



# Westbury Christian School

## Parent-Student Handbook

2009-2010

“Preparing Youth for Here and Eternity”

# **WESTBURY CHRISTIAN SCHOOL**

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**SCHOOL COLORS: NAVY BLUE AND GOLD**

**SCHOOL MASCOT: WILDCAT**



Dear Parents and Students,

It is my pleasure to welcome you to Westbury Christian School. My prayer is that your WCS experience will be recalled with fond memories in the years to come. WCS is unique in many ways! While the school is distinctly Christian, various religions, races and cultures are represented in the student body. It is obvious that formal academics are stressed, but our aim is to go beyond the classroom in helping our students seek a broader understanding of education. Their understanding of the spiritual dimension is considered paramount in the Christian education process, especially as it applies to the student's eternal well being. I hope that the WCS experience will also help prepare students to be successful in marriage, parenting, community service, and work in the church. Our aim is to provide a well-rounded education driven by a multi-faceted "campus curriculum" that is designed to help students grow just as Jesus did in Luke 2:52: "...in wisdom, stature and in favor with God and man."

Like most things in life, WCS is not a "perfect" place. Most of our students embrace Christianity as their religious choice, but not every student is a committed Christian. However, the School Board, administration and faculty are committed to respecting Christian principles throughout the school operation. We present this Handbook to parents and students as a means of communicating the academic and behavioral expectations for our students. I would strongly suggest that if your desires for your children's education are different from what is written in this Handbook, then WCS will not be appropriate for your family.

Our intent is to be an extension of the Christian home where student accountability to authority is taught and expected. Whether that accountability is to God, home or school, parents will find that WCS will lead their children with love that is conditioned by the contents of this Handbook. To get the full advantage of the Christian educational process at WCS, it is important that parents be objective and cooperate with the "spirit" of the policies and regulations set forth on the pages that follow. One of the decisions that parents make in the enrollment process is to sign a contract which includes agreement to the conditions herein.

Finally, let me add that WCS's teachers and staff are dedicated to serving serious minded students. This Handbook is intended to support and contribute to the success of each serious minded student. Again, I would strongly suggest that if parents desire something different from having their student in a school environment that will build character, challenge them academically, and require age appropriate accountability, then they seek a school setting other than WCS. However, to those who agree with our school philosophy, I look forward to a growing, meaningful, and mutually rewarding partnership with your family.

*Greg J. Glenn*  
Executive Administrator

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## **HISTORY OF WESTBURY CHRISTIAN SCHOOL**

Plans for the establishment of Westbury Christian School began in the early 1970's with some families of the Westbury Church of Christ. WCS started as a "Mother's Day Out" activity of the congregation. Soon, demand required that a licensed day care center be started. Following close behind the successful pre-school program was a demand for adding elementary grades, middle school, and finally the high school.

WCS was formally chartered in February of 1975 with visionary support from the Westbury Church of Christ elders. Although operated by members of the churches of Christ, an independent Board of Trustees supervises the school. The Westbury congregation has donated the use of their facilities to the school since the beginning, but it does not contribute funds for operations.

The church and the school continue to work together sharing facilities and common goals that include glorifying God through service to mankind, because of our hope in the Savior.

Westbury Christian School receives no financial assistance from any interest group or governmental body. Income is realized from student tuition and fees, plus special fundraisers. Associate groups, i.e. "PTO," Wildcat Athletic Association, Band Boosters and other groups also raise funds for special projects.

In 2006, Westbury Christian School successfully completed a five-year self-study that validated its continuing accreditation by the Southern Association of Colleges and Schools (SACS) and the National Christian Schools Association (NCSA). Due to the integrity of these two agencies, WCS credits are acceptable at any accredited educational institution in the United States.

The school is committed to continuous improvement in the three areas of its emphasis: spiritual, academic, and student activities. God has blessed the school with an experienced and credentialed faculty and administration and many fine families. These blessings have given the school a united spirit and dedication that binds us together, promoting the good of Westbury Christian School and all of its students, parents, faculty, staff, and friends.

## **MISSION STATEMENT**

Westbury Christian School exists in order to provide each student with the opportunity to acknowledge and respond through faith to the Word of God while participating in an educational program which stresses academic, social, emotional, and physical development.

## **STATEMENT OF PHILOSOPHY**

### **Spiritual**

Westbury Christian School seeks to provide:

1. A distinctively Christian learning environment.
2. The example of Christ and His principles as the ultimate source and authority in every involvement and activity.
3. The development of the desire for Christian leadership roles at school, at home, in the community, and in the church.
4. The development of an awareness of Biblical teachings and principles as they apply to our daily lives.
5. The acquisition of skills and understandings utilized in the development of Christian character and intelligent citizenship.

### **Academic**

Westbury Christian School seeks to provide:

1. A quality scholastic program.
2. The stimulation of intellectual curiosity.
3. Preparation for the development of leadership roles during and following the formal educational years.
4. The opportunity for the development of clear, logical, and effective communication in the areas of reading, writing, speaking, and listening.

5. The development of a respect for the culture, traditions, and ideals of others in our democratic society.

### **Social**

Westbury Christian School seeks to provide:

1. The development of socially responsible citizens.
2. Meaningful lines of communication among students, parents, faculty members, and administrators.
3. The development of constructive peer relationships.
4. The development of a respect for positive guidance and authority.
5. The encouragement of courtesy and politeness on the part of all individuals.
6. The development of respect for the property belonging to others and to oneself.

### **Emotional**

Westbury Christian School seeks to provide:

1. The development of an understanding and appreciation of oneself.
2. The development of the ability to discern one's own faults and the decisiveness to make the appropriate changes when necessary.
3. The development of an appreciation for other individuals and their strengths and weaknesses.

### **Physical**

Westbury Christian School seeks to provide:

1. The development of an interest in and a desire for a healthy and sound physical condition on the part of each individual.
2. The development of a desire for a wholesome appearance depicting neatness, cleanliness, and appropriateness of dress and manners.

## **PARTNERSHIP BETWEEN SCHOOL AND HOME**

Westbury Christian School and a student's parents are Partners in the education of their student at WCS. This Partnership is based on a common understanding and acceptance of the Mission Statement, Statement of Philosophy, and the school policies set forth in this Parent/Student Handbook ("Handbook"). This Handbook may be amended from time to time in the sole discretion of WCS and becomes effective upon publication. WCS reserves the right, in its sole discretion, to enforce the Handbook policies and the "spirit thereof" regarding student accountability, and if parent(s)/guardian(s) fail to support WCS administrator's enforcement of Handbook policies as applicable to their student, WCS may, in its sole discretion, determine that there is no effective partnership between the school and the home and accordingly the student not be permitted to continue in the school.

## **FINANCIAL POLICIES**

### **Introduction**

Westbury Christian School operations are supported almost entirely by student tuition and fees. Being private, there are no agencies or groups that underwrite any shortfall of operating funds. Since WCS is private, all activities and services are paid for by the families of the students who use them. The general financial policies of WCS are set forth in the Enrollment Contract and Enrollment Financial Summary. The following financial policies do not vary the terms of the Enrollment Contract and the Enrollment Financial Summary relating to tuition, general fees, and athletic fees.

### **Consumable Items**

Costs for consumable items, i.e. art supplies, workbooks, etc., will be charged as necessary, with payment due before the student receives these items.

### **Field Trips**

Field trips are an integral part of the educational process. Students will be charged a fee to cover transportation and any related costs, plus any cost of admission. Money for field trips must be paid in advance, according to the sponsor's schedule. Students who pay for a field trip and then do not go on the field trip will receive a refund, if possible.

### **Fundraising**

The WCS annual operating budget includes and depends on this income for financial success. Each family with students at WCS is obligated to help with fundraising, with the amount of a family's obligation varying depending upon how many students they have at WCS. A family with one child enrolled is responsible for raising \$100 of contributions per semester. A family with two or more children is responsible for raising contributions each semester equal to at least \$100 for the first child and \$50 for each additional child. There are three specific fundraisers planned for the school year that can be used to satisfy a family's fundraising obligation. They are: (A) The Magazine Sale [August-September], (B) The Annual Fund Drive [November – February], and (C) the Jog-A-Thon [April]. **Parent's contributions to ancillary groups associated with school life will not count against the family's fundraising obligation.**

Participation in the Magazine Sale, Annual Fund Drive, and/or the Jog-A-Thon satisfies the family fundraising obligation each semester in accordance with the following provisions. The net proceeds of the Magazine Sale that WCS receives based on sales by members of a family will apply to the family fundraising obligation (WCS receives 40% of GROSS magazine sales). The family fundraising account will be credited for 40% of the total price of all magazines sold. All of the funds received in the Annual Fund drive from a family during the duration of the drive will apply to the family fundraising obligation. All of the funds actually received on or before May 10<sup>th</sup> from Jog-A-Thon solicitations by a family will apply to the family obligation.

At Registration, a family may choose to satisfy the family fundraising obligation by instructing the Business Office to add the appropriate family obligation for each semester to their student's account, which will be pro-rated into the regular monthly tuition payment. Alternatively, families may choose to make a separate donation to the school in the amount of the family fundraising obligation each semester at any time prior to the date when any deficiency in the family fundraising for the semester is billed to the family's account at the beginning of December and May respectively.

### **General Financial Policies**

*Detailed in enrollment contract*

1. Registration Fees and the Testing Fees are not refundable.
2. If a student fails to begin school after signing an Enrollment Contract, all fees and advance tuition paid will be forfeited as a nonrefundable deposit, but no further payment will be due under this agreement.

### **Rules for Payment of WCS Fees and Charges**

1. WCS will bill parents using the Tuition Management Program separately for added fees, disciplinary fines/expenses, library charges, extended care charges, and/or any other charges. These charges will be paid directly to the WCS Business Office.
2. WCS will accept credit card payment for fees and charges, other than FACTS tuition, through VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS.
3. A \$25 fee will be assessed on all NSF checks. Parents who have one (1) Non Sufficient Funds (NSF) check will then be on a CASH ONLY basis for the rest of the school year.
4. Personal checks are not cashed for students and checks payable to the school for amounts in excess of what a student owes will be credited to the student's account.
5. Students paying any bill owed to the school, other than with a check, must ask for a receipt to verify the school's receipt of those funds. The Business Office will not attempt to trace any payment for which there is no cancelled check or receipt.

## **ACADEMICS**

### **Introduction**

All students completing the Westbury Christian School curriculum will have the skills of effective oral and written communication in English, and the basic skills of Social Science, Science, and Mathematics. Additionally, students acquire a proficiency in social skills through required participation in the Activities Program.

It is imperative that students be in regular attendance and not tardy to class. Class interruptions, due to other school activities, are avoided as much as possible. Students involved in activities that require them to be absent from class must accept the responsibility for the content and requirements of that class.

Academic grades are designed to accurately and exclusively represent the students' academic progress. Conduct, attitude, promptness to class and other qualities are deemed important, but are separately measured and reported.

### **Promotion Lower School**

In order to be promoted to the next grade level in Grades 1-6 students must pass (70%) these core subjects: Reading skills, Math, Language Arts, Science, Social Studies, and Bible. If they do not pass these subjects summer school or an alternative program approved by the principal may be required. If the subjects that one failed are reading skills and/or math retention may be required. In all cases Achievement Scores will be referred to for the final decision on promotion whether or not the student passed all core subjects.

### **Middle School**

Students in grades 7 and 8 pass classes by attaining a cumulative (yearly) average of 70 in their subjects. In addition, to be promoted a yearly average of 70 must be earned in all five core subjects: mathematics, language arts, science, social studies, and Bible. In all cases Achievement Scores will be referred to for the final decision on promotion whether or not the student passed all core subjects.

### **High School**

Students in grades 9 through 12 accumulate credit on a semester basis. Students may not proceed to the next level of Math and English classes before they have successfully completed the prerequisites (e.g., a student cannot take Algebra II until he has successfully completed both semesters of Algebra I and a student cannot take English III until he has successfully completed both semesters of English II).

### **Academic Honesty**

#### **Philosophy**

This policy on academic honesty is much more than a simple set of rules or guidelines that bind us to a certain standard of behavior; it is a statement of what is valued at Westbury Christian School. It is more about who we are than what we do, or do not do.

While honor and character can be defined as, "what one does, when no one else is watching," honor is much more than this. A person's honor is bound up with his/her integrity. Integrity transcends the bounds of race, religion, culture, and socio-economic status; it is what binds us together as a community. It makes us equals before God and others. Honor is established by living one's own life in a way befitting the human person; it is one's own, to build or destroy.

When any member of our community chooses to act in a dishonorable way, this person hurts not only him/herself but also the entire community. Without honor we lose credibility no matter how successful our academic, activities, and athletic programs may be. More importantly, we make a mockery of the name "Christian" and become a stumbling block to the work of God at Westbury Christian School.

#### **Definitions**

The following has been adapted, in large part, from the work of Northwestern University in its policy on Academic Integrity.

1. **Cheating**: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism**: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source(s). Plagiarism may be determined by web based programs like turnitin.com.
3. **Fabrication**: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage**: stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. Aiding and Abetting Academic Dishonesty: providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.
6. Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, progress reports, letter of permission, petition, ID card, or any other school document.
7. Unauthorized Access to Computerized Academic or Administrative Records or Systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

### **Mutual Responsibility**

The following lists describe the responsibilities of students, faculty, and administrators in upholding academic integrity, while at the same time respecting the rights of individuals to the due process offered by administrative hearings and appeals. All persons enrolled in any course and all persons supervising the learning of any student are responsible for acting in accordance with the provisions of this policy.

#### **Students are responsible for:**

1. Understanding the types of conduct that are deemed unacceptable and, therefore, are prohibited by this policy.
2. Refraining from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
3. Alerting teachers or administrators of instances that violate this policy.
4. Reporting every instance in which the student has a suspicion or knowledge that academic conduct that violates this policy or its spirit has taken place to the faculty member responsible for instruction, or to a member of the Administration.

#### **Faculty members are responsible for:**

1. Understanding the procedures of this policy relative to how faculty members are to handle suspected instances of academic dishonesty.
2. Developing an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
3. Addressing every suspected or admitted instance of the violation of the provisions of this policy in accordance with the procedures set forth in this document.

#### **Administrators are responsible for:**

1. Making provisions for the education of students, faculty, and persons with designated responsibility under the provisions of this document concerning their responsibilities.
2. Annually evaluating the effectiveness of the various measures taken to promote academic integrity.

The failure of one party to fulfill his or her responsibilities may not be used by another party to excuse his or her own failures to comply with the responsibilities stated above.

### **Statement of Integrity**

The Statement of Integrity is as follows:

*"I have neither given nor received an unfair advantage in the taking of this exam."*

Students are expected to sign this statement if it appears on a quiz, test or final exam. Should the statement not appear, students are expected to adhere to its letter and spirit.

### **Basic Considerations**

In completing various types of assignments students demonstrate what they have learned, or what they are in the process of learning. Whether doing homework, taking a test, or submitting an essay, a student is reporting his progress. Dishonesty at this point not only inhibits a student's ability to learn but also undermines the ability of his/her teachers to measure the student's progress.

## Homework

Teachers assign homework to:

1. Have students practice material in order to build and master skills needed in the particular subject area.
2. Introduce students to new material and prepare them for class discussions or other activities.
3. Develop academic discipline that helps students organize their time and resources to achieve the course goals.

Consequently, cheating with regard to homework includes, but is not limited to, the following:

1. Submitting an assignment done by someone else.
2. Preparing an assignment to be submitted by someone else.
3. Selling any assignment.
4. Copying someone else's work.
5. Allowing someone else to copy one's work.
6. Depending significantly on someone else's ideas in completing an assignment.

## Testing

Teachers test in order to determine what a student knows and/or how he/she can apply what he/she has learned. In this context student cheating includes but is not limited to, the following:

1. Allowing another to view answers during a test or evaluation.
2. Unauthorized communications of information during a test or evaluation.
3. Use or possession of unauthorized materials during a test.
4. Providing any substantive information about a test to other students who have not yet taken it.
5. Any behavior that a teacher can reasonably construe as cheating.

When a teacher or proctor observes cheating:

1. His/her judgment as to the facts of cheating is final.
2. His/her reporting the incident to the Upper School Principal is mandatory.

## Papers, Essay, Etc.

In order to develop students who are able to assimilate, analyze, synthesize and evaluate information, teachers assign essays, papers, worksheets and other kinds of writing. The student should write the assignment in his/her own words that reflect his/her own understanding. Plagiarism is a serious offense that inhibits this process.

1. Plagiarism is the act a student commits when he gives the impression that he has written or thought something on his/her own that in fact he/she borrowed from someone else. It is a form of cheating that involves a student's attempt to gain credit for someone else's efforts.
2. When a student is submitting a written paper, that student must clearly document those ideas, interpretations, words, phrases and other expressions that come from an outside source. (Forgetting to cite a source does not excuse a student from the charge of plagiarism.) The teacher is the final judge as to whether plagiarism has taken place. Students should consult with their teacher or English handbooks for understanding the dynamics of plagiarism.

## Consequences

Because cheating undermines the process of learning and teaching, it is a very serious breach of discipline. In all cases of cheating, whether on a homework assignment, a quiz, test, examination, report, or essay assignment, the student's infraction will be reported to the appropriate principal the teacher in whose class the infraction occurred will notify the student's parents of the infraction. Furthermore, the student will lose all credit for the assignment in question. For repeated offenses of cheating in a school year, more stringent consequences will apply. The following guidelines for consequences are applicable to instances of cheating in a school year:

## Homework

1. 1<sup>st</sup> and 2<sup>nd</sup> offense(s):
  - A. Teacher reports to the appropriate Principal.
  - B. Student receives a "0" on the assignment.

- C. Parents are notified.
  - D. Automatic Type B detention. (Does not apply to LS Primary and Elem. Depart)
2. 3<sup>rd</sup> offense and subsequent offenses:
- A. Teacher reports to the appropriate Principal.
  - B. Student receives a “0” on the assignment.
  - C. Parents are notified.
  - D. Automatic Type A detention. (Does not apply to LS Primary and Elem. Depart)

**Quizzes and Tests**

1. 1st offense:
- A. Teacher reports to the appropriate Principal.
  - B. Student receives a “0” on the quiz/test.
  - C. Parents are notified.
  - D. Automatic Type A detention. (Does not apply to LS Primary and Elem. Dept.)
2. 2<sup>nd</sup> offense:
- A. Teacher reports to the appropriate Principal.
  - B. Student receives a “0” on the quiz/test.
  - C. Parents are notified.
  - D. Automatic one (1) day suspension. (Does not apply to LS Primary and Elem. Dept)

**Subsequent offenses may result in more than one day of suspension or more severe consequences.**

**Plagiarism**

Determination of plagiarism is the responsibility of the teacher. When suspecting plagiarism the teacher may elect to submit the questioned material to the head of his/her department. The student may be asked to submit all sources of information for his/her work and be interviewed to obtain any other information. Once the teacher determines that the product in question is purposeful plagiarism that disregards these standards, the teacher is to inform the student and the Upper School Principal of this decision. Any grade given for a fraudulent paper will be revoked and disciplinary action will be taken.

1. 1st offense:
- A. Teacher reports to the appropriate Principal.
  - B. Student receives a “0” on the assignment.
  - C. Parents are notified.
  - D. Automatic Type A detention. (Does not apply to LS Primary and Elem. Dept)
2. 2<sup>nd</sup> offense:
- A. Teacher reports to the appropriate Principal.
  - B. Student receives a “0” on the assignment.
  - C. Parents are notified.
  - D. Automatic one (1) day suspension. (Does not apply to LS Primary and Elem. Dept)

**Subsequent offenses may result in more than one day of suspension or more severe consequences.**

**Final Exams**

1. 1st offense:
- A. Teacher reports to the appropriate Principal.
  - B. Student receives an “F” for the semester.
  - C. Parents are notified.
  - D. Automatic three (3) day suspension. (Does not apply to LS Primary and Elem. Dept)
- Note: If a senior cheats on a final exam in the spring semester, he/she will not be permitted to participate in graduation exercises.
2. 2<sup>nd</sup> offense:
- A. Teacher reports to the Upper School Principal.
  - B. Student receives an “F” for the semester.
  - C. Parents are notified.
  - D. Automatic expulsion. (Does not apply to LS Primary and Elem. Dept)

### **RenWeb**

Parents and students will have access to RenWeb, which is an Internet based information and reporting system. The available information will include the school calendar, weekly lesson plans, homework assignments and testing schedules and individual student grades for each class, which will be available on Wednesday for the preceding week. Additionally, extracurricular activity schedules will be available.

**Parents Only** will have access to family financial information. Invoices and financial statements are not mailed home, but are posted on RenWeb.

### **Report Cards**

Paper Report Cards will be issued to the students at the end of each semester grading period, provided the student's account in the Business Office is paid in full. Six weeks grade reports will be distributed through RenWeb.

### **Tutorials**

Lower School parents should contact the teacher to discuss any tutoring.

Upper School teachers will be available to tutor in their classrooms during SACT time, providing that the student signs up for tutoring before SACT time. Each teacher will maintain a weekly tutoring list with the names and SACT times of students who have signed up for or been assigned by the teacher or an appropriate administrator to attend tutoring. Teacher or administrator assigned tutoring takes precedent over all other SACT time activities except detention. Students are encouraged to utilize this service. In addition, there may be occasional tutorial sessions scheduled before or after school or on a Saturday. Parents will be required to pay their proportionate cost in the business office to pay the teacher for this special tutorial session. Students who regularly fail to turn in homework and are failing the class may be required to attend tutoring on Saturday where the missed work will be made up under the supervision of a teacher. This make-up work will not change any grade consequences for the late work but will allow the student to learn. Parents will be required to pay their proportionate cost in the business office to pay the teacher for this special tutorial session.

### **Library**

Students are encouraged to use the Library for study and resource. Library hours include before, during the school day, and after school. Use of the library after school is reserved for students to work on projects and assignments, and it may only be used for this purpose if one of the student's teachers has issued a pass to the student for the use of the library after school. To use the Library after school, the student first checks in with the appropriate Extended Care or athletic tutorial supervisor and presents the pass from a teacher to use the Library, so that it can be approved by the Extended Care or athletic tutorial supervisor. Students who go to the Library after school from Extended Care will be checked into Extended Care before they go to the Library and must return to Extended Care immediately after they finish their work in the Library. The Library staff will check books in and out. Every school year, specific Library hours and regulations are determined and communicated to the student body. Fines are assessed for overdue library books. Lost library books are the responsibility of the student who checked them out.

### **Computer Resources**

As a means to further technological education at WCS, computer curriculum is integrated into all areas of study. Students will make use of the Computer Resource Lab when a teacher brings a class to the lab. In addition, this lab is open to students for work on projects and assignments when it is supervised by a teacher or other authorized individual and when one of the student's teachers has issued a pass to the student for the use of the computer lab. To use the Computer Lab after school, the student first checks in with the appropriate Extended Care or athletic tutorial supervisor and presents the pass from a teacher to use the Computer Resource Lab, so that it can be approved by the Extended Care or athletic tutorial supervisor. Students who go to the Computer Lab after school from Extended Care will be checked into Extended Care before they go to the Computer Lab and must return to Extended Care immediately after they finish their work in the Computer Resource Lab. The rules for the use of the school's computer labs and other computer resources are stated in the Network/Internet Acceptable Use Policy, which is set forth in full below. The agreement to abide by this policy is signed as a part of the Enrollment Packet. Any additional, supplemental rules applicable to specific computers or labs are posted in the areas to which they apply and are in effect at all times.

### **Network/Internet Acceptable Use Policy & User Agreement**

Westbury Christian School's Network/Internet access is available to students, teachers and staff at WCS. The Internet enables worldwide connection to databases, and other information sources, such as libraries and museums. WCS provides Network/Internet access to promote educational excellence at WCS by facilitating resource sharing, innovation, and communication. WCS believes that the valuable information and interaction available on the Network/Internet outweighs the possibility that users may procure material that is not consistent with the educational goals of WCS.

Although WCS will take reasonable efforts to attempt to limit access to objectionable material, controlling all materials on the Network/Internet is impossible, and students may find ways to access non-educational, inappropriate materials. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

**User Responsibilities.** Network/Internet users, like traditional library users, are responsible for their actions in accessing available resources. Should a student access a site from which he/she orders materials and there is any cost associated with that order, the cost of the order must be paid by the student. If the student fails to pay those costs, they will be added to the student's account.

### **Network/Internet - Terms and Conditions**

**Appropriate Use.** Network/Internet access may be used to improve learning and teaching consistent with the educational goals of WCS. WCS expects legal, ethical and appropriate use of the Network/Internet. Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground.

**Privilege.** Access to the WCS Network/Internet is a privilege, not a right, and may be revoked if abused.

**Assignment of Accounts:** Each student is personally responsible for his/her actions in accessing and utilizing WCS's computer resources and when using WCS equipment to access computer resources outside the WCS network. The student may also be held personally responsible for actions of other people using his/her account (password). In the event a student forgets his/her password and must be issued another one, the first such new password will be provided without charge. **Any subsequent passwords that must be issued to a student will result in a ten-dollar (\$10) charge to the student's account.**

**Subject to School Administration.** Communications on the network are often public in nature. All WCS Network/Internet account usage is subject to WCS's review for inappropriate use. This review may include activity logging, virus scanning, and content scanning. Computer storage space may be treated like school lockers; administrators and technical support personnel may review contents to maintain system integrity and insure that students are using the system responsibly. Students should never access, view, keep, or send anything that they would not want their parents or teachers to see. Should students encounter such material, they should immediately report it to their teacher.

**Proper use.** The guidelines to prevent the loss of computer privileges at WCS:

1. Do not use a computer to harm other people or their work.
2. Do not damage, deface, or alter the computer system, desktop settings, or the network in any way.
3. Do not interfere with the operation of the network or any workstation by installing or loading software, shareware, or freeware.
4. Do not violate copyright laws or license agreements.
5. Do not view, send, or display offensive materials.
6. Do not share your password with another person or leave a machine while you are logged on to it.
7. Do not print excessively or print material not related to schoolwork. Students who print excessive copies may be charged 10¢ per page. Printing other than during a class will be charged 10¢ per page. Unauthorized printing will result in a charge of 50¢ per page.
8. Do not save files in any location other than your home directory, which is your storage space on the network. The only exception is if you need to take work home to finish. In this case you may purchase a disk for \$1.00, copy the work to that disk and take it home. That disk can never be used at school again. You may also use your School Web Locker space provided for you by the school and accessible through the Internet both at home and at school.
9. No use of outside disks, CD's, or USB devices is allowed.

10. BE PREPARED to be held accountable for your actions and for the loss of privileges and/or other disciplinary actions if these rules are violated.

**Inappropriate Use.** Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet.

**Violations of Law.** Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to, copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a WCS Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, WCS will fully comply with the authorities to provide any information necessary for the litigation process.

**Commercial Use.** Use for commercial, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. (This does not apply to fund raising activities approved by the Administration.)

**Vandalism/Mischief.** Vandalism and mischief are prohibited. Vandalism is any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is mischief.

**File/Data Violations.** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.

**Software.** Students must never download, load or install any, software, shareware, or freeware onto WCS computers or load any such software from disks.

**System Interference/Alteration.** The deliberate causing of network congestion through mass consumption of system resources is prohibited.

**Inappropriate materials or language.** No profane, abusive or impolite language shall be used to communicate with others nor shall materials that are not in keeping with WCS standards be accessed.

**Because of the ever-changing nature of technology, not all possible violations can be covered in this policy. WCS will take immediate action when individuals violate system integrity, The Student Code of Honor Pledge, the applicable Parent/Student Handbook, or the rights of anyone associated with WCS.**

**Consequences of Agreement Violation.** Any attempt to violate the provisions of this agreement may result in revocation of the user's access to the WCS Network/Internet, regardless of the success or failure of the attempt. In addition, further school disciplinary action and/or appropriate legal action may be taken.

**Final determination.** WCS will make the final determination as to what constitutes inappropriate use.

**Denial, Revocation, or Suspension of Access Privileges.** WCS may deny, revoke, or suspend Network/Internet access if, in its sole discretion, that denial is necessary to serve any educational purpose or to protect the WCS Network/Internet from possible problems.

**Security.** Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the function of the computer system(s) will result in disciplinary action. Students may not have in their possession any thing that can be used for the purpose of bypassing computer security.

**Reporting a Security Problem.** If a user identifies or has knowledge of a security problem on the Network/Internet, the user should immediately notify the system administrator, Karen Long. The security problem should not be shared with others.

**Impersonation.** Attempts to log on to the WCS Network/Internet impersonating anyone else will result in revocation of the user's access to the WCS Network/Internet and a detention will be issued.

**Other Security Risks.** Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the WCS Network/Internet.

### **Disclaimer**

This agreement applies to stand-alone computers as well as computers connected to the Network/Internet. WCS makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its negligence or user errors or omissions. WCS is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the WCS Network/Internet is at the user's own risk. WCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Parent-Teacher Conferences**

The administration encourages parent-teacher conferences to facilitate the learning process. Cooperation between the school and the home is important to the success of the student. To schedule a parent-teacher conference with more than one teacher, parents are asked to call the Director of Guidance and not one of the teachers.

At least twenty-four (24) hour notice is necessary for effective scheduling. Conferences are most effective when teachers and parents have had time to prepare. Teachers also have other obligations outside the classroom and may not be able to adjust to accommodate a requested conference time; therefore impromptu meetings are often difficult. After the teacher is notified of the requested conference, office personnel will call parents to confirm the appointment time. Most conferences are before and immediately after school and/or during the teacher's planning period. Due to tight schedules, parents are asked to be prompt.

Likewise on the occasion of a parent requesting to "sit-in" on a class, a twenty-four (24) hour notice is required. This assists in keeping disruptions in classes to a minimum.

### **Class Observations by Lower School Parents**

Parents are welcome to observe classes. They are asked to schedule visits through the teacher a day in advance as a courtesy to the teacher.

### **Grading Procedures in the Lower School**

Students in K3 and K4 receive periodic checklists that chart their developmental progress. Kindergarten utilizes letter grades in all areas of evaluation. Students in grades one (1) through six (6) receive numerical grades in reading skills, language, spelling, mathematics, science/health, social studies and Bible.

### **Classroom Conduct Reporting Scale**

- E (Excellent): The student has been very cooperative. His/Her attitude has been a positive influence on the learning atmosphere.
- G (Good): Lower School only—The student has been cooperative. His/Her presence in the classroom is usually a positive influence.
- S (Satisfactory): The student has generally been cooperative and his/her presence in the classroom is usually a positive influence.
- N (Needs Improvement): The student has been uncooperative or rebellious at times. His/Her attitude has at times been a negative influence on the learning atmosphere. Lower school—A parent-teacher conference is required.
- U (Unsatisfactory): Lower School only—The student has been to the principal one or more times because of his/her conduct and either little or no improvement has been observed. A parent-principal conference is required.

### **Numerical Grading Scale**

- A (90 - 100)
- B (80 - 89)
- C (75 - 79)
- D (70 - 74)
- F (Below 70)

### Lower School Letter Grading Scale

E+	= 98
E	= 95
E-	= 90
G+	= 88
G	= 85
G-	= 80
S+	= 78
S	= 75
S-	= 70
N	= 60
U	= 55

### Upper School Class Rank

Class rank will be calculated using a 100 point scale for a cumulative numeric average in credit classes. In calculating the cumulative numeric average, 5 points will be added to the earned grade in Pre-AP classes and 10 points will be added to the earned grade in AP classes. The transcript grade will reflect the actual earned grade. Numeric GPA's will be consistent with the forgoing system. Letter grades (for calculation of GPA's), whether weighted or unweighted, will be consistent with the forgoing Numerical Grading Scale, except as modified for AP and Pre-AP classes, as set forth in the Calculation of GPA section below.

High School semester grades (grades 9 through 12) are determined as follows: In classes not designated as Pre-AP or Advanced Placement, in high school, each six-week grade is  $\frac{2}{7}$  of the semester grade and the semester exam grade is  $\frac{1}{7}$  of the semester grade. In High School Pre-AP and Advanced Placement classes, each six-week grade is  $\frac{1}{4}$  of the semester grade and the semester exam also counts as  $\frac{1}{4}$  of the semester grade.

Middle School semester grades (grades 7 and 8) are determined as follows: each six-week grade is  $\frac{2}{7}$  of the semester grade and the semester exam grade is  $\frac{1}{7}$  of the semester grade.

### Calculation of GPA

Westbury Christian School calculates and reports GPA on transcripts on an unweighted basis, with an A average equaling 4 quality points, a B equaling 3 quality points, a C equaling 2 quality points, a D equaling 1 quality point and an F equaling 0 quality points. For those institutions that use a weighted GPAs for any purpose, for AP and Pre-AP class Westbury Christian School calculates a weighted GPA as follow: in an AP class an A equals 5 quality points, a B equals 4 quality points, a C equals 3 quality points, a D equals 2 quality points and an F equals 0 quality points, and in a Pre-AP class an A equals 4.5 quality points, a B equals 3.5 quality points, a C equals 2.5 quality points, a D equals 1.5 quality points and an F equals 0 quality points.

### Lower School Late Work Policy

All assignments are due on the day **and the time of day** a teacher designates. However, in the event work is turned in late, ten (10) points will be deducted for each day late up to three (3) days. After three (3) days a zero will be recorded in the grade book for that particular assignment. **If an assignment is turned in on the day it is due but past the time of day it was to be collected this still constitutes it being late and therefore ten (10) points will be taken off by the teacher.** Additional points may also be taken off for incorrect or missing portions of an assignment. It is the sole responsibility of the student in all cases to make sure they turn in their work.

### Upper School Late Work Policy

Students are assisted in learning to be responsible by being expected to turn in assignments on time in all of their classes. Students must be accountable for and realize the effect that missed assignments have on academic averages. However, in the event a student fails to turn in an assignment on the day/time it is due, he/she may turn it in the following day for 50% credit. Assignments that are two days late will not be accepted for credit. (This policy does not apply to assignments missed due to excused absences.)

### Upper School Retesting

In Grades 7 through 12, any student who fails a 60% weight test may be eligible for reteaching/retesting. Final determination for the student's eligibility will rest with the classroom teacher and will be based on the student's performance and effort leading up to the test. To retest, the student will be required to successfully complete alternate assignments over the tested material, for no additional credit, and then the student may not earn a grade higher than

70 on the retested material. The original grade will be replaced with the retested grade unless it is lower than the original grade. Students must make an appointment with the classroom teacher for reteaching/retesting.

**Extra Credit**

Only failing students who have turned in all assignments, have completed all class work assigned, do not have excessive unexcused absences, and have not missed class due to disciplinary action are eligible for extra credit. Extra credit guidelines are as follows:

- a) No extra credit assignment may bring a student’s grade above a 70.
- b) No more than one (1) extra credit assignment may be made available to students qualifying for extra credit during a six weeks.
- c) No six weeks grade may be increased by more than three (3%) percentage points by extra credit.
- d) Bonus questions on a test and/or bonus points for review activities that are added to a test grade are not covered by this policy and may be used at the teacher’s discretion, but they may not add more than a maximum of five (5) points to the test grade.

**Incomplete Grades**

In the event that a student is unable to complete work at the end of a grading period due to excused reasons, an “I” for INCOMPLETE will be recorded on the report card. Students then have two weeks to complete the required work.

**Semester Exams-Upper School**

Semester exams are held for all students in grades 7-12 at the conclusion of the fall and spring semesters. Exceptions to finals are strictly limited to the following:

- a) Students who are office or departmental aides.
- b) Any student with no detention, office referral, suspension or severe discipline for a whole semester maybe exempt from one exam of his or her choice at the end of the following semester (fall or spring), including one semester courses, without grade or attendance requirements. Those seniors who receive no detentions during the spring semester may be exempt from a final exam of their choosing at the end of the spring semester.
- c) Senior students may be exempt from semester exams in full year courses at the conclusion of the spring semester provided that they have an “A” academic average and have no more than three (3) absences (excused or unexcused) in the spring semester. Seniors taking Advanced Placement courses may be required to take a final exam, at the discretion of the teacher, even if they meet the qualifications for exemption. Seniors who are exempt are not permitted to take the final exam without the Director of Guidance’s prior approval.
- d) Juniors may be exempt from taking one semester exam in a full year course at the conclusion of the spring semester if they have an A average and have missed no more than three absences (excused or unexcused) during the spring semester.

Semester exam schedules and additional important information are announced to students, posted on RenWeb and the WCS website. Please do not ask for alternate arrangements to be made.

When a final needs to be made-up past the days allotted for finals there will be a \$50 fee per final to administer.

If a student cannot take final exams as scheduled for any reason, including financial holds, the student will receive an incomplete. The final exam grades will be a zero if the finals are not made up in accordance with the handbook policy to make up incomplete assignments.

**Lower School Assignment Headings**

In order to expedite the process of grading and recording of scores it is vital that students provide specific information about themselves on each assignment they turn in. Therefore, the following guidelines will be in effect to assist in this procedure. Students will receive five (5) points off for each assignment that does not follow these guidelines for their particular grade level.

Upper LEFT – hand side

Upper RIGHT – hand side

Kindergarten -

First Name

1<sup>st</sup> thru 6<sup>th</sup> grades – First Name, Last Name

Date

Subject (*optional*)

### **Special Recognition – Lower School**

#### **Special Recognitions**

Students who earn G's (80 or higher) in all subject areas, and G's or higher in all conduct and work habit areas are eligible for Honor Roll recognition. Superior Honor Roll recognition requires that a student earn E's (90 or higher) in all subject areas, with G's or above in all conduct and work habit areas. Students must also be free of suspension from any school program. Note: An "S" in Handwriting will not keep a student off the "regular" Honor Roll. While we believe handwriting and penmanship are important and we teach it as such, we also understand the progression of this fine motor skill.

Recognitions are also given to students who have achieved perfect attendance status and for an E in classroom conduct for each six weeks grading period.

Students are recognized for their achievements in a special chapel service each six weeks.

#### **"Student of the Six-Weeks" Award**

Westbury Christian School selects one student from each department for the "Student of the Six-Weeks" award each six-week grading period. Teachers submit names based on students who exemplify one of the highlighted character traits for that particular six-week period. Parents are invited to attend the awards assembly where the students selected are announced and honored by the Lower School Principal.

### **Special Recognition – Upper School**

#### **Upper School Academic Honor Roll**

Academic Honor Roll students are recognized at the end of each six-week grading period. Students with A's and B's in all subjects are eligible for Honor Roll recognition. Superior Honor Roll recognition requires that a student receive A's in all subjects.

#### **Upper School Student of the Six Weeks**

WCS selects a "Student of the Six Weeks" for both Middle School and High School students. Teachers submit names to a selection group based on students who maintain exceptional academic and behavioral standards. Parents are invited to an All School Chapel where the students are announced and honored.

### **Probation (Academic or Behavioral)**

When problems concerning conduct or grades arise, a student may be placed on probation. The appropriate administrators shall determine the length of academic and /or behavioral probation and contingencies. Probation may include both academic and behavioral provisions, and the details and arrangements in any case will be documented and discussed with the student's parents.

### **Schedule Changes- Lower School Intermediate and Upper School**

Consideration will be given to requests for course changes only during the first week of each semester.

### **Withdrawal from School**

The procedure for withdrawing a student from WCS includes the following:

1. A Withdrawal Form must be obtained from the receptionist in Mundy Hall, completed and submitted to the receptionist in Mundy Hall. Sometimes it takes several hours to completely circulate the withdrawal form.
2. After receiving the Withdrawal Form, student records will be compiled and available in the school office **no earlier than twenty-four (24) hours** from the time the Withdrawal Form is completed.
3. Upon turning in books, locks, other school property and clearing the business account, records will then be released. Withdrawal is then completed.

### **Request for Records/Transcripts**

WCS is happy to comply with requests for release of student records to parents/guardians or educational institutions. Parents who want to have WCS provide copies of their student's records must make a written request (which can be done by e-mail) for records and turn it in to the Registrar. The Business Office releases the records/transcripts, provided that the student and family account in the Business Office is current. A twenty-four (24) hour notice is necessary to pick up records from the Business Office.

### Parent Complaint Procedures

Complaints from parents concerning academic problems should first be made to the appropriate teacher and then to the appropriate Principal. If the complaint concerns a teacher, the appropriate Principal will consult the teacher.

Complaints from parents concerning behavioral problems should first be made to the appropriate teacher and then to the appropriate Principal. If the complainant questions the action of a classroom teacher, the appropriate Principal will consult the teacher.

Should this procedure not resolve the problem, the parents may request a meeting with the Executive Administrator. All parties, including the teacher(s), administrators, parents, student and other pertinent personnel will meet in a joint effort to resolve a serious problem. If the problem is then not resolved, the complaint may be submitted in writing by the complainant to the Board of Trustees. The problem will be addressed at the next scheduled Board Meeting. The parents will be advised of the time and place of the meeting. The decision of the Board is final.

### Current Curriculum

Westbury Christian School attempts to offer through its curriculum a balanced yet challenging academic program with a strong spiritual emphasis designed to prepare students for the opportunities and demands on their lives.

#### **Middle School**

##### 7th Grade

Language Arts  
Math  
Texas History  
Science  
Bible  
Computer/Writing  
PE/Athletics  
Electives (1)

##### 8th Grade

Language Arts  
Math/Pre-Algebra or Alg I\*  
American History  
Science or Pre-AP Biology\*  
Bible  
PE (if not taken in 7<sup>th</sup>)  
Spanish 1\*/Computer\*  
Electives (2), if P.E. is not required

\* For High School Credit

#### **Middle School Electives (Courses vary from year to year)**

Drama, Speech, Chorus, Art, Band, PE.

#### **High School**

Students may work toward the Recommended High School Diploma or toward the Distinguished Achievement Diploma.

<u>Required Units:</u>	<u>Recommended</u>		<u>Distinguished Achievement</u>	
	English	4.0	English	4.0
	Math	3.0*	Math	3.0*
	Science	3.0*	Science	3.0*
	Social Science	4.0	Social Science	4.0
	PE	1.5	PE	1.5
	Health	0.5	Health	0.5
	Fine Arts	1.0	Fine Arts	1.0
	Computer	1.0	Computer	1.0
	Foreign Lang.	2.0	Foreign Lang.	3.0
	Bible	4.0	Bible	4.0
	Speech	0.5	Speech	0.5
	Electives	<u>3.5</u>	Additional Option	<u>2.5</u>
	<b>Total</b>	<b>28.0</b>	<b>Total</b>	<b>28.0</b>

\*Beginning with the senior class of 2011, students must have 4 credits in Math and Science

### Graduation Requirements

Graduation requirements are based on the requirements of the Texas Education Agency (TEA) through current memberships in and compliance with the standards of the Southern Association of Colleges and Schools (SACS) and the National Christian Schools Association (NCSA).

Any student who completes four years of High School at WCS must have successfully completed twenty eight (28) credits, including the required Bible credits. **Students are also required to successfully participate in the Student Activities and Community Service Program to qualify for a High School diploma.** [Students must take the SAT and/or ACT before graduation and have their scores reported directly to WCS(#443459).]

Graduation exercises are held once a year, at the end of the spring semester. Students may not participate in graduation exercises unless (1) they are attending classes at WCS on the last day of the spring semester and (2) have met all requirements to receive a diploma at the graduation exercises or, in the sole discretion of WCS, be able to complete those requirements in time to start college at the beginning of the fall semester.

In accordance with the requirements of the Texas Education Association, to earn the Distinguished Achievement Diploma, in addition to the required course work (including specified additional credits in either the mathematics/science option or the general academic option), students must complete four advanced measures that demonstrate distinguished academic mastery. The measures can include various combinations of original research/projects, scores of three or above on The College Board Advanced Placement examinations, a score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies the student for recognition as a Commended Scholar or higher in any categories established by the National Merit Scholarship Program, and college courses taken for credit with a grade of B or higher.

All transfer students will be expected to meet state graduation requirements and the additional WCS academic requirements to the extent possible. The Director of Guidance and the Upper School Principal will determine the classes that transfer students must take to graduate from WCS. In addition, while enrolled at WCS, transfer students must successfully participate in the Student Activities Program and obtain the required Bible credits.

Class rank is based on cumulative numeric averages. Valedictorian and Salutatorian honors are determined by cumulative numeric average earned in all high school credit classes through the sixth six weeks of grade 12. Eligibility requires that the student be enrolled at WCS for the final two years of high school.

Upon acceptance to a Texas public College/University, a senior may be required to take the THEA test. The need to take the THEA test is determined by the College/University based upon the student's GPA and/or SAT/ACT score. Please see the testing requirements in the catalogue for the each specific College/University.

### **Prerequisites for Specialized Courses**

Specific course prerequisites for specialized courses are:

- English.....Must pass the previous English class in order to advance.
- AP English Language and Composition.....Pre-AP English
- AP English Literature and Composition ..... AP English Language and Composition
- PreAP Pre-Calculus ..... Algebra II
- AP Calculus..... PreAP Pre-Calculus
- AP Statistics.....Algebra I and II and Geometry
- AP Biology.....Biology
- Physics ..... Taking or taken Algebra II
- Chemistry..... Algebra I
- AP Chemistry.....Chemistry
- Yearbook ..... Advisor Approval

### **ESL Tutorial-Upper School**

ESL Tutorial is a placement for Secondary Students during one period of the school day. In this class, students work on areas of academic difficulties and learn strategies that will lead to better classroom success.

### **Summer Reading Series**

The school provides a listing of required books for students to read over the summer.

### **Guidance**

A Director of Guidance is available to students at WCS. The Director of Guidance is for any student who needs to discuss academic concerns. In addition, the Director of Guidance is available to High School students for career and college counseling. The Guidance Office handles registration materials for ACT/SAT testing and

administers/oversees the annual PLAN, PSAT tests. The Guidance office also coordinates the administration of the EXPLORE test and AP Exams as well as standardized achievement tests each spring.

All freshmen are required to use the College Board PSAT/SAT test preparation program. This program will be available to all high school students. WCS has provided an online SAT test preparation course through College Board at no cost to the students. The Director of Guidance will pass out an access code to the student which will allow the student to log on to the test prep website. All 8<sup>th</sup> and 9<sup>th</sup> grade students are required to take the EXPLORE test. All sophomores and juniors are required to take the PSAT and all sophomores are required to take the PLAN test. Juniors may take the PLAN. Students must have their scores reported directly to WCS (#443459). The cost for each test is \$15.00 payable in the Business Office.

In addition to preparing students to take the SAT or ACT, WCS has also provided a program that teaches students what they should be doing to prepare for college in accordance to the grade of the student. College Ed, published by the College Board, is a program that begins in 7<sup>th</sup> grade and continues every year through 12<sup>th</sup> grade. The program teaches grade appropriate lessons that emphasize what each student should be doing to prepare for college. A family handbook is also sent home to the parents to help guide the parents through this process. This is also provided to the students at no additional cost.

[Students must take the SAT and/or ACT before graduation and have their scores reported directly to WCS(#443459).]

The Director of Guidance would like to meet with every 11<sup>th</sup> grade student and their parent regarding the student's choice of college and preparation towards that goal. This meeting should take place no later than the last school day in April.

### **Attendance and Absenteeism** **Legal Attendance Requirement**

Every child who is at least six years of age and not more than nineteen years of age on September 1<sup>st</sup> is required by Texas Law to attend school for the legally required number of days each year unless they already are a high school graduate.

All students, including Kindergarten, must be regular in attendance, although provisions have been made to excuse students for necessary absences, with limitations. Consistent attendance is vitally important for success at Westbury Christian School, and missing class for any reason puts a student at a disadvantage. Parents should attempt to minimize absences as much as possible.

Students who are absent from school as a part of a group of students who choose not to come to school (i.e. "skip days," etc.) will be treated as if they had left school from campus and disciplined accordingly. Parents may not authorize students to skip school.

**SPECIAL NOTE:** If a student is unable to participate in a class due to being absent for **NINE** or **MORE** class periods of a subject during a **SEMESTER** for **ANY** reason, whether excused or unexcused, he/she will **NOT** receive credit for that class without the approval of the Board of Trustees. Parents must assume the responsibility of providing proper documentation in support of the request for credit despite excessive absences to the administration, for review by the Board of Trustees.

### **Excused Absences**

Any child not exempted from compulsory school attendance may be excused, as provided by this section, for temporary absence resulting from personal sickness, sickness or death in the family, quarantine, weather conditions, substantiated court appearances, or other approved and verifiable causes.

A note from home with a parent's/guardian's signature explaining the absence must be brought to the receptionist in Mundy Hall upon the student's return to school. The note should contain (1) the student's name, (2) the date the note was written, (3) the date(s) of the absence(s)/tardy(ies), and (4) the reason for the absence(s)/tardy(ies). The reason for an excused absence/tardy must be **STATED IN WRITING AND SIGNED BY THE PARENT OR DESIGNATED GUARDIAN**. Excuse notes will not be accepted after the second (2<sup>nd</sup>) day following the date of the student's return to school. The absence will be considered **UNEXCUSED** if an acceptable note is not presented within two (2) school days after the date of the student's return to school following the absence.

The person discharging the duties of Attendance Officer may investigate any case in which an excused absence is requested.

Absences classified as EXCUSED at Westbury Christian School are those that may arise due to the following causes:

- a) Personal illness or illness within the family.
- b) Death within the family or pre-approved attendance at a funeral.
- c) Emergencies that may arise such as auto accidents or transportation breakdowns.
- d) Necessary medical or dental appointments that cannot be scheduled during non-school hours.
- e) Approved travel activities, or family trips (need to be approved by the appropriate Principal TWO WEEKS prior to leaving school).
- f) For absences for college visits to be excused, the student must have previously obtained written permission from the Upper School Principal prior to missing school and must provide documentation, on college letterhead or a pre-printed form, from the college verifying that a campus visit occurred on the date that was requested and approved for a college visit.

**MAKE UP WORK FOR EXCUSED ABSENCES:** A student will have two days to make up class work following an excused absence. Due dates for make-up work resulting from multiple day excused absences will be assigned by the Upper School Principal and communicated to the student by the classroom teacher(s). Students are responsible for securing a list of assignments missed and for turning them in on time; teachers have no responsibility to pursue the student to see that the work is completed, and if make-up work is not turned in on time, the student may receive a zero on that work. Make-up tests and quizzes should be taken within two school days after the student's return to school, subject to any extension granted at the discretion of the appropriate Principal. Any test that was scheduled prior to an excused absence and given on a date after the excused absence must be taken as scheduled, unless the student obtains permission from the teacher or the Upper School Principal to delay taking the test as a result of the excused absence.

### **Unexcused Absences**

Examples of Unexcused Absences are:

- a) Absences not listed in the Excused Absence section.
- b) Absences requiring prior notice for which no prior notice was provided.
- c) Absences due to shopping, visiting, personal business, or being kept home for "family convenience."
- d) Leaving class without permission.
- e) Leaving campus without permission, skipping classes, truancy, or suspension.
- f) Absences due to oversleeping, correcting appearance to comply with dress code.
- g) Normal traffic problems.
- h) Staying out of school to complete homework assignments.
- i) Absence from class due to tardiness that is not excused.

**MAKE-UP WORK FOR UNEXCUSED ABSENCES:** Unexcused absences, in addition to any possible disciplinary action, are subject to the following:

- a) Daily Work - Students will not receive credit for work scheduled for that school day. A zero will be recorded for each subject affected.
- b) Tests and quizzes missed may be made up at the discretion of the Upper School Principal.

Assignments given prior to a student's unexcused absence will still be due on the date announced. Unexcused absences will not delay due dates, and students should realize their responsibility upon returning from an unexcused absence. Additionally, tests announced prior to an unexcused absence must be taken as scheduled. In no case will an unexcused absence be used as a measure to delay previously announced tests or assignments.

### **Professional Appointments**

If possible, appointments with doctors, dentists, and other professionals should be scheduled before or after school, or on Saturdays or holidays. The procedure for leaving school for professional appointments, if it should be absolutely necessary, is as follows:

1. The student presents a written request to the Receptionist in Mundy Hall from parents or legal guardian before school on the day of the appointment.
2. Unless the student drives to school and is authorized to sign him/herself out, the person picking up the student must sign the checkout sheet in the office.
3. Upon returning to school, the student must sign back in with the Receptionist in Mundy Hall and go to the appropriate office to be readmitted to class.

4. Students whose parents have authorized them to drive to and from school and to sign themselves out during the school day do not need to be picked up for appointments; they will be permitted to sign themselves out and back in for travel to professional appointments.

#### **Lower School Campus Restrictions**

For the safety and welfare of our students, the Westbury Christian Lower School operates a closed campus. This means that NO student may leave the campus without valid, written permission. No student will be permitted to leave school, except with a parent or legal guardian, or other designee who is listed on the enrollment forms. Students must be signed out in the Elementary Office.

If the name of the person picking up a student is not listed on enrollment forms, a note must be sent to school prior to the scheduled departure. The note must contain the signature of the parent or guardian and information identifying designee before school personnel will grant permission to the student to leave campus. The designee may be asked to show identification.

#### **Lower School (K-4<sup>th</sup>) Partial Day Absences**

A student may not participate in a co-curricular event or activity unless the student is present for at least three and one-half hours during the day of the event.

Arrival after 10:00 a.m. counts as a one-half day absence. Arrival after 11:15 a.m. counts as a full day's absence. For students signing out and back in for appointments, the amount of time actually at school will determine the tardy, ½ day or full day absence status.

#### **Upper School Partial Day Absences and Eligibility**

A student may not participate in any co-curricular event or activity unless the student is present for at least four (4) regularly scheduled class periods during the day of the event, which includes travel time to the place of the event before the end of the school day. The only exception to this policy is an absence due to excused medical, dental, or legal reasons. The student must present an excused slip signed by the doctor, dentist, or court official to the office upon returning to school.

#### **Lower School Tardy to School**

School begins each day as follows: PK-1<sup>st</sup> at 8:30 a.m.; 2<sup>nd</sup>-4<sup>th</sup> at 8:00 a.m.; 5<sup>th</sup>-6<sup>th</sup> at 7:40 a.m. If a student arrives to school after this time they will be marked tardy. There are times when unforeseen circumstances and conditions are unavoidable, and cause a student to be tardy. All late arrivals will be marked as "Tardy". SPECIAL NOTE: Should a Lower School student (K to 6<sup>th</sup> grade) be tardy to school more than four times in a single six week's grading period a \$10 charge will be placed on the family's account for each tardy afterwards.

THE ENFORCEMENT OF TARDY RULES IS INTENDED TO TEACH THE IMPORTANCE OF PUNCTUALITY, CONSIDERATION FOR OTHERS, AND PRIDE IN SELF FOR TAKING RESPONSIBILITY FOR ONE'S ACTIONS.

#### **Upper School Tardy to School**

Unforeseen circumstances and unavoidable conditions can cause a student to be tardy to school. Such tardies are recorded as "excused" providing **WRITTEN VERIFICATION** that meets the requirements for verification for an excused absence is presented upon arrival at school. Tardiness without proper, written verification will be "unexcused." No notes will be accepted after the fact. Repeated, habitual and/or questionable tardiness, even if accompanied with "written verification," cannot guarantee an "excused" tardy. Students who are tardy to school more than 6 times in a six weeks, even if they have written excuses for those tardies, will have each tardy beyond 6 in a six weeks counted as an absence in that class for purposes of considering whether to award credit in that class.

Students will not be given credit for assignments missed due to unexcused tardies. On the fourth (4th) unexcused tardy in a semester (whether to school or to class, or any combination of the two types of tardies), the student will receive a detention. Every subsequent tardy during the same semester will result in an additional detention.

#### **Upper School Tardy to Class**

After the bell has sounded to start a period, students taking their seat in the classroom are TARDY. WCS students are required to exercise self-discipline when making choices for time usage. Developing organizational skills and setting priorities are a part of the educational process. Students have four (4) minutes passing time between classes.

Unless an Administrator excuses the tardiness, if students are tardy to class it is an unexcused tardy. Students will not be given credit for any quiz, test or assignments missed in whole or part due to their unexcused tardiness. On the fourth (4th) unexcused tardy in a semester (whether to class or to school, or any combination of the two types of tardies), the student will receive a detention. Every subsequent tardy during the same semester will result in an additional detention. Students who are tardy to a class more than 6 times in a six weeks, will have each tardy beyond 6 in a six weeks counted as an absence in that class for purposes of considering whether to award credit in that class.

## **STUDENT ACTIVITIES**

### **Eligibility for Student Activities**

Students representing the school in TAPPS sanctioned events, sports or other school related activities must be eligible under TAPPS rules. TAPPS defines academic eligibility as having passing grades in all subjects being taken, except one. Should a student be failing more than one class, that student shall be ineligible. Under TAPPS rules, eligible status may be regained by bringing grades to the passing level in all but one class after the passage of a two-week period of ineligibility following the issuance of six-week grades.

A student may not participate in any co-curricular event or activity unless the student is present for at least four (4) regularly scheduled class periods during the day of the event, which includes travel time to the place of the event before the end of the school day. The only exception to this policy is an absence due to excused medical, dental, or legal reasons. The student must present an excused slip signed by the doctor, dentist, or court official to the office upon returning to school.

The school reserves the right to limit student participation in any non-TAPPS sanctioned event, sport, or other school related activity, including clubs and student organizations, in accordance with its determination, in its sole discretion, concerning what level of participation, if any, is in the best interest of an individual student, taking into account their individual circumstances.

### **Student Organizations**

#### **National Honor Society**

To be nominated for membership in the Rowland Laxson Chapter of the National Honor Society, a student must be in grades 10-12 and have an overall average of 88 or above. Weighted equally in the selection process are the student's character, scholarship, leadership and service. If inducted, the student must maintain the qualities required in each of the above categories. A student must be enrolled one semester before being eligible for nomination for membership. A Faculty Committee reviews each candidate for membership. The National Honor Society induction may be held once in the fall semester, and once in the spring semester.

*NOTE: Students who have an average that falls below 88 for any grading period will be placed on probation for the next grading period. At the end of the probationary period a student either returns to good standing or they are removed from the organization. In the event a student is removed, they may reapply after a lapse of one semester following the removal.*

#### **National Junior Honor Society**

To be nominated for membership in the Jerry Cox Chapter of the National Junior Honor Society, a student must be in grades 7 or 8 and have an overall average of 88 or above. Weighted equally in the selection process are the student's character, scholarship, leadership and service. If inducted, the student must maintain the qualities required in each of the above categories. A student must be enrolled one semester before being eligible for nomination for membership. A Faculty Committee reviews each candidate for membership. The National Junior Honor Society induction is held once in the fall semester, and once in the spring semester.

*NOTE: Students who have an average that falls below 88 for any grading period will be placed on probation for the next grading period. At the end of the probationary period a student either returns to good standing or they are removed from the organization. In the event a student is removed, they may reapply after a lapse of one semester following the removal.*

#### **National Elementary Honor Society**

To be nominated for membership into the National Elementary Honor Society, a student must be fifth or sixth grade and have an overall average of 85 or above. Weighted equally in the selected process is the student's leadership, scholarship, service and responsibility. If inducted, the student must maintain the required standards. A student must

be enrolled for one semester before being eligible for nomination for membership. A faculty committee reviews each candidate for membership.

### **High School Student Council**

The High School Student Council consists of four officers: President, Vice President, Public Relations/Communications Coordinator and Business Manager, who are elected by the high school student body and are the Executive Committee of the High School Student Council, and members: one student in each homeroom for grades 9-12 who is elected by the homeroom to represent that homeroom on the Student Council.

The High School Student Council is responsible for representing the interests and concerns of High School Students to WCS Administrators. The Assistant Upper School Principal will be the sponsor of the High School Student Council.

The High School Student Council will also be responsible for administering the High School Student Court, which will have the responsibility of enforcing the Westbury Christian School Code of Honor in cases assigned to it by the Assistant Upper School Principal. The President of the High School Student Council will preside over the High School Student Court, and the Vice-President, or such other Executive Committee member as he shall appoint, will prosecute Code of Honor violations. The members of the Student Council shall serve as the jury in the trial of students on Code of Honor violations, determining whether any violation of the Code occurred and, if so, what punishment within the range of punishment authorized by the Upper School Principal should be assessed. The types of Code of Honor Pledge violations that may be referred to the High School Student Court include, without limitation, fighting and theft from other students. Any appeals of decisions by the High School Student Court go to the Upper School Principal, whose decision is final.

### **Middle School Student Council**

The Middle School Student Council consists of four officers: President, Vice President, Public Relations/Communications Coordinator and Business Manager, who are elected by the middle school student body and are the Executive Committee of the Middle School Student Council, and members: one student in each homeroom for grades 7 & 8 who is elected by the homeroom to represent that homeroom on the Middle School Student Council.

The Middle School Student Council is responsible for representing the interests and concerns of Middle School Students to WCS Administrators. The Assistant Upper School Principal will be the sponsor of the Middle School Student Council.

The Middle School Student Council will also be responsible for administering the Middle School Student Court, which will have the responsibility of enforcing the Westbury Christian School Code of Honor Pledge in cases assigned to it by the Upper School Principal. The President of the Middle School Student Council will preside over the Middle School Student Court, and the Vice-President, or such other Executive Committee member as he shall appoint, will prosecute Code of Honor violations. The members of the Middle School Student Council shall serve as the jury in the trial of students on Code of Honor violations, determining whether any violation of the Code occurred and, if so, what punishment within the range of punishment authorized by the Upper School Principal should be assessed. The types of Code of Honor Pledge violations that may be referred to the Middle School Student Court include, without limitation, fighting and theft from other students. Any appeals of decisions by the Middle School Student Court go to the Upper School Principal, whose decision is final.

### **Class Officers**

Each class will elect four class officers: President, Vice President, Secretary and Treasurer. Class Officers are separate from the Student Council and are responsible for class activities and functions. In electing Class Officers, students should look to those persons who have exhibited outstanding character and leadership abilities with above average achievement.

### **Elections for Student Council Officers, Honor Society Officers, and Class Officers**

All Student Council officers, Honor Society Officers and Class Officers are elected at the end of the second semester of each school year to serve the following school year. These elections are scheduled, coordinated, and supervised by the office of the Assistant Upper School Principal. Student Council Officers, National Honor Society Officers and class officers serve one-year terms.

To qualify to run for any position on Student Council, Honor Society Officer or any Class Officer, the following school requirements must be met:

1. A minimum cumulative GPA of 2.0.
2. Average conduct grades for the current year of “S” or better.
3. No assignment to Saturday Schools or suspensions in the current school year.

Additionally, Officers of the Student Council, Honor Society or Class Officer must have attended Westbury Christian School for at least one full semester prior to their election. All members of the Student Councils, and Class Officers must maintain a current GPA of at least 2.0 and a minimum of an “S” average in conduct.

### **Elections for Student Council Members**

All Student Council members are elected during the first six weeks of each school year. These elections are scheduled, coordinated, and supervised by the office of the Assistant Upper School Principal. Student Council members serve one-year terms.

To qualify to be elected a Student Council member, the following school requirements must be met:

1. A minimum cumulative GPA of 2.0.
2. Average conduct grades for the prior year of “S” or better.
3. No assignment to Saturday Schools or suspensions in the preceding school year.

Additionally, Student Council members must have attended Westbury Christian School for at least one full semester prior to their election. All members of the Student Councils and Class Officers must maintain a current GPA of at least 2.0 and a minimum of an “S” average in conduct.

### **Community Service and Students Activities Programs**

Westbury Christian School believes that all high school students should have educational experiences outside the classroom that will compliment their academic program. WCS seeks to prepare students for the practical matters of life. Therefore, WCS subscribes to the philosophy that all students should be involved in activities outside the classroom that will develop interpersonal skills. There are two separate programs that high school students are required to participate in successfully in order to graduate: a Community Service Program and a Student Activities Program. A student’s performance in Student Activities will be reported as Pass/Fail item, but it will not affect a student’s grade point average (GPA), although it will appear on the students’ permanent transcripts. A student’s performance in Community Service is reported by the hours complete on the report card and transcript. Students who fail either of these requirements for the year will have to make satisfactory arrangements to make up this failure, just as they would if they had failed an academic class.

#### **Community Service Program**

High School students are required to satisfy the community service requirement for each year that they attend WCS. The students must do community service for a non-profit organization. To pass Community Service, a student must complete twenty (20) hours of community service each year. Up to twenty (20) hours of community service may be performed in the summer prior to a school year to satisfy the next school year’s community service requirement. The satisfactory completion of community service must be evidenced by acceptable written confirmation of the total number of hours of service during the year, which is done by turning in a completed form(s) that is available in the Secondary Office to the Director of Guidance. This service can be verified by church leaders (i.e., a youth minister certifying that a student spent hours assisting senior citizens, cleaning up a neighborhood, etc.), charitable organizations (i.e., Boy Scouts, Red Cross, etc.), or approved WCS school personnel (for work that students have been invited to participate in on a first come, first served basis to earn credit for school service). For report card purposes, community service hours are reported by semester, with the total hours for the school year shown on the final report card and the transcript for the whole school year.

To receive credit for community service in a specific six weeks, the appropriate verification form must be turned in prior to the end of that six weeks grading period. Verification forms that are turned in after the end of a six weeks will be credited to the following six weeks. Forms that are turned in following the last six weeks in a year will be credited to the next year. Any failure in the community service and student activity requirements is treated like the failure any other class in that the failure must be made up outside of the regular year (i.e., during the summer). *Service projects and activities that are undertaken as part of a class, club or team activity cannot be counted toward fulfillment of the community service requirement. Work done during school hours as an office aide or in any other capacity cannot be counted toward fulfillment of the community service requirement.*

#### **Student Activities Program**

All WCS high school students are required to participate in the Student Activities Program to earn their diploma for High School graduation. Students may fulfill this requirement by being involved in the following:

Any varsity (or J.V.) sport	Cheerleading
Drama Productions	Performing Chorus
Yearbook Staff	Performing Band
Academic Competitions	Other activities as approved

*Merely paying a fee for a sport or other extracurricular activity will not guarantee student activity credit for that extracurricular activity.*

There are requirements and limitations on each activity that will be detailed at the appropriate time, including auditions/tryouts for various athletic and fine arts activities. The Interact Club, which is a service club associated with The Rotary Club that engages in service projects throughout the school year, is limited to thirty-two (32) students: eight (8) students each from the Sophomore, Junior, and Senior classes (with preference being given to those students who were active in the Club the preceding year), with the remaining spots being filled on a first come basis. Additionally, members of the Interact Club may be required to participate in service projects and/or community based service.

The passing or failing grade will be assigned by the sponsor of the activity, based on the requirements set out by the sponsor for the activity in which the student is involved. If a student is not involved in any acceptable student activity, they will receive a failing grade, and if a student receives failing grades for two six weeks in a semester, then they will receive a failing grade.

### **Athletic Activities**

**A current physical must be on file and athletic fees paid before participation can take place.** Students must maintain academic eligibility and understand the importance of sportsmanship and teamwork. A student may not participate in any co-curricular event or activity unless the student is present for at least four (4) regularly scheduled class periods during the day of the event, which includes travel time to the place of the event before the end of the school day. The only exception to this policy is an absence due to excused medical, dental, or legal reasons. The student must present an excused slip signed by the doctor, dentist, or court official to the office upon returning to school.

### **Religious Activities**

#### **Lower School Bible Classes**

Daily Bible classes are a requirement for students at Westbury Christian School. Bible classes are treated the same as any academic course. The New International Revised Version (NIRV) of the Bible is used as the textbook in Bible classes. Daily class work, homework assignments and memory work will be from the NIRV.

#### **Upper School Bible Classes**

Daily Bible classes are a requirement for students at Westbury Christian School. Students are required to pass Bible classes as a prerequisite for graduation. Bible classes are treated the same as any other academic course. The New International Version (NIV) of the Bible is used as the textbook in all Bible classes. Daily classwork, homework assignments and memory work will be from the NIV. Bibles may be purchased in the Wildcat Store.

#### **Lower School Chapel**

Students meet daily for Chapel in K3 – 4<sup>th</sup> grade and two times each week in grades 5 and 6. Chapel consists of Christian devotionals that include scripture reading, singing, prayer, and devotional talks. Chapel attendance is required. Parents and family members are always welcome to attend.

#### **Upper School Chapel**

Regular Chapel meets every Tuesday and Thursday. Chapel consists of Christian devotionals that may include scripture reading, singing, prayer, and inspirational talks. Guest speakers at times are invited to present Biblically based ethical and moral viewpoints on issues facing today's youth. Chapel attendance is required. Parents and friends are welcome at their convenience.

### **Religion on Campus**

Westbury Christian School is an educational institution that is dedicated to striving for the best on behalf of its students in academics, activities programs, and spiritual nurturing. The faculty and staff are all committed Christians. Students who choose to attend WCS should acknowledge eternal hope and pledge themselves to contribute to a school environment that will assist them and others in realizing that hope.

### **Campus Spiritual Life Leader**

The WCS Campus Spiritual Life Leader focuses on activities that nurture students in their awareness of their spiritual nature and provide opportunities for spiritual growth. He counsels one-on-one with students, teaches Bible classes, conducts on off-campus retreats, leads Upper School Chapel programs, and works with students in related community service projects and club and class activities. Their duties are student centered and generally campus related.

### **School Chaplain**

WCS also has a School Chaplain, whose ministry is primarily to nurture and provide spiritual support for WCS families. His responsibilities include ministering to the needs of our families in times of crisis, family counseling, and Bible study. He is available to families both on campus, in the home, at hospitals, at funeral homes, and any other place where he can be of assistance.

## **STUDENT SERVICES**

### **School Calendar, Announcements, and Bulletins**

The master calendar of all school activities is maintained by the Executive Administrator's office. Any changes in the calendar must have the approval of the Administration.

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced daily. Daily Announcements are posted on RenWeb as Secondary Announcements and then posted for review at the Secondary office. A calendar for the current month is also available on this site. Special notices are posted on bulletin boards or in appropriate areas throughout the school. The office of the Upper School Principal must approve all posters, signs, banners, announcements, invitations, etc.

### **School Closings**

If classes are cancelled due to bad weather or other reasons, an announcement will be made on the local, major TV network news programs, posted on the school website and on RenWeb and a phone and text message will be sent out.

### **Lockers and Locks**

A hallway locker for books and personal items is provided by the school and assigned by the school office for students in 5<sup>th</sup> through 12<sup>th</sup> grades. Students are not permitted to change lockers unless they have permission from the appropriate principal and the change has been recorded in the school's records. Gym lockers are available for PE students during their respective class periods, but for security reasons access to the locker rooms may be restricted other than during the changing times at the beginning and end of PE class periods. Except in the case of students who are playing on a school team during the season or are assigned to an athletic period, locker room lockers are to be used only during the student's PE period; the locker room lockers are not to be used as a second hallway locker. The school provides a lock for the hallway locker. Students must use locks provided by WCS for hallway lockers. Students taking PE classes, assigned to an athletic period, or playing on a school team during the season are assigned a school lock for use on a locker in the appropriate locker room. Replacement locks are available in the school office at a price of ten dollars (\$10.00).

### **School Locker Policy**

Westbury Christian School has adopted a policy with regard to the use of student lockers:

1. Every student is responsible for the contents of his or her own locker and may not permit any other student to use the locker. Students are strongly encouraged not to bring ANY items of value to school. Anything found in the locker will be the responsibility of the student to whom the locker is assigned. If a student's locker is not locking correctly, it is the student's responsibility to fill out a repair order request in the Secondary office so that any needed repairs can be made promptly.
2. Only the following items may be kept in the locker:
  - a. clothing necessary for gym class and/or non-school outerwear
  - b. necessary hygiene items
  - c. school-related books and supplies
  - d. electronic devices not permitted in classrooms during school hours.
3. Students should not bring to school any items that cannot fit into their hallway locker. Items that are left on top of lockers, under lockers, or in the hallway may be periodically placed in the Lost and Found storage area during routine cleaning of the halls and

locker area.

4. No lock other than a school-supplied lock may be used.
5. No medicine may be kept in lockers. All medicine (including over the counter medication, etc.) must be stored with the Clinical Aide and administered by school personnel.
6. Illegal item(s) cannot be kept in a locker.
7. Individual lockers are subject to random search at any time. There is no “right to privacy” with regard to school lockers, including those in dressing/locker rooms.

Violation of this policy may result in a school-imposed penalty. Any illegal item(s) found in school lockers may be turned over to the proper law enforcement authorities.

#### **Lower School Lost and Found**

A “Lost and Found” area is located by the Lower School Office. Students are asked to check there if an article of clothing or other belongings have been misplaced. Unclaimed articles are disposed of on a monthly basis. It is suggested that removable clothing be labeled, especially jackets and sweaters.

#### **Upper School Lost and Found**

A “Lost and Found” area is located near the high school office. Students should check Lost and Found if a backpack, article of clothing, or other belongings have been misplaced or are missing. Unclaimed articles in Lost and Found are cleaned out at the end of each semester. To assist in identification, backpacks, clothing, books, and other personal items should be labeled with the student’s name.

#### **Chemical Philosophy Statement**

Westbury Christian School seeks to enroll students who, with the support of their parents, pledge to remain drug, tobacco, and alcohol free. Recognizing that parents bear the major burden of directing the development and behavior of their child, WCS seeks and supports families who want a chemical-free life-style for their children.

Westbury Christian School students are not permitted to use, sell, purchase, or possess tobacco products, alcohol, or any other illegal and/or mood-altering substance on campus or off campus that is in any way related to school sponsored activities. In the case of any illegal drugs, students are not permitted to use, sell, purchase, or possess such drugs at any time, whether on or off campus, and without regard to whether there is any relationship to school sponsored activities. In order to assist in the implementation of this philosophy, the school may use contraband sniffing dogs to conduct random searches for contraband on the campus of Westbury Christian School and/or at school sponsored activities, and these searches may include student driven vehicles, lockers and any and all personal possessions that students have with them at school. Westbury Christian School may require a student to take a drug test at any time during regular school hours, at the expense of the parents, not to exceed one test per six weeks. Westbury Christian School may require a student to take an alcohol breathalyzer test at any time on campus or off campus at student activities, at the expense of the parents. Should the breathalyzer test prove positive for alcohol, parents have the option, at their expense, to have a blood alcohol test administered within one hour. The decision to require a drug and/or alcohol test shall be at the sole discretion of school administration.

#### **Contraband Detection**

Westbury Christian School may contract for the services of a contraband detection service that uses trained dogs to locate substances that students are prohibited from possessing on the campus, including, without limitation, illegal and legal drugs (including prescription and over-the-counter medications not turned in to the Clinical Aide), firearms, and explosive devices. Trained dogs search school lockers, vehicles parked on school property, the personal possessions of students in classrooms, and various other areas on the campus. Students are responsible for those items that are in their possession or in their vehicles parked on school property. Westbury Christian School recognizes no “right of privacy” with regard to anything that students bring onto the campus of the school. In the event a search locates prohibited materials, the student is subject to discipline in accordance with the provisions stated in the Conduct Code Infractions and Disciplinary Procedures section of this handbook. If any suspected illegal substance is detected, it will be field-tested by the detection service, and their determination that a suspicious material is an illegal substance is final. **If an illegal substance is located in a student’s vehicle, locker, and/or personal possessions, the student will be required to take a drug test (at the expense of the student’s parent(s)/guardian(s), using a testing facility and test(s) selected by the school.** If the test confirms that the student has been using illegal drugs, the student will be expelled from school. If the test is negative, the student will be disciplined for the possession of an illegal substance on school property. If there is evidence that the student is involved in providing illegal substances to others, the student will be expelled from school. **It is imperative that students not permit others to use their vehicles, lockers, and/or personal possessions to transport or hold illegal**

**substances. The school may provide information and/or materials taken from students to the appropriate legal authorities, and in such cases the school will cooperate with those legal authorities in the prosecution of any charges that might be brought against a student.**

#### **Office Telephones**

Office phones are for school business only. Students should not expect to use office phones. Upper School students may be allowed, in the sole discretion of the school, to use the Mundy Hall reception phone. In such cases, fifty cents (50¢) will be charged to the student's account. Office staff will take messages for students during the day, but will not call them out of class except for emergency conditions. Lower School students may use the office phone in the Lower School Office only.

#### **Lower School Playground**

Students in kindergarten through 6<sup>th</sup> grade often take advantage of the WCS Lower School playground. We are proud of the facility and are pleased to see the children enjoy it so much. At all times, on the playground, we ask the following of the students:

#### **Playground Rules**

1. To play on the swing, your seat must remain in the seat of the swing at all times. No twisting or jumping out of the swings.
2. There is to be only one person on each swing at a time, and no pushing of students on the swing is allowed. Stay away from the swing area if you are not swinging.
3. The only direction to go when on a slide is down, feet first, and seated on your bottom. Only one person is to go down the slide at a time. Exit the slide at the bottom.
4. There is to be no running or playing chase on or around the bottom of the main play structure or the swings.
5. Jumping off the main play structure or swings is not allowed.
6. There is to be no standing or sitting on the top of the bars of the main play structure.
7. No throwing balls up against the building.
8. Don't climb on any poles in the courtyard area.
9. No food, drinks, or chewing gum allowed on the turf at anytime.

#### **Breakfast**

Beginning at 7 a.m., a breakfast meal supplied by SAGE Dining is available. Students must purchase breakfast in sufficient time to get to class at the beginning of the school day without being tardy. Meal tickets for breakfast must be purchased in the business office. Cash transactions are not available for breakfast. If the student loses the meal ticket, it will not be replaced.

#### **Lunch**

WCS will be using SAGE Dining food service to provide lunch to all students. The cost is added to your monthly tuition and collected through FACTS. SAGE offers healthy food choices and is all you can eat. SAGE Dining provides hot plate lunches, a salad bar, a soup bar and a deli bar. Cash transactions are not available for breakfast.

#### **Lower School Lunch Rules**

Students are asked to enter the lunchroom in an orderly manner. Students are responsible for leaving the tables, chairs, and floors clean of food and trash. Lunch is provided to all students through SAGE Dining. If you choose to send a lunch with your child, please do not send carbonated drinks or microwave popcorn packets. Only students in grades 5 & 6 are permitted to use the vending machines at lunchtime without prior teacher approval. However, this privilege may be revoked at any given time by the school's administration if deemed necessary.

#### **Upper School Lunch Rules**

Parents wishing to have parties for their children and/or other students that involve food to be served in the Lunch Room, other than birthday cupcakes, cake, cookies, and/or ice cream and related drinks, must schedule and have the party approved in advance by the Assistant Upper School Principal.

### **Appearance/Environment**

Students are responsible for helping keep the school clean of litter. This is especially helpful as it applies to the cafeteria. Students are to clean their eating area before leaving the cafeteria.

### **Lower School Book Replacement**

Students are accountable for lost or damaged textbooks that have been assigned to them. Replacement costs are based on current prices. A new book will not be issued until the lost one is paid for in full.

### **Upper School Book Replacement**

Although WCS charges a "Book Usage" fee, it is not sufficient to cover the cost of lost or damaged books. Books are issued to students in good or better condition and it is the student's responsibility to care for the books properly. Therefore students are responsible for lost or damaged textbooks that have been assigned to them. Replacement costs are based on current book prices. A replacement book will be issued/ordered when payment is received for the lost/damaged book.

### **First Aid and Illness**

If a student is involved in an accident or becomes ill at school, the parent/guardian has given permission in the "Enrollment Contract" to allow school personnel to administer emergency first-aid until professional help can be accomplished, and/or parental/guardian instructions have been received. Westbury Christian School employs an individual as a Clinical Aide, but this individual is not necessarily licensed as a R.N or L.V.N.

If a student has fever, the temperature must register 100° F before parents or guardians are notified. Requests for alternative procedures must be made in writing and on file in the school office. Sick students will not be allowed in class for the health and safety of all other students and staff, including any of the following:

- 1) ANY fever 100 degrees or greater during the 24 hours prior to attendance or occurring at school. (If fever occurs during school fever reducing medication MAY be given if written consent is on file in the clinic, but student must be removed from school as soon as possible)
- 2) Diarrhea (Very loose or watery) with 2 or more episodes and some cramping
- 3) Vomiting with 2 or more episodes depending on the amount, content, and cause.
- 4) Severe coughing, difficult or rapid breathing (example: asthma/allergy attack).
- 5) Communicable disease (suspected pink eye, ringworm, measles, mumps, rubella, Chickenpox, poison ivy, poison oak, unusual spots or rashes or infected skin patches, flu, etc.) Any student sent home with suspicion of any of the above named diseases or conditions will NOT be allowed in class without a medical evaluation and a statement from a doctor containing the diagnosis and that the student is under treatment and no longer contagious.
- 6) Severe itching of the scalp or body (may be symptoms of lice or scabies) student will not be allowed in class until treated and is nit free.
- 7) Unusual behavior: cranky, listless, general discomfort, or just seems unwell.
- 8) Illness requiring greater need for care than staff can provide.
- 9) Injury requiring more treatment than First-Aid.

An ill student should be removed from the school premises as soon as possible. The school will cooperate with the home in any way in administering comfort to the student. If your child has a communicable disease, please inform the School immediately. We ask your cooperation in this area as it is for the benefit of our students and staff that we enforce these guidelines.

### **Upper School Clinical Access Rules**

To maintain order and track the whereabouts of students, except in cases where circumstances make it impossible, students must have a Clinic Referral Form before going to the Clinical Aide's office. If a student first determines that it is necessary to go to the Clinical Aide between classes, the student must first go to the teacher whose class they are

next assigned and get a Clinic Referral Form to take to the Clinical Aide's office or he/she may be considered out of class without authorization.

Students who are not feeling well are allowed to rest in the Clinical Aide's office for up to twenty (20) minutes. The Clinical Aide then determines whether the student is able to return to class. Students who are not able to return to class after twenty (20) minutes of rest in the Clinical Aide's Office must be picked up by parents and taken home as soon as possible.

### **Medications**

Westbury Christian School will supply the following over-the-counter medications on an as needed basis through the clinic: Tums, Hall's Menthol-eucalyptus cough drops, Tylenol, Motrin, Imodium AD, Midol, and Vicks/Chloraseptic throat spray. These medications WILL NOT be dispensed, however, if a WRITTEN CONSENT FORM is not on file in the school's clinic.

Over-the-counter medications not listed above will be administered to a student by school personnel ONLY if:

1. The parent/guardian has completed a Medication Consent Form supplied by the school. This form is obtainable either at the main receptionist's desk in Mundy Hall or the school's clinic.
2. The medication is provided to the school in its original container and labeled on the outside with the name of the student to whom it is to be given.

ASPIRIN OR ANY MEDICATIONS CONTAINING ASPIRIN OR ANY DERIVATIVE OF ASPIRIN, WILL NOT knowingly be dispensed to any student under the age of 18. This is a recommendation from the Committee of Disease Control due to the incidence of Reye's Syndrome (a disease that affects the liver and the brain).

PRESCRIPTION medications will be dispensed by school personnel ONLY if:

1. The parent/guardian has completed a Medication Consent Form supplied by the school. This form is obtainable either at the main receptionist's desk in Mundy Hall or the school's clinic.
2. The medication is provided to the school in its original prescription container, properly labeled by a registered pharmacist with the name of the student to whom it is being given to, the doctor's name, dosage amount, time of administration, and expiration date all clearly labeled on the outside cover of the container.
3. The medication is not to be taken to and from the school daily. The parent should ask the pharmacy to provide a second container, which should contain ONLY the amount of medication to be administered at school.

All approved medications will be kept and dispensed by designated school personnel. All medications provided by the parent/guardian should be picked up at the end of the school year or they will be destroyed.

The student or teacher may keep asthma inhalers and Epipens but these items must also have a Medication Consent Form on file in the clinic.

Medications sent in plastic bags will not be administered and must be picked up by the parent/guardian or it will be disposed of.

### **Reporting Child Abuse**

As required by law, Westbury Christian School recognizes and will exercise its responsibility to report suspected cases of child abuse, neglect, or concern for a student's welfare to the Harris County Children's Protective Service.

### **Bicycles**

Bicycles are to be kept in the rack provided near the entrance to Mundy Hall. Bicycles should be locked in the rack upon arrival at school, and left in the rack until time to leave school. They are not to be ridden during school hours. For the owner's protection, students with bicycles should not permit other students to ride their bicycles.

### **Student Drop Off and Pick Up, Parking, and Student Vehicles**

The school does not assume any responsibility for student transportation to and from school. In order to have as safe a traffic control plan as is reasonably possible, all vehicles on school property, including the parking lot and in drop off and pick up areas, are subject to regulation by the school. Parents and students who drive to school are to respect the assigned parking spaces for faculty and staff members and not block them from access. Failure to follow the directive of authorized school employees and/or visible parking restrictions, including without limitation, unsafe driving, speeding, blocking traffic lanes, illegal parking, and failing to display a valid parking permit, may result in

the issuance of traffic tickets and fines being levied against violators. Any such fines will be added to the appropriate student, family, or employee account.

### **Morning Drop Off Procedures**

Lower School parents may drop off students on the north side of the building. Traffic flows from a west to east direction only. Parking along this side is not allowed between 7:30 and 8 a.m. Parents wishing to walk in with their children must park on the south parking lot side of the building during this time frame. Upper School parents may drop off students on the south side of the building. Traffic flows from an east to west direction in two lanes. The drop off lane is for the immediate unloading of students only. Parking in this lane is not allowed between 7:15 and 8:15 a.m. Parents wishing to walk into the school must park in the parking lot. The second lane is for drive thru access to the parking lot. At no time should there be three cars wide in this drop off area.

### **Afternoon Pick Up Procedures**

The north drive through the side of the complex is for the pick up of Lower School students at dismissal time. Teachers will help load children into the cars starting at 3:30 p.m. Traffic flows in a west to east direction through the pick up zone. Only parents and those waiting to pick up elementary students may form a vehicle line in the south lane on this side between 3:10 and 3:30 p.m. Please do not leave your vehicle or leave your motor running. If parents wish to escort children from the classrooms, they must park on the south parking lot side of the complex. Upper School parents may pick up students on the south side of the building. Traffic flows from an east to west direction in two lanes. The pick up lane is for the immediate loading of students only. Parking in this lane to wait on a student to exit the school is not allowed. Parents wishing to walk into the school must park in the parking lot. The second lane is for drive thru access to the parking lot. At no time should there be three cars wide in this pick up area.

### **Student Driven Vehicles**

Students who drive vehicles to and from school are required to register their vehicles with the school office and display a parking permit. Students who drive vehicles to school must register their vehicles in the Secondary Office and obtain a parking permit that must be displayed when the vehicle is parked on the campus. To receive the parking permit, the student and his/her parents/guardians must complete a Consent For Student Use of Parking Facilities and provide copies of the student's driver's license and proof of insurance. Vehicles are to be registered during the first week of classes, or as soon thereafter as a student begins to drive to school. There is no charge for registration, but a \$10 refundable deposit is required to guarantee return of the parking permit. The student and parent(s)/guardian(s) must sign a Consent for Student Use of Parking Facilities, which is available from the receptionist in the Secondary Office, before students are permitted to drive a vehicle to school and park on the school grounds.

Students are to park their vehicles only in the second, third and fourth rows from the school building in the portion of the parking lot that is adjacent to the school building. Students may not return to their vehicle until school is dismissed. Administrative approval is required for a student to go to his/her car during the school day. Sitting in the vehicle during the school day is not permitted. Speed limits, traffic patterns, and safety are to be observed at all times. The careless operation of vehicles is justification for not only school issued tickets, but also the denial of driving privileges. Two-wheeled, motorized vehicles are not approved for school transportation. Please respect the assigned parking places of staff and personnel.

**Students may not drive other students to or from school activities occurring during school hours without written permission of both students' parents, and such permission must state the name of both the driver and the passenger.**

### **Hall Passes**

Teachers issue a Hall Pass when a student leaves the classroom. The time of departure will be noted. The receiving teacher must sign the Hall Pass, and it is to be returned to the teacher who issued it. It is the student's responsibility to see that he/she has a proper Hall Pass. Students who are out of class without a Hall Pass may receive a detention.

### **Extended Care**

Extended Care service is offered by Westbury Christian School as a convenience for working parents, in an effort to provide reasonable safety and supervision in after school care at a minimal cost. Before school begins, Lower School must check in with the extended care teachers between 7:00 and 7:25 a.m. **Upper School** students may arrive at school beginning at 7:00 a.m. and must stay in the second floor hallway, unless they are under the direct supervision of a coach or teacher. Students are required to be in Extended Care, if they remain anywhere on campus after 3:45 p.m., from 3:45 p.m. until 6:00 p.m. or until a parent or guardian picks them up. The only exceptions to this mandatory requirement are (1) if the student is under the direct, physical supervision of a coach, teacher, or other staff

member because the student is a participant in a school related co-curricular activity or (2) if the student is employed in some way by the school. Use of the Extended Care service **is not** an option, but rather mandatory for all students who remain on the campus of WCS after 3:45 p.m. and are not covered by one of the two exceptions mentioned. **Students are not permitted to leave campus before 3:45 p.m. and then return to campus at a later time to be picked up on campus. If a student is to be picked up on campus after school, the student must go to Extended Care at 3:45 p.m. and wait for their ride to come and pick them up.**

#### **Cost**

Fees are charged at the rate of \$2.50 per half-hour, or any part of a half-hour. Parents are billed by the 5th of the month, with payment due by the 15th. All Business Office rules for timely and correct payment apply.

**Violation of the 6:00 p.m. deadline for pick-up, results in charges of \$2.50 per each minute of time exceeded.**

Examples: 6:01 - 6:05=\$12.50

6:06 - 6:10=\$25.00

#### **Procedures**

A bell rings at 3:45 p.m. every school day, and it is the student's responsibility to be in Extended Care or off campus at the time that bells rings, unless one of the exceptions set forth above is applicable. Passes allowing a student who is in Extended Care to go to the secondary computer lab or the library must be signed by one of the student's teachers and presented to an Extended Care worker before the student can obtain permission to use these resources after 3:45 p.m. Appropriate Extended Care workers may permit students to attend WCS athletic contests occurring on the grounds of WCS, but this is a privilege, not a right, and permission may be denied by Extended Care workers for any reason, which will be determined at the sole discretion of Extended Care personnel. These procedures allow the Extended Care staff to make reasonable efforts to keep track of students remaining on campus after 3:45 p.m. As long as students remain on campus they are subject to extended care charges, whether they are in Extended Care, using school resources, or attending a WCS athletic event. **Students who are on campus after 3:45 p.m. and fail to report to extended care will receive a detention.**

Students waiting for rides where drivers arrive after 3:45 p.m. are required to attend Extended Care. Because of the accountability for, and safety of the students, we have NO other option. In order to assure that students are under the supervision of an adult, parents are requested to not instruct their student(s) to avoid Extended Care rules, regulations, and procedures. WCS will do its best to provide a safe environment for students in Extended Care, but it cannot supervise students who are avoiding adult supervision.

Parents must sign their child out from extended care. WCS staff otherwise are not authorized to sign a student out. K3 - 6th grade students MUST have an adult come in and sign out their student. 7<sup>th</sup> - 12<sup>th</sup> grade students may sign themselves out ONLY when their ride has contacted the receptionist in Mundy Hall and the student has been paged. Failure to follow this procedure will result in the denotation of DNS (Did Not Sign), being marked on the student's time card and the subsequent charging of services through 6 p.m. This practice is in place to provide accurate billing.

Once a student leaves campus after 3:45 p.m., they are not permitted to return to campus again that day, except for school events that begin after 6:00 p.m.

#### Additional Extended Care Discipline:

Parents will receive warning letters if students persist in disciplinary problems. Suspension and eventual expulsion from the Extended Care program are possible consequences. All decisions regarding suspension and expulsion will be made by either the Extended Care Director or the Lower School Principal.

#### Contract Activities:

A wide range of activities may be offered to students during afternoon extended care. Some occur as part of the fees charged for this service. Others involve a parent contract and additional fees with an outside agency. It is the sole responsibility of the parent/guardian for any damage or loss of property caused by the student to either the schools' or outside agencies' equipment or supplies.

### **STUDENT LIFE STANDARDS**

#### **Student Code of Honor Pledge**

Westbury Christian School seeks to provide quality education in a nurturing, Christian environment. Each student is encouraged to realize his or her full potential. An integral part of the educational process is the challenge to students

to accept responsibility for their commitment to personal integrity. Therefore, students attending WCS must sign and support the following "CODE OF HONOR PLEDGE" to enhance the quality of life on campus. Should any of the commitments made in this pledge be difficult for the student to affirm, the student should not enroll in WCS. Westbury Christian School exists in order to provide each student with the opportunity to acknowledge and respond through faith to the word of God while participating in an educational program which stresses academic, social, emotional, and physical development. If your child has a different philosophy of life, then your child may not be a good candidate for the student body at WCS.

### **Student Code of Honor Pledge**

As a member of the student body of Westbury Christian School, I desire to enhance the quality of the student body by pledging my support to the following CODE OF HONOR:

**I PLEDGE** to be truthful and respectful to teachers, staff members, and administrators at all times.

**I PLEDGE** not to cheat on classwork, homework, tests, or exams.

**I PLEDGE** to follow the rules and regulations in the Parent-Student Handbook and to actively encourage others to do the same.

**I PLEDGE** to honor God and classmates through respectful participation in chapel.

**I PLEDGE** not to use vulgar language, profanity, drugs, tobacco, or alcohol.

**I PLEDGE** not to be sexually promiscuous.

**BY MY SIGNATURE BELOW, I INTEND TO HONOR GOD, MY FAMILY, AND WESTBURY CHRISTIAN SCHOOL WITH MY BEHAVIOR, BOTH ON AND OFF CAMPUS, FOR AS LONG AS I AM ENROLLED AT THIS SCHOOL.**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### **School Community**

For Westbury Christian School to be a responsible community, all parents, students, and WCS personnel must respect the purpose for which the school exists. Being a member of the WCS community brings with it a commitment to specific regulations that, when respected, creates an environment of trust and achievement between constituents. Everyone must participate without reservation if they are to reap the maximum benefits from the WCS experience.

WCS students agree to abide by the rules stated in the Handbook while they are on campus or off campus at school related activities. Parents are asked to cooperate with and support the school administration in enforcing this policy.

### **General Regulations**

- Any damage caused to school property or injury to school personnel by a student is the responsibility of the parent/guardian. Loss of school issued property is included in the financial responsibility of parents/guardians. The student's account shall be charged for the cost of needed repairs or replacement.
- Students are not permitted to have illegal knives, weapons, explosive items, flammable liquids, or other items or materials deemed dangerous by the administration of WCS.
- **CELLULAR TELEPHONES AND PAGER/BEEPERS** can be a distraction in the classroom and other common areas during the school day, and therefore they **ARE NOT ALLOWED TO BE ON DURING NORMAL SCHOOL HOURS. (7:40 a.m. – 3:25 p.m.)** If there is a need for a student to have a cellular telephone or pager/beeper available to him/her for use before or after school hours, the student may place the cellular telephone or pager/beeper in his/her locker or may have it on their person **BUT TURNED OFF.** **USE OF CELLULAR TELPHONES OR PAGERS/BEEPERS** during normal school hours without the prior approval of an administrator makes the student's cellular telephone or pager/beeper subject to confiscation. If a cell phone or other electronic device is confiscated due to violation of this policy, school officials will make their best effort to search the cell phone for all messages, images, etc. that might be inappropriate under school policy and advise the parents of those violations, as well as impose the appropriate school discipline. Confiscated cellular telephones and pagers/beepers will not be returned directly to a student. **PARENTS**

**MUST PICK UP THE CELLULAR TELEPHONE AND/OR PAGER/BEEPERS IN THE BUSINESS OFFICE AND PAY A \$25 FINE TO HAVE IT RETURNED.**

- **Teachers must require that students not be in any way disruptive or disrespectful in class, including without limitation the following: sitting on furniture, throwing any item, using inappropriate language, defacing or writing on desks, walls, or furniture, sleeping, eating, drinking, chewing gum, or having radios, CD or tape players, iPods, MP3 players, etc., hand-held video games or TVs, or other toys in the classroom.**
- Personal drinking implements, such as plastic water bottles or flasks, are not permitted anywhere other than the lunchroom, unless there has been prior approval for an exception to this rule made by an administrator.
- Christian behavior on the part of all students is expected in connection with peer relationships and associations.
- Fighting, or any violent disruption may result in the involved parties being sent home immediately, even before the cause for the disturbance is determined. The Assistant Upper School Principal will investigate and take appropriate disciplinary action.
- Should a student display an attitude or conduct in class that is disruptive to the learning environment he/she will be asked to leave class and go to the Assistant Upper School Principal's office. The Assistant Upper School Principal may take appropriate disciplinary action.

**Video/Music Policy (Lower School)**

Students may not bring radios, tape/CD players, or electronic games to school unless they are a part of a teacher approved presentation. Videos or cassette tapes sent from home will not be played in the classrooms without the approval of Lower School Principal.

**Supervision of Students**

Students are expected to respect the rules and regulations for campus life. One of the objectives of WCS is to foster habits of Christian conduct and attitude in the lives of the student body. The control and supervision exercised by the professional staff members are intended to remind students of their commitment to the Student Code of Honor Pledge that is designed to elicit behavior that will glorify God. Students are expected to respond accordingly to supervision at all times, both on and off campus.

**Supervision of Students at Extra Curricular Events**

Parents are welcomed and encouraged to bring students to special events held on campus after school hours. However, WCS does not assume the liability for the safety of students who are not participants in a supervised event. It is the responsibility of the parents to provide close supervision for their children.

**Boy-Girl Relationships**

Proper boy-girl associations are encouraged through the various student activities at WCS. However, all such friendships and associations are expected to be conducted in a responsible, Christian manner. WCS expects that unquestionable, exemplary Christian conduct will become the norm for all students.

**Immunization Requirements**

It is the intent of Westbury Christian School to comply with City and State Health Departments. The school office MUST have an up-to-date immunization record on file on ALL students. **Students may not be admitted to school on the first day of classes if immunization records are not current.**

**Immunization Requirements for Age 3**

1. One (1) dose of Varicella Vaccine received on or after 1st birthday or proof of having Chickenpox disease.
2. One (1) of MMR one dose received on or after 1st Birthday.
3. One (1) dose of HIB (Haemophilus Influenzae type B) on or after 15 months of age unless a primary series (3) and a booster was completed prior to or at 15 months of age.
4. Three (3) doses of Hepatitis B series.
5. Two (2) doses of Hepatitis A series.
6. Four (4) doses of DPT, Tdap.
7. Three (3) doses of Polio Vaccine
8. One (1) dose PCV7 followed by 2nd dose in 6 months (and /or a booster after 12 months of age).

**TB, Tine, or PPD Skin Test:**

It is the policy of Westbury Christian School that

1. All new students must have had a TB skin test with results within one (1) year PRIOR to enrollment.
2. Student or whose parents have been out of the Continental United States must have a NEW TB Test with results before returning to school.
3. If the student had a BBG at birth they will need a Chest X-ray instead of a TB skin test.

**Immunization Requirements K4-6<sup>th</sup> Grades**

1. Two (2) doses of Varicella Vaccine, one received on or after 1st birthday the 2nd on or after the 4th birthday or proof of having Chickenpox disease.
2. Two (2) doses of MMR one dose received on or after 1st birthday with 2nd on or after 4th birthday.
3. One (1) dose of HIB (Haemophilus Influenzae type B) on or After 15 months of age unless a primary series (3) and a booster was completed prior to or at 15 months of age.
4. Three (3) doses of Hepatitis B series.
5. Two (2) doses of Hepatitis A series.
6. Five (5) doses of DPT, Tdap. Four (4) doses with the fifth (5) given on or after 4th birthday.
7. Four (4) doses of Polio Vaccine with the 4th dose given on or after 4th birthday.
8. One (1) dose PCV7 followed by 2nd dose in 6 months (and /or a booster after 12 months of age . )

**TB, Tine, or PPD Skin Test:**

It is the policy of Westbury Christian School that

1. All new students must have had a TB skin test with results within one (1) year PRIOR to enrollment.
2. Student or whose parents have been out of the Continental United States must have a NEW TB Test with results before returning to school.
3. If the student had a BBG at birth they will need a chest X-ray instead of a TB skin test.

**Immunizations for 7th Grade**

1. Two (2) doses of Varicella Vaccine or proof of having Chickenpox disease.
2. Two (2) doses of MMR one dose received on or after 1st birthday with 2nd on or after 4th birthday.
3. One (1) dose of HIB (Haemophilus Influenzae type B) on or after 15 months of age unless a primary series (3) and a booster was completed prior to or at 15 months of age.
4. Three (3) doses of Hepatitis B series.
5. One (1) dose of Meningococcal Vaccine
6. Five (5) doses of DPT, Tdap. Four (4) doses with the fifth (5) given on or after 4th birthday. A Booster dose of Tdap if last injection was five (5) years previous.
7. Four (4) doses of Polio Vaccine with the 4th dose given on or after 4th birthday.
8. One (1) dose PCV7 followed by 2nd dose in 6 months (and /or a booster after 12 months of age.)

**TB, Tine, or PPD Skin Test:**

It is the policy of Westbury Christian School that

1. All new students must have had a TB skin test with results within one (1) year PRIOR to enrollment.
2. Student or whose parents have been out of the Continental United States must have a NEW TB test with results before returning to school.
3. If the student had a BBG at birth they will need a chest X-ray instead of a TB skin test.

**Immunizations for 8th thru 12th Grades**

1. Two (2) doses of Varicella Vaccine or proof of having Chickenpox disease.
2. Two (2) doses of MMR one dose received on or after 1st birthday with 2nd on or after 4th birthday.
3. One (1) dose of HIB (Haemophilus Influenzae type B) on or after 15 months of age unless a primary series (3) and a booster was completed prior to or at 15 months of age.
4. Three (3) doses of Hepatitis B series.
5. Five (5) doses of DPT, Tdap. Four (4) doses with the fifth (5) given on or after 4th birthday. A Booster dose of Tdap or Td if last injection was ten (10) years previous.
6. Four (4) doses of Polio Vaccine with the 4th dose given on or after 4th birthday.
7. One (1) dose PCV7 followed by 2nd dose in 6 months (and /or a booster after 12 months of age.)

**TB, Tine, or PPD Skin Test:**

It is the policy of Westbury Christian School that

4. All new students must have had a TB skin test with results within one (1) year PRIOR to enrollment.
5. Student or whose parents have been out of the Continental United States must have a NEW TB test with results before returning to school.
6. If the student had a BBG at birth they will need a chest X-ray instead of a TB skin test.

#### **School/Class Parties**

Distribution of information on campus regarding private or parent sponsored events that are not sanctioned by Westbury Christian School is strictly prohibited, except as provided regarding birthdays, as set out below.

##### **Lower School**

All special, in-school parties are to be approved by the Lower School Principal. Parties celebrating holidays are Thanksgiving, Christmas, and Valentine's Day. Classes may also hold an end of the year party if they so desire. Refreshments are permitted in the classrooms only during these events. Volunteers assist teachers in planning and providing treats. Refer to your child's grade level price list for the cost entailed with these events.

##### **Upper School**

All special, in-class parties must be approved and scheduled by the Assistant Upper School Principal. All special, non-class parties that are to occur during school hours must be approved and scheduled by the Assistant Upper School Principal. Parties celebrating holidays are scheduled at the beginning of the school year. Refreshments are permitted in the classrooms only during these events.

#### **Birthdays**

Birthdays may be celebrated at school during lunchtime only. Invitations to parties outside of school may be passed out provided every student in the classroom receives one.

##### **Lower School**

Parents may send cookies or cupcakes. Do not send sheet cakes, drinks, party favors, decorations, candy, or other food items. Special deliveries to the classroom will not be made until the end of the day.

##### **Upper School**

Parents may send cookies, cupcakes, cakes, etc. Do not order or send pizza or other food items without the permission of the Assistant Upper School Principal and the Cafeteria supervisor. Special deliveries to the classroom will not be made

#### **Music Policy**

To enhance the Christian nurturing environment desired at WCS, music that appeals to the suggestive and lascivious nature shall be omitted from all activities supervised by the school. Students are encouraged to listen to music that will not detract from their spiritual growth and awareness. The school retains the right to supervise the kind of music performed by any school-related group at any time.

#### **Field Trips**

All field trips are approved by the **Appropriate Principal** and school owned transportation is scheduled by the **Athletic Director's** office. Students on school-sanctioned field trips are representing WCS and their families. Exemplary conduct is expected and all campus regulations, including dress code, apply to school related off-campus activities. Students will be expected to observe the following:

1. The sponsor will determine specific rules and regulations.
2. All classwork that is missed (including work that is due on the date of the field trip) must be made up in accordance with the respective teacher's instruction.
3. The cost of the field trip will cover the event and supervision and transportation charges, and the charge for the field trip must be paid in advance. Administrators, in their sole discretion, have the authority to allow a student to go on a field trip even if the charge for the trip has not been paid in advance, in which case the charge will be added to the student's account.
4. Students who ride to an activity on school transportation must return on school transportation. Only the parent or sponsor can interrupt the round trip transportation of a student. Other arrangements must be made in advance with the office of the Upper School Principal.
5. Special permission slips, if needed, must be signed and turned in a week in advance by each student. This permission slip will provide all relevant data to the parents and have a place for a parent/guardian to sign the slip, indicating permission for the student to go on the field trip.

### **Change In Emergency Information**

If there is a change of student's address, phone numbers (home, work or cell), or parent's work location, etc., the school must be notified immediately. Westbury Christian School cannot accept responsibility for outdated emergency information being on file.

### **Insurance**

The school participates in an insurance program that provides limited coverage for medical expenses not covered by family insurance. The school insurance policy will pay eligible expenses not paid by the parent's or designated guardian's own coverage. Students are covered:

- A. When injured at school.
- B. When injured on school provided transportation.
- C. When injured while representing the school in approved athletic or other school sponsored events.

### **Campus Restrictions**

For the safety and welfare of our students, Westbury Christian School operates a closed campus. This means that NO student may leave the campus without valid, written permission.

No student will be permitted to leave class or campus, except with a parent or legal guardian, or other designee who is listed on the enrollment forms. Secondary students must clear departures with the office so they are accounted for and not considered absent. High School students who drive a registered vehicle to school may sign themselves out, with the approval of an administrator, if there is written permission from parent/guardian to allow the student to sign themselves out.

If the name of the person picking up a student is not listed on enrollment forms, a note must be sent to school prior to the scheduled departure. The note must contain the signature of the parent or guardian and information identifying the designee before school personnel will grant permission to the student to leave campus.

Secondary students are permitted to leave the campus at the end of the school day, pursuant to the directions of their parents/guardians. WCS cannot and does not assume any responsibility for the whereabouts or safety of students who leave campus after school, whether or not students are doing so with their parents'/guardian's permission. If parents/guardians want their children to stay on campus after school is out, it is the parents'/guardian's obligation to instruct the child to stay and make sure that they are doing so. Students who stay on campus after school must do so in compliance with the school's Extended Care rules and regulations.

### **Visitors to Campus**

The campus of WCS is private property, and unauthorized individuals on campus may be removed as trespassers. To protect WCS students from "unwanted" visitors, visitor access to the campus is restricted. ALL VISITORS coming onto the campus during school hours must register in the main Reception Area just inside the main entrance upon their arrival, including parents, alumni, chapel visitors, business vendors, etc., and obtain a dated Visitor's Pass. Friends of students are not permitted to visit campus during the school day. Friends of students who are interested in possible enrollment at WCS are encouraged to make an appointment for a tour of the campus by contacting the Admissions Office. Any exceptions to this rule must be cleared with the Executive Administrator.

Should students see people on campus who are not familiar to them and do not have a Visitor's Pass, they should notify the nearest school office immediately.

### **Bullying, Harassment, and Intimidating Behavior Policy**

Westbury Christian School is committed to maintaining at all times a learning and working environment free of bullying, harassment, and intimidation. Therefore, bullying, harassment, and/or intimidation of or by any board member, parent, administrator, faculty member, staff member, volunteer, student or guest is strictly prohibited.

In the event a student believes that he/she has been bullied, harassed, and/or intimidated, he/she must report the offending conduct to both a parent/guardian and either the Assistant Upper School Principal or the Lower School Principal immediately, so that an investigation and any appropriate corrective/remedial and disciplinary action can be taken immediately. WCS will not retaliate against a student reporting suspected bullying, harassment, or intimidation, and should any member of the WCS community attempt to retaliate against a student who reports suspected bullying, harassment, or intimidation, he/she will be disciplined appropriately.

### **Sexual Harassment Policy**

Westbury Christian School is committed to maintaining at all times a learning and working environment free of sexual harassment and intimidation. Therefore, sexual harassment of or by any board member, parent, administrator, faculty member, staff member, volunteer, student or guest is strictly prohibited.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Harassment can include, but is not limited to the following:

- An unwanted physical advance or verbal approach of a sexual nature.
- Subtle or overt pressure for sexual involvement.
- Unwanted reference to one's physical appearance, sexuality or to sexual activities.
- Unwanted physical contact.
- The demand for sexual favors accompanied by implicit or explicit threats against one's employment or academic security or success.
- Unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials.

In the event a student believes that he/she has been sexually harassed, he/she must report the offending conduct to both a parent/guardian and either the Assistant Upper School Principal or Lower School Principal immediately, so that an investigation and any appropriate corrective/remedial and disciplinary action can be taken immediately. WCS will not retaliate against a student reporting suspected sexual harassment, and should any member of the WCS community attempt to retaliate against a student who reports suspected sexual harassment, he/she will be disciplined appropriately.

### **Dress and Appearance Code**

#### **Philosophy**

Appearance expresses attitude and personality, and it also influences behavior. WCS's Dress Code expresses seriousness and a positive attitude that suggests a readiness for learning. Clothing that is excessively faded, torn, or otherwise worn out is not consistent with this philosophy and therefore should not be worn to school. The purpose of the Dress and Appearance Code is to teach and model lasting principles of appropriate dress and behavior, not simply to address fashions and fads. Recognizing the variety in classroom settings and individual students, these guidelines offer methods for dressing modestly and appropriately under all circumstances.

#### **Dress Code**

Uniforms are mandatory for all students grades K3 through 12<sup>th</sup>. Please read this information carefully and contact the Wildcat Store for any additional information you may need. Students not in compliance with the dress code standards set forth below will be asked to conform before entering the classroom. WCS retains the right, in its sole discretion, to prohibit any hair coloring or styling or other personal appearance choices that it deems distracting to the educational process.

### **Lower School Dress Code for Grades K3 - 4<sup>th</sup> Grade**

#### **BOY'S and GIRL'S UNIFORM for K3-4<sup>th</sup> GRADE**

Items listed may be worn any day except Wednesday (See Below)

- Navy blue slacks or shorts (*Academic Outfitters*)
- Monogrammed yellow polo shirt, long or short sleeved (*Wildcat Store*)
- Monogrammed yellow oxford shirt, long or short sleeved (*Wildcat Store*)

#### **ADDITIONAL ITEMS FOR GIRL'S UNIFORM for K3-4<sup>th</sup> GRADE**

- Navy blue or Glen Plaid Skort. (*Academic Outfitters*)
  - Navy blue or Glen Plaid Box Pleat Skirt (*Academic Outfitters*)
  - Monogrammed Glen Plaid Jumper (*Academic Outfitters*)
  - White Peter Pan Blouse with navy piping (*Wildcat Store*)
- Modesty shorts are required to wear under all skirts and jumpers.*

#### **OFFICIAL WEDNESDAY UNIFORM for K3-4<sup>th</sup> GRADE**

##### **GIRLS**

- Monogrammed Glen Plaid Jumper (*Academic Outfitters*)

with Peter Pan White Blouse with navy piping (*Wildcat Store*)

or

- Glen Plaid Box Pleat Skirt (*Academic Outfitters*)  
with Peter Pan White Blouse with navy piping (*Wildcat Store*)

### **BOYS**

- Navy Pants (*Academic Outfitters*)
- Monogrammed Yellow Oxford, long or short sleeved (*Wildcat Store*)

### **OPTIONAL ADDITIONAL UNIFORM for 3-4<sup>th</sup> GRADE**

- Monogrammed Navy Blazer (*Academic Outfitters*)
- Monogrammed sweater vest (*Academic Outfitters*)

## **Intermediate, Middle and High School Dress Code for Grades 5<sup>th</sup> – 12<sup>th</sup>**

### **BOY'S and GIRL'S UNIFORM for 5<sup>th</sup>-12<sup>th</sup> GRADE**

- Khaki slacks, pleated or flat-front (*Academic Outfitters*)
- Khaki walking shorts (*Academic Outfitters*)
- Navy monogrammed polo, long or short sleeved (*Wildcat Store*)
- White monogrammed polo, long or short sleeved (*Wildcat Store*)
- Blue monogrammed oxford, long or short sleeved (*Wildcat Store*)

### **ADDITIONAL ITEMS FOR GIRL'S UNIFORM for 5<sup>th</sup>-12<sup>th</sup> GRADE**

- Khaki pleated skirt (*Academic Outfitters*)
- Khaki skort (*Academic Outfitters*)
- Glen Plaid pleated skirt (*Academic Outfitters*)

### **OPTIONAL ADDITIONAL UNIFORM for 5<sup>th</sup>-12<sup>th</sup> GRADE**

- Monogrammed Navy Blazer (*Academic Outfitters*)
- Monogrammed sweater vest (*Academic Outfitters*)

### **All information below pertains to all students K3-12<sup>th</sup>.**

**SHIRTS:** Uniform shirts that are old and faded should be replaced by new ones. Shirts with the old logo may be worn in the 2009-2010 school year only and will not be permitted in the fall of 2010. All shirts worn during the school day must be monogrammed with the WCS logo and purchased at the Wildcat Store. Students may wear plain, white undershirts, short or long-sleeved, beneath school shirts. All buttons are to be buttoned, except the top button, including the buttons for button down collars on oxford shirts. Short sleeves on short-sleeved shirts may not be rolled up. Shirts are to be tucked in (not folded under).

**SWEATSHIRTS:** Sweatshirts must be purchased at the Wildcat Store. Sweatshirts may not be tied around the waist or otherwise worn except as a sweatshirt during the school day.

**JACKETS:** Jackets must be monogrammed with the WCS logo and purchased at the Wildcat Store. Uniform shirts must be worn under all jackets during the school day. Jackets may not be tied around the waist or otherwise worn except as a jacket during the school day.

**PANTS/SLACKS, SHORTS, SKIRTS, AND SKORTS:** Students will be required to wear “uniform” pants, shorts, skirts, and skorts according to the following specifications. **WCS recommends that all pants, shorts, and skirts be purchased at Academic Outfitters.** Students may wear pleated slacks, flat-front slacks, walking shorts, skirts and skorts.

- No pockets may be attached to the outside of pants, shorts, skirts or skorts.
- Pants and shorts must not be tight-fitting.
- All pants and shorts MUST have belt loops and be worn with a *BROWN, BLACK OR NAVY BLUE* belt at the waist. *No other color is acceptable.* Belts must be visible when shirts are tucked in and not below the waist or on the hips.
- It is recommended that students in K3-1<sup>st</sup> grade wear elastic waist pants or shorts.

- All skirts, shorts and skorts MUST be no shorter than 2” above the top of the knee cap. This measurement must be maintained *throughout* the school year to remain in compliance with dress code. If a student grows so that the skirts, shorts or skorts no longer comply to the above measurement, the item may no longer be worn to school.
- Shorts should not extend below the bottom of the knee.
- Styles not allowed - Western style, Capri’s, Stretch Jeans, Cargo, or Carpenter.
- Pant hems are not to be cut or frayed.
- 5<sup>th</sup> – 12<sup>th</sup> grade - Khaki pants, shorts, skirts and skorts MUST be a tan khaki dress slack type material. Colors and fabric not permitted – stonewashed khaki, brown khaki, green khaki or gray khaki. Corduroy and jean type fabric and style are also not permitted. Academic Outfitters sells the official khaki color and fabric permitted.

**SHOES/SOCKS:** Shoes and socks/stockings must be worn at all times. Slippers, Sandals, flip-flops, open toed or sided footwear are NOT allowed.

**SPIRIT DAY – Worn on FRIDAY and Special Events – ALL GRADES**

**Students May Wear**

- Any WCS Shirt.
- Blue Jeans pants or skirts.

**Students May NOT Wear**

- Blue jeans with decorations or including designs on the pockets.
- Oversized, bell-bottom style, baggy/saggy styles, overalls, or carpenter style jeans.
- Blue jean shorts.
- Capri jeans or pants.
- Jeans that are frayed, torn, or with holes in the material.
- Skirts must meet all of the length and style requirements for uniform skirts.
- Slippers, Sandals, flip-flops, open toed or sided footwear.

**DRESS PASSES – ALL GRADES**

**PTO dress passes may only be used on Thursday.**

**Students May Wear**

- Any WCS T-shirt.
- Blue Jeans pants or skirts.

**Students May NOT Wear**

- Blue jeans with decorations or including designs on the pockets.
- Oversized, bell-bottom style, baggy/saggy styles, overalls, or carpenter style jeans.
- Blue jean shorts.
- Capri jeans or pants.
- Skirts must meet all of the length and style requirements for uniform skirts.
- Slippers, Sandals, flip-flops, open toed or sided footwear.

**FINAL EXAM DRESS PASSES – ALL GRADES**

**Final Exam dress passes may be purchased and used during final exam times.**

**Students May Wear**

- Modest apparel consistent with WCS’s conservative approach to dress.

**OUTER WEAR – ALL GRADES**

- ONLY official WCS sweater, jacket, letter jacket OR sweatshirt may be worn on campus.
- K3 – 4<sup>th</sup> Grade – Non -WCS coats, jackets, sweatshirts, and any other outerwear worn to school must be stored in the student’s cubby during the school day.
- 5<sup>th</sup> – 12<sup>th</sup> Grade – Non - WCS coats, jackets, sweatshirts, and any other outerwear worn to school must be stored in the student’s locker before school starts and must remain there until the school day is over.
- Jackets and sweatshirts can not be tied around the waist.
- School uniforms must be worn under jackets and be visible.
- Towels, scarves, and other decorative clothing items may not be worn around the neck during the school day.

- Head coverings are not to be worn. An exemption would be granted to students that wear a religious head covering.

### **ADDITIONAL GIRLS' DRESS GUIDELINES for ALL GRADES**

The following rules apply whenever a student is at school, even after school hours and/or when students have dress passes or other permission to wear clothing other than normal dress code during the school day.

- Appropriate undergarments must be worn and out of sight at all times (i.e., clothes should not be worn tight enough to see undergarment lines).
- Leggings may be worn under skirts, skorts, or shorts if they are Navy Blue in color.
- Hair coloring and styling, fingernail polish, cosmetics, earrings, and similar personal choices must reflect a conservative, traditional style and be acceptable to the Lower School Principal and the Assistant Upper School Principal. WCS retains the right to prohibit any hair coloring or styling, fingernail polish, cosmetics, earrings, and other personal appearance choices that it deems desirable to prohibit for the benefit of the educational process, which WCS shall determine in its sole discretion.
- Only two earrings per ear are allowed, and no other body piercing is permitted. Covering an unacceptable body piercing with tape or other efforts to conceal it do not make such a piercing acceptable, and students will be required to remove any item that is so concealed.
- No visible tattoos are allowed, and attempting to conceal an otherwise visible tattoo with tape or other obvious methods of concealment is not acceptable.

### **ADDITIONAL BOYS' DRESS GUIDELINES for ALL GRADES**

The following rules apply whenever a student is at school, even after school hours and/or when students have dress passes or other permission to wear clothing other than normal dress code during the school day.

- Clean-shaven faces are required. Hair coloring and styling and similar personal choices must reflect a conservative, traditional style, which includes at a minimum that the hair length be above the eyebrow, above the earlobe, and above the neckline. All haircuts must be acceptable to the Assistant Upper School Principal or the Lower School Principal depending on the grade level.
- Boys may not wear earrings or any other body piercing on campus or at school related activities, whether on or off campus. Covering an unacceptable body piercing with tape or other efforts to conceal it do not make such a piercing acceptable, and students will be required to remove any item that is so concealed.
- No visible tattoos are allowed, and attempting to conceal an otherwise visible tattoo with tape or other obvious methods of concealment is not acceptable.

### **Where to Purchase Uniforms**

- Navy and khaki pants, shorts, skirts, and skorts may be purchased at Academic Outfitters.
- All Glen Plaid items for girls must be purchased from Academic Outfitters.
- All shirts, jackets and sweatshirts for boys and girls must be purchased from the Wildcat Store.
- WCS Spirit T-shirts must be purchased from the Wildcat Store.

Parents are encouraged to purchase pants, shorts, skirts and skorts at Academic Outfitters, the WCS official off-campus store, to avoid purchasing incorrectly.

**NOTE:** Parents should strictly abide with WCS dress code policy to avoid buying clothing that cannot be worn to school. If parents wish to confirm that items of clothing purchased meet WCS dress code standard, they may be brought to school for approval by the Wildcat Store before the tags are removed, so that any non-conforming clothes can be returned to the store before they are worn.

Academic Outfitters and the Wildcat Store are the official uniform stores for WCS and they have stocked their shelves appropriately for our school needs.

#### **Academic Outfitters**

(located in front of Home Depot)  
5475 West Loop South, Suite 150  
713-660-0206

#### **Wildcat Store**

(across the hall from the LS Library)

Website: [www.academicoutfitters.com](http://www.academicoutfitters.com)  
WCS school code: TX01208

## CONDUCT CODE INFRACTIONS AND DISCIPLINARY PROCEDURES

### Philosophy

Westbury Christian School exists only for the purpose of making Christ and Christian principles the dominating influence in the lives of its students. In order to provide structure for this purpose, the following disciplinary guidelines are utilized. They are intended to help provide for orderly school operation, for personal physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of the aforementioned school purpose.

### Conduct Code

Students are expected to carefully consider these rules and policies and to comply with them. It should be clearly understood that the stated consequences are guidelines only and that the administrators have the latitude, in their sole discretion, to alter discipline for misbehavior as they consider the conditions of the infraction.

#### **Minor\* Infractions Include:**

1. Inappropriate classroom behavior (i.e., gum chewing, sitting on desks or furniture, sleeping, etc.)
2. Willfully littering school property
3. Out of class without authorization (in the hall during class without a Hall Pass, not in class during class period, etc.)
4. Food, snacks/drinks, etc. out of cafeteria area without permission
5. Backpacks that will not fit under the desk and/or other oversized carrying cases in the classroom
6. Possession of laser lights
7. Attempting to disable the locking mechanism for lockers
8. Failing to log off the computer network after completion of work on the computer
9. Dress Code violations
10. Minor disruptive behaviors in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school
11. Use of cellular telephones, pagers, beepers, radios, CD/tape players, TVs, video games, mp3 players, unapproved cameras, etc. during class or in the hallways
12. First and second offenses of cheating on homework in a school year
13. School owned property that is left unattended. (i.e., textbooks, library books, musical instruments, etc...).

Minor infractions (Type B Detention) pertain specifically to behavior on campus before, during, and after school.

*\*Administered by faculty, administration and/or supervisory staff*

#### **Serious\* Infractions Include:**

1. Profanity (including vulgar slang)
2. Willful property destruction
3. First instance of cheating on quiz/test or plagiarism and repeated cheating on homework in a school year
4. Theft of any description
5. Serious disruptive behavior or disrespect for teachers in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school
6. Tobacco in any form on campus (possession or use)
7. Leaving campus without proper authorization
8. Skipping classes (leaving the building or campus)
9. Public display of affection (kissing or intimate embracing) A brief, casual “sideways” hug as a form of greeting is allowed. Beyond that, hugs are not permitted.
10. Gambling or engaging in games of chance
11. Skipping classes (Students who skip class/school [absent from class without excuse or prior administration approval and/or outside of the school building] will be disciplined for each class that they miss. Parents may not allow students to miss class/school for unexcused reasons and parental approval for skipping school does not exempt students from disciplinary action. There are no authorized “skip days” for seniors or any other group.)

Serious infractions (Type A Detention to Three (3) Day Suspension) pertain to on or off campus conduct related to school sponsored activities.

*\*Administered by faculty, administration and/or supervisory staff*

**Major\*\* Infractions Include:**

1. Illegal drug use or possession
2. Possession or drinking of any alcoholic beverages
3. Cheating on a final exam, repeated cheating on quizzes/tests, or repeated plagiarism in a school year
4. Major theft (e.g., breaking and entering)
5. Sexual impropriety, including sexual harassment
6. Possession or use of any weapon or object intended for use as a weapon
7. Possession of any items(s), involvement in any activity, or association with any individual(s) that may endanger the health, safety, or well being of any student or staff member
8. Unprovoked, emotional or uncontrollable outbursts
9. Fighting
10. Repeatedly skipping school
11. Threatening or intimidating students or staff members
11. Blatant disrespect for a member of the faculty, staff, or administration
12. Using racial comments, names, epithets, etc.
13. Possession or distribution of pornographic materials on campus
14. Any illegal activity

Major infractions (Suspension to Expulsion) pertain to on-campus or off-campus conduct related to or affecting school-sponsored activities.

*\*\* Administered by the Upper School Principal or Assistant Upper School Principal*

**Zero Tolerance\*\*\* Infractions:**

1. Cheating on a final exam for the second time in a school year.
2. As per contraband detection policy.

Zero Tolerance (Mandatory Expulsion) infractions are NOT limited to school sponsored activities and apply whether they occur on or off campus.

*\*\*\* Administered by the Upper School Principal or Executive Administrator*

**Discipline Alternatives**

1. Detention and any associated fines
2. Removal from class for the remainder of the class period\*
3. Saturday School and any associated fines
4. Out of school suspension (number of days may vary) and any associated fines
5. In school suspension (number of days may vary) and any associated fines
6. Withdrawal from school activities
7. Loss of privileges and/or honors
8. Expulsion
9. A combination of the above

**\*Repeated violations of a rule that would result in the issuance of a detention by a teacher may result in the student being sent to the office for the remainder of that class period and receiving an unexcused absence for that class period. If a student is sent out of a single class more than two (2) times in a six weeks, the student is subject to being assigned to a Saturday School.**

**Lower School Detention Hall**

Detentions may be assigned by individual teachers in grades 2 through 6 as needed and given to the Lower School Principal for approval. The Lower School Principal may also choose to assign a detention at his discretion for academic or behavioral reasons. Parents are notified of the detention by telephone and/or the pink copy of the detention given to the student that is supposed to be signed by a parent and submitted to the Detention Hall supervisor at the time the detention is served. Unsatisfactory work may result in additional time spent in Detention Hall.

Detention Hall for intermediate students is held during lunch Tuesday-Thursday. Detention Hall for 2<sup>nd</sup>-4<sup>th</sup> graders is held on Tuesday and Thursday of each week from 3:30 to 4 pm.

Students must serve the full 30 minutes of time per detention assigned. Should a parent or other authorized individual remove a student from Detention Hall early, the student will be required to serve the entire detention again on a later date. Additionally, if the student does not comply satisfactorily during Detention Hall, they may be re-assigned the detention to serve. Detentions are to be served on the day and time they are assigned, unless prior arrangements have been made through the Lower School Office by the parent or guardian. A minimum 24-hour notice is given before the

detention must be served in order for the parent or guardian to make prior arrangements. If a detention is not served on the day it is assigned, unless other arrangements have been made prior with the Lower School Principal, the student will be assigned an additional detention to serve. If after this, the students' two (2) detentions are still not served further action will be taken at the discretion of the Lower School Principal.

### **Upper School Detention and Fine Policy**

Detentions are assigned by individual teachers as needed and given to the Assistant Upper School Principal for supervision of service of the detention. Parents are notified of the detention by telephone and/or the pink copy of the detention given to the students, which is supposed to be signed by a parent and submitted to the Detention Hall supervisor at the time the detention is served.

Detention Hall consists of students completing a *Student Response Packet* that is intended to help students identify their mistake and provide an opportunity to reflect on solutions for their misbehavior. Unsatisfactory work may result in additional time spent in Detention Hall. These packets are then filed in the student's disciplinary file until the end of the school year.

### **Detention Hall for students in grades 7-12 will be held every morning from 6:45 a.m. – 7:15 a.m. Students that arrive late (after 6:45 a.m. sharp) will not be permitted to enter detention hall.**

Detention Hall for upper school students is held **BEFORE SCHOOL ONLY** on Monday – Friday from 6:45 a.m. – 7:15 a.m. Detention Hall for upper school students lasts approximately 30 minutes for a Type B Detention and 60 minutes for a Type A Detention which would be served in two consecutive days (30 minutes each day.) Detentions should be served on the day they are scheduled to be served, but unless the Assistant Upper School Principal specifies otherwise, upper school students have one day of grace to serve their detentions, so that they can be served the second day after they are assigned. **If a detention is not served on any day it is scheduled or the day of grace, upper school students are subject to being required to serve another detention, and if a detention is not served within one week after the date it was issued, upper school students are subject to being suspended from school until the detention is served.** The school is not responsible for notifying either upper school students or their parent(s)/guardian(s) that these deadlines are approaching: upper school students are responsible for keeping up with any detentions that are issued to them and serving those detentions when they are scheduled to be served. Interference with practice for and/or participation in school-sponsored activities does not excuse upper school students from the requirement to served detentions on the day that they are scheduled for service. Unless a student has an excused absence from school on both the day the detention is scheduled to be served and the grace day(s), students are subject to receiving another detention and/or being suspended for not serving detentions in a timely fashion. Should a parent or other authorized individual remove a student from Detention Hall early, the student will be required to serve the entire detention again on a later date.

All detentions do not carry the same weight. There are two types of detentions: **Type B detentions** (for minor infractions) and **Type A detentions** (for serious infractions). Type A Detentions (for serious infractions) not only are twice as long as a Type B Detention, but they also carry an automatic \$20 fine. There are no “free” Type A detentions. The normal \$10 fine for each detention over three in a semester also applies to Type A detentions. Should a student receive a Type A detention that is the fourth or more that he/she has received in a semester, the total cost for that Type A Detention will be \$30 (\$20 for the automatic fine for Type A Detentions plus the \$10 fine for each detention in excess of the three “free” detentions). The Upper School Principal has the authority, in his sole discretion, to reduce a Type A detention to a Type B detention in appropriate circumstances, as determined by the Upper School Principal.

All students may receive three (3) “free” detentions in a semester, regardless of the type of detention. However, upon issuance of the fourth detention in a semester, and for every detention thereafter in that semester, **the student will be fined \$10, which will be added to the student's account and have the same effect as any other charges to a student's account in the Business Office, i.e. they must be paid before grades or records will be released, as well as before final exams may be taken.** There is no maximum amount or cap on the total amount of fines that may be assessed to a student's account in a semester.

### **Upper School Saturday School**

Saturday School is a discipline alternative that may consist of a variety of activities. Activities include, but are not limited to, community work projects, campus work projects, or any other activities determined to be appropriate by the Upper School Principal. The intent of this program is to teach students responsibility for their actions by requiring their personal time and energy for worthwhile endeavors. Any student who is assigned Saturday School

and fails to attend may be subjected to additional penalties that could include suspension or expulsion. Parents are notified in advance if their child is required to attend Saturday School. Additionally, fines are assessed for assignment to Saturday School, as set forth in the Progressive Disciplinary Action and Fine section below.

**Upper School Progressive Disciplinary Action and Fines**

A progressive disciplinary ladder, which starts over each semester, exists to help students recognize the seriousness of and take responsibility for repeated infractions. *(In this progressive discipline ladder 3 Type B detentions (for Minor Infractions) are considered to be 1 Type A detention (for Serious Infractions)).*

<b><u>Total Type A Detentions</u></b>	<b><u>Action</u></b>	<b><u>Communication</u></b>
4	Saturday School \$25 fine*	Parents notified by the Assistant Upper School Principal
7 (4 + 3 more)	Saturday School \$40 fine*	Parents notified by the Assistant Upper School Principal
9 (7 + 2 more)	Saturday School \$50 fine*	Parents notified by the Assistant Upper School Principal
10 (9 + 1 more)	Saturday School \$75 fine*	Parents notified by the Assistant Upper School Principal
11 (10 + 1 more)	Suspension \$100 fine*	Candidate for Expulsion

\*In accordance with the preceding School Detention and Fine Policy, fines will be assessed for each detention given at any applicable step in the progressive discipline ladder. All fines will be automatically added to the student’s account in the Business Office and must be paid before grades or records will be released, and before final exams may be taken.

**Suspension**

In-School Suspension and Out-of-School Suspension are used as a severe discipline measure. During In-School Suspension, students are required to spend the day at school in isolation from other students while under the supervision of School personnel. During Out-of-School Suspension, students are not to appear on campus at any time during the suspension day(s). During any period of suspension, participation in any before, during, or after school activities is prohibited, and although students will be required to do all classwork that they miss, it will be given a grade of zero. Quizzes, tests, and exams given during a period of suspension may be made up at the discretion of the teacher and the Upper School Principal. Absences from class attributed to a suspension will be treated as unexcused. The Assistant Upper School Principal notifies parents in advance before a student is suspended. **The student will be fined \$100 for the first suspension in a semester, which will be added to the student’s account and have the same effect as any other charges to a student’s account in the Business Office. Should a student be suspended a second time in a semester, the fine will increase to \$200.**

**Expulsion Policy**

Students who have progressed through the entire progressive discipline ladder and whose behavior has not shown significant improvement are candidates for expulsion from Westbury Christian School.

An expelled student can reapply for admission to Westbury Christian School after one (1) full semester. If the records from the alternative school reflect sufficient academic and behavioral improvement, as determined in the sole discretion of the administration of WCS, the student might be readmitted to WCS for a probationary period. This policy does not apply for those expelled for Zero Tolerance Infractions.