

**WESTBROOK CHRISTIAN SCHOOL**  
**100 Westminster Drive**  
**Rainbow City, AL 35906**  
**(256) 442-7457**  
[www.westbrookchristian.org](http://www.westbrookchristian.org)

## **FOREWARD**

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.

In a world filled with so much uncertainty, it is important that our young people understand that God has established absolute standards of character and conduct in the Scriptures; and, it is through obedience to these scriptural standards that each may reach his or her fullest potential.

This handbook has been prepared with the conviction that ***“all things should be done decently and in order” (I Corinthians 14:40).*** Consistency in the application of rules and in discipline is critical to the maintenance of decency and order in the school setting.

With this in mind, 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. We expect every parent, student and teacher 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.

## **BOARD OF DIRECTORS**

Mr. Brodie Croyle, Chairman

Rev. Kyle Cantrell

Mr. Al Garrett

Mrs. Christie Knowles

Mrs. Reagan Phillips

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SCHOOL CALENDAR  
WESTBROOK CHRISTIAN SCHOOL  
2019-2020

August 6 & 7 – Teacher Inservice

August 9 – First Day of School

August 15 – PTF Meeting (Meet teachers in classrooms) – 6:00 p.m.

September 2 – Labor Day (No School)

October 4 - Homecoming

October 14-17 – Fall Break (No School)

October 17 – Teacher Inservice

November 11 – Veteran’s Day (No School)

November 22 – Dismiss at noon.

November 25-29 – Thanksgiving Break (No School)

December 18 & 19 – First Semester final exams for 7<sup>th</sup>-12<sup>th</sup> grades

December 19 – Dismiss at 12:00

December 20 – Make-up exam day (Inservice for teachers)

December 20 -January 3 – Christmas Holidays

January 3 – Teacher Inservice

January 6 – Return to school. Second semester begins.

January 17 – Martin Luther King Day (No School)

February 17 – President’s Day (No School)

March 23-30 – Spring Break (No School)

March 30 – Teacher Inservice

April 10 – Good Friday (No School)

April 27-May 1 – Achievement Tests

May 6 – Honors Day

May 15 – Senior Chapel

May 18 –5K Graduation – 9:00 a.m.

May 19 –6th Grade Graduation – 9:00 a.m.; Senior Graduation - 7:00 p.m.

May 20 & 21 – Second Semester final exams for 7<sup>th</sup>-12<sup>th</sup> grades

May 18-21 – All students will dismiss at noon.

May 22 – 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.

*Westbrook offers Priority Enrollment for presently enrolled students, provided the privilege is exercised within the Priority Enrollment period (by March 20). Enrollment will be open to the public on April 13.*

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 a copy of 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 the 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 Immunization Record must be received before a student may enroll in school.***

7. Transfer students must be in good standing with former school. A letter from the previous school stating that the student is in good standing may be requested before admission is finalized.

\*The Admissions Committee membership varies according to the age of the student. This committee will use the test results, along with the current grades, achievement test scores, and interview with the administrator to determine acceptance. Students entering 7<sup>th</sup>-12<sup>th</sup> grades may be required to interview with the Admissions Committee. 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**

Junior and Senior High – 7:55 a.m.-3:00 p.m.

*Students are not to arrive before 7:30 a.m. nor remain after 3:30 p.m. unless the student is involved in an extracurricular 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 enter through the front door and 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.*

Students may not receive student visitors from other schools during the school day. Exceptions may be granted for out-of-town relatives. ALL visitors must be approved and check in through the school office.

Parents are also invited to attend our chapel services.

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 Senior Washington trip). Excused absences will not be granted for students who do not attend optional field trips.

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.

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 and from the field trip together as a class. Exceptions may be granted by the supervising teacher.*

**Chaperones for overnight trips will be required to sign a specific “Chaperone Guidelines” form before the trip.**

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 and/or vans will be used. All students must wear a seat belt. Girls and boys may not sit together on buses. Whenever possible, girls and boys will ride separate buses.

## **LUNCH AND SNACK PROGRAM**

Milk and hot lunches are available at school. School lunches are \$4.00. This includes a lunch and tea or 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. Energy drinks are prohibited at all times on the school campus. Snack and drink machines are available to be used by students.

It is NOT the responsibility of the school or lunchroom staff to make sure the student has provisions for lunch. That is a parent’s responsibility. Parents should discuss proper nutrition with their child when it comes to drinks and snacks.

## **LOCKERS**

Each student may rent a locker at the beginning of the school year for \$5.00. The locker rental is handled by the SGA. These lockers are for the personal use of students and are the property of WCS. They may be searched at any time if there is a reasonable suspicion. Lockers are not to be written on, painted or vandalized. This will be handled as defacement of property. Posters may not be taped or glued into lockers. A monetary fine will be assessed if the locker is not returned in good condition at the end of the school year.

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

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

First Grading Period

August 9 – October 11

Second Grading Period

October 17 – December 20

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

Third Grading Period

January 6-March 6

Fourth Grading Period

March 9-May 22

## **REPORT CARDS**

Parents will have computer access to their students' grades through the online grading system. Grades will be averaged each nine weeks. All report cards will be e-mailed. If you do not have an e-mail address, please contact the office.

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

## **GRADING PROCEDURE**

Letter grades are determined by the following criteria:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

The highest grade that a student can make is 105. Grades for advanced placement courses are weighted by 10 points. Grades for honor courses are weighted by 8 points. This weighted grade will not be reflected on the report card until the end of the semester.

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 (I) on the report card. Any student who does not make up his work in a timely manner or because of negligence is given an F for the grading period.

### **WITHHOLDING GRADES**

Before grades will be released:

1. All tuition, fines and fees (including lunchroom accounts and athletic 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.

### **EXAMS**

Final examinations will be given in most courses at the end of each semester. Exams will count 10%-20% of the final grade based on the grade level and course description.

### **GRADE POINT AVERAGES**

The grade point average is determined by averaging all final grades of all courses for which a credit is given. This average accumulates in 9-12 grades.

A student must have attended Westbrook for two full years to be considered for valedictorian or salutatorian. A student must take at least two honors classes from two different disciplines during the junior and senior year to be considered for valedictorian, salutatorian, ranking in the top ten of the class, and the Honors Diploma. The numerical grade (ex. 98.1), rather than quality points (ex. 3.5) will be used to determine class ranking.

### **BETA CLUB/NATIONAL HONOR SOCIETY**

The requirements for induction into these honor societies are as follows:  
Junior Beta – To be inducted as a 7th grader, the student must have a 95 or above average for the 6th grade year. To be inducted as an 8th grader, the student must have a 95 or above average in general or college prep/honors classes including all middle school semester averages available at the time of induction.

High School Beta – Students must have a cumulative average of 90 or above for 7th and 8th grade in general or college prep/honors classes to be inducted as a 9th grader. Students in 10th, 11th or 12th grades must have a cumulative average of 90 or above in general or college prep/honors classes for all semesters from 9th grade and above. All semester averages available at the time of the induction will be used to determine this average.

National Honor Society -- Students must have a cumulative average of 95 or above to be inducted in general or college prep/honors classes in the 10th – 12th grades. All semester averages available at the time of induction will be used to determine this average.

### **RETENTION POLICY**

Only two classes can be made up in summer school. If a student fails more than two classes in a year, he will not be allowed to pass to the next grade. This student may be subject to expulsion for academic reasons.

### **TEXTBOOK POLICY**

Textbooks will be issued to 4<sup>th</sup>-12<sup>th</sup> grade students and parents will be charged a user fee annually. The condition of the textbooks will be noted when issued and must be returned in like condition. All consumable workbooks will be ordered through the school. Parents will be charged accordingly.

### **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 a book beyond repair or for a lost book.

### **CURRICULUM MATERIALS**

The 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 yearbook. 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 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.* **All students are to be loaded and unloaded at the front door only. The front drive-through is a NO PARKING ZONE AT ALL TIMES.** Students who drive must enter the front door of the school, also.

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.*

## **STUDENT DRIVERS**

A parking permit is required to park on school property. In order to obtain a parking permit, students must show proof of license and insurance.

Regulations include:

1. Drivers are to be adequately licensed and insured.
2. Vehicles are to be parked as stipulated and may not be occupied or otherwise used during school hours.
3. Careless or reckless driving is prohibited. If students are found to be entering or leaving school grounds recklessly, parking privileges may be eliminated.
4. Residents of the surrounding community who complain about reckless drivers will be advised to call the Rainbow City Police Department. The administration of WCS accepts no responsibility for student drivers in personal vehicles.
5. There will be a \$5.00 fine for anyone parking in any space other than their assigned, numbered parking space.
6. Students are not allowed to ride on campus in the back of a pick-up truck except with permission during the homecoming parade.

Anyone who abuses these regulations is subject to suspension. Parking spaces will be sold for \$10.00 each by the SGA.

## **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.

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

The Assistant Principal will be in charge of disciplining students 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.

***Any questions or calls concerning discipline should be directed to the Assistant Principal. 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 Discipline 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. Students should always walk on the right side of the halls.
2. Food and beverages will be consumed only in the lunchroom during designated lunch/snack times.
3. No radios, tape recorders, beepers, CD players, electronic games, I-pods, or ear buds will be allowed in the school unless requested by a teacher.
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. Any future offenses will be administrative discretion 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.**
7. Students are not permitted in the parking lot, unless permission has been secured from the school office.
8. Students should remain after school only if they are under the supervision of a parent or faculty member.

9. 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. However, students who are defending a bullying victim will receive leniency regarding this policy.**
10. *Students will be expected to treat each other and the faculty and staff 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.
11. **Verbal abuse and/or bullying will not be tolerated.** Students will receive the same punishment for taunting verbally as for hitting.
12. 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.
13. Harmful or questionable activities (i.e. gambling, use of tobacco, e-cigarettes, juuls, alcoholic beverages, drugs, pornography or the facsimile of any of the above) have no place in a student's life. This includes possession, selling, and/or using any product considered harmful. *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.* **Random drug testing may occur at any time. Student vehicles that are on campus may be searched at any time that there is a cause for concern. Parental permission is assumed with the signed handbook agreement.**
14. Students are expected to maintain a high standard of conduct at all times as an example to the elementary children. This includes attitude about school and effort put forth in schoolwork. Behavior outside of school and on weekends is also important. Reported, verifiable misconduct from any Westbrook student outside of school hours may be grounds for review and possible expulsion. This includes any offensive material that is publicly posted on any social network or electronic device.
15. *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 students



- and/or his parents or legal guardian. Students will be charged the cost of replacement for any school owned device that is damaged.
16. *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.” Any inappropriate gesture, word, or action from a student toward a faculty or staff member will be subject to suspension or expulsion.
  17. *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.
  18. Public displays of affection will not be tolerated under any circumstances. A “hands-off” policy is to be followed at all times (including bus trips, athletic events, field trips, etc.) Inappropriate hugging is not allowed. Furthermore, students should not sit in each other’s laps or pick up and carry each other in the school building.
  19. 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.
  20. Skateboards or skate shoes are not allowed on school grounds.
  21. Buying or selling anything on campus without permission from the office is prohibited.
  22. All weapons, including, but not limited to guns, knives, tasers, mace, etc., are prohibited.

## **DETENTION**

Detentions will be served on designated days for a minimum of 60 minutes. A detention notice will be sent home for a signature of a parent/guardian prior to the student serving the detention. Failure to return a notice does not excuse a student from serving the detention. Parents are responsible for picking the student up after the detention is served. The detention will be administered and supervised by the Student Discipline Director or designee. Detentions may be served for:

Tardiness

Dress code violations

Hair Cut Warnings

Failure to have a pass in the hallway

Throwing objects in the building

Disruption of a classroom

Any other violation deemed serious by the teacher or administrator

## **IN SCHOOL SUSPENSION**

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 supervising administrator. 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. Excessive tardies.
2. Negative attitude regarding school.
3. Cell phone violation.
4. Repeated dress code violation.
5. Any disciplinary infraction that the administration deems inappropriate.
6. Disrespect.
7. Excessive absences.

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.

## **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. Possession of tobacco in any form is also forbidden. This includes e-cigarettes and juuls.
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 or disrespectful conduct to a teacher, administrator or other student.
  11. Possession of a weapon of any kind. This includes, but is not limited to 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 or accessing internet pornography on school property or at any school function.
  15. Pregnancy and/or marriage will be cause for immediate dismissal.
  16. Abortion - The position of the Board and administration is that abortion is the taking of a human life, as well as obvious admission of sexual misconduct. Therefore, a student who has had an abortion will be dismissed from the school. The school reserves the right to investigate alleged cases of abortion and to act accordingly if the allegations prove to be true.
  17. Other serious moral offenses.
  18. Three unexcused absences per semester.
  19. Proselytizing of students to any non-Christian religion.
  20. Sexual harassment.
  21. Plagiarism or violation of academic integrity.
  22. Violation of the internet use policy.
  23. Leaving school grounds without permission.
  24. Buying or selling any material during the school day including cell phones.
  25. Bullying at school or cyberbullying on a social network site that causes disruption at school.

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

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

## **WCS POLICY ON PROBATION**

**Purpose of Probation:** Probation is invoked when a student has a serious problem giving him an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed or asked to withdraw from the school.

**Reasons for Probation:**

1. Academic – Insufficient academic progress as determined by the administration. Failure of the parents to get recommended professional help for exceptional children.
2. Attitude – A rebellious spirit that is unchanged after much effort by the teachers. A continued negative attitude and/or bad influence upon the other students.
3. Disciplinary – Continued deliberate disobedience. Committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the school's testimony. Failure of the parents to comply with the disciplinary procedures of the school.

**Invoking Probation:** Students may be referred for probationary meetings by faculty or administration. A conference is held with the parents, the student and the administration to give notification and explanation of the probation. A written letter explaining probation, making suggestions for parental action including disciplinary measures during the probation is sent to the parents and a copy is included in the student's permanent record.

The Probation period will be determined by the administration. Student activities will be limited and all positions of trust and responsibility must be relinquished for the rest of the year. Conferences will be scheduled with the student and the counselor weekly during the probation to discuss progress.

**Evaluation at the End of the Probation –** A student is removed from probation by the administration based on the improvement of actions that created the probation. If there is no improvement the administration will recommend to the Board that the student be dismissed or withdrawn from the school.

**Future Probation –** Faculty action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation to the Board that the student be dismissed or withdrawn from the school.

## **STANDARDS OF DRESS**

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. All dress code violations will result in a detention.

All girls' clothing should meet the following requirements:

1. **Tight fitting garments of any nature are not appropriate.**
2. **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/slogans or demonic-looking pictures will not be allowed. (The administration has the final word on what is appropriate.)
4. Low cut tops should not be worn. Tops must be no more than 3 inches from the collarbone. No part of a female's breast should be exposed. 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. Razorback shirts or "keyhole" shirts are not acceptable.
5. Tank tops with spaghetti straps or dresses or tops that are backless, razorback, strapless or with only 1 strap are not allowed. Straps on dresses or tops must be at least **2" in width. Tops worn under lace or "see-through" tops must follow this standard.**

6. Only appropriate ear piercing is allowed. Girls can have no more than 2 earrings in each ear. Earrings are not permissible on any other part of the body. No plugs (big earring holes) are allowed.
7. Ripped, torn or excessively tattered jeans will not be allowed. Jeans with holes are not permitted.
8. Gym-type shorts are not allowed.
9. Students may not wear bandannas unless there is a medical reason.
10. No extremes in dress, makeup, or hairstyles will be tolerated.
11. Cut-off or excessively frayed shorts are unacceptable.
12. All long t-shirts are to be tucked in.
13. All female students shall wear proper undergarments. In no case should undergarments (including bralets) be visible.
14. No visible tattoos are allowed.
15. Sweatpants or warm-up pants of any kind are not allowed.
16. If leggings are worn, the outer garment must be the appropriate skirt length (4 inches from the floor when on the knees.)
17. Skate shoes are not permitted.
18. Scrubs 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; however, **a detention will be served for every warning.**
2. Jeans and shorts, which are not ripped, torn or excessively frayed, may be worn. Shorts must be no more than 4 inches from the floor when the student is on his knees. Jeans with holes are not permitted.
3. Shirts with frayed sleeves may not be worn and **all** shirt tails must be tucked in at all times. The only exceptions are sweaters and sweatshirts.
4. Extremes in dress and hairstyle will not be allowed.
5. Boys may not wear earrings or body piercing. No plugs (big earring holes) are allowed.
6. Gym shorts are not acceptable.
7. Boys must be **clean shaven.**
8. Sagging pants (pants that hang low on the hips) are not acceptable.
9. No visible tattoos are allowed.
10. T-shirts with inappropriate advertising/slogans or demonic-looking pictures will not be allowed. (The administration has the final word on what is acceptable.)
11. Any clothing that has gothic or gang connotations is unacceptable.
12. Sweat pants or warm-up pants are not allowed.
13. Skate shoes are not permitted.
14. Scrubs are not acceptable.

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

## **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.

## **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. This is considered cheating and will be handled as previously stated.

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 access Social Media.
10. Laptops/personal devices 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 any 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, tuition, and lunchroom fees 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.* **When a student's absences are considered excessive for questionable reasons, the parent will be contacted and must attend a conference with the administration.** 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. Pre-approved, Unavoidable Travel – **A 2-week advance written** request must be made to the Assistant Principal for travel that is **unavoidable**. The Assistant Principal will notify the parent if the requested absence is approved. Students who have received pre-approval for a family/educational, unavoidable 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. **EVEN THOUGH FAMILY DAYS ARE ALLOWED FOR ELEMENTARY STUDENTS, THEY ARE NOT ALLOWED FOR 7<sup>TH</sup>-12<sup>TH</sup> GRADE STUDENTS.** A copy of all written requests will be kept in the student's file.

## **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 (4 day) 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.

4. Any unexcused check-in or check-out will be included with the number of tardy violations and disciplined accordingly.

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

*A signed note must be taken directly to the school office to receive an "Admit to Class" form.. The Administrator has the final authority to excuse an absence.*

#### **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 teacher to take the test early.

*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, AHSAA sanctioned sporting event, 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. 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.*

#### **H. 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.

Tardy passes will be issued as students enter the building. (ALL students must enter through the front door.) Normally, tardy passes are issued until 8:15. Students will be considered absent if they have missed more than half of the class.

Excessive tardies (10 per semester) may result in the loss of credit for the school year.

Students are allowed 2 tardies per year with no penalty. On the 3<sup>rd</sup> and 4<sup>th</sup> tardy, the student will lose break for that day. On the 5<sup>th</sup> and 6<sup>th</sup> tardy, the student will serve detention for one hour. On the 7<sup>th</sup> and succeeding tardies, an in-school suspension will be served.

Seniors who are tardy will not be allowed to go to senior lunch.

Perfect attendance awards will be given to elementary students only.

## **SIGNING STUDENTS OUT OF SCHOOL**

Students may be signed out 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.* Notes from home requesting a student to be dismissed at a particular time **will not be accepted** without proper telephone or personal contact from the parents or legal guardian. Students will not be released to anyone other than the student's parent(s) or legal guardian except in extreme cases where the Administrator has made an exception.



- 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”.*

## **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.***

**Pandemic Flu Policy** – The school maintains a close relationship with the county health department. The health department will notify the school if there is flu in the area. Individual classes or the entire school may be closed if a majority of students and/or teachers are absent. You will be notified regarding these cancellations through a letter or phone call. Any cancelled classes will be made up at a later date.

### **A. Infectious Diseases**

In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier thereof, the following will apply:

1. Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision.
2. The parents or guardians of an infected student enrolled at WCS are responsible for securing regular medical evaluations (as determined by the school administration) that would permit a reliable assessment of any change in the student’s condition, which might affect the school’s decision permitting continued enrollment.

### **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 any other 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 free of fever (less than 99.9), 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.*

**D. 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.

**E. 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.

## **F. Physical Education**

Every student enrolled in Physical Education is expected to participate. All students who are involved in any practice (including summer workouts) or P.E. class will be expected to follow the Westbrook dress code regarding workout clothes. The school P.E. uniform should be worn whenever possible.

Shorts must be an acceptable length with appropriate tops. Sports bras are not allowed to be worn as tops.

Excused absences from P.E. workouts 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 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.

## **ATHLETICS**

The Alabama High School Athletic Association's policies and procedures govern all athletic activities. These policies include eligibility for participation and other matters.

### **Participation in Athletics**

1. Normally any student involved in interscholastic sports may not participate in that practice or game if he/she is absent the day of that practice or game or was absent or tardy the morning after the last practice or game.
2. Academic Requirements
  - a. Students entering the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades must have passed during the last two semester in attendance and summer school, if applicable, at least six new Carnegie units with a minimum

- composite numerical average of 70 in those six units. (Four core curriculum courses must be included in those units passed and averaged, and extra core units may be carried over to the next school year.)
- b. Students entering the 8<sup>th</sup> and 9<sup>th</sup> grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
  - c. Students entering the 7<sup>th</sup> grade for the first time are eligible.
  - d. During the school year, any student-athlete determined by the administration to be consistently performing below his/her ability level in the classroom may be placed on probation or suspended from participation in athletics.
3. If there is any athletic problem, call the head coach first, then the athletic director.
  4. Athletes must have a current physical form and a birth certificate on file in the secondary director's office before they can begin practice.
  5. If a uniform is lost or damaged, the parent/guardian is responsible for the full replacement cost. Grades will be withheld until all uniforms and equipment are turned in at the end of the season.
  6. Students may not quit a sport during the season and begin practice for the next season's sport until the previous sport's season is over.
  7. Students may not begin a sport during the season unless there are extenuating circumstances (for ex., moving into the area.)
  8. Students may not try out for a team or begin practice with a team until they are enrolled or re-enrolled.
  9. Students must be in school ½ day (until 11:30) to participate in an athletic activity on that day unless an exception has been granted by the administration.
  10. Students may only play one team sport per season. Students may compete in track or cross country in addition to other team sports as long as all of the team sport's practices and games are attended. The student cannot "bump" someone from their place in track or cross-country in order to participate.
  11. Teams may have additional rules and policies specific to that sport.

**WCS athletes will be expected to demonstrate respect and submission to authority for all coaches and officials. Verbal abuse of officials or coaches from parents or athletes will not be tolerated.**

**The Athletic Director is responsible for any decision regarding coaches or athletics. Please refer all calls or questions to him.**

## **W CLUB**

The W-Club is the athletic booster club of the school. It is not an athletic policy-making group. Rather, it is a group of volunteers who work together to support

the athletic programs of the school through fund-raisers and the gift of time. Membership information is available on the school website.

### **CLASS TRIPS**

As part of their senior year activities, the senior class will be granted an off-campus trip, which must be approved by the school board. Details about the trip will be determined and communicated to parents and students early in the school year. Students who do not go on the class trip must come to school.

### **SENIOR YEAR**

On the last Friday of every month, the seniors may leave the school campus and eat lunch at a local restaurant. The students must have written parental permission on file before the first senior lunch. Students may not go to someone's home during this time. They cannot go individually or as a couple. They must be in a group. Students must return to school by 1:00 and sign in with the Assistant Principal. Seniors will lose this privilege if they are tardy during the month, have an unexcused check-in or check-out, or if there have been any disciplinary referrals during the month.

The seniors will be measured for graduation caps and gowns during late fall. These will be rented from Herff Jones. Graduation announcements may also be ordered at that time.

The senior class will present a senior chapel program during the month of May. The senior class officers will be responsible for this program and a senior video presentation. This video presentation should be no longer than 20 minutes in length.

### **BELL SCHEDULE**

7:55-9:40 – Block A  
9:45-10:30 – Bible/Chapel  
10:35-12:08 – Block B  
12:13-2:05 – Block C  
2:10-3:00 – Enrichment

### **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 parent's responsibility to keep the system updated with current phone numbers.

## **STUDENTS ON CAMPUS AFTER SCHOOL HOURS**

*Unless a teacher grants permission, students should vacate the building by 3:20 p.m. Students should vacate the school grounds by 3:30 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.*

## **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. All teachers have an e-mail account. E-mails will not be returned during class time. If you have not received a response from an e-mail, please telephone the school office and ask for a returned phone call.

### **Procedure for Addressing Problems**

*Occasionally during the course of the year, misunderstandings 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 two 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)) is the main source of school information and should be consulted on a regular basis.**

School bulletins will be posted to the school's website every three weeks. 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.*

### **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.

### **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.

### **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.

## **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. For any transcript over the one granted free of charge, a nominal fee may be charged. This fee includes the mailing costs.
- c. 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.

*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.**