



A MINISTRY OF WESTWOOD BAPTIST CHURCH  
*WHERE THE SON ALWAYS SHINES*  
Established 1965

# PRESCHOOL HANDBOOK 2025-2026

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Live Oak, FL 32064  
PHONE 386-362-3735      FAX 386-364-6486  
[www.wcsliveoak.com](http://www.wcsliveoak.com)

## 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 12<sup>th</sup> grades. Abeka and Bob Jones are the Christian Curriculums that are utilized at WCS. Our Volleyball and Basketball teams are enjoyed by many students.

## 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)

### MARRIAGE/SEXUALITY/GENDER

- We believe that the term 'marriage' has only one meaning and that is a marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
- We believe that God intends sexual intimacy to occur between a man and a woman who are married to each other.
- We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual

conduct, any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

- Gender identity is determined by biological sex and not by one's self-perception—a perception which is often influenced by fallen human nature in ways contrary to God's design. (Ephesians 4:17–18)
- We do not believe in “altering the objective, physical reality of our bodies to accommodate the subjective impression of ourselves.” (from The Gospel Coalition)
- WCS will not refer to students by any pronouns other than the pronouns God assigned them at birth.

## 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](http://www.fccpsa.org)) which is a state approved accreditation agency. WCS is additionally accredited through the National Council for Private School Accreditation (NCPA). Membership enables WCS to be exempt from licensure by the Department of Children and Families.

## ENROLLMENT INFORMATION

Upon acceptance, ALL students and parents agree to abide by the policies and procedures in this WCS Handbook, regardless of parent and/or student signature. Please read this Handbook carefully.

## ADMISSIONS POLICY

A child must be the appropriate age for the class he/she is applying for on or before September 1<sup>st</sup>; i.e., to enroll in K-3, a child must be 3 years old on or before September 1<sup>st</sup> 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 forty five days.***

**There is a \$25 non-refundable Application Fee for all new students.**

## 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

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 & academic records will not be issued/released to transferring students at the end of the year until the account is paid in full.

## TUITION FEES FOR 2025-2026

Preschool	\$3,500
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**Fee payments can ONLY be paid online at [www.wcsliveoak.com](http://www.wcsliveoak.com).**

**Online payments may take 24-48 hours to process. Please list the student name and the subject in the "Company Line" on the online form.**

## 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 a parent involved team in collaboration with administration. We strongly encourage parent participation in this group.

### SCHOOL HOURS

Pre-School (K-3 and K-4)      8:00 A.M. – 12:00 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	Tuesday- Friday	8:00 A.M. – 3:00 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).

### CHAPEL

Chapel is held on Wednesday mornings in the Westwood church sanctuary. Parents and grandparents are welcome and encouraged to attend, as space allows. Chapel services for K3 - 12th grades begin at **9:00AM**. For special occasions and holidays, combined grade Chapel services are at 9:00AM. Chapel Services consist of worship songs, a message by a minister, performances by various classes, prayers, pledges, and birthday recognitions. As the chapel building is the sanctuary for Christian Fellowship, please do not bring in drinks, food, or pets. Students must wear their red polo shirts and khaki pants/skirts on Chapel days.

Students may sit with a parent/guardian or grandparent during Chapel. The student may sit with a friend or other relative **ONLY** if the parent/guardian has given permission to the student’s teacher before Chapel.

## **STUDENT PICK-UP**

In the afternoons, K3-3rd grade students should be picked up on the playground side. 4th-12th grade students should be picked up on the FLC side. Staff members will be on both sides to assist students. Small students will be taken by the hand and walked to their vehicles. Drive slowly. Vehicles should not be left unattended in the car line. Individuals that are not known to Staff will need to show an ID and be on the Pick-Up list to take students. Parents/guardians/grandparents should dress appropriately at the pick-up areas. Shirt and shoes are required.

## **SECURITY FENCING**

The security fencing has been completed to provide safe movement of our students as they travel to/from their WCS classes. The gates will be locked during regular school hours and will be unlocked for approximately one-half hour before school begins and one-half hour after school ends. Parents/Guests/Students will have to press the button on the Keypad to contact the secretary and be let in. Teachers/staff may use their “key fob” to gain entry through the gates on either side of the office building. Please make sure the gate closes securely. Report any concerns you have about the new fencing and gate security to the School administration.

## **SECURITY CAMERAS**

For safety reasons, the WCS campus has security cameras that record at all times. Requests to view footage must be made to the Board in writing stating the reason, date, time, and location requested. The Board can refuse for any reason.

## **MARITAL/PARENTAL/GUARDIANSHIP STATUS**

Changes due to legal constraints, WCS will not get involved in custodial issues. If a parent or family attempts to involve WCS in any custodial issues, the Board reserves the right to immediately withdraw the student. In the event an indication has been made for unauthorized pick-up in the Not Allowed section of the online registration, WCS requires a copy of the Final Disposition, Divorce Decree, or other legal documents indicating such an order to have the capability to legitimately enforce this request. This is the responsibility of the Parent to immediately execute this. If this information is not turned into the office, WCS will not be held accountable or liable and will not honor such a request. Additionally, any changes to the legal documents that impact the custody or contact with a student must be supplied to the Office immediately.

When parents get divorced, separated, etc., it is the custodial parent or guardian's responsibility to share any information (i.e. handbooks, newsletters, classroom information, teacher communications, etc.) with the other parent or guardian. This helps our school to reduce paper waste, resources, and time. Please understand the burden that is placed on the teachers and Office Staff when you request a copy of all information be sent to two separate Parents. In terms of tuition, After Care payments, lunch charges, or other financial items, it is the responsibility of both parents to execute the policies in this Handbook without drawing our school, Staff, or others into the middle of any relational problems. ONE bill will be sent to the custodial parent/guardian. As a policy, WCS shall not be involved in the personal affairs of a family regarding custodial or marital issues.

## **REPORT CARDS**

Report cards for preschool are issued four times a year, every nine weeks. These reports include a checklist of what skills students should be reaching at that point of the school year.

## **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 during the night and is unexpected. WCS will notify parents via website ([www.wcsliveoak.com](http://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 its Word in my heart that I might not sin against God.

## **FOOD:**

**GUM** - Gum is not allowed to be chewed on campus.

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

## **PARTY/EVENT FOOD**

Food for parties must be store bought and individually wrapped. Homemade foods are not allowed. Plates, napkins, cups, utensils and other paper goods that are needed must be brought for class events and parties.

## **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. 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.
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.

### **PRESCHOOL STUDENT RESPONSIBILITY**

1. Students must not carry or 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. Wait 24 hours before returning to school after a fever. 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**

WCS 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. Refer to the CDC website for a list of communicable diseases.

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

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.

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.

## **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. 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, FL Statutes. No employee of a facility serving children may be subjected to reprisal because of 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 ensure 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".*

## **2025-26 UNIFORM DRESS GUIDELINES - These will be strictly enforced.**

### **DAILY UNIFORM GUIDELINES**

- Black, Navy Blue, Gray, and Khaki uniform shorts, skirts, and pants.
- Jeans (jean material) are acceptable - (except for Chapel). Jeans must be blue, black, gray, or khaki colored. Jeans should not be tight fitting or "skinny". No jeggings.
- All shorts must meet or exceed the top of the knee cap.
- All skirts/skorts must touch the top of the knee cap. PreK - 6<sup>th</sup> graders must wear "bloomers" under skirts.
- All tights/tall socks worn under skirts should be a solid color.
- Solid Polo or solid Oxford Shirt (collar required)
- Athletic shoes (with supporting arches) are recommended for all grades and **required** for all PE days.
- Preschool through 2<sup>nd</sup> grade must wear closed toe shoes with backs. Crocs must have backs. (No slides)
- 3<sup>rd</sup> - 12<sup>th</sup> grade students may wear sandals.
- Jackets must be solid color, and zip-up. No camouflage, tie-dye, neon colors, or patterns. No words or pictures. No advertisements or team logos.
- Sweaters follow the same guidelines as jackets. Polo shirt collar must be outside the sweater.
- A WCS t-shirt to wear on Fridays will be available for purchase for \$10.

### **HAIR**

- Hair should be neat and clean; hairstyle should not be distracting. Hair should be a natural color.
- No extreme hairstyles or hair accessories. \*\*Consult administration prior to making extreme 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 include: hair bows, hair ribbons, barrettes, watches, rings, and headbands.

### **UNACCEPTABLE STYLES**

- Hoodies, pull-over jackets, or sweatshirts are NOT allowed at any time.
- Stripes, designs, or words on polos. (A very small logo is ok.)
- Jeans and pants may not be "skinny" or skin tight. Leggings are not allowed.
- Preschool/ 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 or bedazzled, frayed, torn, or with holes (or patched holes).
- Flip flops, slides, "bubble shoes", and bedroom slippers are not permitted.
- Expensive jewelry is not allowed at school.
- Spandex, leggings, jeggings, or tight fitting clothing is not permitted. Athletic shorts/pants are not permitted.
- Sunglasses in the building/classroom are not permitted.
- Exposed tattoos are not permitted. Revealing or low-cut clothing is not permitted.
- Baggy clothing is not permitted. Bandanas are not permitted. Studded belts are not permitted.
- Torn, frayed, dirty, stained, or worn clothing is not permitted.
- Any content that is not God honoring is not permitted.

- Exposed body piercings are not permitted - earrings are acceptable.
- Excessive/distracting makeup is not permitted.

**CHAPEL DRESS - This is time to Honor God. We expect all students to dress respectfully.**  
**NO JEANS OR JEAN MATERIAL IN ANY COLOR.**

- Girls - REQUIRED: KHAKI slacks or skirts (Khaki colored and khaki material) and a red polo.  
**No shorts, or jeans.** Pants must be loose fitting. They must be straight or boot cut, not skinny or stretch pants. Skirts must touch the top of the knees.
- Boys - REQUIRED: KHAKI slacks (Khaki colored and khaki material) and a red polo shirt.  
**No shorts or jeans.** They must be straight or boot cut, not skinny pants.
- Students that are not dressed appropriately will sit in the office until other clothes are brought.

**SPECIAL EVENTS DRESS CODE**

For special events and school activities (banquets, award ceremonies, school dances, sports, graduation, and musical performances, etc.), the students must abide by the principles and guidelines of the dress code.

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

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

**Uniform Dress is 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**

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.
- Students are not allowed to trade or share personal property or food at school.

## **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, vaping, the 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:

### **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

### **LANGUAGE**

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

### **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**

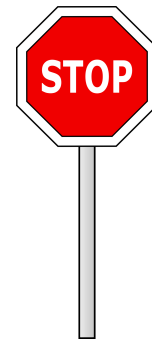
- Throwing objects that might harm another person
- Damaging personal or school property or church property

### **THEFT**

- Taking someone's property

### **OTHER**

- Use, distribution, possession, influence or “look-alikes” of tobacco, alcohol, and/or other controlled substances
- Possession of weapons
- Civil and criminal offenses
- Sexual misconduct
- Cyberbullying
- Inappropriate Social Media Usage



## **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. The consequence shall be at the discretion of WCS Administration.

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

### **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

### **TYPES OF DISMISSALS**

- Financial Dismissal
- Disciplinary Dismissal
- Non-Attendance Dismissal

## **DISMISSAL PROCESS**

### **FINANCIAL DISMISSAL**

1. After the 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 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 of the financial dismissal, the WCS Board will vote to confirm or reject.

### **DISCIPLINARY DISMISSAL**

1. Whether incident initiating dismissal process is a chronic infraction of school rules or other infractions as stated in the WCS Preschool 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.

### **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.

## **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**

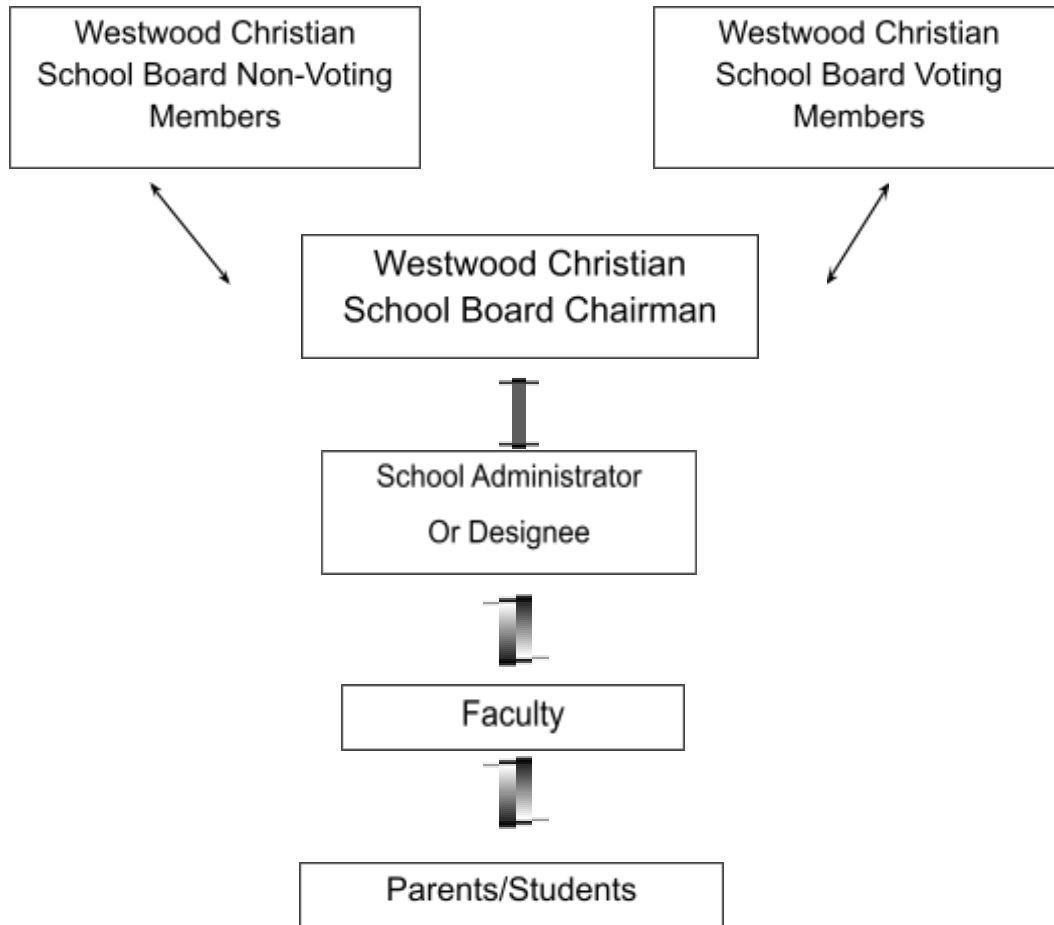
1. Call a meeting with all the individuals involved in the conflict. Document the date, the reason for the meeting, and list all individuals in attendance.
2. Establish discussion rules which allow for expressing thoughts and feelings openly as long as you are respectful of one another, in a Christ-like 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.

## **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 PRESCHOOL HANDBOOK 2025-26 ACKNOWLEDGEMENT & AGREEMENT



I, \_\_\_\_\_, the parent/legal guardian of the following  
preschool 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)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date Signed)

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