



Westside Christian School

A Ministry of Westside Church of the Nazarene
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School Handbook

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CONTENTS

Page 1 - Welcome and General Information and Statement of Faith
Page 2 - Admissions Policies
Page 4 - Financial Policies
Page 4 - Health and Safety Policies
Page 6 - Attendance Policies
Page 8 - Curriculum and Instruction
Page 12 - Conduct Policies
Page 15 - Dress Code Policies
Page 16 - General Guidelines

WELCOME AND GENERAL INFORMATION AND STATEMENT OF FAITH

Welcome to Westside Christian School (WCS)

We are pleased that by the Lord's guidance you have chosen WCS as the Christian school for your child. WCS administration, faculty and staff are your partners in the education of your child with attention given to developing spiritual, emotional, physical, and intellectual maturity. If you have any questions or concerns, please call or come by the school office. Please read this Handbook and review it with your child.

General Information

1. Our mission is to provide high quality education based on a Biblical worldview in an interdenominational environment.
2. Our school motto is "Seeking to Learn, Learning to Serve"
3. Our school colors are red, white and blue.
4. Our school mascot is the Warriors.
5. Our philosophy of education brings together qualified educators who have training and/or experience in their assigned classes/subjects and who understand and support our belief that all learning is best presented within a Biblical world view. Such a view is not only spiritually accurate, it also allows for genuine historical accuracy that is often missing in secular and humanistic educational views. We believe in the absolute truth of the Bible rather than relative values.
6. Our history - WCS was founded in 2004 as the school educational ministry outreach of Westside Church of the Nazarene, a 501 (c)(3) corporation. Among the founding leadership were: Pastor Timothy Riggs, Senior Pastor; Pastor Steve Grooms, Executive Assistant Pastor and Dr. Kathie Erwin, Founding School Administrator. Dr. Jerry Forrester became the School Administrator in the summer of 2005.
7. Our Institutional Accountability - Westside Christian School is governed by the Church Board of Westside Church of the Nazarene, which is the final authority on matters such as contracts, personnel and physical plant. The overall principles of operation are in accord with the Nazarene Manual under which all Nazarene Church Day Schools operate. Certain policies and procedures must be approved by the District leadership. WCS strives toward benchmarks of excellence established by its accreditation organizations so long as these changes remain in line with our Statement of Faith and bring honor and glory to Our Lord, Jesus Christ, in the local and educational community.
8. Church Objectives - The primary objectives of Westside Church of the Nazarene for developing this school are to: provide Christian education, teach the truths according to the Holy Scriptures, promote the gospel for the salvation of souls, equip persons to minister within their churches and the community and welcome families into the local church fellowship. If you do not have a church home come join us.
9. Our Website – WCS has its own website which displays our monthly newsletter and lunch order form and much more information. Go to www.westsidechristianschool.com

Statement of Faith

The following is what we believe and teach to all students, stressing to each student that if there are particular questions concerning Biblical interpretation, the student should talk to his/her parents about such matters and follow the direction of the parents and the church the family attends. We respect the students/parents right to hold to specific tenants of their denomination yet we are not willing to debate these issues or allow these issues to become divisive in a classroom or other school context.

1. The Triune God. We believe in one eternally existent, infinite God, Sovereign of the universe; that He only is God, creative and administrative, holy in nature, attributes and purpose; that as God is Triune in essential being, revealed as Father, Son and Holy Spirit.
2. Jesus Christ. We believe in Jesus Christ, the second person of the Triune God; that He was eternally one with the Father; that He became incarnate by the Holy Spirit and was born of the Virgin Mary, died for our sins and arose from the dead, ascending into heaven where He make intercession for us. His death on the cross made full atonement for all human sin and in Jesus alone is the only ground of salvation sufficient for every person.
3. Holy Spirit. We believe in the Holy Spirit, the third person of the Triune God that is ever present and active in the Church of Jesus Christ, convincing the world, sanctifying believers and guiding them into all truth as is in Jesus.
4. Holy Bible. We believe in the inspiration of the Holy Bible, by which we understand the 66 books of the Old and New Testaments are given by divine inspiration, inerrantly revealing the will of God concerning us in all thing necessary to our salvation, so that whatever is not contained therein is not to be enjoined as an article of faith.
5. The Church. We believe in the church, the community that confesses Jesus Christ as Lord, the covenant people of God made new in Jesus Christ, called together by the Holy Spirit through the word. The mission of the church in the world is to continue the redemptive work of Jesus Christ in the power of the Holy Spirit by holy living, evangelism, discipleship and service.
6. Second Coming of Jesus. We believe that the Lord Jesus Christ will come again; that we who are alive at His coming and abiding with Him shall be caught up with the risen saints to meet the Lord in the air so that we shall ever be with Him.

Staff and Faculty - Every WCS administrator, teacher and staff member must be: an active, regularly attending member of a Bible teaching local church whose beliefs are in harmony with our statement of faith; capable and willing to lead a student or parent to Jesus as Savior; involved in Bible study and personal devotions; and demonstrating a positive testimony in lifestyle, relationships and work ethic.

ADMISSIONS POLICIES

Before applying to WCS please read this Handbook and make sure you and your child meet our qualifications in all areas. Please comply with all requests for forms, tests, and student records.

Non-discrimination - WCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities that are generally made available to students at our school. WCS does not discriminate on the basis of race, color, national or ethnic origin in the admission of students, application of educational policies, athletic programs or any other programs administered by WCS.

Age Requirements - Kindergarten students must be 5 years of age by October 1 in the year entering Kindergarten. First grade students must be 6 years of age by October 1 in the year entering first grade. Students who have not successfully graduated by age 19 will not be allowed to continue as a WCS, therefore all students entering our high school must be no older than 15 student.

Health Requirements - We are unable to accept students who have severe allergies that require excessive environmental restrictions on others, for example, students allergic to peanuts or airborne peanut particles.

Conduct Standards - WCS does not accept students who have been expelled from any other school, public or private. If this information has been concealed by parent or student and comes to our attention, the student may be immediately dismissed.. WCS may require students to have random drug tests at parent expense at any time. We require that our students live with their parents or legal guardians. Students at all grade levels must demonstrate a willingness to learn, positive attitude and respect for authority while striving to achieve his/her personal best. We reserve the right to dismiss any student at any time that does not respect our spiritual standards, cooperate in the educational process, accept our conduct rules or become unsuitable for our academic programs.

Admissions Interview – After you have read our Handbook and meet our enrollment qualifications, please call the school office for an appointment for an interview with a school administrator. Parents and student must attend and bring the completed WCS application, the most recent report card and, if they have one, an IEP. At the interview students will be given a basic entry test from our core curriculum while the parents talk to the administrator. The student will then join the parents and administrator to complete the interview. If deemed necessary, the student may be asked to return for additional testing. This helps us with placement decisions. Interviews usually take about half an hour and include a discussion about the academic, conduct, social, and spiritual background of the student and family. These interviews are relaxed and offer parents and students the opportunity to find out more about WCS and evaluate our school.

Enrollment Forms - Enrollment at WCS is not complete until all of the following are in the school office:

1. WCS application and paid registration fee (non-refundable)
2. Birth Certificate (copy)
3. Copy of custody agreement (if applicable)
4. Copies of recent report card and achievement tests
5. Transcript copy for high school students
6. Florida Certification of Immunization (original blue form)
7. Florida Physical Exam Form # 3040 (dated within one year of registration)
8. Medical Release Form (available in the school office)
9. Educational testing and IEP and McKay Matrix Score (for students with learning disabilities)
10. All conduct reports and any other records sent from the prior school

Acceptance - After all aspects of the enrollment process are complete, including the personal interview and entry evaluation, the administration will review records from the student's previous school that have been provided by the parents. If accepted, WCS Administration makes the final decision on grade placement and later on promotion or retention. WCS reviews transfer credits, grades, discipline reports and placement according to its own standards. The standards of other schools may differ. Our judgment on these matters for incoming students is final. Acceptance is not guaranteed and is based on the administrations assessment as to the ability of the school to meet the needs of the student.

Re-Enrollment - Priority of acceptance is granted to students currently enrolled for at least half of the current school year. Current students will have the first opportunity to re-enroll during January. Payment of the registration fee and return of a signed, completed application are required to secure placement. The current fee will be published along with tuition schedules for the coming year. Re-enrollment is not guaranteed to any student. Only current students who continue to qualify for our academic programs, maintain good conduct and are current in all financial obligations will be allowed to re-enroll. If any of these circumstances change, the student may be denied re-enrollment or placed on a waiting list until the circumstance can be remedied.

Other Considerations - Siblings of current students will be allowed to enroll at the time the current student/s in the family re-enroll. Although we make every effort to find placement for all children in a family, we do not guarantee enrollment for all children within the family. Children of WCS administration/staff/faculty and WCN staff are given priority enrollment consideration. If enrollment is limited in a grade, priority is also given to children whose families are active members of Westside Church of the Nazarene.

Withdrawal Process - If a parent and student chooses to leave or is asked to withdraw from WCS, all of the following must be completed before student records will be transferred to the next school:

- Parent completes our Withdrawal Form and gives it to the school office.
 - All items belonging to WCS including textbooks, library books, athletic team uniforms, and locks for lockers must be checked in at the school office.
 - The financial account must be paid to date. This includes before and after care fees and sports fees.
 - Parents are required to pay the full current month of tuition regardless of the date of withdrawal.
- Families relocating will give WCS 60 days to refund any tuition due.

No refunds are made on tuition at any time.

- When all the above conditions are met, our office will send an official transcript and student records to the school address given by the parent on the withdrawal form. An unofficial copy of the transcript may be given to the parent, but not until all of the above conditions are met.

A student is not withdrawn until all the above conditions have been met.

FINANCIAL POLICIES

Tuition Payment Plans – Student Financial Accounts must be kept current in order for the student to attend WCS. As a private school, tuition and fees are the primary source of operating funds. To assist with tuition collections and financial reporting, WCS uses a company called the SMART Tuition Payment Plan. At registration, parents must complete the SMART form indicating a commitment to pay monthly over 10 months (August – May) or semiannually (August and January) and determine method of payment (electronic funds transfer or check/money order with a coupon book). Parents will be given a toll free number and web site information to contact SMART with any questions about tuition payments. Notices will be sent if accounts are overdue. At 50 days overdue, students will not be allowed to attend WCS and transcript/grades will not be forwarded until the account is paid in full. A late charge and a insufficient funds charge will apply on funds that are not available for payment as explained in the SMART Parent Information Brochure. These fees may be changed by SMART at any time without notice. Parents who prepay the full year in advance are not required to complete the SMART form as long as tuition is paid by August 1. WCS offers a 10% discount for families who pay in full by August 1.

Scholarships – WCS accepts McKay and Florida PRIDE scholarships. It is the responsibility of the parents to follow through with the school office about McKay Scholarship and to follow through directly with Florida PRIDE for that scholarship. The school may change the acceptance of either of these scholarship, but if any changes are made the parents will be notified so as to relocate their student to another school. The government may also make changes in the scholarships that are outside the control of WCS. Parents are advised to keep up with new scholarship information. The parents must apply and follow through with the entire Florida PRIDE program and must keep the school office informed. WCS does not offer any scholarships directly from the school. Families who are members of West Side Church of the Nazarene, and attend regularly, are given a 10% discount.

Tuition and Fees - Each January the church board will approve and the administration will publish a complete Tuition and Fees Schedule for the next school year. This information will be made available to parents and to the public. WCS attempts to keep tuition and fees as affordable as possible within the annual budget of the school. Parent volunteerism and fundraising help us keep tuition as affordable as possible. **Each parent must give the school ten volunteer hours for each child enrolled. Single parent families are only required to give the school 5 hours for each child enrolled. If these hours are not met by the parent they will be billed at the end of the year at \$10.00 per hour.** ***Your child's place is not secured until registration fees, technology fees and book fees are paid.***

Refund Policy - If the parent withdraws a student before August 1, prepaid tuition will be refunded but the registration fee and book rental fee are not refundable. If the parent withdraws a student on or after August 1, the parent still owes the full month tuition. Additionally the parent would owe for any overdue or lost textbooks, library books, team uniforms, before or after care charges incurred and any damaged property.

HEALTH & SAFETY ISSUES

Four Required Forms Before Students May Attend School

If the following four forms are not properly completed and on file in the school office, the student will not be allowed to attend class and each day will count as an unexcused absence.

1. Immunizations - Florida law requires immunizations. The student's immunization history is recorded by pediatrician/physician on the Florida Certification of Immunization Form DH 680 (blue form). An original of this form must be given to WCS. All state required immunizations for students entering kindergarten, first grade and seventh grade must be complete before the school year begins. The parent/s is responsible for complying with the state requirements.

2. Physical Examination - The state of Florida also requires a physical examination for students entering school. A Florida licensed physician must record the results of this examination on form DH 3040 (gold form) which is also available from the Health Department. An original of this form must be given to WCS. The parent/s is responsible for complying with this state requirement.

3. Birth Certificate - A copy of the student's birth certificate must be given to the office prior to attending.

4. Medical Release Form - Parents must complete a medical release form (copies are in the office) for each student. In the event of an emergency when parent or guardian cannot be contacted, this medical release makes it possible to obtain emergency treatment for your child. These must be filled out every year. In addition a illness card will be kept on file. It holds emergency information and a list of people who can pick up your child in case of illness.

Illnesses - A student who has elevated temperature, diarrhea, excessive nasal discharge, vomiting, rash or known communicable disease must be kept home until the condition is resolved. Bringing a sick child to school threatens the health of other children and staff. If your child becomes ill at school, s/he will be taken out of class and isolated until a parent or person approved by the parent can pick up the child. When you are called to pick up a sick child, we need for you to respond promptly. **If you cannot pick up your child a school staff member will be assigned to watch your child and you will be required to pay a fee of \$10 per hour for this service on the next school day.** If we cannot reach you and feel that medical attention is needed, we will summon emergency medical services. WCS does not have any medical personnel or nurse on campus. Please be sure you update our records with any new phones, addresses, or approved emergency persons who you allow to pick up your child. Failure to update us may result in the administration asking the family to leave WCS. We must know how to contact you and your designated emergency persons. WCS does not pay for any EMS services if we must call for such services. The parents must pay for such services as required by EMS or other medical providers and all other medical expenses.

Communicable Diseases - For the health and protection of all students and staff, we make every effort to prevent spread of communicable diseases. Such communicable diseases include an infectious agent or rash that may be directly or indirectly transmitted to a susceptible host, animal or infected person. Any indication that a communicable disease may be present is to be reported to the administrative office immediately. Any student, staff member or parent who volunteers in the school and has a communicable disease will be excluded from the school while ill. If immunization is required by law and/or is available for the disease, the excluded individual is expected to comply with the law. Before an excluded person can return to school, a physician's report must be provided indicating that it is safe to return. ***If your child is ill with a fever or apparent symptoms please keep them home. We have no clinic for them to stay in. If you send your child to school sick, we will call you to come and pick them up. Children with fevers cannot stay in class.*** WCS reserves the right to request an independent physician's report to verify the diagnosis and whether or not the individual's return is safe for others. All steps necessary will be taken to prevent and/or control spread of communicable disease on the school campus. We are unable to accept students who have severe allergies that require excessive environmental restrictions on others, for example, students allergic to peanuts or airborne peanut particles. We simply do not have the resources and personnel to help these students.

Medications - Students are NEVER permitted to carry medications (over the counter or prescription) on their persons, in their lockers, backpacks or purses. Medication must be given at home. Medication will be given only in exceptional cases with a physician's note and the prior approval of the school administration and must be kept in the school office. If administering medication becomes a burden to the administrative office, the parent will be required to come to the campus daily to administer the medication. A signed and notarized form for administration of medication must be presented to the office along with the medication in the original Pharmacy or Manufacturer's labeled container. Parents must arrange for a separate supply of medication to remain at school. Medications may not be transported between home and school on a daily or weekly basis. Medication will be stored in a locked cabinet with limited access by school personnel who will keep a record of medication administration. Some medications (such as for attention disorders) are available in time-release, once per day dosage. Parents are encouraged to consult the physician for feasibility of using medications which are administered only at home under parent supervision. Students who use an inhaler must keep that inhaler in the office. A parent signed and notarized medical form is required. The inhaler must be presented to the office in the original box with either prescription label or manufacturer's label. WCS does not have a nurse on campus, therefore, if a student has excessive health issues, the family may be asked to enroll elsewhere due to our limited personnel and resources.

Lice and Nits - The Florida climate is ideal for growth of head lice and nits, which can spread rapidly in a school. A student who has any degree of lice will be removed from class and the parent summoned to take the student home immediately. A full course of treatment must be completed and the student must be free of all lice before returning to school. Parents must provide a written release from a physician that the student can return to school. If lice or nits are discovered at home, please advise the school office as other students may have already been infected.

Safety Drills - WCS conducts periodic drills for fire, tornado and security emergencies. Evacuation maps are located in every classroom with the emergency evacuation route highlighted. When the fire alarm sounds, students move as orderly and rapidly as possible along the designated route to leave the building. Each class assembles at a particular location outside with their teacher. Teachers bring class roll books and check the roll as soon as students are assembled at their safe location. If any student is missing, the teacher is to notify an administrative team member who will be checking on each class. Rapid, orderly movement without panic reduces risk of injury and protects the safety of all students. If a tornado drill is called, students may either remain in their rooms or assemble at a designated interior location depending on the directions for each classroom. Students are to sit on the floor along a designated wall and cover their heads. Security drills may result from possibility of an intruder or serious situation occurring within the school. If a lockdown is necessary, a signal will be given by the office. Students are to remain in the rooms, not enter the hall and be as quiet as possible. Students who are in the hall and unable to get into a classroom are to seek shelter in a closet or rest room. No student or teacher is to leave their room until a prearranged signal code is given by an administrative team member or if directed by police or fire emergency personnel.

ATTENDANCE POLICIES

Regular attendance at school is required under Florida Law, necessary for students' progress, and expected of all WCS students. Every school day listed is mandatory and counted toward completion of the school year. Attendance is recorded for each student and becomes an important part of the student's permanent record. The school year contains 180 total days divided into four quarters. For elementary and middle school this is a continuous period and students should not miss more than 20 days for the year (excused or unexcused). High school students should not miss more than 10 days per semester (excused or unexcused). Students who miss more than the allowed absence days may apply in our office to our Westside Tutoring Center which is conducted by some of our teachers and is held after school and during summer. The fee must be paid by parents and is \$25 per hour and 6 hours are required to make up for one day of absence. Excessive absences are a predictor of school failure and a way to reinforce irresponsibility. Parents who are uncooperative or do not improve the attendance of the student may be asked to withdraw their student.

Scholarship students need to check requirements for attendance for their scholarships. They can differ slightly.

Office personnel will call students or email parents when they miss school.

Return to School - The parent must supply a note signed by a Florida licensed physician for any absence longer than three consecutive school days. The note must state the reason for the absence, dates of the absence and indicate that the student is cleared to return to school. If the absence is for one or two days, the student may bring a note from the parent stating the reason for the absence and date/s of the absence. The student will not be admitted to class without a note from parent or physician.

Unexcused Absences - All absences are initially unexcused. In situations of medical or family emergency, parents may present physician notes or other documentation to the Administrator for consideration of special circumstances for possible excused absences. Please note that a family reunion, vacation, extended holiday, sports or personal competitions and other non-medical reasons will not be excused.

Excused Absences - Excused absences are those which involve serious illness or medical treatment, bereavement of family members, school approved prearranged absences and college visitation days. The determination of what is or is not an excused absence is made by the administrative team based on documentation provided by parents and weighed against the current number of absences for that student. Excused absences are intended to avoid penalizing a student with genuine problems or hardships and are not granted as an easy way to extend vacations or compensate for poor attendance. Excessive absences, excused or unexcused, may still result in the administration not promoting a student or asking them to find another school due to excessive absences or lateness. The decision of the administration is final.

Pre-Arranged - A pre-arranged absence may be an excused absence if the parent submits a signed, written request to the school office at least 3 school days prior to the absence. The administrative staff will review the student's attendance record and determine if the absence can be approved. Do not assume a prearranged absence is approved as excused until you receive a copy of your request signed by an administrator.

College Visitation - may be allowed during the junior and senior years. Students are allowed a maximum of four (4) days to visit colleges, postsecondary training schools or military bases located outside Pinellas and Hillsborough counties. That is 4 days to be used within the 2 year (junior/senior), not per year. If applied for 3 school days in advance by written request to the Administrator, then those days up to four maximum are not counted in the 10 days that could lead to failure. Upon returning to school, the student must bring documentation from the college or institution visited. Showing a catalog, brochure or airplane ticket is not sufficient documentation. A letter or statement signed by a college/institution office with his/her name and title clearly readable is an example of acceptable documentation for excused absences for such visits.

Make up work - must be completed within the same number of days as the days of absence. For example, a student who is sick for 4 days has the next 4 school days in which to make up work missed during that absence. Any tests or quizzes missed during that period must be made up no later than the final day of the allowable days at a time designated by each teacher. Please do not expect teacher's to stay after school to administer missed tests/quizzes. For K-8 students it is the sole responsibility of the parent to request from the teacher/s the make up work or other assignments. It is the sole responsibility of a high school student to request from each teacher the make up work or other assignments.

Being Late To School - Tardy is any clock minute after the start of the school day (or the start of any class period for high school). Students may enter their classrooms or homerooms at 8:25am. The school day begins promptly at 8:30am. The official school clock in the office is the time used to determine tardiness. Any student regardless of grade level must check in at the school office to receive a late slip. Excused tardies are those for which a note from a physician, dentist or other healthcare provider is given to the school office at the time the student returns to school. Other reasons for being tardy, such as bad weather, may be excused at the judgment of the Administrator. A student who is late, overslept, couldn't find a book bag or other such reason receives an unexcused tardy. Three (3) unexcused tardies equal one (1) unexcused absence. These can add up quickly so please be at school on time each day.

Leaving School Early - Signing out for appointments or special reasons approved by the parents and administration must be done in the school office and acknowledged by an administrative staff member. Students must be signed out by the parent. High school students who drive themselves to school may sign out if approved by the parents.

School Closings - Emergency closing may occur in the event of extreme weather conditions such as a pending hurricane or other local emergency condition. Parents are advised to listen to local radio and television stations for an announcement of the closing of Pinellas County Schools. If the Pinellas County School District decides to close public schools for weather or other local emergency conditions, then WCS will also be closed. Parents can call the school voice mail or view the web site to find out when WCS re-opens after a weather emergency. More school days may have to be added at the end of the year.

CURRICULUM AND INSTRUCTION

WCS staff designs all instructional programs to give age appropriate education with a Biblical worldview. To accomplish this goal, we use ABeka Christian curriculum for elementary with some supplementation of materials from other publishers.. Our middle and high schools use a blend of curriculum from ABeka, Bob Jones, ACSI and some appropriate secular texts. Our students work together and learn how to cooperate and value others as God sees them, not as greater or less than anyone else and we have some LD students.

Book Rental – Parents pay a book rental fee and do not own the school books. If a student loses or damages books, parents will be required to pay for a replacement within two days of the loss or damage to WCS.

Technology Fee - A technology fee of \$95.00 will be collected from each student. These funds will be used in the learning centers and in the classroom. Computers, Smart Boards, and other technology are so important to your child’s education. Even though WCS wants to keep its classes small we still want your student to learn with the very best technology possible.

Bible Classes - All WCS students K-12 have regular instruction in the Bible. Our approach is to teach the truths and relevance of the whole Bible. As an interdenominational school, we recognize that there are differences on certain issues or practices. Because we have vastly more in the Bible that unites us than those issues which people have made to divide us we confidently proclaim the Word according to our Statement of Faith. We follow Augustine’s statement: “In essentials unity, in non-essentials diversity, and in all things charity (love)”. WCS provides each 7-12 grader with a copy of the New International Version of the Bible for use with our Bible curriculum as the textbook for Bible class. Elementary students must bring their own copy of the NIV Bible to school for use in their Bible class.

Grade Placement - Decisions about grade placement for entering students and promotion or retention of current students is an administrative decision based on past/present academic achievement, standardized testing, educational testing, attendance, conduct, and teacher recommendation. Parents may schedule a conference with the Administrator and Teacher to discuss a decision with which they disagree. After hearing the parents, a final administrative decision will be made and communicated to the parents.

Grade Scale - WCS uses the Florida grading scale which is as follows:

A 90-100	Kindergarten - Grade 2 may also use:
B. 80-89	S = satisfactory
C. 70-79	N= needs improvement
D. 60-69	U= unsatisfactory
F. 59 and below	

Report Cards and Progress Reports - Grades are calculated on a numerically based percentage system which uses quarterly grades (every 9 weeks) and semester grades (half year). High school students have semester exams. Progress Reports are issued at the mid-point of each grading period (about 4 weeks into the 9 week grading period) only if the student is earning a grade of D or F or N or U. Parents are expected to work with the student to correct any problems and help the student turn in work and study at home.

Progress Reports and Report Cards must be signed by the parent and returned to the school no later than three days after they are received. The school calendar lists Report Card dates. The school only sends home information to the parents or guardians who enrolled the student and does not make copies for others.

Student Records - WCS maintains official Student Records (cumulative folder) on all students. Student records are confidential and maintained under limited access. Upon graduation, two WCS high school transcripts will be provided to each graduate. The fee to send any WCS high school transcript thereafter is \$5 each. If the student transfers to another school Student Records (cumulative folder) will be sent directly to the school. Items such as WCS application and minor discipline reports while at WCS will remain with WCS files for one year. If the student's financial account is not paid to date, no records will be sent.

Homework - is a valuable means of reinforcement and practice. WCS teachers do not expect homework to replace classroom learning. We use our time fully and attempt to reduce the amount of family time spent with homework. Understand that some students are more efficient and more motivated than others. Parental supervision of homework is expected and greatly increases productivity and shows the student how to use time efficiently. To encourage attendance at Wednesday night church, no new homework is given for Wednesday, however, unfinished class work, late papers and preparation for a test assigned days earlier may involve the student spending some work time on Wednesday. Homework on weekends is also kept minimal so that families spend time together and attend church. Homework is due on time or grades will suffer. Organizational skills are developed by students, parents and teachers expect the student to keep up with school assignments and do the work themselves, rather than have others do it for them.

Make-Up Work - is required following an absence whether excused or unexcused. If the student's illness or incapacity is likely to continue beyond two days, parents needs to call the school to request assignments. Each teacher will discuss or list the make-up work due for a student and the time frame for completion. Please call before noon to receive assignments by the end of the school day. **Students are allowed one day of make up for each day absent. Work not made up within the time allowed counts as a zero grade.**

Daily Planners - are required of all students so they learn to become more organized. The description of that item varies by grade and will be explained on each grade supply list. The daily planner whether in the form of a steno pad or agenda is an important means of communication between teacher and parent, lists homework and upcoming projects, reminds of field trips and special events and advises parent of classroom conduct issues, field trips, and other events. Parents should ask to see the planner each day after school.

Grade Eligibility for Extra-Curricular Activities - **Middle and High School students who want to participate in athletics, music, drama or any extra-curricular activity must have an un-weighted Grade Point Average (GPA) of 2.0.** During any month in which that GPA drops below 2.0, the student will be removed from all extra-curricular activities including team sports until the next month. Eligibility for fall sports is based on the closing GPA from the previous year. Eligibility for spring sports is based on the closing GPA from the fall semester. While we believe that extra-curricular activities are beneficial to students, getting a good education and earning a quality High School diploma is more important and of greater lasting value than outside activities. Athletes, musicians, etc will not be given any special courses, make up work or any other favorable treatment which is outside that given to any student.

Elementary extra-curricular activities - that are available for Elementary students can only be participated in if the student maintains a C average with no F grades or S with no N marks in any subject. This is a time in the educational process when each student needs to acquire essential skills far more than non-academics.

Time Use - We believe that family, church and educational time provide life skills and spiritual foundations of greater value than any club or other activity. Repeated absences or incomplete work due to outside activities will not be excused. Many parents are simply having their children in too many out of school activities. We urge parents to schedule only a limited amount of outside activities.

On Campus Annual Testing - Students in Grade 1-11 These students participate in standardized testing, such as the Stanford Achievement Test (SAT). This is not to be confused with the college entrance test also called the SAT. Test dates are on the school calendar. Seniors will be allowed off those days. Seniors that

have not finished their community service hours are not allowed to have the days off. They must work around the school to make up these hours needed for graduation. The final test results are mailed home with the final Report Card after school is out in late May.

Remedial Work - A student who fails some but not all coursework and who otherwise shows potential for promotion may have the opportunity to retake the work in the WCS tutored Summer Study or other approved tutored class work. Credit is only granted if administrative approval is obtained before starting the work. The administration may deny credit for any work not pre-approved or not sufficient to meet our curriculum standards. If the remedial work does not give the student enough improvement to continue in the higher grade, the student may be returned to the lower grade level in that subject or in all subjects based on teacher recommendation and administrative decisions, which are final. Tutoring incurs an additional fee.

Instructional Subject/Course Overview

Elementary School

Kindergarten: Bible Math, Reading, Phonics, Handwriting, Science, Social Studies, Art or Music
 Grades 1-6: Bible, Language/Reading, Spelling, Math, Handwriting, Science, Social Studies, Physical Education (PE)

Middle School

Grades 7 and 8: Bible, English/Vocabulary/Literature, Math, History/Geography, Science, Physical Education (PE), music or art or creative writing or other electives (subject to change) with our Middle School students changing classes among the Middle School teachers.

High School

Grades 9-12: WCS High School students graduate with 26 credits for a Standard Diploma. A 2.0 GPA and 40 Community Service hours is required for graduation. The following courses are required of all students:
 4 credits in Bible* or related subjects such as Church History or World Religions
 4 credits in English or related courses such as Literature, Writing
 3 credits in Math of which one has to be Algebra I
 3 credits in Science of which two has to include a science lab with the course
 3 credits in Social Studies including World History, US History, American Government/Economics
 1.5 credits in Physical Education including Personal Fitness and Life Management Skills
 7.5 credits total in Electives of which 2 credits must be in the same Foreign Language or Sign Language if the student plans to attend college. If they do not plan to attend college no Foreign Language is required.
 * Transfer students who may not have had Bible each year are only required to take Bible while at WCS and they must still have 24 credits to graduate, but additional credits may come from other courses.

Elective courses vary from year to year. An example of the courses we offer in our high school include:

Semester One	Semester Two
Language Arts	
English 1-Am. Lit.	English 3-Contemp. Lit.
English 2-World Lit.	English 4-Lit. & Arts
Journalism 1 Last period elective to be announced	Journalism 2
Math	
Algebra 1	Geometry
Algebra 2	Advanced Math
Am. Gov. & Economics Last period: Consumer Math	Life Management Skills Consumer Math
Science	
Physical Science	Biology
Anatomy & Physiology	Advanced Science
Biology Last period elective to be announced	Technology

History	
World History	U.S. History
Language 1	Language 2
Acting 1 Last period: Teacher Aide	Acting 2
American Law	SAT Prep
Career Exploration	Digital Photography
Bible OT	Bible NT
McKay Coordination Last period: Physical Education	McKay Coordination Last Period: Personal Fitness

High School Academic Policies

Coursework descriptions and schedules are prepared annually. Student schedules are arranged in the administrative office. Every effort is made to give students their choice for electives, however, that is not a guarantee. New students will be scheduled according to the courses they need to meet WCS graduation requirements. Any courses attempted to be transferred in from another school will be evaluated according to WCS comparable courses and the Sunshine State Standards. WCS reserves the right to grant only partial credit or no credit for courses that fall short of our requirements. The decision for granting credit is administrative and is final. **If a student enters WCS and needs to complete courses that we do not offer that semester in order to graduate that year, a school tutor will be assigned to that student to assist them in completing such courses through WCS. The parents will be required to pay for this special tutoring. It is not part of the regular tuition at WCS.**

Special Elective Courses - for qualified students in grades 11-12 include Dual Credit, Career Exploration, Independent Study, and Teacher Aide. Please see our Guidance Counselor for more details.

1. Dual Credit College Courses - With administrative and parental approval, students in grades 11 and 12 who have a 3.0 GPA or higher and excellent conduct may take on line Dual Credit courses through St. Petersburg College. They are given a referral card for entry to the College Placement Test (CPT) given at any St Petersburg College (SPC) campus. The student must complete this test before the end of May in grade 10. Results of the CPT are sent by SPC to WCS. These results indicate whether or not the student is a candidate for college level work and the point of entry allowed by the college. Students must achieve the minimum score on the CPT for college level courses in order to be classified as a Dual Credit student and have the credits granted at WCS. For private school students, Dual Credit classes are free but textbooks must be purchased at the college by the student/parent. With Parental permission students can leave WCS to take these classes at the campus (seniors only).

2. Career Exploration Credit – This is our work program for students who qualify and leave school last period. They are evaluated by the employer and research specific careers of interest.

3. Independent Study – These courses are offered only to students who need specific courses that WCS does not offer the year that they need them to graduate.

4. Students as Teacher Aides - Students who demonstrate good work ethic and conduct may have the opportunity to serve as a Teacher Aide, Office Aide or Library Aide as a credit course within a given semester. This work is like a regular job; it is graded on performance, attitude, attendance, faithfulness and willingness to learn new tasks or new approaches. A grade on the regular grading scale is given by the teacher or staff member to whom the student aide is assigned. This grade is part of the GPA. This is acceptable under Florida Sunshine State Standards.

Community Service - WCS requires all students who graduate from our school to serve at least 40 hours of Community Service. These hours may be done in one or more years during high school at agencies approved by both WCS and the parents. Service learning is a distinctive part of our school experience. Transfer students must also meet this requirement. At the beginning of each school year, WCS Community Service requirements will be explained in detail and a set of forms provided to each student by our Guidance Counselor. Only hours documented on the WCS Community Service Forms will be counted. Additional forms can be obtained from the Guidance Counselor. Students may not have more than 20 hours at any single program or area of service. This is an opportunity to become involved in the community.

Christians are to have a servant attitude rather than be arrogant. In Matthew 25:34-40, Jesus tells us that to feed the hungry, visit the sick, minister in prisons or give clothes to the needy is acceptable service for which He says, “whatever you did for the least of these brothers, you did for me.” Detailed rules about eligible service projects and suggestions of community programs are also provided with the community service form. Any student who does not complete community service hours by April 1 of the senior year will not be allowed to participate in the graduation exercises. If that student would otherwise have been selected Valedictorian or Salutatorian according to GPA, s/he will lose that honor if Community Service hours are not completed by the deadline. One of the requirements for students who seek to qualify for Florida Bright Futures Scholarships is a minimum of 75 hours of community service which can be documented and verified. See our Guidance Counselor for specific approved types of community service to meet the scholarship guidelines.

High School Students Transferring to WCS - Unless the student transfers in from a high school using the block schedule, s/he may not receive full credit for classes in that term if transferring at the midpoint in the semester. It may be possible for the student to do sufficient remedial work over the summer or by other verifiable Independent Study means to complete the full course requirements for credit.

Students who are transferring to WCS at any time after the first of the year, will be asked to sign a behavior contract; Promising to uphold the rules and regulations of the school.

Off Campus College Testing - Students in grade 11 and 12 who plan to go to college need to take the college entrance tests called the SAT and/or ACT. The parents are also responsible for registering (online) and paying for the college SAT or ACT. These tests are different from the entrance test given by SPC. Contact our Guidance Counselor for details early in grade 11.

Exam Exemptions - As a motivator to work hard and maintain good grades, WCS allows High School students to exempt a mid-term or final semester exam with the following limitations:

Grade Level	Grade Average	Attendance and Conduct
9	A = 90-100	no more than 5 absences or 5 tardies and no suspensions
10	A = 90-100	no more than 5 absences or 5 tardies and no suspensions
11	A = 90-100	no more than 5 absences or 5 tardies and no suspensions
12	B+ = 85% -100	no more than 5 absences or 5 tardies and no suspensions

* NOTE: Exam exemptions apply ONLY to WCS courses taught by our faculty. Exemption does NOT apply to Dual Credit or Independent Study courses. Career Exploration and Teacher Aides do not have exams. The exemption decision procedure begins with each classroom teacher who notifies the Guidance Counselor and the student that s/he is eligible for exemption. The student is not allowed to come to school during the time they are exempt from an exam unless it falls between two other exams. In that case the student is to be under the direct supervision of a staff member so as not to disturb others. Exam exemptions are at the soul discretion of the teacher.

Additional Educational Testing - Students with any type of learning need are asked to present educational testing by a licensed professional. We reserve the right to request additional educational testing for any student who does not have prior testing, has testing too outdated or inadequate to make a placement decision or for whom we need more substantive information to serve his/her academic needs. Such testing incurs an additional fee paid by parents to the professional conducting the tests.

CONDUCT POLICIES

Why do we take conduct so seriously? The Bible tells parents to “train up a child in the way he should go and when he is old he will not turn from it.” Proverbs 22: 6. Christian education is a partner in that training, working with your children to fulfill the Biblical imperative. Parents must realize that “every child is known by his actions, by whether his conduct is pure and right”. Proverbs 20:11. When a school fails to provide an atmosphere of caring discipline, the result is what Proverbs 5:13-14 describes: “I would not obey my teachers or listen to my instructors. I have come to the brink of utter ruin in the midst of the whole assembly.” That is not an acceptable outcome in our viewpoint. At WCS, our conduct policies exist to teach proper ways of behavior. The entire policy may be summarized in this way: A WCS student shall act in such a way that every teacher can teach and every other student can learn. A student who embraces the heart of this statement will have no difficulty following the details.

What is expected of the parents? When conduct falls short of our expectations, then discipline must take place in as fair a way as is possible. The first line of discipline is in the home. Parents need to remind students what kind of behavior is expected. The root word of discipline is disciple or to teach. Parents are to remember to allow the adult who reported the conduct issue to explain what happened and to take the experience and responsibility of the adult in to consideration before the parent assumes the student is able to explain the situation. In other words, do not automatically believe the child over the adult. Parents are expected to be calm and to set a good example for the students, as are the staff members. The goal must always be to help the student behave in a way that meets the standards expected by WCS. Parents are expected to support the decisions of the teachers, staff and administrative team and to discipline students at home after such decisions have been made at school. For example, it would not be acceptable for a student to be given a suspension for a day and then the parent or a friend takes them to a fun activity that day, when the student should be home being supervised by an adult and doing extra work. Parent support is critical.

Attending WCS is a privilege, not a right. Once enrolled, there is no guarantee that a student will continue if his/her conduct and attitude is unacceptable for the standards of our school. Parents are expected to support the school conduct policies. If a parent disagrees, that situation is to be brought first to the teacher, then to the administration. It is never a matter to be discussed with other parents or staff members. To do so would be to move outside the Matthew 18: 15-22 and Matthew 5:21-24 rules for the way Christians deal with disagreements. Also, the parent is violating the confidentiality of his/her own child and possibly another child who may be involved in a situation.

If a parent is called to the school office to deal with a serious discipline issue, then the parent must be prepared to take the student home promptly. The parent will be advised when or if the student may return to school. A student who has repeated incidents of behavioral problems will not be allowed to attend off-campus field trips until a correction of behavior/attitude is evident for a period of time. **If a student is not allowed to attend a field trip, the student must be kept at home with the parent. No care is provided when the class is off campus. The student will be given class work to do at home.**

In discipline matters, the line of authority for the parents and students to communicate with is:

- The teacher, staff, coach, extended care worker, or lunch worker who is responsible at the time of the conduct issue and who reported the event to the office
- Only after speaking with the appropriate person from among those named above, then contact the Administrator. School issues are settled within the school staff therefore do not contact any of the Pastoral staff, Church staff or Church Board.
- The Administrator may be contacted and if he is absent, the School Pastor and/or Guidance Counselor may be contacted

At WCS, our objectives in discipline are to:

- stop unacceptable behaviors and attitudes
- show the student what is wrong with the behaviors
- recommend ways to correct or change the behaviors
- monitor to determine if behaviors have changed appropriately

Elementary School Discipline

Each classroom teacher establishes room rules for all students which are clearly stated, such as “raise your hand to speak”, “line up quietly” or “be courteous to others”. Teachers may remove privileges for inappropriate behavior or restrict field trip attendance. A teacher may use a form of “token economy” in which students earn or lose items such as points that may also be accumulated to earn rewards. The daily planner or steno pad is used as a means of communication with parents about classroom or PE discipline issues. Short after school detentions may also be used under the supervision of the teacher. If necessary, a note from the school office or a telephone call to a parent may be required for some concerns.

Elementary students may be suspended (in school or out of school) or expelled for:

- hitting, tripping, pushing, threatening or otherwise endangering another student
- causing injury to another student
- remarks or actions involving sexual harassment
- destruction or vandalizing property of the school, teacher or staff member
- destruction of vandalizing property of another student
- immoral or profane words or actions
- other conduct issues detailed under Middle School and High School conduct and discipline

Extended Care (after school care) - Discipline follows the same system as Elementary Discipline. A student may be removed from Extended School for a period or time or indefinitely for repeated discipline violations, unwillingness to receive correction, and other acts of willful defiance.

Middle School and High School Discipline

Rules and Reminders - Classroom rules are posted by each teacher. Students are expected to act according to these rules. Note that rules in one classroom may be slightly different than in another. It is the responsibility of the student to know the rules and act properly. If there is any question, the student is responsible for politely asking the teacher to clarify the rules. Students may receive Verbal Correction by any teacher, staff member or administrator. That includes conduct in the lunch room, chapel, gym, or any other place on the campus or at a school event. On field trips, the assigned chaperone has authority to correct a student and report him/her to the school office for problem behaviors.

Records and Calls - Students who continue to act inappropriately after corrections and warnings or whose actions are serious even if for the first time have their misconduct recorded in their file in the office by an administrative staff member, who decides if the parent should be called at that time for that offense. Parent cooperation and support of our staff is vital and we ask parents to discipline the child at home if they receive a call from the school office. Detentions after school or at lunch and light cleaning may be assigned at this level of misconduct.

Detention - Students who have broken the rules will be given detention. It can be for one day or several. Detention is served after school or in rare cases a lunch detention. The students vacuum, dust, empty trash cans and so forth. Three detentions equal one Saturday School.

Saturday School – is a punishment given when a detention is not enough. Saturday school is usually held only one day per month. Charge for Saturday school is \$10.00 per hour (this money goes to pay a teacher for his or her time). Maximum amount of Saturday School is 3 hours. If a student does not serve his Saturday School, he will be given an in school suspension at the cost of \$65.00 per day. We strongly suggest that the student be given work at home to pay for his or her punishment. Please note that a Saturday School is less expensive and does not lower your student’s grade. Saturday school is a Middle and High School punishment. All Saturday Schools are assigned by administration.

In School Suspension – requires that a student must collect the work on the preceding day. The student will work on this work in the suspension area for the day. We must hire teachers to supervise a student for

and in school suspension. The cost of ISS is \$65.00 per day. Work handed in by the student is graded down one letter grade.

Suspensions - If the student is absent due to a suspension, make up work must be completed and tests or quizzes completed the day following the suspension. One full letter grade penalty will be assessed for any work, test or quiz which was missed due to a suspension. The daily grade for participation and any other activity done during the class period missed will be given a zero (0). . Suspension is an administrative decision for serious offenses, repeated willful rule violations and/or refusal to accept school authority. The suspension may be given for a time of one to five days. Suspension becomes part of the student's permanent record.

Expulsion - Expulsion is the involuntary withdrawal of a student from WCS. This severe action is the consequence for an extreme offense, illegal actions, and/or accumulation of points from Referrals and/or Saturday Schools, and/or accumulation of Suspensions. A student who is expelled from WCS is not allowed to return. Tuition and all accounts must be paid through the month in which the expulsion occurs and all library books, team uniforms, locker locks, and other school property must be returned in good condition. Expulsion is an administrative decision which will be clearly explained to the student and parents. The decision is final. Expulsion becomes part of the student's permanent record.

Conduct On and Off Campus - WCS administration reserves the right to suspend or expel any student for behaviors or actions which violate our standards whether the incident occurs on the school/church campus, at an off campus field trip, during an off campus sports or team event, at any school sponsored activity regardless of location or at any other location when the violation becomes known to the school administration. We believe our students should behave properly at all times in all places so as to reflect well on the Lord, themselves, their family, and WCS. We do not police students outside of school, but most of the time someone will report a wrongful behavior to someone at school and parents and students will be interviewed and the truth will be sought. The decision of the administrative team is final.

Serious misconduct which leads to Suspension or Expulsion includes but is not limited to the following:

- Fighting, hitting, pushing or otherwise endangering another person
- Verbal or physical attacks or threats on a student, parent, teacher, staff member or administrator
- Possession, distribution or selling of any illegal drug or controlled substance, alcohol, tobacco products, pornography, firearms, knives, weapons, explosives, toxic agents, occult objects or any material from a hate group. Refusal to submit to a drug test paid for by parents
- Promoting involvement in or the philosophies of an occult group, hate group or racist group
- Destruction or vandalizing school/church property.
- Sexual harassment by the legal definition
- Sexual activity of any type on or off the school/church campus. This includes inappropriate sexual content of a website.
- Involvement in any act of criminal or civil disobedience that results in criminal charges. WCS will immediately contact law enforcement for any student action which involve violations of the law, endangerment to others and/or need to remove a student from our campus for the safety of others.

Married or Pregnant students

WCS does not admit married students or allow students who get married to continue attending classes, on campus. We do not admit pregnant students. We realize that everyone sins; however, we do not want to condone pre-marital sex in any way. Nor do we want anyone to seek an abortion because they are afraid and confused. The administration will work to help the students involved to get their diploma. We recognize the sanctity of life and want the students involved to realize that while this pregnancy started as a bad decision, no child is a mistake and God may have great plans for this child. WCS will do everything in their power to help the students through this. We will, however, try to help the students make sound choices for their future and that of the child, with counseling and caring advice. We will allow them to stay

registered at WCS and help them carry on with their work at home. Each case will be handled on an individual basis.

Appeal Procedures - An appeal to the School Pastor and/or board may be made only in the case of a suspension or expulsion and only after it has been discussed with the School Administrator. If for any reason parents choose to involve an attorney in the process, the School Pastor will refuse to deal with the matter and automatically support the School Administrator's decision to suspend or expel. Bringing in legal counsel violates the parent/school covenant and shows that the parent has lost confidence in the school. This will result in the immediate withdrawal of all students in that family even if the student in question has returned from suspension. This may not be placed in the student permanent record if the administration decides not to do so. The Church Board and Senior Pastor will not hear appeals of any kind.

DRESS CODE

Why have uniforms? It reduces conflicts over status and brand labels, is cost saving to parents, diminishes the "what to wear" disputes at home, and shows school pride. Parents share the responsibility to send their students to school in uniform clothing which is clean, neat and worn appropriately.

Where do I buy them? Uniform tops (shirts, tee shirts, sweatshirts, and jackets with WCS logos are to be purchased from Allen's Sportswear in Seminole.

Dress Code Clothing That May Be Purchased Anywhere

1. Navy or Khaki gabardine pants (no cargo pants)
2. Navy or Khaki gabardine knee length shorts (in high school or middle school boys only. No denim shorts)
3. Navy Skirts of modest length
4. For PE, students must wear basketball shorts purchased at Allen's
5. Tennis shoes, athletic shoes or dress shoes. No sandals, plastic shoes, flip flops, backless shoes or skates
6. Socks which coordinate with the clothing (no bells or hanging accessories)
8. Belts must be worn with pants or uniform shorts (not PE shorts)
9. Slip or shorts must be worn under skirts
10. Elementary students may not wear jeans, but secondary students (7-12) may wear jeans that conform to the following guidelines: **Acceptable denim jeans have 4- to 5 pockets with 2 useable back pockets. Jeans must sit at the natural waistline and have belt loops. No low rise. No decorations, jewels, cut-outs, tears or other embellishments. If legs are flared, the flare must be no larger than 10" when the folded pant leg is laid flat and measured. Colors: light blue, medium blue, dark blue or black. No tie-dye or variable colors. Jeans with excessive wear and fading are not allowed.** Failure to comply with the jeans rule will result in the student being required to wear the other listed uniform pants for a stated period of time. The decision of what is and is not acceptable for jeans is administrative and final.
11. **Please parents of girls especially, make sure the shirts are not too small. Shirts should come to the bottom of the jean pockets.**

Students may NOT wear these items to school:

Hats, knit caps or scarves in the building and hair cannot be colors that are not natural.

Clothing with any offensive slogan, logo, picture or writing.

Jewelry that is large, noisy, extreme or represents an anti-Christian lifestyle

Body piercing or tattoos visible when wearing school uniform or PE uniform

Girls' skirts must be long enough to touch the top of the knee

Hair Guidelines - **Boys must have neatly trimmed haircut in which hair is not below top of the collar, over the ears or in the eyes.** Extreme shaved styles or other distracting cuts are not permitted. Sideburns must be trimmed to be no longer than the bottom of the ear lobe. Boys must remain clean shaven with no facial hair such as beards, goatees and moustaches.

Girls must have their hair in a style which does not hang in their eyes or stick out in a way that blocks the vision of class mates. Hair must be a natural color, no blues, purple or any distracting color. No sharp objects are allowed as hair ornaments.

Jewelry Guidelines - Boys are not to wear earrings at school. A watch, bracelet and necklace may be worn if they are moderate size and not distracting. Watch alarms need to remain off during school.

Girls: Up to 4 earrings may be worn on each ear. Earrings may not dangle beyond the chin level and may not touch the shoulder. Loop earrings must be no larger than the diameter of a fifty cent piece. Watch, bracelet and necklaces may be worn if they are moderate size and not distracting. Watch alarms need to remain off during school.

Special Circumstances Concerning Dress Code

Students must leave their jackets in their cubbies (elementary) or lockers (MS/HS). These are not to be worn in the classroom. If students are cold in a classroom or gym, they may wear the WCS jacket. Additionally, students may wear a PLAIN navy button front cardigan sweater or PLAIN navy fleece pullover. No logo jackets (i.e. Gap, Old Navy) may be worn in class. Special Dress days may include Game Days, School Spirit Week, and Dress Down Days. See the monthly newsletter for details. Seniors do sell WCS sweatshirts that do conform to dress code every year.

GENERAL STUDENT INFORMATION

Prayer and Pledges - Classes begin each day with an all school assembly in the gym.

Together students Pledge Allegiance to the American Flag:

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

Students will also pledge to open their hearts to God’s word:

“I choose to believe God’s word. I believe I can be what it says I can be and I can do what it says I can do. I give my mind and my heart to receive the word of God.”

Announcements are given and dress code is checked. After prayer the students are dismissed to homeroom.

In Chapel and other occasions, staff may lead the students in the Pledge to the Christian Flag.

“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen and coming again with life and liberty to all who believe.”

Chapel is held weekly with separate services for Elementary and Secondary students. All students are required to attend Chapel. Parents are always invited to worship with us after they check in for a Visitors Pass at the school office. Chapel programs are designed to present God’s truths in an age appropriate manner. Our programs may include music, drama, puppets, videos, speakers and other ministries. Chapel is an extension of our Bible curriculum and is under the direction of our School Pastor and Chaplain.

Facilities - As a ministry of Westside Church of the Nazarene, Westside Christian School enjoys shared facilities in all areas of the campus. WCS students and staff are expected to keep the rooms and grounds clean at all times. Particularly on Wednesday and Friday, students and staff are to make a genuine effort to have the school areas neat and ready for church use. This may include setting up chairs in the gym. In this way, church and school benefit from the shared facilities and we make good use of what God has provided.

WCS Is A Closed Campus - For the safety of all school children, Florida state law requires that all persons who are not WCS staff or WCS students check in at the school office and receive visitor’s clearance immediately upon entering or leaving campus. Adults or students from other schools are not allowed free access to our campus. If a parent needs to pick up a student early or return the student later in the day to school, that parent is solely responsible for escorting the student into the office and signing that student in or out of school. Students are not allowed to leave the school building or the campus unattended to meet a parent outside or at another location. The only exception is for a student who drives to school and who may be allowed to leave after checking him/herself in or out in the office with prior permission from the parent.

Internet Use Policy - WCS provides desktop computers for faculty and staff to use. The software included for school use includes Microsoft Office Suite and Encarta. Any use of the Internet to access websites of immoral content contradictory to a Christian testimony is forbidden. Failure to comply will result in suspension, or expulsion at the Administrative Team’s discretion. Students cannot use any school computer to access email accounts, instant messaging communicators or any file transfer programs. This includes music downloading. Failure to comply will result in suspension or expulsion at the Administrator’s

discretion. Acceptable uses of our network are activities that support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network's functions.

Unacceptable uses of the network include, but are not limited to:

- Violating the rights to privacy of students or employees of Westside Christian School.
- Using profanity, obscenity, or other language that may be offensive to another user.
- Copying materials in violation of copyright law.
- Plagiarizing which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- Using the network for financial gain or for any commercial or illegal activity.
- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- Re-posting personal communications without the author's prior consent.
- Revealing home phone numbers, addresses, or other personal information.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The Administration invokes its discretionary rights to determine such suitability.
- Downloading or copying information on to disks or hard drives without prior teacher approval.

Student Websites – Any student who places the phone number, address, and/or city of the school or their home or the residence of anyone else in the school or church family may be expelled by the school for publishing confidential information on the internet or in any other form of public media. This is a very serious safety issue for everyone and will not be allowed at WCS. Schools are facing this issue today.

Inappropriate material on myspace, face book or any other networking site may result in consequences.

Loitering Before/After School - Students must leave the building when school is out unless they are involved in a school sponsored sport or activity which has an identified adult supervisor. Elementary students who have not been picked by 3:15 will be sent to our extended care by our staff. Middle School and High School students must be picked up or leave campus within 10 minutes of dismissal. MS/HS students may not arrive at school in the morning until 8am due to lack of adult supervision. If your child is to travel with another parent, a signed permission letter must be on file.

Students are asked not to congregate around or in parked cars before and after school. They are asked to leave school property as soon as possible. Students are asked to drive carefully as there are small children on campus. Once on school property they are not allowed to leave without permission. Cars parked on school property are allowed to be searched at any time by administration and/or law enforcement officers.

Lockers for Secondary School - School lockers are the property of Westside Christian School and assigned to students for the academic year. Lockers are subject to search at will by WCS administration or it's designees without obtaining prior consent of the students. Students are warned neither to give their locker combination to anyone else, nor to leave their locker ajar or in a manner that can be easily opened. Lockers are to remain closed and locked with no items protruding from the locker. The school is not responsible for stolen items. If a student feels that his/her locker combination is no longer secure, s/he needs to ask at the school office for assistance in changing the combination. The school will not be opened after hours or on holidays if a student forgets something in his/her locker. Students are not allowed to keep any items that violate school policy, anything that is smelly, living (animal or plant), flammable or combustible in lockers.

Back Packs - Back packs for MS/HS are only used to bring school related items to school. All back packs of any style must be left in the locker during the day and NOT taken to class or used in the hallway between classes. Rolling backpacks are not allowed for MS/HS. Students may have a small bag for PE clothes that must fit in the locker. Back packs for Elementary are only used to bring school related items to school. Rolling backpacks which are small enough for the student to carry on his/her back are allowed. All back packs of any style must be left in the designated location inside the classroom during the day and not

taken to other areas of the school. Students may have a small bag for PE clothes. Bags can be searched at any time by administration.

Gum Free Campus - Gum chewing is never allowed on campus. Students caught with gum may be required to use gloves and clean off gum from furniture and floors. Chewing gum will also give student one detention.

Non school Items - No other non-school items may be brought to school. If a student does bring anything other than paper, pens, pencils, school books to school such non school items will be collected and kept in the office for the parent to pick up. If after five days such items are not claimed by the parent, they will be discarded. The school is not responsible for any non school items brought on campus. No game units or any electronics are allowed to be brought by the students.

Yearbook- Unfortunately due to increasing prices 2008-2009 is the first year we must charge for the yearbooks. Yearbooks will be pre-ordered for the price of \$20.00 each. While this does not cover the production costs of the books, it does help. Only those who have pre-ordered will receive a yearbook.

Solicitation, Political, Non-Political Distribution - Unauthorized solicitation by commercial entities, student/parent/staff businesses as well as distribution of political campaign material or other special interest material even of a non-political nature is strictly prohibited on the WCS campus or at school related events. All publicity must be approved by the administrative team prior to the material being posted anywhere on campus, All approved ads must have office approval as to location and content.

CELLPHONE POLICY – Cell Phones have not only become a problem at Westside, they have become a problem at every high school and college campus in the country. Students photograph tests and give them to other students; the text messaging of answers has been a huge problem. Because of this Westside has a tolerance for cell phones. It is preferred that a student leaves the cell phone in his car before school and pick it up after school. If they must bring it to school, it must be turned off. The phone must be left in the locker, and not on the student's person. In the case of emergency, every teacher has a cell phone and can reach emergency services. If you feel your student must keep his cell on him, during the day, please send a note to the office. If this is the case, the phone must be off (not on vibrate or silent). If a student is discovered with his cell phone out, for any reason, it will be taken away from him. The cell phone messages, texts, photos and other information will be reviewed by the school administration, to see if any other student is involved in texting or if the phone is being used to cheat in class. A student having his cell phone out during the school day will receive a one hour Saturday School. If it is found that that student has been using the phone, he will receive a three hour Saturday School (see Saturday School for charges). If this continues to be a problem a parent conference will be held. If a student locks his or her cell phone he will be asked to unlock it. Refusal to do this will result in ISS (in school suspension) or expulsion. . Please see fees for In School Suspension.
Cell phones do not come out until you are out of the school building.

Communication – WCS publishes a monthly Newsletter just before the 1st of each month and we encourage all parents and students to read the Newsletter. This is our major way of communication so please be looking for it monthly. Please check the school website for announcements.

Senior Year

The senior year is a very exciting year. We do give the seniors privileges to make them proud to be upper classmen. We also expect a level of leadership from the seniors. They are role models to the underclassmen and should remember that their behavior is being watched.

Senior fees are due by the first week in May. Graduation fees are \$100.00. Please make sure your student has paid these fees.

Senioritis has become a huge problem in all schools. Seniors are expected to remember that they are students at West Side Christian School until they hold their diplomas in their hands. The dress code rules apply to the last day of school and through graduation ceremonies (hair, piercing, earrings, tattoos...and so forth). Please no senior pranks. Diplomas are given out blank. This is to discourage last minute pranks.

We want your graduation to be memorable and dignified. Diplomas will be mailed to the students or handed out after graduation

Do You Have Any Questions? Please call the school office (727-517-2153) and ask our friendly office staff for assistance. We thank you for being part of Westside Christian School as we work together to educate your child.

Please print & sign the Westside Christian School Student Handbook Acknowledgement Form on the following page and return it to the school office.



**WESTSIDE CHRISTIAN SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGEMENT**

2009 – 2010

Please print this page, sign and return to school. Each student must have this signed form in his file.

I, the parent of _____ have received and read the WCS student handbook and will agree and accept regulations explained in it.

_____ date _____
Parent

I _____ a student at Westside Christian School, have received and read the student handbook and will obey the rules of Westside Christian School.

_____ date _____
Student