

Thank you for the special trust you have placed in Westbrook Christian School. Our goal is to provide the very best education possible in a Christian environment in order that our students may grow to their fullest potential intellectually, physically, and spiritually.

The Bible says in *Colossians 3:17* “**Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.**” We believe this means to honor God by giving him excellence in everything we do. Whether it is the completion of our school work, participation in academic or athletic competitions, or simply in the way we treat each other, we strive to bring excellence to everything we do.

In a world filled with so much uncertainty, it is more important than ever that our young people understand that God has given us a guideline through His Word that allows us to reach our fullest potential. It not only gives us vision for our future, it protects us now. Our ability to discipline ourselves to these guidelines and principles will largely determine the trajectory of our lives.

With excellence and discipline in mind, this handbook serves as our guide to create the most engaging, energetic, orderly, and safe environment possible. It has been prepared with *1 Corinthians 14:40* in mind which says to, “**be sure that everything is done properly and in order**”. This Handbook presents the basic rules by which we will conduct ourselves. It is within these pages that we define the norms that create and reflect our community culture. Our understanding of these expectations help insure that everything is done properly and in order.

With this understanding, we ask that both students and parents read this handbook carefully and discuss it together. These are not suggestions but policy by which we will operate. Each parent, student and teacher is expected to endorse the handbook, and to agree to abide by the guidelines set forth herein. All parents of currently enrolled students have signed a Statement of Cooperation agreeing to comply with the provisions of this handbook.

We are extremely excited about this upcoming school year. I am honored to serve you as we “Train Warriors for Christ!”

Cindy Greer  
*Administrator*

**Board of Directors**

Mr. Brodie Croyle, Chairman  
Rev. Kyle Cantrell  
Mr. Al Garrett  
Mrs. Christie Knowles  
Mrs. Kayla Phillips  
Dr. Will Stewart

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SCHOOL CALENDAR  
2021-2022

August 10 & 11 – Teacher Inservice  
August 13– First Day of School

September 6 – Labor Day (No School)  
October 22- Homecoming  
October 11-13– Fall Break (No School)

November 11 – Veteran’s Day (No School)  
November 19– Dismiss at noon.  
November 22-26 – Thanksgiving Break (No School)

December 15 & 16– First Semester final exams for 7<sup>th</sup>-12<sup>th</sup> grades  
December 16 – Dismiss at 12:00  
December 17– Make-up exam day (Inservice for teachers)  
December 20 -January 4 – Christmas Holidays

January 4 – Teacher Inservice  
January 5 – Return to school. Second semester begins.  
January 17 – Martin Luther King Day (No School)  
February 21– President’s Day (No School)

March 28-April 1 – Spring Break (No School)  
April 15 – Good Friday  
April 25-29 – Achievement Tests

May 4 – Honors Day  
May 13 – Senior Chapel  
May 23 –5K Graduation – 9:00 a.m.  
May 24–6<sup>th</sup> Grade Graduation – 9:00 a.m.; Senior Graduation - 7:00 p.m.  
May 25 & 26 – Second Semester final exams for 7<sup>th</sup>-12<sup>th</sup> grades  
May 27 – Make up day for exams. Teacher Inservice

## **Westbrook Christian School Educational Philosophy**

Westbrook Christian School uses the Christian school environment to meet the needs of the whole child – academically, spiritually, emotionally, creatively, and physically. We believe this atmosphere is the best way to evaluate, formulate, and implement the educational base to the students’ goals, desires, achievements and aspirations equipping the students to “face life” and to respond to their divine calling.

### **Our Vision**

Learning Aimed at Excellence - Maximizing Potential - Training Warriors for Christ!

### **Our Mission**

Westbrook Christian School exists to provide each student with sound academic training in a solid Christian environment. Students are exposed to the source of all knowledge and truth through a Christ-centered curriculum in a Spirit-filled atmosphere. The goal is to maximize the potential of each student academically and spiritually. This will enable each student to be a continual source of significant and positive influence for Jesus Christ on the journey toward adulthood as a lifetime learner.

### **Beliefs**

We believe:

- God is the sovereign active Lord over all reality and the creator of the universe.
- God is the source of all truth.
- The Bible is the inspired, inerrant word of God and is our supreme and final authority.
- Man is sinful by nature and in need of redemption.
- Jesus Christ is the only way to salvation.
- Prayer strengthens the relationship with God.
- Each student is a unique creation with individual gifts that can be developed and maximized to fulfill God’s plan for each life.
- Every teacher should be a born-again believer and should be comfortable sharing the gospel in an age-appropriate way.
- The curriculum should have, as its basis, a Biblical world view.
- Students should be provided a variety of instructional strategies to maximize their God-given potential.
- Students learn most effectively in a safe environment.
- Students should take personal responsibility for their behavior and personal integrity.
- The school/parent relationship is important in providing a team approach to education, while understanding that the parents are ultimately responsible for their child(ren).
- Commitment to continuous school improvement is imperative.

## **ADMINISTRATIVE POLICIES**

### **ADMISSIONS AND ENROLLMENT**

Westbrook Christian School does not discriminate on the basis of race, color, gender, or national and ethnic origin in its admission, educational or athletic policies. Students must score on grade level and complete the application process to be eligible for enrollment. Enrollment for students with special educational, emotional, or physical needs will be considered on an individual basis. Acceptance is based upon the individual student's needs, our existing programs, service and available staff.

#### **Age Requirements for Enrollment**

Westbrook Christian School will follow Alabama State Department of Education age requirements. Students entering Kindergarten MUST be five years old on or before September 1<sup>st</sup>, of the current school year. Likewise this date is followed for three and four year olds. The exact date of birth will be determined from an official and valid birth certificate.

#### **Priority Enrollment**

*Westbrook offers Priority Enrollment for presently enrolled students, provided the privilege is exercised within the Priority Enrollment period (by March 25). Enrollment will open to the public on April 11.*

New student enrollment will be prioritized based on the following criteria:

1. Families who are enrolling all of their children
2. Students who have completed the admissions procedure and met all of the requirements for enrollment

Admission to WCS will be based on the following criteria:

1. The parent or guardian of a student enrolling in WCS must embrace a Christ-centered education for his/her child. Parents or guardians of all students enrolling or re-enrolling in WCS are expected to read school policy and sign a statement agreeing to support and aid in enforcement of policies.
2. A completed application form with achievement tests, a copy of the most recent report card and the disciplinary report attached must be returned to the school 24 hours prior to an interview with administrators.

3. An administrator must conduct an interview with the parents (or guardians) and student. The administrator will report to the Admissions Committee after each interview.\*
4. A tuition contract must be signed and returned with a non-refundable registration fee and tuition deposit before the admissions process can continue. (This deposit will be returned only if the student is not accepted.)
5. WCS requires placement testing to determine the admissibility of student applicants. However, the administration may waive this procedure on discretion.
6. All health, registration, and financial forms must be completed and returned before the admission can be completed.  
*The Blue Immunization form must be received before a student may enroll in school.*
7. Transfer students must be in good standing with former school.
8. Preschoolers must be completely potty-trained.

\*The Admissions Committee membership varies according to the age of the student. This committee will use the test results, along with grades, and interview information to determine acceptance. The Board of Directors will have the final word regarding admission to WCS.

### **Acceptance of New Students**

Parents will be notified concerning the outcome of the enrollment process when the admissions procedure has been completed. Parent(s) will receive a letter of:

- (1) acceptance; (2) acceptance on probation; or (3) non-acceptance.

Students may be placed on a waiting list, depending on space availability.

### **RE-ADMISSION OR CONTINUED ENROLLMENT**

The School reserves the right to deny re-admission, admission, or continued enrollment to any student whose actions demonstrate that it is not in the School's best interest to allow admission, re-admission or continued enrollment.

### **SCHOOL HOURS**

Three Year Kindergarten	8:00-12:00
Four Year Kindergarten	8:00-12:00

*If you have special scheduling needs in 3K or 4K, please see the Preschool/Elementary Director.*

Five Year Kindergarten (5K will dismiss at 12:00 noon August 9-16.)	8:00-2:30
First-Sixth Grades	8:00-2:30

*Students are not to arrive before 7:30 a.m. nor remain after 3:00 p.m. unless the student is involved in an extracurricular activity.*

Elementary students remaining for an extracurricular activity must have parental supervision between dismissal from school and turning over the charge of the student to the adult heading the activity.

### **VISITING**

**All visitors must enter through the front door.**

Parents and interested friends are welcome to visit our classes by making arrangements through the school office in advance. *Whether visiting the classroom, eating lunch or assisting school staff, **all visitors** must check in through the school office first.* A visitor's pass will be issued, which is to be worn during the entire visit. *Visitors without the appropriate sticker will be sent to the office to check in.* Parents are also invited to attend our chapel services.

Student visits must be pre-approved by the Elementary Director and a visitor's pass issued on the day of the visit.

Forgotten homework, books, lunches, etc. should be left in the office to be delivered by school personnel.

*Parents are not allowed to stop by the classroom during school hours without permission from the school office.*

### **DIVORCED/CUSTODIAL PARENTS – Special Instructions**

The school has every intention to do what is in the best interest of the child, therefore, specific instructions are necessary for handling situations with students whose parents have gone through a divorce. Parents are responsible for providing the school with a copy of the divorce decree or order. It is the parents' responsibility to inform the school of any changes to the divorce decree by providing a copy of the same, as well as any additional information in writing, signed, and dated. The school will comply with the divorce decree (to the extent it applies to the school) and with Alabama law with regard to a parent's access to a child or the child's records.

It is the school's responsibility to remain neutral in a divorce situation. All students will be treated equally and fairly in regard to carrying out each divorce decree. In the case of special circumstances that may arise, the legal counsel involved with the divorce actions will be contacted by the administration.

## **FIELD TRIPS**

As a part of our instructional program, various classes take trips to interesting and educational places in the area from time to time. Parents will be notified beforehand and must sign a permission slip for the students to participate. A small fee may be charged.

**Unless the field trip is specifically designated as optional, students choosing not to participate in such trips will receive unexcused absences and a grade of zero for all academic assignments associated with such travel. The field trip will constitute school for that period of time.**

Students must attend school and complete work provided by their teacher if they do not go on an optional field trip (for ex. The Sixth Grade Trip). Excused absences will not be granted for students who do not attend optional field trips.

It is the policy of the school that parents who accompany classes on field trips will have specific responsibilities as chaperones. These responsibilities may include driving, monitoring children, accompanying bathroom trips, etc. *Specific duties will be assigned for each trip, therefore, **younger children and/or siblings will not be allowed on field trips** so that parents/chaperones can devote their full attention to the class trip. All students will ride to the field trip together as a class with parents following in cars. Parents may drive their own child home from the field trip and other children with written parental permission given to the teacher. **Chaperones for overnight trips will be required to sign a specific "Chaperone Guidelines" form before the trip.***

Since Field Trips are a privilege, administrative discretion may determine attendance based on behavior and/or the conduct record of the student. If the administration determines that a student may not attend a field trip, school attendance will be determined by the administration.

There will be a \$10.00 limit on field trips taken during the holiday season. (This will assist families by limiting expenses during a heavy spending season.)

Students in all classes may occasionally walk around the block of the school and will always be under the supervision of a staff member. Permission to do so is assumed with signature of the handbook policy agreement.

## **TRANSPORTATION**

When planning a field trip, our first consideration will be the use of one of the school's buses for transportation purposes. In the event this is not possible, individual cars will be used. Parents will be responsible for providing a booster seat for their child(ren) (if required by law) whenever traveling by car.

When traveling by car, the school will comply with Alabama's Child Passenger Safety Seat Law, which states:

### **Automobile:**

Every person transporting a child under the age of six years in a motor vehicle shall provide for the protection of the child by properly using a child passenger restraint system. The size appropriate restraint system required for a child shall include all of the following:

- 1) 20 pounds to age 5 or 40 pounds:  
Convertible seats in the forward position or forward facing seats.
- 2) Age 5 or 40 pounds to age 6:  
Booster seats.
- 3) Age 6 to Age 15:  
Seat belts.

The parent will either install the seat themselves or give authorization to the driver of the vehicle to install the child booster seat. The school will not be responsible for proper installation of the child seat.

**Based on the above, our 5K and first graders will always travel by automobile and second through sixth grade will travel by bus, if possible.**

## **LUNCH AND SNACK PROGRAM**

Milk and hot lunches are available at school. Lunches are \$4.00 This includes a meal and milk. There are two options for utilizing the school's child nutrition program. They are:

1. Prepayment of \$100 (approximately 1 month's lunches) on account. Each child will be issued a pin number to access their account. When the account reaches \$25 or less, a notice will be sent home.
2. Sign a form stating that your child will either pay cash for lunches and/or will bring a lunch.

Children will not be allowed to eat if they have zero money on their account. Spending limits can be placed on each student's account if desired.

Students may bring their own lunch from home. It is not the responsibility of the school or lunchroom staff to make provisions for a student's lunch. That is the parent's responsibility. Students should also discuss proper nutrition with their students regarding lunch and snack choices.

Students in 3K through sixth grade must bring snacks from home. *Preschool and elementary students are not allowed to purchase snacks from the snack machines during school hours.*

**GRADING PERIODS** – There will be two 9-week grading periods per semester.

**1<sup>st</sup> semester:**

First Grading Period

August 13 – October 8

Second Grading Period

October 14 – December 17

**2<sup>nd</sup> semester:**

Third Grading Period

January 5-March 11

Fourth Grading Period

March 14-May 27

**REPORT CARDS**

Progress reports for 5K students will be sent home on the first Wednesday following the end of the nine- week period.

Report cards for elementary students will be e-mailed each nine weeks, except for first grade who will receive a hard copy. Please notify the office if grades are not received or if you do not have an e-mail address.

All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes and effort. Please discuss each report with your child carefully. Remember, however, that grades should be guides in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indications of present achievement and not indications of one's overall ability to learn.

Letter grades are determined by the following criteria:

Grades 1 through 6

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

The highest grade a student can make is 105. In addition to the standard grades, marks indicating conduct may be given. If a student is having difficulty in an extra-curricular class (i.e. Art, Music, Computer, Spanish or P.E.), the teacher will send a form stating the concern.

If a pupil has failed to make up daily work or tests by the end of the grading period, the student will receive an Incomplete (noted by \*) on the report card. Any student who does not make up his work because of negligence or because the work is not completed is given an F for the grading period.

**GRADES CAN BE QUESTIONED OR CHALLENGED FOR ONLY ONE MONTH FOLLOWING THE END OF THE GRADING PERIOD.**

### **RETENTION POLICY**

If the Administrators and classroom teacher(s) have determined a student should be retained in the same grade level at the end of the school year, the parents must choose either to follow the decision of the school or transfer the student to another school

Preschool students who are born June 1-September 1 may be rescreened/tested to determine appropriate developmental placement.

### **WITHHOLDING GRADES**

Before grades will be released:

1. All fines and fees must be paid in full in the office.
2. All books, materials, and school property must be returned.
3. All projects and assignments necessary for grade calculation must be completed and turned in to the teacher.

### **TEXTBOOK POLICY**

Textbooks and workbooks will be issued to all students and parents will be charged a user fee annually. This fee includes the cost of consumable workbooks. The school will also provide novels throughout the school year for use with the Foundations & Frameworks reading program in the elementary. User fees will include the use of these novels. The condition of the textbooks and/or novels will be noted when issued and must be returned in like condition.

### **FINE FOR ABUSING OR LOSING SCHOOL-LOANED BOOKS**

There will be a percentage fine for abuse that can be repaired for reuse. Actual replacement cost will be required for abuse beyond repair or for a lost book.

## **CURRICULUM MATERIALS**

Our textbooks and other curriculum materials have been selected from among the many standard texts and materials available as those best meeting the needs of our students. Our faculty has found it necessary at times to supplement these materials so that the teacher may more adequately present to the students a truly Christian world and life view. In all cases, however, WCS teachers are committed to a Christian worldview and approach their particular subjects accordingly.

## **DAMAGE TO FACILITIES**

Students causing damage to facilities (i.e. lockers, chairs, desks, walls) are liable for repair costs and are subject to suspension and/or expulsion. Graffiti on lockers or restroom stalls is considered damage.

## **LOST AND FOUND**

The lost and found department operates from the school office. Items that have not been reclaimed after two weeks become the property of the school and may be disposed of as deemed necessary. *Please mark your child's belongings to enable quick identification.*

## **STUDENT PICTURES**

Each fall the school will have individual school pictures taken by an approved photographer. These pictures will be used in our school year book. Advance notice will be provided.

## **SPECIAL PROGRAMS AND ASSEMBLIES**

From time to time, special speakers, films or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs.

Student groups or organizations may request approval for school-time programs or presentations to the student body.

## **CHAPEL**

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs (beginning in 5K) will be planned in order to provide strength and encouragement.

## **ARRIVAL AND DEPARTURE OF CARS**

Parents and students are asked to observe traffic flow patterns. Since the safety of hundreds of students is involved, it is imperative that we have the total cooperation and patience of all operating vehicles on school grounds. Parking areas will be designated for student cars. *Parents are not to park in student parking spaces, which are numbered.*

Any careless driving, speeding, or loitering in the parking lot is strictly forbidden. Drivers should not be talking or texting on a cell phone during drop off or dismissal. Cars must be put in park so that students can be loaded or unloaded. It is extremely important that parents park their cars in a designated space if they need to come in the building after school. Cars left unattended in the middle of the road or blocking other cars may be subject to towing.

*Elementary students will not be allowed to leave with a high school student unless the high school student notifies a teacher first.*

## **DISCIPLINE GUIDELINES**

Disciplinary action may be necessary when a student's behavior evidences immaturity or is in conflict with Westbrook standards. The purpose of such discipline is personal growth in the student and behavior modification. Loving concern for the student as an individual and communication with the parents are considered essential ingredients to good school discipline.

*In preschool, we believe discipline is guiding behavior; therefore, we discuss unacceptable behavior with the student and parents of the student. After the discussion, the classroom discipline consists of "time out" or the "no fun chair." Behaviors involving disrespect, disobedience or harming another person will result in immediate contact with parents by the teacher or Preschool/Elementary Director.*

The classroom teachers in accordance with their own methods and abilities consistent with School policies will handle mild disciplinary cases.

The Preschool/Elementary Director and Assistant Principal will be in charge of disciplining students in 3K-6<sup>th</sup> grades when necessary. This may include: office conferences, corporal punishment, detention, phone calls to parents, in-school suspension, out-of-school suspension, expulsion.

All forms of discipline will be documented with a copy sent to parents. The classroom teacher will notify the parent when the student is referred for discipline.

***Any questions or calls concerning discipline should be directed to the director who administered the discipline.***

The following guidelines will be used for less serious violations:

1. Warnings to students regarding their actions
2. Note to parents
3. Phone calls to parents immediately
4. Parent-Teacher conference with student present
5. Parent-Teacher-Student- Director conference

*Corporal punishment* shall be used at the discretion of the Administration. *Paddling can and will be administered by the Administration only.* This will be done in the presence of a witness.

**Parental authorization of corporal punishment is assumed upon enrollment of the child at WCS.**

Students who cannot be controlled through normal methods of discipline shall not be allowed to remain at WCS.

## **GENERAL RULES**

In order to maintain the learning environment, procedures of conduct have been established. The following are general school rules necessary for the orderly and safe operation of the school and are applicable to all students.

1. In passing through the halls, order and quiet are to be maintained.
2. Food and beverages will be consumed only in the lunchroom or elementary classroom during designated lunch/snack times.
3. There is to be no gum chewing at any time, at any place in the school buildings. Excessiveness in this will result in disciplinary action that may include detention.
4. No radios, walkie-talkies, tape recorders, CD players, Ipods, or any other electronic device will be allowed in the school unless requested by the teachers.
5. No student is allowed to use a cell phone (including text messages), radio, walkie-talkie or any other such communication device during the school day except with permission of a faculty member and in accordance with the BYOD policy. All such devices must remain turned off during school hours unless they are being used with permission for academic purposes. The cell phone will be confiscated until the end of the day for the first offense. The second offense will result in detention. The third offense will result in ISS. Future offenses will be the discretion of the administration and could include suspension/expulsion.

**The use of camera or video cell phones, text messaging, or accessing the internet on a cell phone, except as permitted with permission in accordance with the BYOD policy during school, is strictly forbidden in the school and may result in expulsion. Any pornographic material discovered on a cell phone in the school building may be turned over to the local authorities and the phone's owner may be subject to suspension and/or expulsion.**

6. Playground fences and trees are not to be climbed.
7. Students should remain after school only if they are under the supervision of a parent or a member of the faculty.
8. Students hitting students for any reason will not be tolerated. *Parents should not teach students to hit back if they are hit.* Restraint is always the better course. The choice option is always to walk away and seek adult intervention. Therefore, in the case of students involved in fighting, appropriate disciplinary action will be taken. This may include corporal punishment, probation, suspension or both. Continued action in this area will result in expulsion. **Fighting will not be tolerated.** Students who are defending a victim of bullying will be allowed leniency regarding this policy.
9. *Students will be expected to treat each other with respect throughout the school day as well as on school trips and at school sponsored activities.* Threatening comments by students to other students and/or faculty, either verbally or in writing, will be grounds for serious disciplinary action including suspension and/or expulsion.
10. **Verbal abuse and/or bullying will not be tolerated.** Students will receive the same punishment for taunting verbally as for hitting.
11. Harmful or questionable activities (i.e. gambling, use of tobacco, alcoholic beverages, or drugs or pornography) have no place in a student's life. *If, at any time, a student's influence is considered harmful or if his presence in the school is regarded as undesirable, the School reserves the right to request his/her withdrawal or to dismiss him/her if he/she does not comply.* On the first day of school, each teacher will discuss classroom rules.
12. *Conduct and attitude shall be respectful.* Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed. Students are expected to address adult males as "Sir" or "Mr.", and ladies are to be addressed as "Ma'am", "Miss" or "Mrs."
13. *School property shall be protected.* Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian. This includes school-owned devices.

14. *Respect for authority* is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.
15. Acts of disobedience, disrespect, lack of courtesy, general disturbance and other such conduct will be handled by the teacher in such ways as he/she deems best. Situations which the teacher deems to be worthy of special handling will be referred to the Administration.
16. Cyberbullying (the use of Internet-connected devices, such as Facebook, to harass others) is prohibited at school. Any issue that begins at home and causes disruption at school will be treated as any other bullying issue resulting in serious disciplinary action.
17. Weapons of any kind, including, but not limited to, guns, knives, tasers, mace, etc. are strictly prohibited.

### **In School Suspension – 4<sup>th</sup>-6<sup>th</sup> grades**

This in-house discipline suspends all rights and privileges until an acceptable change of behavior is demonstrated. The student will be kept in isolation with no contact with anyone except the Director who administered the discipline. The student will be required to do some type of class work.

In school suspension is invoked when the administration has exhausted other milder forms of discipline. It gives the student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be suspended from school and/or expelled. The problems for which a student would be put on in-school suspension are listed below:

1. **Attitude:** A rebellious spirit which is unchanged after much effort by the teachers; a continued negative attitude and bad influence upon other students by encouraging murmuring, criticizing rules/regulations based on “My Rights Attitude”, leading to rebellion against authority.
2. **Disciplinary:** Continued deliberate disobedience to a teacher or school rules. Committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the testimony of the school.

If a student is placed on in school suspension for a second time, it constitutes a recommendation to the Administration that the student be suspended (out of school) and/or expelled.

Students who are suspended may not participate in any school activity on the day of the suspension.

## **Suspension/Expulsion**

The School reserves the right to suspend or expel any student for the transgression of its Code of Conduct. All suspensions will be handled by the Administration. Expulsions will be recommended to the Board by the Administration. The following may result in immediate suspension from school for a period of from one to three days or expulsion:

1. Fighting on school grounds, at school functions, aboard the school van or bus, and at athletic events, whether as a participant of the event or as a spectator.
2. Smoking on campus, off campus during the school day, or at any school related activity. This includes the use of smokeless tobacco in any form, e-cigarettes or juuls. Possession of tobacco in any form is forbidden.
3. Abusive or profane language and/or disrespectful conduct to faculty, administrators or other students.
4. Cheating on any test or assignment. The first offense will result in a zero on the assignment and parental notification. Second offense may result in suspension. Further offenses will be subject to expulsion.
5. Possessing, selling, consuming, or supplying drugs to any student or any other person on school property or at any school activity or function.
6. Consuming, possessing, supplying or selling alcohol on school property or at any school function.
7. Repeated violations of school rules.
8. The parents of students fail to cooperate with school authorities in the discipline of their children.
9. The assault or battery of a teacher, administrator, or other student.
10. Any threat to a teacher, administrator or other student.
11. Possession of a weapon of any kind. This includes pocketknives, guns, tasers, mace, etc.
12. Theft of school property, theft from other students, theft from faculty members or administrators, or theft from any other person on school property or at any school function.
13. Sexual misconduct – Any type of sexual activity at school, on a school trip or at school sponsored activities.
14. Possession of pornography on school property or at any school function.
15. Bullying and/or cyberbullying

The Administrator with the approval of the Board of Directors administers expulsions (permanent removal from the school).

## **STANDARDS OF DRESS – 4<sup>th</sup> – 6<sup>th</sup> grades**

Because we are a Christian school, we feel that the appearance of each student and employee is not only important to the testimony of the individual, but also to the testimony of the school as well. We feel that there are clear Biblical injunctions regarding both appearance and personal conduct.

Clearly our responsibility lies with the development of the inner person. However, we feel that personal appearance, or lack thereof, is directly related to the inner person. It is with this in mind that the standards of dress, grooming and conduct have been developed.

Since student clothing is purchased within the limits of the family unit, and since students dress at home, ***parents are expected to give proper guidance in this regard.***

Students are expected to practice good grooming and wear clothing that is clean and neat. Shoes must be worn at all times in the school building. Hats should be removed when entering the school building during school hours. Hats may be confiscated if worn in the building.

The dress standards stated in this guide apply to all students, both in the classroom, after school activities, and on school sponsored trips, unless specific administrative exception has been given. Each student may be judged on the appropriateness of his/her appearance and such cases will be handled on an individual basis. If a student is found to be in violation of these standards and the violation cannot be remedied at school, the parents or guardians will be called and asked to bring proper clothing to the student at school.

**Fourth-Sixth Grade girls'** clothing should meet the following requirements:

1. **Tight fitting garments of any nature are not appropriate.**
2. Girls wearing shorts, skirts, dresses, **including those with slits, must be no more than 4 inches from the floor when the student is on her knees.**
3. T-shirts with inappropriate advertising and/or slogans or demonic-looking pictures will not be allowed. (The administration has the final word on what is appropriate.)
4. Cropped tops (short tops that show the stomach when the arms are raised) are not allowed. Any top that shows the back, the midriff, or cleavage is not allowed.
5. Tank tops with spaghetti straps or dresses or tops that are backless, have only one strap, or razorback are not allowed. Straps on dresses or tops must be at least **two inches in width.**
6. Only appropriate ear piercing is allowed. Girls may wear no more than two earrings. Earrings are not permissible on any other part of the body.

7. Ripped, torn, or excessively frayed jeans will not be allowed. Jeans that have holes are not permissible.
8. 5<sup>th</sup>/6<sup>th</sup> grade girls are not allowed to wear gym-type shorts, sweat pants, or wind-suit pants.
9. Students may not wear bandannas unless there is a medical reason.
10. Cut-off or excessively frayed shorts are unacceptable.
11. All female students shall wear proper undergarments. In no case should undergarments be visible.
12. If leggings are worn, the outer garment must be the appropriate skirt length.
13. No visible tattoos are allowed.
14. Skateboards and shoes with built-in skates are not permitted.

**All boys** should meet the following requirements for appearance:

1. **Boys' hair must not be below the collar, nor hang below the eyebrows, nor fall in the eyes at any time.** Hair should be well groomed. A two-day grace period exists after hair warning. Negligence in this area will warrant disciplinary action.
2. Jeans and shorts, that are not ripped, torn, or excessively frayed, may be worn. Jeans with holes are not permitted. **Shorts must be no more than 4 inches from the floor when the student is on his knees.**
3. Shirts with frayed sleeves may not be worn.
4. Boys must tuck in their shirts. The only exceptions are sweaters and sweatshirts.
5. Boys may not wear earrings or body piercing.
6. 5<sup>th</sup>/6<sup>th</sup> grade boys are not allowed to wear gym shorts, sweat pants, or wind suit pants.
7. Sagging pants (pants that hang low on the hips) are not acceptable.
8. No visible tattoos are allowed.
9. T-shirts with inappropriate advertising and/or slogans or demonic-looking pictures will not be allowed. (The administration has the final word on what is acceptable.)
10. Any clothing that has gothic or gang connotations is unacceptable.
11. Skateboards and shoes with built-in skates are not permitted.

Teachers will give a student a verbal warning the first time they violate the dress code and will call the parents to notify them of the warning. The next violation will result in detention.

*The Administration has the final word on the definition of appropriate dress. Repeated dress code offenders will be subject to more serious discipline.*

## **HOMEWORK POLICY**

Each faculty member has the authority to determine whether or not to assign homework, and to determine the percentage it will contribute toward the student's grade.

## **ACADEMIC INTEGRITY**

Each student is responsible for the completion of his/her own individual assignments. Copying another student's work is strictly prohibited. Students are not allowed to share completed assignments or tests or to communicate the content of tests with other students waiting to make up such assignments or tests.

Plagiarism is considered a major offense and will result in an automatic grade of zero for the assignment. Continued violation of this policy may result in suspension and/or expulsion.

## **INTERNET USE POLICY**

The creation of a large, varied technology environment demands that the use of technology be conducted in legally and ethically appropriate ways. All technology resources must be used in accordance with school policy, as well as local, state and federal laws and/or guidelines governing the usage of technology. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the school administration.

Information from electronic sources alters the educational environment by opening unlimited resources. Precautions have been taken to restrict access to inappropriate materials. However, it is impossible to control all materials on a global network. Internet access is provided to allow students to conduct research and communicate with others. Parents of students under the age of 17 may request that their child not be allowed to independently access the Internet by notifying the administration in writing before the first day of school. This restriction will apply to the student independently operating any school owned technology resource to access the Internet. It does not prohibit the student from viewing Internet sites presented by school personnel or by other students as part of a lesson, or from using Internet-hosted software used by the school.

Students may use the network only if directed to and supervised by a faculty or staff member. Students may not access the internet in a classroom when a substitute teacher is on duty. Students may not make personal use of the school's network before, during or after class. To maintain system integrity and to insure that the system is being used responsibly, the administration reserves the right to review files and network communications. Users should not expect that files stored on Westbrook servers will be private.

The following guidelines must be strictly adhered to:

1. Students must not misrepresent themselves online. This includes the use of false identities or of user names and passwords of other students.
2. Students must not post personal information to the web except under the strict supervision of school personnel. All such posted information is susceptible to public view and theft; therefore extreme caution must be exercised.
3. Accessing the files or data of another student or faculty member or school data without permission is strictly prohibited. The use of such files and data is considered electronic theft and will be treated as plagiarism.
4. No user is permitted to change, alter, modify or adjust in any manner, the software configuration of the network or of any individual workstation. To do so will be considered electronic vandalism and will be treated as a major disciplinary offense.
5. No user is permitted to download, possess, load or run executable files or use any program that may alter the software configuration of the network or of any individual workstation.
6. Impairing network operations by bypassing any restrictions set by the network administrators is electronic vandalism and will be treated as a major disciplinary offense.
7. Accessing obscene material, harassing, insulting or attacking others is strictly prohibited.
8. All standards governing normal verbal or written communication apply to our electronic mail system. Abuse of this system will be considered a major disciplinary problem.
9. Students are not allowed to chat online or play online games. This includes MySpace.com, Facebook.com, and other comparable sites.
10. Laptops may be used during class only with the permission of the instructor.
11. Downloading papers or any portion of a written project is plagiarism and will be treated as such. (See Academic Integrity.)
12. Use of (unauthorized) proxy servers are not allowed.
13. Students who damage a school owned device will be required to pay for a replacement.

Failure to comply with any of the above internet use policy will terminate a student's computer privileges and lead to suspension and/or expulsion.

### **INTERNET SAFETY**

1. Students are not to access inappropriate matter on the Internet.
2. Students may not use school equipment to electronically communicate with individuals for non-instructional purposes. This includes e-mail, chat rooms, instant messenger services, or any other form of electronic communication.

3. Student instruction will include training regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

## **BRING YOUR OWN DEVICE (BYOD) POLICY**

Westbrook Christian School allows students to bring their own digital devices on campus for educational purposes. It is imperative that these devices be used appropriately. With that in mind, the following policy governs the use of devices in our school.

### **Devices Allowed**

- Laptops, netbooks
- Tablets
- E-Readers with internet capabilities
- Smartphones (iPhone, Android devices, Blackberry, etc.)
- I-pods

### **Student Responsibilities**

- Students will abide by all school rules and policies, including the Internet Use Policy, and all handbook rules and regulations.
- Use of the device will only be allowed when permissible according to the teacher.
- Devices can only be used in the classroom with teacher permission, not in the lunchroom, hallways, restrooms or other common areas.
- Devices should never be used to cheat on tests or on assignments.
- Students are not permitted to transmit or post any photographic images or videos of any person on campus on any public and/or social networking sites.
- Students will only be allowed access to websites and resources which are relevant to the curriculum and content in the classroom.
- Students must understand that infecting the network with any virus designed to damage, alter, destroy or limit the network's effectiveness is a violation of the Internet Use Policy and will result in disciplinary actions. The school has the right to confiscate and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

### **Network Access**

- Students will only use the school's wireless guest network. This network is controlled and is filtered. At no time will the guest network settings be altered for device specific needs.
- Our guest network, while reliable and stable, will, at times, experience outages. No guarantee will be made that it will always be available. Additionally, signal strength could vary depending on the number of devices connected and the proximity to an access point.

- There will be no access to electrical outlets for charging purposes. Students must bring devices that are fully charged to school.
- The school will not be responsible for any loss of data resulting from connecting to the network.
- The school will not provide troubleshooting assistance or repair for student owned devices. Teachers are not responsible for student connectivity or for helping students who experience trouble connecting to the guest network.

### **Theft/Damage of Devices**

- The school will not be responsible for lost or stolen devices.
- Physical damage or loss of data is not the responsibility of the school.
- As with any items on school campuses, school officials may inspect any personal device when there is reasonable suspicion that contents are a violation of policies, or of any local, state, or federal laws.

## **PHOTOGRAPHIC AND VIDEO IMAGES**

Photographs and video of students' activities may be placed in public venues, including, but not limited to, newspaper, websites, and television channels. If there is any reason that a parent DOES NOT want images of their child to appear, they must annually notify the administration in writing. NOTE: The school has no control over photos or videos taken at public activities such as athletic events.

## **WITHDRAWALS**

If a student is voluntarily withdrawn during the school year, all current fees and tuition must be paid before transcripts are forwarded. The registration fee and tuition is non-refundable.

## **ATTENDANCE – GENERAL**

### **Policy Statement**

At Westbrook, we believe that developing faithfulness in classroom attendance is essential to the overall development of the character of the student. It is also a matter of fairness to the other students in the class and the teacher. Therefore, it is our intention to have firm and fair policies that encourage attendance and discourage unnecessary absenteeism. *One can really never make up or compensate for absence from class.* Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance, and it is acceptable only under the following conditions:

#### **A. Excused Absences**

1. **Sickness:** If a student is sick, the parent should call the school.

A note must be sent when the student returns to school stating the reason for the absence. If the student is absent more than 2 days, he/she must return with a doctor's excuse.

2. Parent or legal guardian must call on the day of absence if absence is to be excused and work made up.
3. ***Advance (4 day) written notification from the parents or legal guardian is required for the following absences to be excused:***
  - a. Marriage in the immediate family
  - b. Doctor or dental appointments which cannot be made outside of school. This refers specifically to orthodontist appointments or treatment for physical or dental problems.
  - c. Birth of a sibling, niece or nephew
4. Family days – ***Advanced written request from the parents or legal guardian must be made to the appropriate administrator for approval of family days.*** A maximum of five (5) days will be allowed for family trips. This could be used all at once or scattered throughout the year. Administration has the right to approve or disapprove the absence based on the student's grades, number of absences, etc. Students who have received pre-approval for a family trip must collect all assignments prior to leaving for the trip. All assignments will then be due 1 day after returning. The administration reserves the right to limit the number of days the student can be excused for this kind of trip. This excuse cannot be used during scheduled class trips or any other optional field trip. These days are requested—not taken at will. ***Family days are for preschool and elementary only.*** .

## **B. Unavoidable Absences**

Business trips where both parents or legal guardians are required to be out of town and the children are too young or have no other place to stay. *Advance written notification is required.*

## **C. Unexcused Absences**

The following are examples of unexcused absences:

1. Any of the above listed excused or unavoidable absences which were not requested in writing, and approved in advance of the absence.
2. Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without an explanation or an excusable (as defined above) reason.

#### **D. Penalty for Unexcused Absences**

1. If the absence of a student is unexcused, the daily work or test cannot be made up. A student may receive a zero for any work missed during an unexcused absence.
2. If the student is absent without the knowledge of his/her parents, the penalties of unexcused absences apply.
3. If a project is due on the date of the unexcused absence, the same rules of unexcused absences apply.

#### **E. Procedure for Re-entering School After an Absence (excused or unexcused)**

*A signed note must be taken directly to the classroom teacher who in turn will send it to the school office. The Administrator has the final authority to excuse an absence.*

If a student has been absent from school due to sickness, the student must be free from fever, vomiting, or diarrhea for 24 hours before returning to school.

#### **F. Make-up or Missed Work**

It will be necessary for missed work, including make-up tests, to be made up at the teacher's convenience. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late.

*All work missed must be made up within the number of days the student was absent. For example: 2 days absence – 2 days to make up work. If the student does not make up a test within the required time, the test will be recorded as a zero.*

If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school. If the student is absent due to a school function, (Math fair, Science fair, etc.) all work must be turned in on the first day back to school. Tests that were assigned previously will be given as scheduled.

#### **G. COVID-19 Amended Attendance Policy**

The previous attendance policy of 10 absences per semester may be rescinded if the pandemic becomes active again in this community. Students who are absent but can still participate in e-learning through zoom and/or completing online assignments will not be counted absent.

## H. Loss of Credit for the Year Due to Absences

*For a student to receive credit in any class, total semester absences may not exceed 10 or the yearly absences may not exceed 20. More than 20 absences within a school year may prevent a student from being promoted to the next grade.*

*Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Administrator and verifiable doctor's excuses.*

## I. Tardies

Tardiness is recorded simply on the basis of whether or not a student is present on time. No distinction will be made as to whether it is excused or unexcused.

Parents of a tardy student are required to sign in their child(ren) immediately upon arrival at the school. The office staff will provide an admittance pass for the student to present to their teacher.

*Excessive tardies (10 per semester) can result in the loss of credit for the school year. Students are marked tardy until 8:30 a.m. After 11:30, students either checking in or checking out are counted absent half a day. Students who are checked out during the last thirty (30) minutes of school are not counted as absent.*

*To receive a Perfect Attendance Award, a student must be neither absent nor tardy, nor leave early or check out, for any portion of the day for the entire school year. Perfect Attendance Awards will be given to elementary students only. The School may choose to give a Commendable Attendance Award to students who are checked present every day for the school year, but were checked out or tardy only once during the school year.*

## Signing Students Out of School

Students may be signed out by parent or parent designee only under the following conditions:

- a. Their absence would fall under those defined as excused in the Student Handbook.
- b. If the reason is illness, the student must:

1. Have a temperature (99.9 or above) as determined by the office staff/nurse.
  2. Be obviously ill, as determined by the best judgment of the School officials.
  3. Establish phone contact with a parent or legal guardian, and have a member of the Administration verify permission for the student to leave campus. The student must wait in the area designated by the School for a parent or legal guardian to arrive.
- c. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs and sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the Administrator.
- d. *Students may not leave campus during the school day without telephone contact between a parent and a member of the Administration.* Students will not be released to anyone other than the student's parent(s) or legal guardian without specific parental permission.
- e. *Upon checking in either late that day or a following day, a written note from home must accompany the student as outlined in the "procedure for Re-entering School After an Absence".*

## **INCLEMENT WEATHER**

The closing of school due to inclement weather will be announced as quickly as possible. Should school need to be cancelled because of snow or other inclement weather conditions, this announcement will be made through the automated phone service. All parents are given a user name and password to access this program electronically. The system will call parents (or other phone numbers that are added by parents) in case of emergency or other important announcements. **It is the parents' responsibility to keep the system updated with current phone numbers.**

## **HEALTH AND SAFETY**

In accordance with Alabama State Laws, each student must have up-to-date physical records and required immunization. The Alabama Revised Statutes require that school children be immunized adequately against measles, rubella, tetanus, diphtheria, poliomyelitis and pertussis, unless the parents submit a written objection based on constitutional grounds. Your doctor has the appropriate health forms, which are to be turned into the school office at the beginning of the school year. ***Proof of immunization or written objection will be required prior to admittance on the first day of school.***

## **COVID-19 Policies**

All current Alabama Department of Public Health (ADPH) guidelines will be followed. As these guidelines are updated or changed, the school's plans will update accordingly.

### **Health Guidelines**

Any child with a temperature of 99.9 or above will be required to stay home.

Students with any symptom of potential illness will be required to stay home.

*These symptoms include, but are not limited to:*

*Fever*

*Cough*

*Sore throat*

*Muscle aches*

*Difficulty breathing*

*Loss of taste or smell*

Parents should make sure that they give all morning meds to students, if needed, rather than sending that student to the nurse at school.

There will be a "well" child room at the nurse's station for routine administering of medication and first-aid for injuries. There will be a separate "sick" child room for students who are exhibiting symptoms including nausea, fever, etc.

Parents are required to notify the nurse or an administrator if a student tests positive for COVID-19. Student's names will be kept confidential, but teachers and classmates who have been in class with that student will be notified.

Any student or teacher who was in *close contact* with an affected person must quarantine for 10 days or 7 days if a negative test is obtained at the end of the 7 day period. Close contact, as defined by the ADPH, means the student was within 6 feet of a person with COVID-19 for at least 15 minutes or more.

All students must have a completed Student Emergency Information form with several accessible phone numbers listed before the student can begin school. Since isolation rooms are limited at the school, parents should pick up a sick child as quickly as possible upon notification.

Students must be fever free for 24 hours before returning to school, unless the student has tested positive for COVID-19. Those students may not return to school for 10 days and 24 hours fever-free without medication.

**General Information - The policies outlined below may be re-implemented if the local transmission of COVID-19 becomes widespread. Currently, there will be no social distancing or mask requirement. Masks are optional.**

**If the pandemic becomes more widespread locally:**

All ADPH guidelines will be followed and may include social distancing when inside the school building. Partitions are available for use when needed in high school computer labs, science labs and lower elementary/preschool areas where students are facing each other or need more separation.

Masks/facial coverings may be required for all faculty/staff and students in 7<sup>th</sup>-12<sup>th</sup> grade when they enter the building and when social distancing cannot be achieved.

There are two touchless water fountains available. But, it is advisable for students to bring water bottles each day labeled with their name.

### **Cleaning/Disinfecting**

The Operations Staff has been professionally trained regarding the proper use and frequency of disinfecting/sanitizing/cleaning. An iWave Air Purifying System has also been installed in classrooms and large areas that has been proven to inactivate SARS-CoV-2 (Covid-19) and other pathogens in the air.

Hand sanitizer is available in all classrooms.

## **B. Administration of Medicine**

**School personnel (either staff in the First Aid Station or office) must administer all medication to students.** No medicine will be administered unless there is an Over-the-Counter form completed and on file in the nurse's office. The child or parent shall deliver the medication, labeled with name, to the First Aid Station along with a signed note from the parent or guardian stating what the medication is for, how often it is to be taken, and the length of time it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be placed in writing. Time will be provided in the child's schedule to come to the office to receive the medication.

Tylenol will only be administered if there is fever, unless a parent personally requests otherwise. Tylenol will not be routinely administered for headaches, etc. and will not be given early in the day or late in the afternoon except with specific notification to parents.

**Management plans from a physician are required for any chronic condition.**

**C. Returning Time after Illness**

Students should be fever free (less than 99.9), as well as free from vomiting and diarrhea, for 24 hours before returning to school following an illness.

**D. First Aid**

Designated faculty with proper training shall render first aid treatment. A nurse's station is provided for first aid treatment.

Students who become ill at school will be cared for in the nurse's station until transportation home can be arranged. *Under no circumstances will a student be released without the specific authorization of a parent or legal guardian.*

**E. Emergency Phone Numbers of Parents Required**

*At least one emergency phone number must be on file in the school office.* In addition to home phone numbers, the school requires a work phone number or the number of a close friend, neighbor, or relative who could be contact in the event of a serious problem.

**F. Doctor and Dental Appointments**

Whenever possible, medical and dental appointments should be made outside of regular school hours. If this is not possible, parents or guardians should notify, *in advance*, teachers to be affected by the student's absence. The note should then be presented at the office for verification, and appropriate checkout procedures should be followed. Generally, medical appointments during school hours will be considered excused absences. Proof of doctor's appointment will be required upon return to school.

**G. Physical Education Excuses**

Every student enrolled in Physical Education is expected to participate. Excused absences may include:

1. Medical Excuses
  - a. Sickness which prevents attendance in any other class.

- b. Doctor's written excuse. These notes must state the cause and reason for excusing the student as well as the time the student will be able to return to normal activity.
  - c. With permission of a doctor and special supervision of Physical Education teachers, special exercise programs for students temporarily or permanently handicapped may be offered.
2. Other Excuses
- a. Parents' written excuse. These notes should ask the teacher to take into consideration a student's condition. Generally, there are activities that can be done without aggravating a problem. Therefore, in most situations a student will not be excused from P.E.
  - b. Instructor's prerogative. The instructor may excuse any student whom he considers unable to participate.

### **Students on Campus after School Hours**

*Unless a teacher grants permission, students should vacate the building by 3:00 p.m.* Students should vacate the school grounds by 3:00 p.m. or go to a designated area, unless they are involved in school scheduled activities. Students involved in non-school activities at Westbrook should be in a designated area while they are waiting for their activities.

Students waiting for rides must stay in the designated area. *No students are allowed on the playground from 3:00-3:30 p.m., even with a parent.* During dismissal all students are to be with parents in cars or waiting in designated areas.

No other students are allowed on the playground in the afternoon while it is in use by daycare or after school care students.

An after-school care program is provided on a contract-basis for any elementary student. The program begins each day during dismissal (2:30 p.m.) and remains open until 5:30 p.m.

*All elementary students will be taken to after-school care at 3:05 p.m. unless other arrangements have been made. Parents will be charged accordingly.*

### **PARENT/SCHOOL RELATIONS**

#### **Parent/Teacher Conferences**

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. To facilitate conferences, parents are asked to call the school office to confirm

availability of the teacher they wish to see. If a telephone conference is desired, please leave a message with the office, and the teacher will be asked to return your call at his or her earliest possible convenience. Every teacher has a school e-mail address. This is a convenient way to communicate quick messages. However, lengthy communication should be reserved for conferences.

**Every teacher will be expected to have at least two conferences with every family each year.**

*Please do not attempt to have a parent-teacher conference during afternoon dismissal. The teachers need to focus their attention on the safety of the students.*

### **Procedure for Addressing Problems**

*Occasionally during the course of the year, misunderstanding or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved.*

*The Board has adopted a set policy for those situations. Complaints and problems will be handled in no other way than prescribed below:*

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are) it should then be brought to the Administrator.
3. Finally, but only when the above steps have been taken in order and without satisfactory resolution, does the problem find its way to the School Board through a written grievance.

**ANONYMOUS LETTERS WILL NOT BE READ.** If your problem is serious enough to communicate to the administration, please call or send a signed letter. This will enable the administration to more effectively communicate.

### **Parents Meetings (PTF)**

The Parent/Teacher Fellowship is a group created for the purpose of communicating and supporting the educational process at Westbrook Christian School. There will be at least three meetings a year. Membership is encouraged for all WCS parents.

Efforts will be made each year to provide informative and profitable meetings for parents. Suggestions for topics of interest will be sincerely appreciated. Notices of these meetings will be given.

## **Financial Responsibilities**

Payment of fees, tuition, and other charges as set out from time to time in the enrollment application, re-application form, tuition contract, Student Handbook and other communications, must be made in accordance with terms specified.

When an account becomes delinquent by thirty days, a notice of delinquency will be sent by certified mail. Returned certified mail will be considered as delivered. If no arrangements are made within thirty days to clear the account, the student will not be allowed to return to school.

Tuition payment options are:

1. Post-dated checks
2. Prepayment in full
3. Bank drafts

There are no other options. Each family must choose one of these options or the child will not be enrolled. Any family who received a partial scholarship and leaves a delinquent account at year end or whose account was not considered to be in good standing throughout the year will not be eligible for future scholarships.

Any family with a delinquent balance cannot re-enroll. If a child is not re-enrolled the child cannot try out for any teams/clubs or run for student government. Any family who leaves a delinquent balance at year end will not be allowed to re-enroll and they will not participate in graduation ceremonies nor receive their school records until the balance is paid in full.

**RETURNED CHECKS** – The practice of writing bad checks will not be tolerated. The ministry of Westbrook Christian School is dependent upon the payment of monies by parents of students. If a check or bank draft is returned to the school the following steps will be taken:

1. Telephone notification will be attempted requesting that the check be redeemed with cash, cashier's check, or money order for the face amount of the returned check plus a \$35 NSF fee for the first offense and a \$100 NSF fee for each future offense.
2. Registered letter citing information in #1 above with a warning that continued enrollment of student will be affected if payment is not made within (7) calendar days. A returned, unopened, registered letter will be considered received.
3. If neither of the above are effective or if a third check or bank draft is returned, the balance of the tuition must be paid in full or the student will be dismissed from the school.

WCS reserves the right to require payment in full at our discretion. WCS also reserves the right to change the payment schedule based on previous payment history.

### **School Bulletins/Newsletters/Website**

The school's website ([www.westbrookchristian.org](http://www.westbrookchristian.org)) will be the main source of current information. Parents should check the website frequently for updated information. School bulletins will be sent to parents on a regular schedule and will also be available on the school's website. This schedule will be made available to parents each school year. Parents should look for them regularly to keep up with notices of importance. Contents of the bulletin must be limited to school news of general interest. *All announcements and notices must be approved by the Administration.*

*Requests for announcements not related to school, or promoting any person, cause, or organization will not be accepted for publication.*

### **Room Mothers/Class Parties**

Each classroom teacher seeks the assistance of a room mother for the school year. The teacher or room mother should have different parents sign up for classroom parties. Each person who signs up will be in charge of that particular party. Two or three parents may sign up for the same party. The room mother should inform those parents of the party date and time. The room mother is only responsible for the (one) party she has signed up for. One of the parents who has signed up for a party may be assigned to be in charge of arrangements for their party. Students may receive a special "goodie bag" from the parents at the Christmas party and the End-of-the-Year party.

There are five scheduled parties to be held each school year:

- Thanksgiving
- Christmas
- Valentine's Day
- Easter
- End-of-the-Year

From time to time, room mothers are asked to contact parents or organize special events.

*All information or requests being sent home to parents must be approved by the Administration first.* This insures that school policies are being upheld.

### **5K Graduation**

A graduation ceremony and reception will be held at the school. Parents of 5K graduates are responsible for purchasing the cap and gown. Parents will have the option of purchasing graduation pictures and a video of the graduation ceremony.

### **Sixth Grade Graduation**

A graduation ceremony and reception will be held at the school for sixth graders.

## **Student Clubs/Service Organizations**

Under the direction of the faculty, special interest clubs may be formed each school year. Parents with special talents and interest in these types of activities are encouraged to make themselves available for leadership and consultation.

### **Kingdom Kids**

Kingdom Kids, as well as any other club or group can miss no more than one full day of school per semester. These outings need to be in the area in order to truly benefit the school. Students are not excused from class assignments when absent for such events. Singing events, etc. should be planned for after school.

## **OFFICE POLICY AND PROCEDURES**

The office staff is available to help meet the needs of students, teachers, and parents. **Please remember, as our student body grows, so do the number of messages that are left in the office to be delivered. Please try to handle all information with your student before and after school. Every effort will be made to deliver parent messages to students. But, due to the large enrollment, message delivery cannot be assured.**

### **Testing**

There are occasional times when additional tests must be administered to students to determine placement as well as accommodation/modification needs. Permission to do developmental scales, cognitive, behavioral, and/or achievement assessments is assumed upon enrollment. Specific assessments will be chosen by the special needs committee on an as needed basis.

### **Student Records**

The School maintains a permanent cumulative file on all Westbrook students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary action make up most of the content of these records.

#### **1. Transcripts**

- a. A transcript of a student's grades will be provided free upon request to the student's parent or guardian. The transcript will

include the completed portion of the permanent record as well as standardized test scores. The transcript will not include I.Q. test results.

- b. Transcripts given to a parent or guardian are unofficial copies.

## **2. Release of Records**

- a. Westbrook will release student grades, standardized test scores and medical information upon the written request of another school system.
- b. No school records, other than the transcript defined above will be released to a student's parents or a legal guardian, or any agency other than another school.
- c. The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Administrator.
- d. Records and transcripts will not be released when a student's tuition and/or fees account are not paid in full at the end of a school year, or if an account is delinquent during the school year.

## **ANTI-HARASSMENT POLICY**

Westbrook Christian School is committed to a work and student environment in which all individuals are treated with respect and dignity. Therefore, Westbrook Christian School expects that all relationships among teachers, employees and students will be conducted in a professional manner.

Westbrook Christian School has developed this policy to ensure that all its employees and students can work and learn in an environment free from unlawful harassment, discrimination and retaliation. Westbrook Christian School will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee, parent or student who has questions or concerns about these policies should talk with the Head Administrator or the Assistant Principal.

### **Anti- Retaliation**

Westbrook Christian School encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Westbrook Christian School to promptly and thoroughly investigate such reports. Westbrook Christian School prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **Sexual Harassment Prohibited**

Employees and Students - For the purposes of this policy, "sexual harassment" is defined, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to

such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's academic progress or record, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or a student's academic progress or record, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment for any employee or student.

Employees only - For the purposes of employees subject to Title VII of the Civil Rights Act of 1964, that law recognizes two types of sexual harassment related to employees: a) quid pro quo and b) hostile work environment.

Examples of Sexual Harassment - Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### **Other Types of Harassment Prohibited**

Harassment on the basis of any other protected characteristic (race, national origin, religion or sexual orientation) is also prohibited. Harassment is prohibited which: a) has the purpose or effect of creating an intimidating, hostile or offensive work or student environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Westbrook Christian School (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during school trips, meetings and school-related social events.

Harassment against students by employees and against employees by students is also subject to this policy. Any student or parent who believes a student been subject to improper harassment should be instructed to immediately report said complaint to the Head Administrator or Assistant Principal.

### Reporting an Incident of Harassment, Discrimination or Retaliation

Westbrook Christian School encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Head Administrator or Assistant Principal. In addition, Westbrook Christian School encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Westbrook Christian School recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

### **Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Head Administrator or Assistant Principal

Westbrook Christian School encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Westbrook Christian School will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Westbrook Christian School believes appropriate under the circumstances. Any student involved in harassing conduct may be disciplined in accordance with the student handbook.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

*Each year, the Student Handbook is revised by the School Board. Comments from parents on any segment of the Handbook are welcomed and should be*

*submitted in writing by January 31. Comments may be sent to the Administrator or the Board of Directors.*

*The School reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the School's best interest to allow admission or continued enrollment.*

**UPON ENROLLMENT, PARENTS HAVE SIGNED A STATEMENT OF COOPERATION AND FINANCIAL COMMITMENT AGREEING TO COMPLY WITH THE PROVISIONS OF THE WESTBROOK CHRISTIAN SCHOOL STUDENT HANDBOOK. This agreement is found on the back of the tuition contract.**