



A MINISTRY OF WESTWOOD BAPTIST CHURCH  
“WHERE THE SON ALWAYS SHINES”

**K-12**  
**PARENT & STUDENT**  
**HANDBOOK**  
**2025-2026**

*Welcome!*

920 11<sup>th</sup> Street SW Live Oak, FL 32064

PHONE 386-362-3735

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*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. WCS students take Dual Enrollment classes at North Florida College and Riveroak Technical College if desired. Our students now participate in volleyball and basketball. WCS has a weekly Chapel service for all students.

Revised 7/2025

# **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.

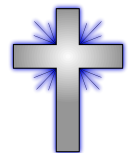
## **NON-DISCRIMINATION POLICY**

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)



## **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 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.

### **WESTWOOD CHRISTIAN SCHOOL BOARD MEMBERS**

Karen Braun, Chair  
Jurian Wolfe  
Kerry Palmer

Terry McCoy, Vice Chair  
Amanda Law  
Jennifer Holtzclaw

### **WESTWOOD CHRISTIAN SCHOOL ADMINISTRATION**

William Yanossy  
Principal  
[wjyanossy@wcsliveoak.com](mailto:wjyanossy@wcsliveoak.com)

Tara Lowe-Phillips  
Assistant Principal  
[trlowe@wcsliveoak.com](mailto:trlowe@wcsliveoak.com)

Kristin Summers  
Assistant Principal  
[ksshiver@wcsliveoak.com](mailto:ksshiver@wcsliveoak.com)

Mallory Bryant  
Gr. 8-12 Curriculum Coordinator/Dual Enrollment  
[mlbryant@wcsliveoak.com](mailto:mlbryant@wcsliveoak.com)

### **WESTWOOD BAPTIST CHURCH STAFF**

Dr. Benton E. Bush, Senior Pastor  
Ryan Lancaster, Minister of Students

Meredith Davis, Children's Ministry Director

## **PROFESSIONAL AFFILIATION**

Westwood Christian School is accredited through the Florida Coalition of Christian Private Schools Accreditation (FCCPSA), ([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 (NCPSA). Membership enables WCS to be exempt from licensure by the Department of Children and Families. Renewal takes place every 5 years. <https://www.fccpsa.org/>

## **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/INTERVIEWS**

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

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 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.***

### **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 \$25 Application fee (non-refundable)
3. Receipt of up-to-date immunization record
4. Receipt of a copy of the child's birth certificate
5. Receipt of a school physical completed within the previous 12 months by a Florida physician
6. School Choice Scholarship Awards Letter, if applicable
7. Records request from previous school
8. 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 year unless special arrangements have been made through the WCS 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**

### **PAYMENT OF TUITION AND FEES**

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

**For Self Pay students**, 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 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. A spot will not be reserved for a student unless all invoices are paid.

## **SCHOOL CHOICE SCHOLARSHIPS PROCEDURE**

Parents will go online to the Step Up for Students website and complete the application. Once approved, parents will follow instructions from the Step Up For Students email and verify that your child attends Westwood Christian School. Verification is four times a year. This is the parent's responsibility and should be completed in a timely manner. Parents who do not verify the school will be responsible for payment. Any amount that is not covered by SUFS will be the parent's responsibility.

Award ID Numbers should be given to the school secretary ASAP, but must be received by July 1.

## **SCHOLARSHIPS**

WCS accepts the following School Choice scholarships:

- Florida Tax Credit Scholarship (FTC)
- Family Empowerment Scholarship for Educational Options (FES-EO)
- Family Empowerment Scholarship for Students with Unique Abilities (FES-UA)

## **TUITION & FEES FOR 2025-2026**

Preschool	\$3,500
Kindergarten – 3rd Grade	\$8,500
4th Grade - 8th Grade	\$7,900
9th Grade - 12th Grade	\$7,800

**NEW STUDENT APPLICATION FEE:** \$25.00 (Non-refundable)

**ADDITIONAL TUITION FEE:** \$500.00 per student. Parents/guardians are responsible for this fee. It can be paid in full in August or in monthly installments, but must be paid in full by Spring Break. Late fees will be added after that date.

## **WCS OPTIONAL FRIDAY T-SHIRT: \$10**

WCS Friday t-shirts will be available for purchase. These are optional. The cost will be \$10.00.

## **HIGH SCHOOL CREDIT RECOVERY - Florida Virtual School**

FLVS is another option used for Credit Recovery courses. The cost is \$375 per course. These are the traditional length 18 weeks for a semester course. Parents will pay for these courses.

## **OPTIONAL COURSES - IN ADDITION TO THE 7 PERIOD DAY**

Students are allowed to take additional classes. These include middle school or high school FLVS elective or academic courses that are taken in addition to the 7 period day. Parents will pay for these courses.

## **FULL-TIME STUDENTS**

Full-time students are students that take 4 or more classes on the Westwood School Campus. Only full-time students may participate in, not limited to, but including Honor Roll celebrations, Homecoming, graduation, and other extracurricular activities.

## For 2026-27: COURSES TAKEN THROUGH FLVS INSTEAD OF WITH WCS TEACHERS:

WCS prefers that students take classes with our qualified WCS teachers instead of FLVS courses for the same subject. The only exceptions would be if there is a conflict within the student's schedule OR if the parent/guardian pays for the class. FLVS classes are \$350 per semester, but prices may change from year to year. This rule will go into effect for the 2026-26 school year.

## SCHOOL HOURS

Pre-School (K-3 and K-4)	7:55 A.M. – 12:00 P.M.
Kindergarten through 12 <sup>th</sup> grades	7:55 A.M. - 3:05 P.M.

Students may be dropped off at 7:30 A.M. **Students should be in the classroom by 8:00 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 -Thursday	8:00 A.M. – 3:00 P.M.

## LUNCH - Prices & Procedures

WCS will provide students a lunch envelope each week to purchase meals.

Please fill out the envelope **completely**.

**All lunches are PREPAID.**

Lunch is offered to all students, Kindergarten through 12th Grade, at **\$5.00 - \$7.00** per meal.

Drinks and snacks are included if lunch is purchased through WCS, or they are available for \$0.75 each.

**Lunches must be PREPAID. There will be no charging.**

**Lunches must be paid via the WCS website at [www.wcsliveoak.com](http://www.wcsliveoak.com). Please indicate lunch payment.**

DAY	HOT CHOICE \$7	COLD CHOICE \$5
Monday	Pizza Hut - choice of pepperoni or cheese (1 slice)	Ham/Turkey Lunchable
Tuesday	Dairy Queen - plain hot dog	Ham/Turkey Lunchable
Wednesday	Dairy Queen - plain double cheeseburger	Ham/Turkey Lunchable
Thursday	Pizza Hut - choice of pepperoni or cheese (1 slice)	Ham/Turkey Lunchable
Friday	Dairy Queen - three piece chicken strips	Ham/Turkey Lunchable

## Additional Information

- Parents need to provide lunch if they are not ordering from the above menu.
- **Health Department regulations do not permit WCS kitchen staff to warm up student food brought from home. Please adhere to the following guidelines:**

- **Kindergarten through 5th grade:** There will be no microwave or refrigerator access in the lunchroom. Do not pack lunches that require heating. Parents are expected to provide an **ice pack** in each lunch box if necessary. Parents may choose to send warm lunch in a thermos. Older siblings may not warm up younger siblings' food. **NO GLASS** containers.
- **6th through 12th grade:** Middle and high school students will be permitted to utilize the microwaves in the lunchroom (limited number of microwaves available). There will be no refrigerator access in the lunchroom; parents are expected to provide an **ice pack** if necessary.



*NO GLASS containers.*

- Extra slices of pizza are available for \$2.00 each on Monday and Thursday (for students who have already purchased a full lunch).
- Students may **not** make special orders through the office for their lunch through any vendor.
- If a student is receiving lunch outside of what is being ordered through the school, **the lunch must be delivered to the front office by a parent, guardian, or vendor with the student's name written on it. Breezeway doors to the lunchroom will be locked.**
- WCS will **not** call in orders different from what is offered.
- You may receive a monthly notice regarding a credit or balance on your lunch account.
- Having a lunch balance will result in loss of lunch charging privileges until financial obligations are met.
- If a student does not have lunch, a parent will be notified. If a parent cannot be reached, the child will automatically be charged for lunch that day.
- **Lunches must be PREPAID. No charging will be permitted.**
- **Lunches must be paid via the WCS website at [www.wcsliveoak.com](http://www.wcsliveoak.com).**
- Paying with a credit card guarantees no extra fees. Paying with a debit card may incur an extra fee.

## **GUM**

Gum is not allowed to be chewed on campus. Consequences will be given for repeat offenders.

## **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.

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## **ATTENDANCE**

Regular attendance is vital in order for a child to derive the most benefits from school. Please contact the office if your child will be absent for more than 2 days. **Any student who misses more than 20 unexcused/unexplained 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.**



Students who receive the **Step-Up For Students Scholarships must maintain a good attendance record** to continue receiving those benefits. Any student who misses more than **20** unexcused days for the year may not be eligible for promotion to the next grade and may lose their SUFS scholarship.

Students who miss more than **10** days per semester may be reported to the Florida DMV about student Driver's Licenses.

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 in advance and assignments requested. Zeros will be assigned to work not completed/returned. If a student misses a regularly scheduled/previously announced test or assignment for which they were present, he/she is expected to complete the test or assignment the day he/she returns to school. For tests or assignments that are not regularly scheduled/previously announced, the student may have up to three days to complete them. Make-Up work is due on the third day after each day the student was absent. For example, if the student is absent on Monday, the make-up work is due on or before Thursday. If the student is absent on Monday and Tuesday, the Monday work is due on or before Thursday, and the Tuesday work is due on or before Friday.

## 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.

If a student attends the field trip of a sibling, that student's absence will NOT be excused. For example, if a 3rd grade student wants to go on the 1st grade Sea World field trip with a sibling, the 3rd grader would not be excused.

## ACTIVITY/SPORTS ATTENDANCE

To participate in a contest/performance/sports 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

Students can not learn if they are not at school. At least every quarter, absences are evaluated by WCS administration. Attendance letters are routinely 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.

Students who receive the **Step-Up For Students Scholarships must maintain a good attendance record** to continue receiving those benefits. WCS may report students to their SUFS scholarship.

Students who miss more than **10** unexcused days per semester may be reported to the Florida DMV about parent and/or student Driver's Licenses.

Attendance will also affect participation in Field Trips. If a student has excessive absences or tardies, the student may not be able to miss school to participate in a Field Trip.

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/school. Students who are late to class must go to the **WCS front office** for a tardy slip prior to reporting to class. They are not to enter through side doors. 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. **Repeated tardies will result in a meeting with the Administration/loss of privileges.**

## EXCESSIVE CHECK-OUTS

Excessive check-outs cause students to miss important information such as lectures, presentations, class discussions, reviews, quizzes, tests and more. Repeated check-outs from the same class(es) will result in a O - F grade for the class. Additionally, it may result in having to retake the class at the parent's expense or repeating the class.

## GENERAL INFORMATION

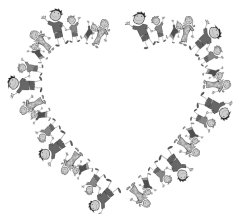
### SCHOOL BOARD MEETINGS

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 about topics that warrant special treatment.

If requested, parents, stakeholders, etc. may request 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 meet with 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. Please pick up a form in the front office or on the school website: [www.wcsliveoak.com](http://www.wcsliveoak.com).



## **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. WWC meets in the cafeteria at 5:00pm. This group assists with special events, honor roll celebrations, fundraising, and more. We strongly encourage parent participation to build strong relationships between parents, staff, and students. Come out and be a part of WWC!

## **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 K - 12<sup>th</sup> grades). Too many check-outs will result in a meeting with the Administration and may result in a failing grade for the class.

## **STUDENT DROP-OFF**

Between 7:30am and 8:00am, Students should be dropped off in the drive thru area between the FLC building and the office building in the mornings. Two staff members will be outside to help get students out of vehicles. K3 and K4 students will use the Nursery door. Vehicles should not be left unattended in the car line. After 8:00AM, students will need to be dropped off at the playground side to sign in at the Main Office. Buzz in at the gate to be let in. Drive slowly.

## **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.

## **SCHOOL CLOSURES FOR EMERGENCY SITUATIONS**

In general, if the Suwannee County 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](http://www.wcsliveoak.com)), Remind, Class Dojo, and Facebook. Please be patient if the school is without power.

## **TELEPHONE CALLS**

Students will not be called from the classroom to receive telephone calls, except for an emergency. Students may use office phones with permission of office staff. The office will take messages for students as necessary. Students may not use their cell phones at any time during the school day. Students may use cell phones to speak with an FLVS instructor during lab times.

## **FIELD TRIPS**

Classes will take at least one field trip each year. Parents may be asked to attend and drive. If a student attends the field trip of a sibling, that student will not be excused. For example, if a 3rd grade student wants to go on the 1st grade Sea World field trip with a sibling, the 3rd grader would not be excused. It would still be an absence. Attendance will also affect participation in Field Trips. If a student has too many absences or tardies, the student may not be able to miss more school to participate in a Field Trip.

## **DELIVERIES**

Items to be delivered to a student should be brought to the office. Items will 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.

## **VISITORS**

For safety reasons, all visitors will 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, or visit the WCS website and Facebook page for further information about volunteer opportunities.

## **VOLUNTARY MONETARY CONTRIBUTIONS**

WCS encourages and relies upon voluntary contributions to do the following:

- Help close the operational gap between income from tuition and fees and actual school operating expenses.
- Help provide scholarship assistance for truly needy students.
- Help finance special projects benefiting WCS students.

Your gifts above and beyond normally assessed fees are tax deductible and are greatly appreciated.

## **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.

## **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.

## **MEDICATION POLICY**



### **SCHOOL RESPONSIBILITY - Medication Policy**

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 - Medication Policy**

1. All medication must be made known to the office.
2. All medication, whether prescription or over-the-counter, must be delivered and taken from the school office by a parent or guardian. OTC medications must be new and unopened.
3. All prescribed 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.
4. Instructions for the use of over-the-counter medications must be given on the signed **School Medical Authorization form**. The **Self Carry & Self Administer Emergency Medication Form** and the **Severe Allergy Medical Management Plan** must be completed by a licensed physician and the parent/guardian.
5. 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.
6. 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.
7. 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.
8. 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 - Medication Policy**

1. A student with any special health condition(s), such as asthma or diabetes, or is at risk for life-threatening allergic reactions, may carry prescription medication for emergencies. The approval of the physician, 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 policy.
3. Students must not share any medications with other students. Students must not take the medication out of its bag/container. Students may not play with the medication.

**NOTE:** The School will NOT be responsible for lost or broken medication or medical devices if it is kept with the student. The School will NOT be responsible if medication or medical device is left at home.

## **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.

### **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. 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 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.

## 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 in writing 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 Chair Karen Braun (386-362-3735 for contact information) or Pastor Ben Bush 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/current employee to a prospective employer of that employee at the request of the prospective employer or of the former/current employee shall be immune from civil liability for such disclosure or its consequences pursuant to Section 768.095, F.S.

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 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 Emergency 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. Emergency plans are updated annually. Fire and health inspections are completed annually.



## 2025-26 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 and make sure their child is in Dress Code each morning.
- 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.

### **WORSHIP TEAM DRESS - This is Time to Honor God.**

All members of the middle and high school worship team will wear the **REQUIRED** - KHAKI slacks/skirts and red polo for Chapel. Other jackets/sweaters are not permitted while singing. The WCS Administration wishes to create a cohesive look for the worship team. Jeans are not permitted. Students that are out of Dress Code will not be permitted to participate with the Worship Team that day.

### **FIELD TRIP DRESS CODE**

- 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 (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:**

- 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. A form will be sent home for the parent signature.
- C. Third Offense - Parents will be contacted and the student will be suspended from school. A form will be sent home for the parent signature.

**Uniform Dress is NOT optional. Teachers will monitor dress and send students to the office if they are not in the Dress Code. A Dress Code Violation form will be sent home. After 3 offenses, the student will be suspended. School Administration will make all final decisions concerning these issues. Please write your child's name on jackets & sweaters.**

**I have read the Uniform section above and understand that if my child is found out of dress code compliance in the future, I will be asked to supply a change of clothing if WCS cannot provide.. If the dress code infractions continue, the result will be suspension.**

## **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. Students should not be tardy to class.
- Fighting will not be tolerated.
- Profanity will not be tolerated at any time that students are under school authority.



- Elementary and middle school students are not allowed to bring cell phones to campus. (A student found using a cell phone is subject to having the phone confiscated.)
- High school students: Cell phones should be left in a student's backpack and on silent, not in pant's pockets. (A student found using a cell phone is subject to having the phone confiscated.)
- No unacceptable reading material is allowed at school. (The administration will make the final decision.)
- 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 WCS.

### **PARENT ASSISTANCE**

WCS Administration kindly asks that parents report any problems or concerns directly to a teacher or to an Administrator promptly. This may be done via in-person meeting, phone call, email, Class Dojo, or letter. WCS Administrators have an Open Door Policy at all times and student safety and well-being are a top priority. If there is an emergency, please do not hesitate to contact us.

### **SMOKING/NARCOTICS/ALCOHOL/WEAPONS NOTICE AND RULES**

According to the Florida Statutes: smoking, use of any narcotics, alcohol, other impairing drugs, and lethal weapons (page 18) 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. Searches may take place if there is reasonable suspicion.

### **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 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 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.
- Repeatedly “picking” on another student
- Aggressive behavior such as repeated verbal insults/attacks, publicizing hurtful or slanderous information.
- Sending or displaying threatening material, texts, tweets, Facebook messages, email or other social media.
- Inappropriate gestures, hazing

#### **DEFIANCE/NON-COMPLIANCE**

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

**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/smart watch/earbud 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 or to a teacher.
- Use of a teacher's or another student's password or identity, Forgery (of notes or excuses)
- Copying of another student's work, or allowing another student to copy your work
- Plagiarism and/or AI

**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/breaking objects that might harm another person, damaging personal, school, or church property

**TARDY**

- Tardiness to school or to classes.

**THEFT**

- Plagiarism/AI (and other violations of academic honesty), taking someone's property

**WEAPONS, DRUGS, ALCOHOL, TOBACCO, OTHER ILLEGAL SUBSTANCES**

- Use, distribution, possession, influence or "look-alikes" of tobacco, Vapes, alcohol, or other controlled substances
- Possession of weapons, or items that can be used as weapons to harm, or objects that are sharpened to look like a knife or weapon.

**OTHER**

- Civil and criminal offenses
- sexual misconduct

**PRIVATE SPACES/RESTROOMS**

WCS students are to use the restroom of their birth gender. Any WCS student that willfully goes into a private space designated for the opposite sex and refuses to leave will face immediate discipline action which may include suspension and/or expulsion. This includes restrooms and dressing rooms.

"The Legislature finds that females and males should be provided restrooms and changing facilities for their exclusive use, respective to their sex, in order to maintain public safety, decency, decorum, and privacy. "Sex" means the classification of a person as either female or male based on the organization of the body of such a person for a specific

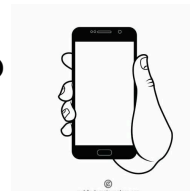
reproductive role, as indicated by the person's sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth. In accordance with 553.865, F.S, and section 553.865,(3) F.S.”

## **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.

- ⇒ **NO CELL PHONES/SMART WATCHES/EARBUDS ARE ALLOWED ON CAMPUS FOR K<sub>3</sub> - 8TH GRADE STUDENTS.**
- ⇒ **CELL PHONES/SMART WATCHES/EARBUDS ARE NOT ALLOWED TO BE USED BY 9TH-12TH GRADE STUDENTS.**



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

1. Cell phones/smart watches should be turned OFF or on Silent and left in book bags during the school day. They should **not** be in pants pockets. Cell phones/smart watches are NOT allowed to be used at school. This includes calling/texting parents or other relatives during school hours. Cell phones/smart watches should not be used in the church loft while operating the sound system. Cell phones/smart watches should not be used in the restrooms or in the hallways. WCS will not be responsible for any lost or stolen cell phones.
2. Use of cell phones/smart watches is subject to other policies regarding appropriate behavior on school premises. If the student is caught using a cell phone, disciplinary action will be taken. 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. 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. A Parent will be contacted and a referral will be written.
- C. **Third offense** - Cell phone or electronic device will be confiscated by staff and turned over to the appropriate administrator. The student will no longer be allowed to bring a phone on campus. The phone may only be picked up by a parent. A Parent will be contacted and a referral will be written. If the use of the cell phone or other electronic device is used in such a way that violates 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 the device is being confiscated for inappropriate use.

## **INFORMATION TECHNOLOGY: COMPUTERS, LAPTOPS, TABLETS, ETC.**

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 learning. Students will be encouraged to use technology for development by using iPads, laptops, and tablets.

All technology usage will be controlled by WCS administration and staff. Direction in the classroom will be overseen by 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 a student's electronic device brought on campus.

Electronically stored information deemed too private or personal should not be brought onto campus. The student is responsible for their personal technology. While sharing is not explicitly prohibited, the student will be responsible for their device. If a student shares their device, they should understand the ramifications of passing control to another.

Technology used within the classroom will be made accessible to the teacher. The students' use of technology will be controlled and monitored by the teacher. **All technology will be kept visible to the teacher at all times.** Any attempt to obstruct the screen will not be allowed. The student is expected to abide by all teacher instruction regarding technology, whether the device 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. Teachers may prohibit electronic technology to foster critical thinking, test integrity, and group interaction. Electronic technology will be utilized differently in the classrooms; therefore, the teacher's expectations for usage will be different in each classroom.

### **Students are prohibited from the following activities (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 material that is immoral, obscene, violent, racist, hateful or lewd, ETC.
- Using social networking sites, using technology to waste time, playing unauthorized games
- Texting/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 Safety 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 distraction or disruption of a student in class with an electronic device.
- Lack of visibility of an electronic device
- Recurrent possession or use of prohibited technology device in the classroom

- 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
- 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 (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.
- Violating copyright laws.
- Using others' passwords or identity, and/or knowingly trespassing in others' folders, work or files.
- E-mail, Chat rooms, real time messaging of any kind during school hours which has not been authorized by a teacher (receiving on-going school work from/to home or participating in class forums).
- Using "Facebook", "Instagram", "Snapchat", "TikTok" and other personalized social websites.
- Playing computer games without authorization from the teacher – these games must be preinstalled on the computers. Computer free time doesn't nullify any of the above stated rules.
- Attempting to fix/repair a computer, damaging computers, computer systems, or networks.
- Using AI inappropriately.

## **DISCIPLINE CONSEQUENCES**

WCS teachers and staff will work with each student in the classroom to correct violations of misbehavior. The consequence shall be at the discretion of WCS Administration. The WCS Governing Board and/or the local police department may be called upon if needed, and if the situation warrants assistance.

If the behavior is not improved with the classroom discipline, then the following consequences will be enforced.

This list may not be inclusive.

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

## **CORPORAL PUNISHMENT**

In accordance with Florida Statutes 1003.32, WCS Administration will use corporal punishment if necessary. The definition of "corporal punishment" means the moderate use of physical force or physical contact by a teacher or principal as may be necessary to maintain discipline or to enforce school rules. It will only be administered with parental consent and in the presence of another administrator. The parent and student will clearly be informed of the reason for the punishment.

## **SUSPENSION**

- The number of days set by WCS Administration will not exceed (10) ten days per referral/incident.
- The student will not be permitted to participate in any activities during the suspension period.
- Students are responsible for completing assignments during suspension periods, completing all assignments within (3) three days of return.

- Students may receive a O/F grade on assignments/assessments as determined by administration.

## **TYPES OF DISMISSALS**

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

## **WCS DISMISSAL PROCESS**

### **FINANCIAL DISMISSAL**

1. After the student/family has failed to meet financial obligations for (3) three months, the principal will present before the Board, in writing, the documentation indicating the delinquent account.
2. The WCS Board will be provided with documentation of notifications of warnings given to the family.
3. After reviewing all facts pertaining to the financial dismissal, the WCS 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 recommended for Dismissal. After reviewing, the WCS Board will vote to confirm or reject the Recommendation of 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 for not more than ten days per referral.
2. After the suspension period of time has been completed, the school administration shall present before the WCS Board the Recommendation of Dismissal.
3. During this meeting, the family of the student will be given Due Process. After reviewing all facts, 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 (10 or more per semester) are presented to the WCS Board. The 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. This login information is obtained through the front office.

### **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. Each family/parent will be assigned an individual login information to access their student's/students' grades. This login information is obtained through the front office.

### **GRADING SCALE**

A = 90 – 100

B = 80 – 89.9

C = 70 – 79.9

D = 60 – 69.9

F = 0 – 59.9

## **GRADES/ASSIGNMENTS**

Grades should be entered each week in MySchoolWorx by the teacher. A minimum of three (3) assignments should be recorded each week for each class. Grades and assignments should be returned to students in a timely manner. Grade categories will be decided by the teacher during Pre-Planning.

## **HONOR ROLL**

Honor roll students are identified and recognized at the end of each nine weeks. WCS recognizes “A” and “B” Honor Roll. A special breakfast or event is held for these students after Report Cards go home.

- 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, no D or F grades, resulting in a min. 3.0 GPA.

## **AWARDS CEREMONY AT END OF YEAR**

An Awards Ceremony will take place during the last week of school for all grades. There will be a ceremony for elementary students, and a second for middle and high school students. Award categories include the Christian Character Award, Warrior Award, Principal's Award, Citizenship Award, Elective awards, Honor Roll awards, Perfect Attendance awards, and scoring Post High School (PHS) on the SAT 10 awards. Awards for the Spelling Bee and Speech Contest are also given. Awards may change from year to year. Parents are encouraged to attend. Students should dress appropriately and will sit with their class.

## **MAKE UP WORK**

Make up work may be requested only when a student is absent and must meet the following criteria:

- Please allow time for the teacher to properly prepare. When absent or removing your child early from school, please plan with the teacher 24 hours in advance for any make-up work.
- Make-up work may be picked up in the Office.
- The student will have a period of time determined by the teacher, in which to complete missed assignments. Exceeding the time frame given will normally result in lowering of the student's grade and ultimately in a grade of zero for the work missed. Frequent abuse of this may result in the teacher not allowing make-up work.
- If a test is missed due to an unexcused tardy or absence, the student may receive a “0” (zero) for that test. The student should expect to make up quizzes and tests on the day he/she returns to class if they were assigned before the absence. Previously assigned homework will be due upon return. If a student's absence is long term, or he/she has missed class review for a quiz or test, then arrangements between the teacher and student may be made to make up the work. Once make-up deadlines have passed, a **“0”/F grade** is automatically given for work not completed.

## **8TH GRADE ALGEBRA I**

High achieving 8th graders may take Algebra I in 8th grade, instead of 9th grade.

Steps for consideration:

1. Recommendation by the teacher based on grades, abilities, and maturity.
2. Compare teacher list to 7th grade SAT 10 test scores. If they are performing AT or ABOVE 8th grade level, they are eligible for consideration.
3. Call parents/guardians to offer this option. If a parent agrees, they are placed in the course.
4. The final decision is at the discretion of the Administration.

## **BIBLE CLASSES**

Bible Classes are taken by all students each year at WCS. These classes teach about characters and events in the Old Testament and New Testament. Students will be instructed about the life, teachings, and miracles of Jesus Christ. Students will learn about how to become a Christian and how to live Christian values. These courses are in the Abeka and The Lifeway GospelProject series. The Bob Jones Bible curriculum is used to supplement in middle school and high school classes. Students will use Bibles daily. High school students must take 2 Bible classes in order to graduate.

## **SAT 10 TESTING**

In the spring of each year, students in Kindergarten - 11th grades will take the SAT 10 (Stanford Achievement Test). The results of this test, coupled with the student's progress throughout the school year, will be weighed in determining student readiness to advance to the next grade level. A copy of your child's report will be provided. All

Students in grades K-11 are required to participate in our standardized testing. Retakes will have to be taken by Seniors if they have not scored in the required range to Graduate. Seniors may retake the SAT 10 multiple times. We believe that standardized test results are a tool that can be used to improve instruction. Therefore, we will consider test results when looking at grade promotion for a student. SUFS Scholarship requires the names of students who do not test.

## **TUTORING/ADDITIONAL SUPPORT FOR STRUGGLING STUDENTS**

WCS recognizes that some students will struggle with one or more subject areas.

For grades 6-12, the Bob Jones Press offers online tutoring at no cost to students. This is available online at <https://afterschoolhelp.com/>.

Khan Academy is another free online source that is beneficial. Go to [www.khanacademy.org](http://www.khanacademy.org).

Peer tutors may be available to help students. Contact the teacher to set that up. Additionally, some teachers may be willing to assist students after school or during elective times. Parents are encouraged to search online for other tutoring programs. Teachers can put together remedial work to be sent home for parents to work with their child after school.

The local library offers after school tutoring and sometimes Summer tutoring. These programs fill up quickly, so do not hesitate in calling them at (386) 362-2317.

## **504 PLANS/ACCOMMODATIONS THAT ARE OFFERED AT WCS**

A child's teacher may recommend that a student receive diagnostic testing from a certified physician. Those kinds of assessments may help teachers determine what students understand in order to build on the students' strengths and address their specific needs. If the physician recommends specific accommodations, WCS staff will meet with the parent/guardian to establish a 504 Plan. Not all accommodations are available at WCS. Appropriate accommodations will be determined, so that the student is able to do their very best. Each classroom only has one teacher and no ESE classes are offered at WCS. Accommodations are limited.

### **Accommodation options include, but are not limited to:**

Extra time	Assistance with notes	Preferential seating
Small groups	Tests read aloud	Reduced spelling words/math problems
Verbal encouragement	Tests taken in a quiet area	Redirection
Reduced homework	Limited # of items to be memorized	Working buddy, as needed

## **SPEECH THERAPY**

Students who need to be evaluated for Speech Therapy will do so through the Suwannee County School District. Teachers and/or parents may recommend a speech evaluation. Paperwork will be completed by the Assistant Principal and sent to the Suwannee County School ESE department. Meetings will be held and multiple evaluations will take place at WCS and Suwannee High School. If it is determined that Speech Therapy is needed, a schedule will be made for the weekly therapy meetings. Please be patient, as this is a lengthy process. It could take 6 months or more to begin the therapy.



## **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 with a D or F grade, they must repeat the course. Students will meet with administration to discuss credit recovery options to stay on schedule for graduation. Parents will pay for online remedial classes.

## **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. **Remedial classes that are taken through FLVS or another online program will be paid for by the parent/guardian.**



**GRADUATION GPA REQUIREMENTS:** 2.0 on a 4.0 Scale using all credits. No grades below 70% (C) in a core academic area can be counted for credit unless the student has demonstrated mastery in a subsequent course.

(A student who earned a "D" in English II first semester but a "C" in the second would not be required to repeat the first semester half credit. However, a student who earned a "D" in the second semester of World History would have to repeat the semester as there is no "sequential" course after World History.)

(<https://www.fccpsa.org/>)

## **FLORIDA VIRTUAL SCHOOL CLASSES**

FLVS may be taken for elective classes, remedial classes, schedule conflict, or for other reasons as approved by WCS Administration. High School Students are required to complete all FLVS classes at the end of the semester. Students will **NOT** be on their phones during lab time unless they are speaking with their FLVS teacher. Phones will be put away immediately after the phone call.

## **DUAL ENROLLMENT CLASSES AT NORTH FLORIDA COLLEGE AND RIVEROAK TECHNICAL COLLEGE**

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 need a qualifying score on a readiness assessment (PERT) for all subjects required by the college.
- 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/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. Approval must be given prior to enrollment.
- 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 from the WCS Administration indicating their eligibility for dual enrollment.
- 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/guardian. It is strongly encouraged that students use the counseling services at WCS and the postsecondary institution.
- Students will be responsible for the financial obligations associated with but not limited to transportation and parking 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 WCS Administration. Students must be pre-approved before enrolling in any college class under the dual enrollment option.
- Students who want to sign up for Dual Enrollment at NFC will use the NFC Portal to enroll.

## **Bright Futures Community Service Hours**

Students must complete a program of volunteer service or, beginning with a high school student graduating in the 2022-23 academic year and thereafter, paid work, as approved by the administrators of a nonpublic school. Each school must establish approved activities and the process for documentation of volunteer service or paid work

hours including the deadline by which they must be completed. Students must earn either the required volunteer service, paid work hours, or the combination of 100 total hours.

The student may identify a social or civic issue or a professional area that interests them and develop a plan for their personal involvement in addressing the issue or learning about the area. The student must, through papers or presentations, evaluate and reflect upon their volunteer service or paid work experience. Volunteer service/paid work may include, but is not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office. The hours of volunteer service/paid work must be documented in writing (letter or pay stub), and the document must be signed by the student, the student's parent or guardian, and a representative of the organization for which the student performed the volunteer service/paid work.

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## **HOMEWORK RESPONSIBILITIES FOR ALL GRADES**

### **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 independent work.
- 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.
- Use results of homework to plan future instructional activities.



### **Responsibilities of Parents**

- Set a regular, uninterrupted study time each day.
- Ensure that all homework is completed and returned in the time allotted.
- 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 on My School Worx.
- Help students work to find the answer, not just get it done and be supportive when the student gets frustrated.
- Contact the teacher to stay informed about the student's learning and 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 time for studying and find a quiet, well-lit area that is free from distraction (tv, texting, etc.).
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.
- Understand clearly if 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, ideas, and/or words, AI, or another person's assistance.)
- Students are expected to approach the teacher prior to a pre-planned absence.
- Students with mandatory typed assignments should plan 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, and to make up homework or tests.

## **FACULTY AND PARENT CONTACT**

Contact between teachers and parents is essential. Building relationships is the key to maintaining an open dialogue, which will lead to the best outcome for students. Parents can email teachers, call, or send in notes. They may also correspond on Class Dojo accounts and Remind accounts if the teacher uses those. Some teachers may give their cell phone number, but that should not be abused. Please do not contact teachers after 5:00pm, or on weekends. Do not give a teacher cell number to another parent or student. Parents should routinely check their child's folders and grades on the MySchoolWorx program. Contact your child's teacher with any questions or

concerns. Teachers will send home information and may set up meetings throughout the year. Parents may also request meetings.

## **FACULTY AND STUDENTS**

Westwood teachers are expected to build relationships with their students. Teachers who form relationships with students have reported students tend to be more motivated learners. Teachers who foster positive relationships with students tend to meet students' developmental, emotional and academic needs. As Christian leaders, WCS teachers strive to teach students about Jesus Christ.

## **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: AI, word-for-word plagiarism, mosaic plagiarism (rearranging without documentation), and indirect plagiarism (paraphrasing of a passage without documentation).

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

1. Presenting a person's work/ideas as one's own in essays, poems, music, art, computer programs, or 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.

## **ARTIFICIAL INTELLIGENCE (AI)**

Students are required to acknowledge use of AI in any work submitted for a class. Text directly copied from AI sites must be treated as any other direct quote and properly cited. Do not assume that AI responses are always correct. Students may use AI tools to help brainstorm assignments or projects or to revise their existing work. It is student responsibility to make all submitted work their own, maintain academic integrity, and avoid any type of plagiarism. Students turning in AI papers as their own will receive a "O" - F grade and a referral for plagiarism. Individual teachers will give students additional guidelines regarding AI.

## **STUDENT RECORDS**

In order to maintain confidentiality, student records may be reviewed only by specific individuals who qualify. Parents, legal guardians, teachers, and legal authorities may view individual student records with permission from WCS Administration. Parents must sign a Records Release form in order for student records to be released to other schools or agencies.

## **WITHHOLDING A DIPLOMA**

Students must successfully pass the SAT 10 test in three areas to receive a high school diploma. These areas include Total Math, Total Reading, and Total Language Arts with scores of 10.1. Seniors follow the HS Graduation GPA Requirement as listed above. Students in Kindergarten and 12th grade that miss over 20 unexcused absences of school may not be able to graduate and/or participate in Graduation.

**All unpaid bills must be paid by Spring Break.** 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 and allow the student to participate in Graduation. All hardback, non-consumable books must be returned to WCS.

If a student does not meet the High School/ Kindergarten Graduation requirements, he or she may or may not?? participate in Graduation. If they are allowed to participate, they will receive a Certificate of Participation, not a Diploma.

## **RETAINING STUDENTS**

WCS carefully considers retaining students and is sensitive to both students and parents. Decisions are based on report cards, SAT 10 scores, student age, administrative class observations, and teacher recommendations. Students that fail 2 or more subjects will be recommended to be retained. Parent/teacher meetings will be scheduled throughout the year if teachers become concerned.

## **EXTRA-CURRICULAR ACTIVITIES**

WCS offer the following activities or opportunities:

- |                                  |                                |                     |
|----------------------------------|--------------------------------|---------------------|
| •Parent-student Meet the Teacher | •Spelling Bee / Speech Contest | •Sports             |
| •Field Days                      | •Award Ceremonies              | •Spring Formal      |
| •Chapel Performances             | •Fundraisers                   | •Muffins with Moms  |
| •Christmas Movie Night           | •Drama/Christmas Play          | •Doughnuts with Dad |

## **CLUBS/ORGANIZATIONS**

WCS has several clubs in which students can participate. They meet after school and have special events throughout the year. Each club has criteria which must be met in order to join. Art Club is for middle and high school and Student Government is for high school students.

## **HIGH SCHOOL SPRING FORMAL**

High school students may participate in the Spring Formal. This event is sponsored by WWC. 10th -12th grade students are automatically included, but 9th grade students may also attend if an older student invites them. Outside students may attend, if the proper forms are filled out, and they meet all requirements. Guests may not be older than 19 years old. All students are expected to follow the dress code requirements. Dresses must be approved by the Administration. The cost is typically \$35, and this includes refreshments. The Spring Formal takes place in the FLC Gym and is from 7:00-10:00pm. Students are not allowed to leave the gym after entering. Information is sent home each spring with more information regarding this event. A Spring Formal Queen and King are elected during the dance. These students are from the Senior Class. The current year Homecoming Queen and King are not allowed to run for these positions.

## **BASKETBALL/VOLLEYBALL**

The WCS Warriors have two sports teams. Varsity and JV groups are divided by grade and/or ability. Volleyball takes place in the Fall and Basketball in the Winter. Students must meet academic requirements in order to participate in Girl's Volleyball or Boy's Basketball. All practices and games are after school. Some away games require the buses to leave during the school day. If a student is absent for the school day, they will not be allowed to play that afternoon. Missing work is expected to be completed. Physicals are required for both sports. Summer Open Gym times may be available for conditioning. Please refer to the WCS Athletic Handbook for additional information.

### **Basketball/Volleyball Home Game Clean-Up Requirements**

All players are required to help clean up the FLC Gym after home games. This includes putting away chairs, checking restrooms, sweeping, taking out trash, and cleaning up the concession area. A schedule will be made at the beginning of each sport season by the coach and all players will sign up for at least 2 home games. **If the student does not help clean the Gym on their assigned night, then they will not be allowed to play at the next game.** WCS strives to have clean and quality play spaces for our students, staff, parents, and guests. Student and parent help is needed to achieve this goal.

## **SNACK BREAKS**

Each grade may have a short snack break during the day. Most students will need to bring their own snacks. High school students may purchase snacks and drinks from the Student Government Snack Cart. Coffee drinks are NOT allowed at any time. Middle and high school students are not allowed to eat in their classrooms as these rooms are shared with WBC. Only water is allowed in the classrooms.

## **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.* They must be displayed properly in the vehicle. If lost, a replacement Parking Permit will cost the student \$10. Students assume liability for damage to any property. Students whose driving is observed to be hazardous and/or irresponsible may 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 who are chronically tardy or absent will not be allowed to drive. WCS may report drivers to the DMV for excessive absences.



- Students are to register their vehicle with the office prior to driving on school property (including a student's driver's license number, insurance information, vehicle plate number, color, make and model).
- All vehicles driven onto campus during the school day 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.
- Students must understand their vehicle may be subjected to search by WCS administration.
- Students must leave their vehicle upon arrival, then report to the designated morning station upon arrival to WCS campus.
- Students are not allowed to congregate in the parking lot and/or congregate in each others' vehicles.
- Students should move their vehicle when requested by the school administration.
- Students should arrive on time each day. Tardiness may affect driving privileges.
- Students must sign in or sign out in the front office if they leave and/or return to campus.
- Students are not allowed to drive off campus for lunch.
- Failure to follow these rules may result in the loss of privileges.
- No inappropriate items must hang from the rearview mirror/other parts of the vehicle.

## **STUDENTS DRIVING STUDENTS**

No student should drive another student (unless a sibling). No student should drive another student home from school, or to and from a school function, including field trips (unless sibling), without written authorization from both students' parents and WCS approval.

## **PROHIBITED ITEMS/SEARCH OF BACKPACKS/PERSONAL ITEMS**

Bookbags, purses, gym bags and other personal items may be searched if there is probable cause. Two or more staff will be present if this occurs. Any items or substances that are illegal or may pose harm to anyone at WCS are strictly prohibited and subject to search and confiscation. School administration will determine what constitutes a prohibited item.

## **PARENT 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 all 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).

## **PARENT/TEACHER PHONE POLICY**

Email should be the **main** form of contact. Parents should contact teachers by phone only in case of emergency, or on field trips. Do not expect parents to reply via phone after 5:00PM or on weekends. Do not expect them to reply via phone during class times. If the phone calls become overwhelming, the teacher may discontinue phone contact. Parents are not to give teacher cell phone numbers to others, especially students. Parents should not contact their child during the school day and expect a reply. Please use the school phone (386-362-3735) for emergencies.

## **REPEATED 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. Disciplinary action, up to and including withdrawal, will be taken against any student who is found to have engaged in harassment.

## **ABUSE OR NEGLECT 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.

## **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 serious matters come to the attention of the administration. Social networking through applications such as Facebook, Instagram, YouTube, Snapchat, TikTok, texting, instant messaging, etc. that causes conflict or school disruption may result in disciplinary action at school. If this behavior is illegal, obscene, immoral, or otherwise would reflect disgracefully on the student or WCS, disciplinary action will be provided.

The use, possession or transmission of any insulting, sexual, immoral/pornographic jokes, stories, material, or photographs on any electronic 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 a student's immediate suspension and possible expulsion. 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 intended location. All postings should be placed on official bulletin boards or announcement areas only.

## **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 ☐ Athletic Director ☐ Administrator ☐ School Board

## **CONFLICT RESOLUTION**

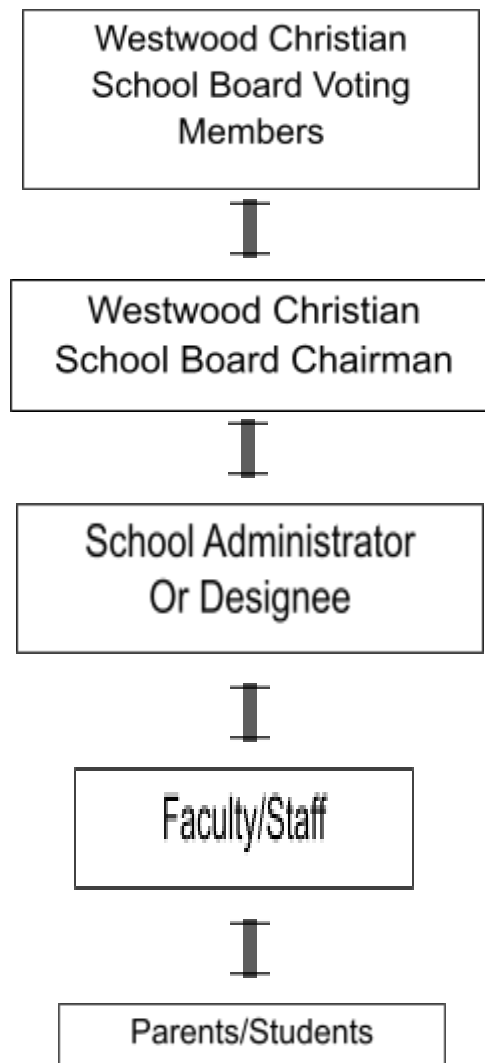
1. Call a meeting with all the individuals involved in the conflict. Document the date, the reason for the meeting, and list all individuals in attendance.
2. Establish discussion rules which allow for expressing thoughts and feelings openly as long as you are respectful of one another, in a Christ-like 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 a mutually beneficial solution - one that meets the needs of each party if possible.
6. Develop action plan - who will do what, when, and how to implement the resolution.
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.

### **AUTHORITY AND COMMUNICATION FLOW CHART**



**WESTWOOD CHRISTIAN SCHOOL**  
**2025-26 STUDENT & PARENT HANDBOOK**  
**ACKNOWLEDGEMENT AND AGREEMENT**



I, \_\_\_\_\_, the parent/legal guardian of the  
following student: \_\_\_\_\_,

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

\_\_\_\_\_  
(Parent/Guardian Signature)

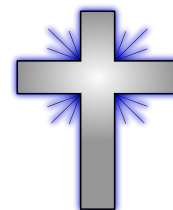
\_\_\_\_\_  
(Date Signed)

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

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

***NOTE** - After carefully reading the Student & Parent Handbook and signing this agreement, please return the agreement to the WCS office.*

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\_\_\_\_\_  
(Parent/Guardian Signature)

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

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

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

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