



**A MINISTRY OF WESTWOOD BAPTIST CHURCH
"WHERE THE SON ALWAYS SHINES"**

STUDENT HANDBOOK 2020-2021

920 11th Street SW

Live Oak, FL 32064

PHONE 386-362-3735

FAX 386-364-6486

HISTORY

Westwood Christian School began in 1965 as a four and five year old kindergarten program under the leadership of Pastor Ewell Johnson. Since that time, Westwood Christian School has grown to include preschool through 12th grades. There is also an extended after school program for enrolled students.

PURPOSE STATEMENTS

MISSION STATEMENT

Westwood Christian School's mission is to prepare students through innovative, engaging curriculum, enriching spiritual worship, and extra-curricular activities to impact the world through a life of service to God.

VISION STATEMENT

Westwood Christian School is committed to the education of all students by providing a biblically-based curriculum in a Christ-centered environment with the purpose of fulfilling God's plan.

EDUCATIONAL PHILOSOPHY

We, at Westwood Christian School, believe the concepts of a true Christian education are:

- God is the Creator and Sustainer of all things, and Source of truth.
- This truth is revealed in the Bible and personified in Jesus Christ, the Son of God.
- Education is a Christ-centered, Biblically-integrated process of developing the students spiritually, academically, socially, and physically.
- The ultimate aim of life is conformity to Christ.
- God has given unique abilities to each student. It is the teacher's responsibility to challenge and teach each student according to his ability and academic level.

NON-DISCRIMINATION POLICY

Westwood Christian School admits students of any race, color, disability, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

STATEMENT OF FAITH

Westwood Christian School embraces a traditionally conservative position in relation to doctrine and requires teachers and staff members to sign a basic statement of faith as part of the application process. Our position is as follows:

- We believe in the verbal, plenary inspiration of the Bible, that it is infallible, and that it is the final authority in all matters of faith and practice. (II Timothy 3:16; II Peter 1:21; Isaiah 40:8; Matthew 4:8)
- We believe that there is one God eternally existent in three persons – Father, Son and Holy Spirit. (I John 5:7; II Corinthians 13:14; Matthew 28:19)
- We believe in the deity of Christ, His virgin birth, sinless life, substitutionary death, and bodily resurrection. (Philemon 2:5-8; Romans 5:8; Matthew 1:23; Acts 1:3)
- We believe that all mankind is born with a sinful nature, needing salvation which has been provided freely by the grace of God through faith in the finished work of Christ on the cross and is brought about by the working of the Holy Spirit. (Ephesians 2:8; John 16:8; I Corinthians 6:11)
- We believe in a literal heaven prepared for the redeemed to spend eternity and a literal hell prepared for the devil and his angels as well as being the future home of those who reject Christ. (John 14:2,3; Revelation 20:10,15)
- We believe in the bodily return of Christ to the earth. (John 14:3; I Thessalonians 4:16-17; Acts 1:11)

LEADERSHIP

Westwood Christian School is a ministry of Westwood Baptist Church. The school is governed by the WCS Board which is composed of six members elected by the church body from Westwood Baptist Church, as well as the senior pastor. The nominating committee, elected by Westwood Baptist Church, chooses and presents new nominees for the WCS Board to the church for approval. Board members serve for a three year term, with board members replaced as needed. A list of the School Board members is available in the school office or on the school website. The membership of Westwood Baptist Church has final authority in all matters of policy.

PROFESSIONAL AFFILIATION

Westwood Christian School is accredited through the Florida Coalition of Christian Private Schools Accreditation, (www.fccpsa.org) which is a state approved accreditation agency. Membership enables WCS to be exempt from licensure by the Department of Children and Families.

ENROLLMENT INFORMATION

ADMISSIONS POLICY

A child must be the appropriate age for the class he/she is applying for on or before September 1st; i.e., to enroll in K-3, a child must be 3 years old on or before September 1st of that year. The child must be potty-trained and able to use the restroom independently to enter preschool classes.

Students are admitted on the basis of available space, submission of required documentation, and fulfillment of the interview process. Students, along with their parents, are interviewed by school administration to be considered for enrollment. When classes are full, prospective students are placed on a waiting list and are called as space becomes available. **All new admissions are on a probationary basis for the first grading period.**

APPLICATION PROCEDURE FOR NEW STUDENTS

In May, applications are accepted by students not currently enrolled at WCS.

Application procedure is as follows:

1. Completion of application form which includes a WCS financial aid form
2. Receipt of up-to-date immunization record
3. Receipt of a copy of the child's birth certificate
4. Receipt of a school physical report completed within the previous 12 months by a Florida physician
5. School Choice Scholarship Awards Letter, if applicable
6. Records request from previous school
7. Social Security Number or copy of Social Security Card

RE-ENROLLMENT PROCEDURE FOR RETURNING STUDENTS

Re-enrollment of current students for the next school year begins in April of the current school year. In order to re-enroll, the student's financial account must be current and be kept current. **No child may be re-admitted unless all financial obligations have been met from the previous school year unless special arrangements have been made through the Westwood Christian School Board.** Students are evaluated on an annual basis to determine eligibility for re-enrollment.

Re-enrollment procedure is as follows:

1. Receipt of updated re-enrollment forms
2. School Choice Scholarship Awards Letter, if applicable
3. If a student was previously dismissed by WCS, he/she must request a "Special" meeting before the WCS Board requesting permission to re-enroll. Re-enrollment is decided by the WCS Board.

FINANCIAL POLICIES

FEES

All fees are accounted for in the tuition price. There is no charge for the early morning supervision time (7:30 A.M. – 8:00 A.M.). After school care services are an additional fee.

PAYMENT OF FEES

Students who are eligible for School Choice Scholarships must submit their Awards letter to the WCS office along with their application or re-enrollment form.

The first tuition payment is due on the last day of August and on the last day of each month thereafter through May (10 payments). If the tuition and/or afterschool program is paid in full by the last week day in August, a 5% discount will be given for tuition only. Parents must contact the school administrator if unexpected problems arise that interfere with tuition payments.

Students whose accounts become past due are subject to being dismissed from WCS. Students will not be allowed to participate in graduation ceremonies unless tuition is paid in full. Report cards and academic records will not be issued or released to transferring students at the end of the year until the account is paid in full.

SCHOOL CHOICE SCHOLARSHIPS PROCEDURE

Notification will be sent home to parents whose student(s) receive a School Choice Scholarship. Parents are required to endorse scholarship checks throughout the school year when notified. This is the parent's responsibility and should be completed in a timely manner. Parents who do not endorse checks will be responsible for account payment.

SCHOLARSHIPS

WCS accepts the following School Choice scholarships:

- Step Up for Students
- Gardiner
- McKay
- Florida Empowerment Scholarship

TUITION FEES FOR 2019-2020

Preschool	\$3,000
Kindergarten – 3rd Grade	\$7,092
4th Grade - 8th Grade	\$6,815
9th Grade - 12th Grade	\$7,111

WCS provides discounts to parents of non-scholarship students. This information is included in the re-enrollment/application packet each year, along with after school care prices.

ATTENDANCE

Regular attendance is vital in order for a child to derive the most benefits from school. Any student who misses more than 20 days per school year may jeopardize his/her promotion to the next grade level and/or be recommended to the WCS Board for dismissal after receiving reasons for absences prior to making a decision.

Any work missed during an absence should be made up as soon as possible. In the case of pre-planned absences (trips, appointments, etc.), arrangements should be made with teachers in advance and assignments requested. Zeros may be assigned to work not completed during an absence. If a student misses a regularly scheduled test or assignment, he/she is expected to take the test the day he/she returns to school. For tests or assignments that are not regularly scheduled, the student may have up to three days to complete the test.

EXCUSED/UNEXCUSED ABSENCES

Excused absences will be granted for the following reasons: school related absences and medical excuses; however, administration may choose to excuse for other reasons. Pre-approval is requested for absences known in advance in writing to administration. Written documentation is required for **all** absences. Any absences not approved by WCS administration are considered unexcused absences.

ACTIVITY ATTENDANCE

To participate in a contest /performance or practice of any co-curricular activity, the student must be in classes for the whole day. Approved pre-arranged appointments such as funerals, medical, dental or orthodontic appointments will qualify as an exception to this rule. Illness will not qualify as a pre-excused absence. A student present for less than a whole day will need special permission from the principal and/or the athletic coach to participate in that day's activity or practice. Students violating this policy will be ineligible to participate in the activity/sport that day.

EXCESSIVE ABSENCES

At least every quarter, absences are evaluated by WCS administration. Attendance letters are mailed to parents of students who have accumulated 5 or more absences. Parents are given the opportunity to discuss absences with administration if they choose. If a student exceeds the 20 day limit for absences, his/her continued enrollment for the next semester will be evaluated by the WCS Board.

WCS does not provide homebound instruction for students with medical conditions that require excessive or extensive school absences. The WCS Board will be notified when such a case occurs and a "Special" meeting will convene to determine current/future enrollment.

TARDINESS

Tardiness is defined as being late to class. Students who are late to class must go to the WCS front office for a tardy slip prior to reporting to class. Someone in the office staff will escort your child to class when he/she is late. Please do not walk your child to class unless you have signed in at the office. Five tardies per class equates to one absence.

GENERAL INFORMATION

SCHOOL BOARD MEETINGS

The regular monthly meetings of the Westwood Christian School Board have been established as “Executive” meetings. This necessary action passed by the board was to provide a venue for handling issues best discussed in private, for fostering robust discourse, and for strengthening trust and communication. Distinguished by their purpose and participants, the executive session will serve three core functions: (1) assure confidentiality, (2) create a means for board’s independence and oversight, and (3) create an appropriate forum for board members to speak openly about topics that warrant special treatment.

If requested, stakeholders may request the administration to address the WCS Board at a “Special” meeting. This meeting will be called within an appropriate amount of time by the acting WCS Board Chairperson. Individuals wanting to come before the Board during a “Special” meeting will be required to submit in writing the topic they wish to discuss and be formally placed on the meeting’s agenda before addressing the Board directly.

WARRIORS WORKING FOR CHILDREN

Warriors Working for Children (WWC) is the Westwood Christian School Parent Advisory Committee. WWC is a voluntary organization that meets monthly and is governed by an officer team. We strongly encourage parent participation in this group.

SCHOOL HOURS

Pre-School (K-3 and K-4)	8:00 A.M. – 12:00 Noon
Kindergarten through 12 th grades	8:00 A.M. - 3:05 P.M.

Students may be dropped off at 7:30 A.M. The tardy bell will ring at 8:05 A.M. Students will report to their designated areas and teachers will pick them up for class.

OFFICE HOURS

School Year	Monday - Friday	7:30 A.M. – 4:00 P.M
Summer	Monday - Friday	7:30 A.M. – 4:00 P.M.

CHECK-OUT PROCEDURE

Parents who need to check out students before school is dismissed must go to the school office and sign the child out. The office staff will notify the teacher to send the child/children to the front office. We ask that children not be checked out at the end of the school day (after 11:45 A.M. for preschool and 2:45 P.M. for the Kindergarten through 12th grades).

SCHOOL CLOSURES FOR EMERGENCY SITUATIONS

In general, if the public schools are closed, Westwood Christian School will close as well. The local radio station (WQHL – 98.1) will broadcast notification that school will be closed if the decision is made for any reason during the night and is unexpected. WCS will notify parents via website (www.wcsliveoak.com) and Facebook.

TELEPHONE CALLS

Students will not be called from the classroom to receive telephone calls, except for an emergency. Students may use office phones with the permission of the office staff. The office will take messages and relay them to the students as necessary.

DELIVERIES

Items to be delivered to a student should be brought to the office. Items should not be delivered directly to students, teachers, or classrooms. Flowers, balloons, and other gifts will be delivered to the classrooms at the end of the school day to the student's homeroom.

LOST AND FOUND

The school keeps lost and found items. Parents or students should check as soon as possible when items are lost. All possessions should be marked with the student's name. Unclaimed articles will be donated to a needy organization throughout the school year.

VISITORS

All visitors should report to the office, sign in, and obtain a visitor pass. Please do not go directly to a classroom. Visitors/visits must be pre-approved by the classroom teacher and administration.

VOLUNTEERS

Involvement from parents is critical in our mission to provide the greatest academic and spiritual training for our students. Please contact the school office for further information.

PRAYER SUPPORT

WCS is dependent upon the faithful prayer support of each family. It is our conviction that WCS will progress in direct proportion to our praying for the Lord's enablement. We ask that parents extend prayer requests to their churches and other Christian friends for our school. We thank you for remembering WCS and school staff in your personal and family prayers.

PLEDGES

Each student of WCS should make every effort to memorize the following pledges:

PLEDGE 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.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and I will hide His Word in my heart that I might not sin against God.

MEDICATION POLICY

SCHOOL RESPONSIBILITY

1. There will be designated staff members especially trained to administer medication.
2. All medication kept at school will be stored in a secure, locked place. The student's name will be attached to the medication (except students who have permission to self-administer emergency medications and/or medications for asthma and/or diabetes). Only designated staff will have access to the locked medication.
3. A record will be maintained on each student who receives medication, including the name of the medicine, the time, the dosage administered, and by whom it was administered.
4. Field trips – In the absence of the parent of a child who is away from the facility, a designated staff member will administer any required medication. All medications taken on field trips must be in the original container and stored appropriately. Records will be kept as if at school except for students who have permission to self-administer emergency medications and/or medications for asthma/diabetes.
5. Over-the-counter (OTC) medication (provided by the parent and authorized by a physician/licensed prescriber) may be given at school.

PARENT RESPONSIBILITY

1. All medication, whether prescription or over-the-counter, must be delivered and taken from the school office by a parent or guardian.
2. All medication must be in the original container and authorized by a physician/licensed prescriber. A School Medication Authorization form must be filled out by the parent/legal guardian before any medication can be administered.
3. Instructions for the use of over-the-counter medications must be provided in writing by a physician/licensed prescriber and kept on file, along with a signed School Medical Authorization form.
4. Prescription medication must be in the original container provided by the pharmacy. Upon request, the pharmacy may split a prescription into two containers if it is necessary to administer medication at school.
5. Any medication in tablet/capsule form must be counted by a designated staff member and the parent/legal guardian before the parties sign the School Medication Authorization form.
6. The first dose of any new medication will not be administered to a child while at the school. Several hours after the first dosage should have elapsed prior to the child's returning to school in order to be sure there will not be any adverse reactions to the medication.
7. When medication is discontinued or when the school year ends, parents are required to pick up the unused medication within one week. Medication will be disposed of properly if not picked up.

STUDENT RESPONSIBILITY

1. A student with any special health condition(s), such as asthma or diabetes, or one who is at risk for life-threatening allergic reactions, may carry prescription medication for emergency situations. The approval of the physician and the parent/guardian and information regarding the medication required will be filed in the school office. A student who has permission to self-administer emergency medication may carry the medication to and from school and on field trips.
2. If any medication is self-administered, the student is responsible to inform the office so the dosage can be recorded. Cough drops/throat lozenges, sunscreen and OTC contact lens solution are exempt from this medication policy.
3. Students must not share any medications with other students.

MEDICAL INFORMATION

PEANUTS

There must be NO peanut products on campus. WCS is a peanut free school.

INJURY

Parents are contacted regarding injuries and given an accident report in the event of an injury. The school staff is trained to administer first aid. Accident reports are completed and kept on file in the school office. In an emergency situation when the parents cannot be contacted immediately, the school has a medical authorization allowing the school staff to obtain medical treatment for the child.

INSURANCE

The school has an insurance policy to cover each child as a secondary insurance.

ILLNESS

If your child experienced a fever, diarrhea, or vomiting at home during the night or in the early morning, do not send him/her to school. If a child becomes ill at school, he/she will be isolated from the class and a parent will be called to pick him/her up. There is an isolation area available for a child to lie down until the parent can be contacted and make arrangements for the child to be picked up.

COMMUNICABLE DISEASE POLICY

Westwood Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness which arises as a result of a specific infectious agent which may be transmitted directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administrator who reasonably suspects that a student or employee has a communicable disease will immediately notify the school office staff.

The reportable diseases include the following:

Acquired Immune Deficiency (AIDS)	AIDS Related Complex (ARC)
Amebiasis	Animal bite of humans by a potentially rabid animal
Anthrax	Botulism
Brucellosis	Campylobacteriosis
Chancroid	Dengue
Diphtheria	Encephalitis
Enterobiasis	Giardiasis (acute)
Gonorrhea	Granuloma Inguinal
Hansen’s Disease (Leprosy)	Hemorrhagic Fevers
Human Immunodeficiency Virus (HIV)	Legionnaire’s Disease
Leptospirosis	Lymphogranuloma Venereum
Malaria	Measles (Rubella)
Meningitis	Meningococcal Disease
Mumps	Paralytic Shellfish Poisoning
Pertussis	Pesticide Poisoning
Plague	Poliomyelitis
Psittacosis	Rabies
Relapsing Fever	R. Rickettsia
Rocky Mountain Spotted Fever	Rubella (including congenital)
Salmonellosis	Schistosomiasis
Shigellosis	Smallpox
Syphilis	Tetanus
Toxoplasmosis (acute)	Trichinosis
Tuberculosis	Tularemia
Typhoid Fever	Typhus
Vibrio Cholera	Vibrio Infections
Yellow Fever	

Any student or employee with a communicable disease will not attend school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, WCS Board may require an independent physician's examination of the student/employee to verify the diagnosis of communicable disease.

WCS Board reserves the right to make all final decisions necessary to enforce its communicable disease policy and take all necessary actions to control the spread of communicable diseases within the school. (This is not an inclusive list of diseases.)

SYMPTOMS OF COMMUNICABLE DISEASE

If a child has any of the following symptoms or signs of illness, he/she must not attend school:

- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea – more than one abnormally loose stool within a 24-hour period
- Temperature of 100 degrees F. or higher
- Conjunctivitis (pink eye)
- Untreated infected skin patch
- Unusually dark urine and/or gray or white stool and yellowish skin or eyes
- Exposed, open skin lesions
- Lice
- Ringworm
- Any other unusual sign or symptom of illness

(This is not an inclusive list of symptoms.)

REPORTING EDUCATOR MISCONDUCT

Any report of alleged misconduct by school personnel should be made to the administration. The school principal may be reached at 386-362-3735 (work).

Any report of alleged misconduct by the school administrator should be reported to the School Board Chairperson (please call the school office at 386-362-3735 for contact information) or pastor of Westwood Baptist Church (386-362-1120).

Any school employee who in good faith reports alleged misconduct by a fellow employee, including the school administrator, or who reports in good faith to the appropriate authority any suspected instance of child abuse, abandonment, or neglect shall be immune from any kind of civil or criminal liability or reprisal which otherwise might result by reason of such action, pursuant to Section 39.203, Florida Statutes.

No employee of a facility serving children may be subjected to reprisal or punishment because of his or her actions in reporting abuse, abandonment, or neglect.

An employer who discloses information about a former or current employee to a prospective employer of that employee at the request of the prospective employer or of the former or current employee shall be immune from civil liability for such disclosure or its consequences pursuant to Section 768.095, Florida Statutes.

Penalties for failing to report child abuse or misconduct which affects the health, safety, or welfare of a student may include a verbal reprimand, a written reprimand to be included in the employee's file, suspension from employment with or without pay for a period of time to be determined by the administrator or School Board, or termination of employment.

EMERGENCY PLANS

There are plans in place to provide safety for students and staff in the event of various kinds of dangerous situations. Drills are conducted as mandated. Parents will be notified if emergency procedures require students to be picked up from school.

SCHOOL DRESS CODE

Final decisions and interpretation of the dress code is at the discretion of the administration.

Westwood Christian School has applied the following Biblical principles to establish the Dress Code Policy for all students. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Student's attire and appearance should reflect the Christian value of encouraging the focus on the inner self, not the outer self.

DRESS CODE PRINCIPLES

- **Student attire should be God honoring** - 1 Corinthians 10:31 *"So whether you eat or drink or whatever you do, do it all for the glory of God"*.
- **Student attire should be modest** - 1 Corinthians 6:19-20 *"Do you not know that your body is a temple of the Holy Spirit, Who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body."*
- **Student attire should take student safety into account** - 1 Corinthians 13:7a *"It (Love) always protects..."*
- **Student attire should be non-distracting in the classroom, and promote a higher level of learning excellence** - Romans 14:19 & 21 *"Let us therefore make every effort to do what leads to peace and to mutual edification...It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall."*

PARTNERSHIP WITH PARENTS

- Parents should guide their children to make good choices in the area of appropriate clothing and good grooming to insure compliance with WCS standards.
- Parents should review the Dress Code Policy on a regular basis.
- Should your child's attire be deemed inappropriate, parents will receive a call from the school and should be prepared to bring a change of clothing. Final determination and interpretation of the dress code is at the discretion of the administration.

Proverbs 6:20 *"My son, keep your father's commands and do not forsake your mother's teaching"*.

Ephesians 6:4 *"And you fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord"*.

UNIFORM DRESS GUIDELINES – Dress code will be strictly enforced!

DAILY UNIFORM GUIDELINES

- Black, Navy Blue, and Khaki shorts, skirts, and pants
- Jeans (jean materials) are acceptable. Jeans must be blue, black, or khaki colored.
- All shorts/skorts must meet the length of the longest fingertip.
- All skirts must touch the top of the knee cap. Preschool through 6th grade students must wear “bloomers” under their skirts.
- All tights worn under skirts should be a solid color.
- Solid Polo or Oxford Shirt (collar required)
- Tennis shoes are highly recommended for all grades and **required** for all PE days.
- Preschool through 2nd grade must wear closed toe shoes with backs.
- 3rd – 12th grade students may wear sandals.

HAIR

- Hair should be neat and clean; hairstyle should not be distracting.
- No extreme hairstyles or hair accessories are allowed.
**Consult administration prior to making extreme hairstyle changes.

ACCESSORIES

- Any accessories should be minimal and should not alter the appearance of the uniform. (This is to achieve a uniform look, minimize distractions and support an educational atmosphere.)
- Acceptable accessories may include: hair bows, hair ribbons, barrettes, watches, rings, and headbands

CHAPEL DRESS

- Girls - Skirts or slacks (accepted colors above) and WCS red polo - **No shorts or jeans.**
- Boys - Long slacks (accepted colors above) and red WCS polo shirts - **No shorts or jeans.**
- WCS will provide your child(ren) with a red polo shirt for chapel days and a WCS t-shirt to wear on Fridays only. **Document your child’s sizes on the form provided at Meet Your Teacher.**

UNACCEPTABLE STYLES

- Preschool and kindergarten students may not wear necklaces or clothing with drawstrings around the neck.
- Caps and hats are not permitted.
- No holes (or patched holes) in clothing is allowed.
- Jeans may not be embellished, faded, frayed, or with holes (or patched holes).
- Flip flops or bedroom slippers are not permitted.
- Expensive jewelry is not allowed at school
- Spandex, skinny jeans, leggings, or tight fitting clothing is not permitted.

- Sunglasses in the building/classroom are not permitted.
- Exposed tattoos are not permitted.
- Revealing clothing is not permitted.
- Baggy clothing is not permitted.
- Bandanas are not permitted.
- Studded belts are not permitted.
- Torn, frayed, or worn clothing is not permitted.
- Any content that is not God honoring is not permitted.
- Body piercings are not permitted - earrings are acceptable.

FIELD TRIPS

- Red WCS polo shirt or WCS t-shirt
- Instructions will be specified by the classroom teacher

SPECIAL EVENTS DRESS CODE

For special events and school activities in which a student is a participant (sports banquets, award ceremonies, school dances, sport trips, graduation and musical performances, etc.), the students must abide by the principles and guidelines of the dress code specific to that environment.

If uniform guidelines are violated, the following disciplinary actions will be implemented:

- A. First Offense - The student will be verbally warned and their parents will be contacted.
- B. Second Offense - Parents will be contacted and must bring clothes for the student to change into uniform attire.
- C. Third Offense - Parents will be contacted and the student will be suspended from school.

Uniform Dress are NOT optional. School administration will make all final decisions concerning these issues. Parents may be required to bring their child a change of clothing if required. Please write your child's name on all jackets and/or sweaters.

STUDENT CODE OF CONDUCT

Preschool - 12th Grades

Westwood Christian School reserves the right to dismiss any student whose behavior and values do not reflect the standards of the school.

Westwood Christian School reserves the right to dismiss any student whose parents refuse to support the school in its policies and procedures.

STUDENT EXPECTATIONS

- Students should respect and obey any authority figure and are to abide by all school and classroom rules and procedures.
- Students should be courteous and pleasant to others.
- Students should respect school property, church property, and the property of others.
- Students should be at school and in class on time.
- Students should always conduct themselves in a manner representing the values of WCS whether they are on campus or off-campus.

UNACCEPTABLE BEHAVIOR

- Students should not be out of class without permission.
- Fighting will not be tolerated.
- Profanity will not be tolerated at any time that students are under school authority.
- Cell phones should be left in a student's backpack and on silent. (A student found using a cell phone without permission is subject to having the phone confiscated.)
- No unacceptable reading material is allowed at school. (The administration will make the final decision about any questionable material.)
- Students are not allowed to trade or share personal property or food at school.
- Students are not to engage in public displays of affection at any time while under school authority. This includes: handholding, kissing, hugging, or embracing.

DISCIPLINE POLICY

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

The word discipline is taken from the same root word as disciple. Discipline is established and maintained at WCS with the intent to train and build character into the lives of our students. Our goal is to see students grow toward maturity in Jesus Christ. Hebrews 12 makes it very clear to us that God disciplines His children in love and with love. We are motivated to employ discipline here at Westwood Christian School for similar reasons. The administrators, despite their human limitations, endeavor to discipline in the context of Christian love and for the betterment of the individual student(s) and the WCS community.

At times, school consequences may be applied for behavior that occurs away from school property and outside of school time because those behaviors transcend school rules. In severe circumstances, students who have established a lifestyle inconsistent with the standards of behavior at WCS may be asked to withdraw from the school.

VIOLATIONS

REQUIRED NOTICES AND RULES

According to the Florida Statutes: smoking, use of any narcotics, alcohol, other impairing drugs, and lethal weapons are prohibited at all times within the facility, at all outdoor play areas, in or at any vehicle on the school property, and in or within any vehicle used to transport children.

REPRIMAND AND WARNING VIOLATIONS

Many violations of an unintentional nature or even violations of a minor nature can and should be handled by gentle reprimand. When such violations become repetitive or defiant they should be handled in a firmer way. These will be recorded by the office staff as a verbal warning on a student’s discipline record.

A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behavior not be corrected. These will be recorded by the office staff as a written warning on a student’s discipline record.

The descriptions of the following violations may not be described in their entirety:

BULLYING/HARASSMENT

- Disrespect, disobedience, defiance, and/or disruptiveness in class (verbal or nonverbal)
- Harassment (sexual or racial, hazing, bullying) Harassment is inappropriate conduct that negatively impacts a student's educational, physical, or emotional well-being regardless of intent
- Aggressive behavior such as repeated verbal insults or attacks on others, publicizing hurtful or slanderous information about anyone
- Sending or displaying threatening material, including texts, tweets, Facebook messages, email or other social media
- Inappropriate gestures
- Hazing

DEFIANCE/NON-COMPLIANCE

- Refusal to obey classroom rules
- Failure to serve assigned consequences
- Leaving campus without permission
- Excessive pattern of non-compliant behavior

DISRESPECT

- Showing willful disobedience and/or gross disrespect
- Name calling
- Putting someone down
- Poor attitude

DISRUPTION

- Horseplay
- Hall misbehavior (running, excessive noise, etc.)
- Unauthorized presence in halls and bathrooms

DRESS CODE

- Failure to follow Dress Code guidelines

ELECTRONIC VIOLATION

- Inappropriate cell phone usage
- Electronic devices at school without permission

INAPPROPRIATE DISPLAY OF AFFECTION

- Inappropriate display of affection or physical contact in any relationships (PDA)

LANGUAGE

- Inappropriate language in spoken or written form
- Gossiping
- Swearing
- Assault [verbal (a threat to inflict injury upon another person)]

LYING/CHEATING

- Lying to administration
- Use of a teacher's or another student's password or identity
- Forgery (of notes or excuses)
- Copying of another student's work
- Allowing another student to copy your work

PHYSICAL CONTACT

- Fighting
- Hitting with an object
- Assault [physical (where there is one aggressor) or sexual]

PLAY FIGHTING

- Fighting – hitting or punching while playing (not out of anger)

PROPERTY DAMAGE

- Throwing objects that might harm another person
- Damaging personal or school property
- Damaging church property

TARDY

- Tardiness

THEFT

- Plagiarism (and other violations of academic honesty)
- Taking someone's property

OTHER

- Use, distribution, possession, influence or "look-alikes" of tobacco, alcoholic beverages, and/or any other controlled substances
- Possession of weapons
- Civil and criminal offenses
- Sexual misconduct

CONSEQUENCES

WCS teachers and staff will work with each student in the classroom to correct violations of misbehavior. In the event the behavior is not improved with the classroom discipline, then the following consequences will be enforced.

- Verbal warning
- Change of classroom seating
- Lunch detention table
- Office referral
- Time-out in office
- Student and teacher conference
- Out-of-school suspension
- Withdrawn from school
- Dismissal
- Parent contact
- Parent and teacher conference
- Parent/student/teacher conference
- In-school suspension

SUSPENSION

- The number of days set by WCS Administration will not exceed (10) ten days
- The student will not be permitted to participate in any student activities during the suspension period
- Students may complete assignments during suspension periods, completing all assignments within (3) three days of return

TYPES OF DISMISSALS

- Financial Dismissal
- Academic Dismissal
- Disciplinary Dismissal
- Non-Attendance Dismissal

DISMISSAL PROCESS

FINANCIAL DISMISSAL

1. After student/family has failed to meet financial obligations for (3) three months, the financial officer will present before the board, in writing the documentation indicating the extent of the delinquent account.
2. The Westwood Christian School Board will be provided with documentation of notifications of delinquency warnings given to the student/family.
3. After reviewing all facts pertaining to the financial dismissal, the Westwood Christian School Board will vote to confirm or reject the Recommendation for Dismissal.

ACADEMIC DISMISSAL

1. Students' grades are monitored every quarter by administration.
2. Students with 2 or more failing grades are noted and parents are contacted.
3. Students with 2 or more failing grades for the year may be retained or are recommended for dismissal.

DISCIPLINARY DISMISSAL

1. Whether incident initiating dismissal process is a chronic infraction of school rules or other infractions as stated in the WCS Handbook, the student will be placed on suspension from Westwood Christian School for a period of time not more than ten days.
2. After the suspension period of time has been completed, the school administration shall present before the Westwood Christian School Board the Recommendation of Dismissal.
3. During this meeting, the family of the student will be given Due Process. After reviewing all facts pertaining to the Disciplinary Dismissal, the WCS Board will vote to confirm or reject the Recommendation of Dismissal.

NON-ATTENDANCE DISMISSAL

1. Students' attendance is monitored quarterly by administration.
2. Names of students who have accumulated 20 or more absences are presented to the WCS Board. WCS Board may request a hearing with the student and parents.
3. A recommendation by the WCS Board will be made whether to allow the child to return to WCS.

ACADEMIC POLICY

PROGRESS REPORTS

Progress Reports are issued four times a year, half way through the nine weeks grading period, for students beginning in the first grade. A paper copy will be sent home for parents to sign and return to the homeroom teacher. Grade reports can be accessed through the My School Worx website. Each family/parent will be assigned an individual login information to access their student's/students' grades.

REPORT CARDS

Report cards for preschool through high school are issued four times a year, every nine weeks. Grade reports can be accessed through the My School Worx website for Kindergarten through twelfth grades.

GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 70 – 79

D= 60 – 69

F = 0 – 59

HONOR ROLL

Honor roll students are identified and recognized at the end of each nine weeks. WCS recognizes A and B honor roll.

- A honor roll recognizes students who made A's in all classes resulting in a 4.0 GPA.
- B honor roll recognizes students who made a B average, with no D or F grades, resulting in a minimum of a 3.0 GPA.

ACADEMIC REQUIREMENTS FOR HIGH SCHOOL

All candidates for a Westwood Christian School diploma must have earned a minimum of 24 credits to be eligible for graduation. FCCPSA offers graduation diploma types which are discussed in detail with students and parents each summer to determine high school schedules.

FAILED CLASSES

If a student fails a course, they will meet with administration to discuss credit recovery options to stay on schedule for graduation.

REPEATING CLASSES

Students who repeat a class (e.g., Algebra I) will receive credit for only one year of the course. The original grade will be reflected on the transcript.

DUAL ENROLLMENT CLASSES

Students have opportunities available that give them exposure to college curriculum during high school. This includes dual credit partnerships where students may take classes either off campus or online for college and high school credit.

- Students must earn a qualifying score on a readiness assessment (PERT) for all subject areas required by the college institution.
- WCS shall establish partnerships with select schools so as to offer students the best educational options that correspond with the school's mission.
- An eligible course will be offered by an eligible postsecondary institution which applies toward the satisfaction of degree requirements and is not currently offered by WCS.
- Before enrolling in a dual enrollment class, a student must receive approval from an administrator.
- WCS shall determine and grant high school credit for an eligible course (if requested at the time of enrolling for the course) that counts towards graduation and subject area requirements to an eligible student who demonstrates they have successfully completed the course. All courses from approved colleges will be reviewed and approved on a case by case basis. This approval must be given prior to enrollment in the course.
- Evidence (as provided by the postsecondary institution) of the successful completion of each course and the high school credits granted shall be included in the student's high school record and transcript. Upon the request of an eligible student, his or her high school record and transcript shall also include evidence of successful completion and postsecondary credits granted for a course taken for postsecondary credit only. This grade shall be figured into the student's grade point average.

- Students are expected to follow the rules, regulations, and policies set forth by both the college and WCS (including the attendance policy of the college and professor).
- Students may request a letter signed by the WCS principal indicating their eligibility for this dual enrollment program.
- Students are reminded of the necessity to complete all high school graduation requirements, and the academic and social responsibilities assumed by the student and his/her parent or guardian. It is strongly encouraged that each student uses the available counseling services at WCS as well as the postsecondary institution.
- Students will be responsible for the financial obligations associated with but not limited to transportation, parking fees, textbooks costs, and lab fees while enrolled at a postsecondary institution. WCS is not liable for any injury incurred by a student that is related to transportation necessary for participation in postsecondary enrollment.
- Participation in intercollegiate athletics is prohibited.
- Students who believe they are eligible for dual enrollment, in which they qualify for tuition support, and wish to participate, should contact the office. Students must be pre-approved before enrolling in any college class under the dual enrollment option.

HOMEWORK RESPONSIBILITIES

Responsibilities of Faculty

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Clearly differentiate assignments that may be done collaboratively from work that students must accomplish on their own
- Give feedback and/or correct homework in a professional and timely manner
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops
- Assign an appropriate amount of homework
- Post homework on My School Worx for parents/students to access
- Use results of homework to plan future instructional activities

Responsibilities of Parents

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area that has all distractions removed. Be attentive to technology that easily distracts a student including social networking and texting
- Monitor student's progress and daily list of assignments available on My School Worx
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process
- Attend parent-teacher conferences

Responsibilities of Students

- Develop a plan that records daily assignments that need to be completed outside of class
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area that is relatively free from distraction (television, social networking, texting, etc.)
- Produce quality work
- Make sure assignments are done according to the given instructions and completed on time
- Understand clearly whether the assignment may be done collaboratively or if she/he is expected to work alone
- Complete homework with academic integrity and honesty avoiding cheating and plagiarism (the unacknowledged use of another person's labor, another person's ideas, another person's words, or another person's assistance.)
- Students are expected to approach the teacher prior to a pre-planned absence
- Students with mandatory typed assignments should make arrangements to use the computers and/or printers after school
- Students are encouraged to make an appointment with teachers, before and after school, to receive additional assistance, make up homework or tests

ACADEMIC HONESTY

Westwood Christian School values academic honesty. Teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. They will inform students of procedures and practices relating to examinations, homework, and class work. Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce opportunities for dishonest behavior.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Whenever students have a question about this or any other procedure they should ask their teachers, not their peers.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work not one's own. The types of plagiarism include the following: word-for-word plagiarism, mosaic plagiarism (rearranging or rewording without documentation), and indirect plagiarism (paraphrasing of a passage without documentation).

Material taken from another source without adequate documentation may include, but is not be limited to, the following:

1. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects
2. Failing to cite with quotation marks the written words or symbols of another author
3. Failing to identify and give full credit to the author and sources whose words and/or ideas are paraphrased or directly quoted used in a speech or in a written document
4. Failing to list all titles and authors of source materials in a bibliography or work cited page
5. Copying or paraphrasing ideas from literary criticism or study aids without documentation

STUDENT RECORDS

In order to maintain confidentiality, student records may be reviewed only by specific individuals who qualify. Requests must be in accord with the WCS School Records Policy that is available in the office.

WITHHOLDING DIPLOMA

Payment of a student's balance in full, including the lunch balance and outstanding fines, is required in order for the school to issue a diploma. This applies to seniors who may be allowed to participate in graduation, but who will not get a diploma until the student's account is paid in full. All hardback, non-consumable books must be turned in to the school.

STUDENT DRIVING AND PARKING

Driving to school is a privilege restricted to students who hold a valid driver's license, proper auto liability insurance, and register their vehicle with the office. *A Parking Permit must be obtained from the office.* Students assume liability for damage to any property. Students whose driving is observed to be hazardous and/or irresponsible will lose the privilege of driving on campus for a temporary or permanent duration. Students who participate in any type of activity resulting in racing, excessive noise, or dangerous maneuvers are subject to disciplinary sanction.

- Students are to register their vehicle with the office prior to driving on school property (including a student's driver's license number and car information - plate number, color, make and model).
- All vehicles driven onto campus during the school day by a student must have a permit properly displayed.
- Students are to drive safely, follow all speed signs, watch and yield to pedestrians.
- Students are to park in the designated spaces.
- A student may ask for permission to park in another location ahead of time for special needs.
- Students must understand their vehicle may be subjected to search by WCS administration.
- Students are not allowed to congregate in the parking lot.
- Students should move their vehicle when requested by the school administration.
- Failure to follow these rules may result in the loss of privileges.
- Students must sign in or sign out in the front office if their schedule permits them to be off campus outside of designated school hours.

STUDENTS DRIVING STUDENTS

No student should drive another student (unless it is their sibling). No student should drive another student home from school, or to and from a school function (unless sibling) without written authorization from both students' parents.

PROHIBITED ITEMS

Any items or substances that are illegal or may pose harm to anyone at WCS are strictly prohibited. School administration will determine what constitutes a prohibited item.

RESOLVING CONFLICTS

Westwood Christian School's intention is to always seek to resolve conflicts in a godly and biblical manner. Consequently, we employ a problem-solving technique based upon principles given in Matthew 18:15-16. Any question or complaint should be handled as close as possible to the level of its occurrence. If satisfaction is not attained at this level, then and only then, the problem should be referred to the next highest level of authority.

If, for example, a student has a complaint against a teacher, the proper line to follow is:

Student □ Teacher □ Administrator □ School Board

In the case of an athlete, the line is:

Athlete □ Coach □ Administrator □ School Board

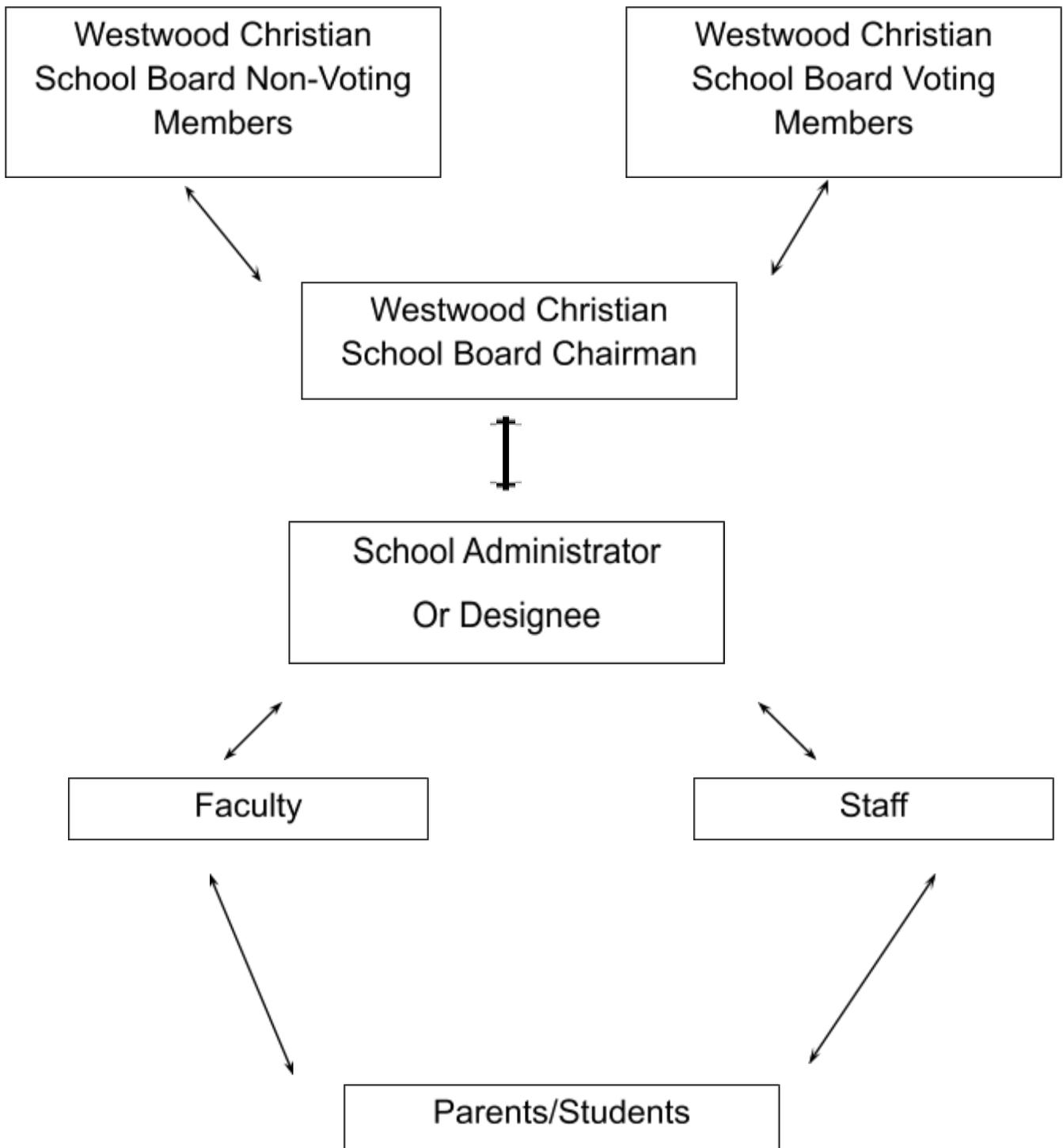
CONFLICT RESOLUTION

1. Call a meeting with all the individuals involved in the conflict. Document the date, the reason for the meeting, and list all individuals in attendance.
2. Establish discussion rules which allow for expressing thoughts and feelings openly as long as you are respectful of one another, in a Christ-like manner.
3. Define the problem clearly in terms of needs.
4. Develop possible solutions that will meet the needs of all parties involved in the conflict.
5. Select mutually beneficial solution - one that meets the needs of each party as far as possible.
6. Develop action plan - who will do what, when, and how to implement the resolution of the conflict.
7. Implement the agreed upon resolution plan and monitor the plan in action.
8. Evaluate the conflict resolution process specifically.

UNRESOLVED CONFLICT

If a resolution for a conflict cannot be reached, individuals should refer to the Authority/Communication Flow Chart. All parties involved have the right to seek further assistance to find resolution for their conflict. The Westwood Christian School Board will make the final decision.

WESTWOOD CHRISTIAN SCHOOL
AUTHORITY AND COMMUNICATION FLOW CHART



COOPERATION CLAUSE

Westwood Christian School's educational mission involves working with the home in the overall Christian education of students. The cooperation between the school and home may become difficult at times. To avoid such situations, the school requires parents to affirmatively support and cooperate with the following school policy.

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. This follows the Biblical principles in Matthew 18.

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother." Mathew 18:15 NKJV

I understand that if at any time the school determines, in its sole discretion, that my actions do not support the school's ministry, or they reflect a lack of cooperation and commitment to the home and school working together, it has the right to request the withdrawal of my child(ren).

HARASSMENT POLICY

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the administration who will thoroughly investigate the matter in confidence. After reviewing all the facts, a determination will be made concerning whether evidence exists to believe harassment has occurred. Disciplinary action, up to and including withdrawal, will be taken against any student who is found to have engaged in harassment.

ABUSE POLICY

Westwood Christian School is required by law to report suspected, observed, or evidence of child abuse or neglect to the proper governmental authority of the State of Florida.

TECHNOLOGY

CELL PHONES

The WCS administration and staff are continually striving to create a digitally-rich classroom experience that effectively aligns the curriculum (what we teach), instruction (how we teach it) and assessment (how we measure what was learned). It is important to put safeguards in place that protects this learning environment from the distractions and disruptions that can detract from our ultimate goal of student learning.

If a student and his/her parents choose to allow a student to bring a cell phone to school, the following policies apply:

1. Cell phones should be turned off or on silent and left in designated places when classes or chapel are in session. WCS will not be responsible for any lost or stolen cell phones.
2. Use of cell phones and electronic devices is still subject to other policies regarding appropriate behavior on school premises. If the student's use of an electronic device disrupts school activities, violates someone's privacy, creates a safety issue, or demonstrates rudeness towards others or other improper conduct, appropriate disciplinary action may be taken.
3. Teachers and administrators may make exceptions to these restrictions at their discretion. If there is a family issue where immediate communication is needed or other extenuating circumstances, it is best to contact the office to communicate with the student. If there are extenuating circumstances, parents should contact the administration to request an exception.

If these policies are violated, the following disciplinary actions will be implemented:

- A. First offense - Cell phone or electronic device will be confiscated by staff and turned over to the appropriate administrator. Students may obtain their device no sooner than the end of the school day after discussing the offense and this policy with the administrator.
- B. Second offense - Cell phone or electronic device will be confiscated by staff and turned over to the appropriate administrator. The phone may only be picked up by a parent.
- C. Third offense - The student will no longer be allowed to bring a phone on campus.

If the use of the cell phone or other electronic device is used in such a way that violates other school policies or laws, additional disciplinary action may be taken in connection with the incident. WCS is not responsible if these devices are lost, stolen, or damaged, even if it is in connection with a device being confiscated for inappropriate use.

INFORMATION TECHNOLOGY

Technology creates efficiencies for any process. In the classroom, digital technology creates stronger, faster, and deeper avenues for research and communication of information. The teacher's task is to move the student from knowledge to understanding, and ultimately to application. The teacher is in charge of the classroom and leads the learning process. Technology does not replace the teacher's role, but is a beneficial supplement in the learning process. Students will be encouraged to use technology to develop their understanding of information at the discretion of the teacher. Technology is encouraged within the classroom including iPads, laptops, and tablets.

All technology usage will be controlled by WCS administration and staff. Direction in the classroom will be overseen by classroom teachers. We will endeavor to protect our students from dangerous behaviors and actions while striving to respect their personal property. WCS reserves the right to confiscate and inspect any student's electronic device brought onto the campus of WCS.

Electronically stored information deemed too private or personal should not be brought onto the campus. The student is responsible for the care and protection of their personal technology. While sharing is not explicitly prohibited, the student will be responsible for their personal technology at all times. Any misuse, abuse, or destruction of technology will be the responsibility of the student. If a student shares their technology, they should understand the severe ramifications of passing control to another person.

Technology used within the classroom will be made accessible to the teacher at all times. The students' use of technology will be controlled and monitored by the teacher. All technology in the classroom will be kept visible to the teacher at all times. Any attempt to obstruct technology use will not be allowed. The student is expected to abide by all teacher instruction regarding technology, whether the technology is personal or provided by the school.

The use of technology in the classroom is a privilege and does not supersede the expectation the student will be fully engaged in the learning process. If the use of technology prevents the student from engaging in the learning process, the student will lose the privilege to use technology in the classroom at the teacher's or administrator's discretion. Teachers may prohibit electronic technology to foster critical thinking, test integrity, and group interaction. Electronic technology will be utilized differently in different classrooms; therefore, the students should assume the teacher's expectations for usage will be different in each classroom.

Students are prohibited from the following activities (this is not an inclusive list):

- Disengaging from the learning community by using headphones or earbuds without administrator or teacher approval during school hours

- Accessing, distributing, or storing electronic material which is immoral, obscene, violent, racist, hateful or lewd
- Using social networking sites
- Using technology to waste time
- Playing unauthorized games
- Texting/Twitter/Instant messaging
- Utilizing digital imaging/video recording devices on campus unless explicitly authorized by a teacher or administrator linked to a specific educational objective.

All electronic technology brought onto the campus of WCS is expected to maintain a threshold of safety for the protection of the student and the school's network.

These expectations include:

- Current anti-virus software
- Confidential password access to the network and My School Worx

Students who bring intentional or unintentional damage into the school through viruses or spyware may face severe consequences. Each offense related to technology usage will be documented by the teacher and reported to the assistant principal. Technology users must be aware that all school policies including but not limited to harassment, bullying, academic honesty and social networking will be enforced according to the handbook policy.

Offenses include but are not limited to:

- Use or possession of prohibited technology device in the classroom
- Failure to keep an electronic device in "silent mode" or turned off
- Unauthorized use of electronic technology in the classroom (texting, instant messaging, social networking)
- Initial disregard for teacher's instruction or direction concerning usage of electronic technology
- Unintentional personal distraction or the disruption of another person with an electronic device impacting the learning environment
- Lack of visibility of an electronic device
- Recurrent possession or use of prohibited technology device in the classroom
- Persistent unauthorized use of electronic technology in the classroom (texting, instant messaging, social networking)
- Repeated disregard for teacher's instruction or direction concerning usage of electronic technology
- Disregard for digital technology safety (usage of another student's or teacher's network password)
- Attempted or successful access to another student's or teachers' digital information
- Intentional and/or blatant personal distraction or the disruption of another person with an electronic device impacting the learning environment
- Malicious or illegal usage of technology

INTERNET USE GUIDELINES

Technology can be a wonderful tool – and a terrible danger, if misused. Adherence to the rules established below is necessary for everyone’s safety.

The following are not permitted while using any school computer (this is not an inclusive list):

- Downloading and/or installing software of any kind on any school computer
- Sending or displaying pornography, sexually explicit material or other offensive messages or pictures
- Sending or displaying violent and/or threatening material or other offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others’ passwords or identity
- Knowingly trespassing in others’ folders, work or files (e.g. someone forgot to sign out)
- E-mail, Chat rooms, real time messaging of any kind during school hours which has not been authorized by a teacher (such as for sending or receiving on-going school work from/to home or participating in class forums)
- Using “Facebook”, “Instagram”, “Twitter”, and other personalized social websites
- Playing computer games without authorization from the appropriate teachers – these games must be preinstalled on the computers. Computer free-time doesn’t nullify any of the above stated rules.
- Attempting to fix or repair a malfunctioning computer

SOCIAL NETWORKING GUIDELINES

We recognize many activities can affect the student body even when the activity occurs outside the school campus or away from school activities. While WCS has no intention of trying to monitor student behavior outside normal school functions, at times matters come to the attention of the administration which raise concerns. Social networking through applications such as Facebook, Instagram, YouTube, Twitter, texting, and instant messaging that causes conflict or school disruption may result in disciplinary action at school. If this behavior is considered illegal, obscene, immoral, or otherwise would reflect disgracefully on the student or WCS disciplinary action will occur.

The use, possession or transmission of any insulting, sexual, immoral or pornographic jokes, stories, material, or photographs on any electronic communications device or computer is absolutely prohibited, regardless of where or when the activity occurs. A violation of this policy will be grounds for severe discipline up to and including a student’s immediate dismissal. Any such discipline will be done in consultation with the parents/guardians of the student(s) involved.

SCHOOL BUILDING, GROUNDS AND EQUIPMENT

WCS students are expected to do their part in keeping the grounds and buildings neat and clean at all times. They are expected not to misuse any school property or equipment, including computers and laptops. Students are expected to demonstrate courtesy to others and respect for classes in session when passing through the hallways.

All posted material must be approved by the principal. The request will be made in a timely manner and include an example of the poster, the number that will be posted, and the location that is intended. All postings should be placed on official bulletin boards or announcement areas only. After events are completed, materials shall be removed promptly by the responsible group. Any unauthorized material posted shall be taken down and destroyed immediately.

WESTWOOD CHRISTIAN SCHOOL HANDBOOK ACKNOWLEDGEMENT AND AGREEMENT

I, _____, the parent/legal guardian of the following
student(s):

have read the Westwood Christian School Handbook and agree to the policies, procedures, and statements contained therein. I will do my best to uphold the standards of the school and meet all obligations.

(Parent/Guardian Signature)

(Date Signed)

(Student Signature)

(Date Signed)

NOTE - After reading the handbook and signing this agreement, please return the agreement to the Westwood Christian School's office.