fundraising and donations, as well as a full list of fundraising events, financial partnerships, and volunteering opportunities, please contact our Advancement office by email at [advancement@westernchristian.org](mailto:advancement@westernchristian.org).

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

### **SCHOOL PROPERTY DAMAGE**

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

### **MASCOT AND COLORS**

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

**FURTHER DETAILS MAY BE FOUND IN THE SCHOOL’S IDENTITY MANUAL LOCATED IN THE BUSINESS OFFICE**

### **SCHOOL HOURS OF OPERATION**

Grade Level/Program	Regular Schedule	In-service Thursdays
Preschool & Infant Toddler Program	6:30 AM – 6:00PM Year Round	NA
Kindergarten – 1 <sup>st</sup> Grade	8:15 AM – 2:30 PM	8:15 AM - 1:50 PM
2 <sup>nd</sup> Grade	8:15 AM – 2:35 PM	8:15-AM – 1:50 PM
3 <sup>rd</sup> Grade	8:15 AM – 2:50 PM	8:15 AM – 2:00 PM
4 <sup>th</sup> – 5 <sup>th</sup> Grade	8:15 AM – 2:50 PM	8:15 AM – 2:00 PM
Middle School	8:00 AM – 3:10 PM	8:15 AM – 2:15 PM
Day Care (K-8)	6:30 AM – 6:00 PM	
High School	8:10 AM – 3:00 PM	Third Thursday of each Month 2:05 PM

## **RELEASE OF RECORDS, REPORT CARDS, GRADE NOTICES, AND FINAL EXAMS**

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

Ren-Web Parents' Web will not be available on any delinquent accounts.

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

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

## **PARENT ORGANIZATIONS – WCS ENCOURAGES PARENT INVOLVEMENT**

### **BOOSTER CLUB**

Booster Clubs help support the sports programs in our school. Meetings are scheduled on the school calendar. Boosters sponsor a variety of events including "Meet the Teams" and an annual golf tournament to raise program funds for sports. For more information on boosters go to [www.westernchristian.org/boosters/](http://www.westernchristian.org/boosters/)

### **MOMS IN TOUCH (MIT)**

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

### **Parents, grandparents, and friends can help WCS:**

- Volunteer help in all aspects of our program
- Participate in Western's special annual events including Legacy Celebration Dinner, The Auction, Golf Tournament and Booster activities.
- Donate cash contributions to the school
- Cooperate with fundraising projects
- Assist in the classroom
- Help campus and car pool supervisors
- Correct papers at home
- Repair equipment
- Work in the library
- Provide maintenance and upkeep assistance (i.e. weed, paint, clean)
- Make games and resources at home, school and playground
- Provide assistance with food preparation and supervision at luncheons
- Assist in sports programs
- Volunteer for school food program and after-school snack bar
- Drive for field trips and special classroom events
- Participate in the SCRIP program
- Aid the office staff in collating, mailers and newsletters, as well as filing, phone coverage and other office projects
- Volunteer professional help in areas of trade to complete our vision:

**\*ELECTRICAL \*CABINETRY \*PLUMBING \*CONTRACTORS \*GRADERS  
\*LANDSCAPERS/IRRIGATION**

## **EXTENDED DAYCARE PROGRAM (K-8)**

Daycare is available on school days and some specified non-school days (September 6, 2011 through June 7, 2011), except for National Holidays, for our families as an extended ministry of WCS. Daycare opens at 6:30 am and closes at 6:00 pm. A late pickup fee of \$1.00 per minute, for children picked-up after 6 pm, will be charged.

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

**K-2<sup>nd</sup> 2:45 PM**  
**3-5<sup>th</sup> 3:15 PM**  
**6-8<sup>th</sup> 3:25 PM**

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

**LOCATION:** AM daycare is held in the cafeteria.  
PM daycare is held on the lower playground or in the cafeteria in inclement weather or after dark

**FEE:** **Please choose from our new options:**

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

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

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

All Daycare fees are due on the first of each month and become past due on the 10<sup>th</sup>. A late fee of \$25.00 will be charged on the 11<sup>th</sup>, if the account is not paid in full. Any account that is 30-days delinquent may require immediate removal of your student(s) from the day care program until the account is made current. Daycare payments must be made in the Business Office or may be placed in the tuition payment box located in the front office. Please note 'Daycare' on your check. If the student's last name is different than the last name indicated on the check, please be sure to note the student's name on all payments.

## **TODDLER & PRESCHOOL PROGRAM**

Western Christian's year-round preschool program is available for children 18-months to 5 years old. We do not require that the child be potty trained, Our curriculum is designed to offer each child a variety of learning experiences enabling them to reach their full potential based on the individual development needs of the child.

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

Tuition is charged monthly and is due the first of each month. Please refer to the Preschool Tuition and Fee schedule for current rates. Tuition payments must be made in the Business Office or may be placed in the

tuition payment box located in the front office. If the student's name is different than the name indicated on the check, please be sure to note the student's name on all payments.

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

### **NON-DISCRIMINATION POLICY**

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

### **CHILD ABUSE POLICY**

Any teacher, administrator, or staff member which suspects that a minor has received physical injuries which appear to have been inflicted by other than accidental means, or that the minor has been molested, abandoned, deserted or expelled from home, or has been placed in such a situation that his/her life or health may be endangered, will report such facts to the proper authorities.

### **TEACHER OR STAFF ABUSE POLICY**

Any parent, guardian, student or any other person who is disrespectful, insults or abuses any teacher/staff member on school premises or at some other place where the teacher. staff member is required to be in connection with assigned school duties, may be reported to the police department and may be guilty of a misdemeanor. Students engaging in this kind of behavior may be subject to immediate expulsion.

### **LOCKDOWN AND SECURITY**

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

### **AIR QUALITY/SMOG POLICY**

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

### **WCS PARENTS' CODE**

WCS needs a high-degree of involvement by parents to remain an effective educational institution. The role of the parent is significant.

### **SCHOOL EXPECTATIONS OF PARENTS REGARDING POLICIES**

All parents and family members at WCS are expected to support the policies and procedures of the school, and ensure that their students conform consistently to school standards.

While the school acts in partnership with parents in the educating of their students, the school operates in accordance with policies, procedures, preferences, and accreditation guidelines which must be followed.

Parents and family members who cannot support and abide by school standards and administrative guidelines including all items, but not exclusive to stated items, in this Handbook may be asked to remove their children from the school.

Similarly, any parents or family members who attempt to disrupt the routine and harmonious operation of the school may be asked to withdraw their children immediately.

### **PARENT ANTI-ALCOHOL POLICY**

WCS requires that all adults refrain from the consumption of alcohol at any and all formal and informal school events where students may be present.

This includes all field trips, athletic practices and contests, competitions, events, and activities, both locally and outside of the area. This applies to all persons (parents, family members, faculty/staff, friends, etc.), whether or not they are official chaperones. If students are involved in an activity, adults affiliated with the school may not consume alcohol during that trip or activity.

This applies to all persons (parents, family members, faculty/staff, friends, etc.) whether or not they are official chaperones or are in the direct presence of students.

Parents/families violating this policy may be asked to remove their student(s) from the school. Employees violating this policy may be terminated.

## **CAMPUS BOUNDARIES**

### **CLOSED CAMPUS**

WCS maintains a closed campus for all students. Students leaving campus during school hours for any reasons, without permission from WCS will be considered truant. Students are not permitted to leave during school hours except as follows:

- Under school-sponsored and supervised field trips, sports events, or special privilege days.
- By permission of a parent or guardian and providing that the parent/guardian accompanies the student. Permission must be cleared through the school office, and you must sign your student off and back onto campus through the office.
- Visitors are not permitted on campus without permission. Visitors are required to check in at the front office and receive a pass.
- A public park adjacent to our campus to the northwest, is used for some athletic activities. This park is not part of our campus and is only to be used during a supervised period of each school day.

### **STUDENTS**

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

### **VISITORS**

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

- WCS students. WCS reserves the right to refuse visitors on campus.

### **PARENT VISITS**

Parents on campus for more than pick-up or drop-off (more than 15 min.) please check into the office for a visitor's badge. Western Christian welcomes parents to be on campus beyond 15 minutes. For an extended visit of classes, to talk to a teacher, or the principal, you are required (Penal Code 627-627.11) to register with the school office.

### **Unauthorized persons on school grounds are subject to a fine and/or an arrest**

**(Penal Code 626-626.11).** Items needing to be dropped off to the student during the school day must be taken directly to the school office. A staff member will deliver it to the classroom.

### **We ask that parents not interrupt not enter the classrooms during school hours.**

Lunches may only be dropped off in the office or in the cafeteria. **Do not have your child enter the parking lot to pick up a lunch (or other items) to ensure their safety.**

### **APPOINTMENTS WITH TEACHERS**

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

### **ATTENDANCE**

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

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

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

### **EXCUSED ABSENCES**

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

Upon returning to school, students should go directly to their teachers to obtain a clearance on missed assignments. Change second sentence to: Students with an excused absence shall be allowed to complete all assignments and tests missed during the absence, that can be reasonably provided, shall be given full credit. The time limit to turn in missed assignments is defined as the number of days equal to the absences.

### **UNEXCUSED ABSENCES**

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

### **ANTICIPATED ABSENCES**

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

### **SCHOOL ACTIVITY ANTICIPATED ABSENCE**

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

### **FREQUENT ABSENCES:**

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

### **WHAT TO DO IF YOU'VE BEEN ABSENT**

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

- Dates of absence
- Time absent in case of partial day's absence
- Reason for absence
- Signature of parent or guardian
- Please arrive early enough to secure an admittance slip before the beginning of class. The office will be open by 7:30 AM.

### **TARDIES**

It is important that students at Western be punctual. Self-discipline in this area is not only important for proper academic achievement, but is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

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

If a middle school student is late to school, he/she should report directly to the office. If the student has a written parental excuse, it should be presented to the secretary. The teacher and the office staff reserve the right to accept or reject any reasons for given tardiness. Normally, the only acceptable reasons for tardiness are illness or car breakdown.

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

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

### **ELEMENTARY DISCIPLINE FOR UNEXCUSED TARDIES (PER TRIMESTER)**

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

**MIDDLE SCHOOL DISCIPLINE FOR UNEXCUSED TARDIES (PER QUARTER)**

TARDIES	ACTION
2	Teacher counsels student
3	Note sent home telling parents
4	After school detention
5	After school detention
6	Half day suspension at school
7 or more	Parents are contacted to meet with Administration to determine further action.

**ATTENDANCE AT WCS AND RELATED FUNCTIONS IS A PRIVILEGE AND REQUIRES A COMMITMENT OF CONSIDERABLE MAGNITUDE AND SHOULD NOT BE TAKEN LIGHTLY. INSTANCES OF ANY OF THE ABOVE LISTED BEHAVIORS WILL RESULT IN IMMEDIATE DISCIPLINE, WHICH MAY INCLUDE SUSPENSION OR DISMISSAL FROM WCS. THIS CONDUCT STANDARD IS EXPECTED WHETHER OCCURRING ON OR OFF CAMPUS, DURING OR NOT DURING SCHOOL HOURS. WE EXPECT HIGH STANDARDS TO BE MAINTAINED ON A 24 HOUR BASIS FROM OUR STUDENTS.**

**Exodus 23:2**

**Psalms 1:1**

**Proverbs 1:10**

**Ecclesiastes 7:9**

**Matthew 7:12**

**Proverbs 20:3**

**BEHAVIOR AND DISCIPLINE**

**CONDUCT STANDARD**

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

Honesty  
 Courtesy  
 Integrity  
 Morality

Modesty  
 Dependability  
 Consideration of others  
 Desire to learn

Self-discipline  
 Responsibility  
 Respect for authority  
 Cooperative spirit

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

**Disrupting classes – all students who come to WCS are entitled to a full opportunity to learn in an orderly classroom and with the complete attention of the teacher. Behavior that disrupts the class or distracts the teacher is unacceptable and will not be tolerated.**

- Defacing property – any student who defaces or otherwise damages school property, the property of students, staff, or neighboring homes of Western Christian will be held financially responsible.

- Cheating and or plagiarism at WCS carries severe penalties. Any copying of another student's work, inside or outside of class, is highly unethical. A failing grade in the subject may be given.
- Disrespect to any teacher or staff member or persons placed in authority is unacceptable.
- Use of foul language or taking God's name in vain.
- Inappropriate display of affection, which includes hand-holding, kissing, hugging, and any physical contact (NO TOUCHING POLICY)
- Possession of pornographic material (including music) of any kind. (WCS has the right to determine what is pornographic)
- Sexual immorality (Lev. 20:13 & Rom 1:27)
- Participation in any lascivious sexual misconduct that is contrary to a healthy Biblical lifestyle
- Use of verbal or non-verbal profanity, obscene language or using God's name in vain.
- Bully behavior/harassment of another person by word or action. Consistent bullying behavior may result in expulsion. (Prov. 11:27)
- Stealing property from the school, faculty or from other students. (Lev. 9:11)
- Lying to teachers of school officials, or forging any signatures on notes or official documents.
- Books, folders, and personal belongings must not depict musical groups (of any kind) questionable pictures and slogans or anything considered to be anti-Christian in nature.
- Truancy or leaving campus without permission. Students who become ill during the school day must receive permission from a teacher to go to the office or a class truancy may result.
- Possession of matches, firecrackers, lighters of any kind.
- Possession of weapons of any kind will result in immediate expulsion.
- Loitering in restricted areas of the campus.
- Uniform dress code violation.
- Bringing electronic devices.
- Leaving class or campus without permission.
- Gum chewing.
- Climbing trees, fences or buildings.
- Fighting, or verbal harrasment
- Occult devices.
- Refusal to do or neglect to complete school work.
- Students found throwing rocks will receive an automatic detention.

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

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

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

**ATTENDANCE AT WCS AND RELATED FUNCTIONS IS A PRIVILEGE AND REQUIRES A COMMITMENT OF CONSIDERABLE MAGNITUDE AND SHOULD NOT BE TAKEN LIGHTLY. INSTANCES OF ANY OF THE ABOVE LISTED BEHAVIORS WILL RESULT IN IMMEDIATE DISCIPLINE, WHICH MAY INCLUDE SUSPENSION OR DISMISSAL FROM WCS. THIS CONDUCT STANDARD IS EXPECTED WHETHER OCCURRING ON OR OFF CAMPUS, DURING**

**OR NOT DURING SCHOOL HOURS. WE EXPECT HIGH STANDARDS TO BE MAINTAINED ON A 24 HOUR BASIS FROM OUR STUDENTS.**

**Exodus 23:2  
Ecclesiastes 7:9**

**Psalms 1:1  
Matthew 7:12**

**Proverbs 1:10  
Proverbs 20:3**

### **STUDENT RESPONSIBILITY WITH REGARD TO OFFENSES**

When you are aware of a fellow student's involvement with conduct that is not in keeping with Biblical ideals or the code of conduct at our school, it is your responsibility to go to your fellow student and help them correct the wrong in Christian love and concern. If the student fails to respond properly by changing his/her action, it then becomes your responsibility to report it to the appropriate staff or faculty member in a timely order. Students are to maintain good discipline in the classroom, on campus and at all school sponsored activities. When students continually misbehave, parents will be contacted by the teachers in order to seek cooperation in solving the problem. Whenever the leadership of WCS feels that it is in the best interest of the student body to ask a student to leave. The parents will be asked to withdraw him/her from enrollment. A referral system has been established for the student who develops a chronic or serious behavior problem that cannot be handled in the classroom. Referrals will be given to Administration for discipline and are usually limited to behaviors that are more serious in nature.

### **ACADEMIC PROBATION**

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

### **BEHAVIORAL PROBATION**

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

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

### **MIDDLE SCHOOL DISCIPLINARY STEP SYSTEM**

Each situation will be determined on an individual basis. Three behavioral detentions may result in ineligibility to participate in class trips and extracurricular activities, including sports events.

- Recess detention and work duty may be assigned to the student as consequences.
- Four or more detentions may result in suspension as determined by the Administration.
- Behavioral issues may result in a behavioral contract with the student indicating the specific areas needed for change.
- All expulsions are determined by the *Administration* and approved by the Superintendent.

**Saturday School may be assigned to students who are showing continual behavior problems. Students will be required to pay \$25 for incurring Saturday School which must be paid prior to serving Saturday School. Saturday School is from 9:00-11:00 on the assigned Saturday. Failure to attend Saturday School may result in a suspension.**

### **DEMERIT SYSTEM**

The demerit system is designed to assist the classroom teacher in handling behavior and dress code problems. All demerits will be recorded in Renweb and emailed home to the parents.

1 demerit – email home

2 demerits – email home

3 demerits – detention

4 demerits – referral to Administration

- 5 demerits – behavior contract
- 6 demerits – suspension
- 7 demerits – parent meeting with Administration
- 8 demerits – possible expulsion

### **ELEMENTARY DISCIPLINARY STEP SYSTEM**

Each situation will be determined on an individual basis. The student will conference with the Administration and the parents will be called.

- Student will be sent to the Administration office and appropriate consequences will be given.
- Parents will be called.
- Recess detention and work duty may be assigned to the student as consequences.
- Behavioral issues may result in a behavioral contract with the student, indicating the specific areas needed for change.
- **Some situations may be so serious that suspension or expulsion will result immediately, without any prior steps.**

### **SEXTING POLICY**

WCS takes a strong position on sexting. We have adopted the ACSI Legislative Update recommendation which is as follows: "In keeping with the school's responsibility to provide a safe learning environment for all students, the administration has established the following policy regarding the issue of "sexting". Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator" (ACSI Legal/Legislative Update Vol. 20, Issue 3, 2010, pp. 51). For disciplinary consequences, please see "Behavior Policies, Code of Conduct Policy" section on page 24 of the handbook.

### **NARCOTICS AND SEARCH POLICY**

Any student found using, possessing or selling drugs, narcotics, and/or drug paraphernalia will be expelled. Any student who knowingly attends a party or gathering where drug or illegal alcohol use takes place may be subject to immediate expulsion.

To ensure that our campus is safe for students, searches for drugs, weapons, or other contraband materials may be conducted by necessity without warrants. This may entail the use of trained canines on campus, used to aid in the search for illegal contraband in lockers, cars, classrooms, common areas, and vehicles parked on school property.

Lockers, purses, backpacks, cell phones, book bags, cars, students, or any other individual on campus, may be searched based upon a reasonable suspicion that they contain something that would be disruptive to the educational process or dangerous to the health and safety of students. Anyone who is found to be in violation or guilty of any of the policies set forth under school guidelines or local, state, or federal laws will be subject to suspension or expulsion and may be reported to the appropriate law enforcement agency.

### **DETENTIONS**

Detention is administered to 6th-8th graders. Parents will be notified if detention is to be served. An additional detention and further consequences may result if a student does not show up for detention. Once a student receives two detentions, a parent conference will be requested and the student placed on a contract. Three detentions or one suspension will result in the loss of class trip privileges. Detentions are to be taken very seriously. Athletic, music or other after-school activities do not pre-empt serving detention. Detentions will be held every Tuesday & Wednesday afternoon from 3:15-3:45 PM. This may be a work detail or written assignment, or other form of discipline. Teachers will be monitoring this time.

It should be known that special privileges such as educational trips need to be earned.

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

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

## **DRESS CODE STANDARDS**

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

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

Our goal is to have clear, concise and easy to understand guidelines. We encourage parents to establish these standards in their children's daily dress and grooming, aiding them in the formation of good habits. It is our desire to see the students of WCS reflect these standards, taking pride in their appearance and their school. Parents are also expected to dress modestly while on campus. Thank you in advance for your close attention to these guidelines. Beginning the first day of the school year, uniform dress is mandatory. Please adhere to the WCS uniform program outlined in the Dennis Uniform booklet available in the school office. Only Dennis Uniform pieces may be worn.

### **DENNIS UNIFORM COMPANY STORE**

22755-G Savi Ranch Parkway  
Yorba Linda, CA  
(714) 637-8928

### **DENNIS UNIFORM SCRIP**

Scrip may be used for store purchases.

### **ON-LINE ORDERING**

[www.dennisuniform.com](http://www.dennisuniform.com)

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

### **MANDATORY DRESS UNIFORM WILL BE WORN ON THURSDAYS FOR CHAPEL:**

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

**GIRLS** -Plaid jumper, skirt or skort with the white blouse.

### **MANDATORY FIELD TRIP ATTIRE:**

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

### **FREE DRESS & SCHOOL SPIRIT DRESS CODE**

Students will be given the privilege of free dress within the school's dress code.

Administration reserves the right to revoke the privilege of free dress in the event

that students abuse the dress code standards. Students may not wear PE uniforms all day on a free dress day.

### **PEP RALLY ATTIRE:**

School spirit shirts are encouraged to be worn for pep rally events during the school year.

**OUTERWEAR:** Jackets, cardigans and sweatshirts are allowed to be worn over the uniform. All outerwear must be royal blue or black without a logo. Outerwear purchased on a school camp trip may not be worn at school with the uniform. Hoods may not be worn over the head in the classroom. Rain slickers are acceptable during rainy/inclement weather.

***ALL CLOTHING MUST BE CLEAN, IN GOOD REPAIR AND WORN IN GOOD TASTE. CLOTHING MUST BE LABELED WITH THE STUDENT'S LAST NAME IN PERMANENT MARKER. THE SCHOOL IS NOT RESPONSIBLE FOR LOST CLOTHING.***

### **BOYS**

- No excessively baggy pants or shorts
- No under clothing may be visible
- Pants and shorts must be worn above the hips
- Boys wearing baggy pants may be required to wear a belt in third-eighth grade
- Belt buckles must be plain (no initials or symbols). Belts must be appropriate length and the entire belt must be secured in the belt loops
- Shirts must be tucked in on Chapel day until lunch
- No sandals or shoes without closed heels and closed toes
- Boys may not have body piercing or earrings of any kind
- Washable or permanent tattoos are not permitted
- Hair must be short (not longer than collar length – at the top of the collar, at mid-ear and no longer than eyebrows) and well-groomed
- Shaved heads are not allowed
- Students may not have bleached areas or color dye applied to their hair
- Makeup of any type is not allowed
- Sunglasses may not be worn in class
- All clothing must be neatly hemmed with no frayed edges
- Socks must be worn with shoes No inappropriate logos may be worn, such as bands of any kind; alcohol; crude and disrespectful statements.
- No hats, including beanies except during extreme weather.

### **GIRLS**

- Dresses, skirts and shorts must be mid-thigh or fingertip length, whichever is longer
- No sandals or shoes without closed heels and closed toes
- Polo shirts and blouses must be buttoned for modesty
- **Only white shirts** may be worn under white blouses
- Undergarments may not be visible
- Swimsuits must be **one piece for both junior high and elementary girls** and should be

- of a modest design, not low cut or too high on the leg
- Hair must be neat and well groomed with no unnatural colors applied to the hair
- Girls may have pierced ears with no more than two earrings per ear and no longer than one inch
- Washable or permanent tattoos are not permitted
- Extremely tight or revealing clothing may not be worn
- All clothing must be neatly hemmed with no frayed edges
- Socks must be worn with shoes
- Makeup of any type is not allowed for girls in K-5<sup>th</sup>.
- No inappropriate logos may be worn, such as bands of any kind; alcohol; crude and disrespectful statements
- Tops must cover midriffs
- Pants must meet top, even when sitting, and not reveal undergarments.
- Low rise pants are not permitted
- Blouses must be tucked in on chapel day until lunch
- Sunglasses may not be worn in class.

A demerit will be given each time a student is out of dress code. See demerit system on page 28.

### **8<sup>th</sup> GRADUATION DRESS CODE POLICY:**

**Boys-** to wear dress pants and a shirt and tie. A sports jacket is optional. Dress shoes—no tennis shoes. A hair check will be conducted the week prior to graduation.

**Girls-** to wear a dress or nice pants suit. The dresses may not be strapless, spaghetti straps, or backless, unless worn with a jacket. Dress shoes –no tennis shoes.

**A dress check will be conducted upon arrival. If students are out of dress code they will not be allowed to participate in the ceremony.**

## **ACADEMICS AND PARENT RENWEB**

### **HOMEWORK**

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

### **HOMEWORK POLICY**

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

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

***THIS DOES NOT INCLUDE DAILY READING OR TIME NEEDED TO STUDY. IF A STUDENT CHOOSES TO STUDY FOR A TEST IN ONE NIGHT, THE CONSEQUENCE IS MORE HOMEWORK THAT NIGHT.***

**DAILY READING** is encouraged and may be assigned with the following recommendations:

**K-2: 15 minutes**

**3-5: 20 minutes**

**6-8: 30 minutes**

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

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

## **PROMOTION POLICY**

At the middle school level, any student who fails (final semester grade) two academic subjects (English, Math, History, Science, Bible) will not be promoted to the next grade level. Elementary retentions will be determined by teacher recommendation and administrative approval.

## **RENWEB/PARENT'S WEB**

**RENWEB SCHOOL MANAGEMENT SOFTWARE** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

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

## **WCS MUST HAVE YOUR EMAIL IN OUR SYSTEM FOR YOU TO LOG INTO PARENTSWEB**

### **HERE'S HOW TO ACCESS OUR EASY-TO-USE RENWEB PARENTSWEB:**

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

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

## **REPORT CARDS /STUDENT EVALUATION**

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

At the end of each grade period, a more detailed report card is available on Parents Web providing complete information. If you do not have internet access you may request a hard copy through the school office.

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

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

## **PHYSICAL EDUCATION**

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

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

## **FIELD TRIPS**

At least one field trip per year is taken by each class. An emergency card must be on file in the office.

We may ask for help from parents to chaperone these trips. Elementary teachers usually need three or four parents to assist on each trip. Parents driving on a field trip must have a Vehicle Insurance Form filled out and on file in the school office.

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

## **MIDDLE SCHOOL CLASS TRIPS**

6<sup>th</sup> Grade- Pali Institute,  
7<sup>th</sup> Grade- Catalina,  
8<sup>th</sup> Grade- Washington DC and Forest Home.

- Parents may be asked to help chaperone these trips based on need and availability.
- If a parent joins the trip without prior approval through WCS, due to liability issues, they will be asked to leave the trip with their child.
- Students on academic probation or below a 2.00 GPA, may lose their privilege to attend class trips, determined by the administration.

### **FIELD TRIP GUIDELINES FOR PARENTS**

- Keep permission slips with you and return them at the end of the trip.
- Make sure you have a map to the field trip destination; the school phone number should also be included.
- Siblings are not allowed on field trips.
- Each child must be in a proper seat belt.
- Please play appropriate music and radio programming for children while traveling in your car.
- We will try to stay in a caravan but if you get lost check the map and call the office if you need to.
- Don't hesitate to enforce your car rules in order to have a safe and peaceful trip.
- Do not take side trips or conduct personal business while in route.
- Do not use your cell phone except for emergencies.
- You will supervise the children assigned to you. This group must stay with you during the entire field trip. Students are not allowed to leave your supervision.

#### Public restroom rules:

- Students must notify the supervisor before using a restroom.
- A student may not enter a restroom alone.
- If the supervisor has a mixed group of children, the children will enter the restroom in pairs while the supervisor and the rest of the group remain outside.
- When we return to the school, have the children go to the classroom even if parents are waiting to pick them up.
- Please leave your envelope with the teacher at the end of the trip.
- Thank you again!

### **STUDENT GOVERNMENT**

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

### **STUDENT SERVICE HOURS**

Since its founding in 1920, Western Christian Schools continues to uphold its mission to provide its students with a quality education in a Christ centered community. Western Christian Schools believes that service to the community is a critical component of the educational experience. Each student, therefore, is required to accumulate hours of service for each year they attend WCS Middle School. It is our sincere belief that these experiences will help lead the WCS community into a deeper understanding of the call of Christ, and will serve to enhance the overall education process.

Through supervised, purposeful and transformational service, WCS students become thoughtful contributors to their community. The general guidelines to satisfy the graduation requirement are:

- Single Day Service Project
- Weekend Service Project
- Weekly Service Project (youth group, tutoring, etc...)
- Intensive week or summer long service project (Mission Trip, Coaching, etc...)

These credits will be managed through Bible class with the Bible teacher.

6<sup>th</sup> Grade: 8 hours/4 per semester

7<sup>th</sup> Grade: 12 hours/6 per semester

8<sup>th</sup> Grade: 16 hours/8 per semester

Choose one (1) of the following culminating assignments to describe, demonstrate, write about, or create a visual of the service in which you participated. This activity should be done at home.

Choices:

- 1) **Write a brief paragraph** (4-5 sentences) about your experience and how it impacted your life.
- 2) **Write a poem** about your role and whatever you sacrificed to make this service happen (your free time, money, energy, etc.), and how this impacted your life. Optional: draw an illustration to go with the poem.
- 3) Make a **five-minute multi-media presentation** showing your participation in this project and two interviews of people who were affected by your service. Include how this experience impacted your life.
- 4) Make a poster **collage** showing pictures of your participation in the project, end results, and people affected by this service. Label each picture and be ready to give a **five-minute oral presentation** about how this experience impacted your life (to be given in Bible class)

## **GENERAL INFORMATION**

### **BACKPACKS**

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

### **BICYCLES/SKATEBOARDS/RAZOR SCOOTERS**

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

### **BOOKS AND SUPPLIES**

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

## **BUS REGULATIONS**

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

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

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

## **CHAPEL**

Students are expected to be attentive and respectful at all chapels and assemblies. K-2 chapel is 8:40-9:10AM, 3<sup>rd</sup>-5<sup>th</sup> is 9:20-9:55 AM and 6-8<sup>th</sup> is 10:15-11:00 AM. Chapel is an important time at WCS and a high point of each week. It is an opportunity to hear outstanding speakers and musical groups from around the L.A. area and even other parts of the world. **All students** are required to attend chapel. Parents are welcomed to attend.

## **COUNSELING**

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

## **EARLY RELEASE FROM SCHOOL/OFF CAMPUS PASS**

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

## **ELEMENTARY LIBRARY GRADES K-8**

We have a great selection of non-fiction, fiction and picture books. Students may check out two books a week and return them the following week. Each class has a check out time every week. Books should be brought to the library on your scheduled day and checked in with the librarian, so the cards can be put back in the books.

Overdue, lost or damaged books need to be paid for monthly. Please help your child to remember his/her books and library schedule and to take good care of the books. This is good training in responsibility. Students will be charged 10 cents per day for overdue books. Report cards will be held for all students who have outstanding books or fines.

### **EMERGENCY SUPPLIES/FOOD**

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

### **FIRE, BOMB, EARTHQUAKE PROCEDURE**

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

### **FIRE DRILL FALSE ALARM**

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

### **HEALTH AND EMERGENCY INFORMATION**

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

**ALL STUDENTS ENTERING KINDERGARTEN ARE REQUIRED BY STATE LAW TO BE CURRENT ON THEIR IMMUNIZATIONS:** varicella immunization, 4 doses polio, 4 doses DPT, 2 doses MMR and 3 doses Hepatitis B. **THE STUDENT SHOULD ALSO HAVE HAD A TB SKIN TEST WITHIN THE YEAR PRIOR TO ENTERING KINDERGARTEN.**

**PLEASE NOTE THE TDAP IMMUNIZATION IS REQUIRED PRIOR TO ENROLLING FOR THE 2011-2012 SCHOOL YEAR.**

### **ILLNESS**

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

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

- Diarrhea/vomiting

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

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

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

### **RASHES/COMMUNICABLE/CONTAGIOUS DISEASES**

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

### **DESCRIPTION OF COMMUNICABLE DISEASE**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **LOCKERS**

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

## **LOST AND FOUND**

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

## **MEDICATIONS**

- Over the counter medications will not be given without written and/or verbal parent approval and instructions.
- Neosporin will be administered to students when a bandage is needed for scratches. Parents should request that their child NOT receive Neosporin in the case of known allergic reaction.
- Any student required to take prescribed medication during the regular school day must provide (1) a written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent/guardian indicating the desire that the school assist the student in this regard (Ed Code 49423). The

medication must be provided in the original container with the name of the medication, the name of the person for whom prescribed, the name of the prescribing physician, and the physician's instructions (CA Administrative Code, Title 5, 18170). Physician orders can only be accepted from physicians registered with the California Board (CA Business & Professions Code § 2052.5). Medication containers must be labeled by a California pharmacist or in the case of an over-the-counter medication, in the original container and should be delivered to the school by the parent/guardian or a designated adult.

- All medicines brought to school **must** be checked in at the office. They are not to be shared with other students.

## **PARKING AND DROPPING OFF**

OUR PARKING LOT ORGANIZATION AND SAFETY DEPENDS ON YOU! PLEASE FOLLOW THE DIRECTIONS OF THE STAFF WHEN USING THE CROSSWALK AND PARKING AREA AT ALL TIMES!

We do ask that there be no parking on red curbed areas at anytime. Please park if you will be getting out of your vehicle in a designated parking spot. This will ensure a safer flow of traffic at pickup and drop off times for our students and staff.

## **PARTIES**

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

## **PERSONAL/SCHOOL PROPERTY**

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

## **POOL RULES**

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

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

## **SUPPLIES**

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

## **TELEPHONE**

The telephones in the school office are not for student use, except in emergencies and even then, permission must be obtained from the office staff, faculty or administration. Students are not permitted to use their cellphones to contact their parents unless permission has been given by faculty in the school office only.

## **TRANSPORTATION**

Bus schedule forms are available in the school office. They must be completed and signed by a parent if your child will be riding the bus to and or from the school campus in Claremont or Upland. Students are not permitted to ride the bus to and from school if there is no form on file. This does not include bus transportation to and from field trips.

## **VOLUNTEER REQUIRMENTS**

Volunteers at the school must read and sign the volunteer agreement contract as well as be fingerprinted through WCS Human Resources Department, at the cost of the parent. A volunteer is deemed someone who volunteers on a regular basis, on an average of once a week or more. When volunteering on campus you must sign in at the administration building and receive a name badge to be worn for the duration of time on school campus.