



Westbury Christian School

Parent-Student
Handbook

2026-2027

“Preparing Youth for Here and Eternity”

WESTBURY CHRISTIAN SCHOOL

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SCHOOL COLORS: NAVY BLUE AND GOLD

SCHOOL MASCOT: WILDCAT

Lower School = Grades K3-4

Middle School = Grades 5-8

High School = Grades 9-12



Dear Wildcat Families,

On behalf of our entire faculty, staff, and administration, welcome to Westbury Christian School! Whether you are joining our community for the first time or returning for another year, we are thrilled to have you here.

Our school-wide theme for this year is "Joy Lives Here."

Taken from Paul's encouragement in Philippians 4:4 to "*Rejoice in the Lord always,*" our theme reminds us that true joy is deeper than a momentary feeling—it is anchored in God's grace, love, and constant presence. At WCS, joy looks like the excitement of discovering something new, the pride of overcoming a tough academic challenge, the warmth of deep friendships, and the security of knowing you belong to a caring, Christ-centered community.

This handbook is designed to serve as a guide for our shared life together on campus. The guidelines and standards within these pages are built to create a safe, consistent, and predictable environment—the very foundation that allows every student to learn, grow, and flourish.

We are honored to partner with your family, and we cannot wait to see all that God will accomplish in and through our students this year. Welcome home to a year where Joy Lives Here!

Sincerely,

Nathan Wagner
Head of School

How to Use This Handbook

General policies that apply to all Westbury Christian School students are outlined in the front section of this handbook. Policies specific to Lower, Middle, and High School divisions are detailed in their respective division sections.

Handbook revised July 31, 2026.

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PART I: FOUNDATIONS & PHILOSOPHY

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. Shortly after the start of the successful pre-school program, there was a growing demand for adding elementary grades, middle school, and finally high school.

WCS was formally chartered in February of 1975 with visionary support from the Westbury Church of Christ elders. As a separate institution, an independent Board of Trustees supervises the school. The Westbury Church of Christ congregation has donated the use of their facilities to the school since its inception, 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.

The school is committed to continuous improvement in the three areas of 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 its students, parents, faculty, staff, and friends.

Mission Statement

Westbury Christian School cultivates the academic and spiritual growth of each student to thrive in a constantly evolving world.

Portrait of a Westbury Christian School Graduate

Christ Followers: WCS graduates will strive to make intentional and virtuous decisions in their walk with Christ, deepening their understanding of Him.

Lifelong Learners: WCS graduates will courageously accept challenges as opportunities for growth while they explore their God-given potential with resilience and tenacity, striving to always give their best effort in each situation.

Christian Servants: WCS graduates strive to glorify God by displaying a Christ-centered love in their service to others. They seek Him in order to be a light in the world.

Compassionate Leaders: WCS graduates will be compassionate members of society who honor cultural diversity to lead and support others with empathy.

Statement of Faith

Westbury Christian School is a nondenominational private school that is unashamedly Christian in its mission, vision, and programs. The WCS Statement of Faith affirms biblical doctrine aligned with Scripture and historic Christianity and reflects the perspective that shapes the purposefully Christ-centered education at Westbury Christian School. By the grace of a loving God, we seek to live a life of impact and influence and help each other develop their love for God, for others, and for themselves.

We believe that our faith is more than a mere acceptance of intellectual statements; our faith directs our actions. As such, these faith statements will be guiding principles for decision making for both institutional direction and for each individual entrusted with responsibility within Westbury Christian School.

WE BELIEVE in one sovereign God, eternally existing in three persons: the Father, Son, and Holy Spirit (*Ps. 115:3; Isa. 14:24-27; Eph. 2:10; Deut. 6:4-6; John 14:21; John 1:1-15; John 10:30; Matt. 28:18-20; 2 Cor. 13:14; Deut. 6:4; Matt. 3:16-17; John 14:10; 2 Cor. 3:17*).

WE BELIEVE that God, by His spoken word, created the Heavens and the earth for His own glory (*Gen. 1; Col. 1:16; John 1:1-3; Rev. 4:11; Heb. 11:3; Jer. 32:17; Ps. 8:1; Ps. 19:1; Prov. 16:4; Rom. 11:36; Col. 1:16; Heb. 2:10*).

WE BELIEVE that God chose to reveal Himself and His truth to us through his creation, in the Scriptures as reflected in the Bible, and ultimately in Jesus Christ (*Rom. 1:19-20; Ps. 19:1-6; 2 Tim. 3:16-17; John 1:14; John 14:6; Heb. 4:12; Heb. 1:1-3; Matt. 3:16-17*).

WE BELIEVE the Old and New Testaments of the Bible are the sole inspired and authoritative word of God, accurate in all their principles, provide for all humankind absolute moral truths, and are “profitable for teaching, for reproof, for correction, and for training in righteousness” so we may be complete, equipped for every good work. We believe matters of faith and conduct must be evaluated on the basis of the Bible, the Word of God (*Deut. 4:2; Josh. 1:8; Ps. 1:2-3; Ps. 119; Prov. 30:5-6; Matt. 5:17-18; Rom 15:4; 2 Tim 3:15-17; 2 Pet. 1:21; John 1:1-14; John 16:13; Heb. 4:12; James 1:22-25*).

WE BELIEVE that God created man and woman in His own image distinct from all other living creatures. We believe they sinned by rebelling against God’s will and thereby incurred both physical and spiritual death. We believe that, since that time, all humankind also carries its own guilt of sin, in thought, word and deed and is powerless to save himself (*Gen. 1:26-27; Gen. 2:7; Gen. 3; Ps. 139:13-14; Rom. 5:1-21; Rom. 6:23; Rom. 8:3; Rom. 5:6-11; Jam. 2:10; Lev. 5:17; Rom. 3:23; 2 Cor. 5:20-21*).

WE BELIEVE God chose our sex and gender for us at birth and desires us to live consistently with His design, honoring His choice as supreme and wise beyond our own human choice. Both male and female are created in the image of God as wonderful and immutable. These two distinct complementary genders together reflect the image and nature of God (*Gen. 1:26-28; Gen. 2:18-25; Matt. 19:4-6; Rom. 1:26-32; 1 Cor. 6:9-11; Ps. 139:13-15; Gal. 1:15; Ps. 22:10-11*).

WE BELIEVE God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible provides home and family values, including the roles of husbands and wives, fathers and mothers, and children (*Gen. 2:23-24; Deut. 6:4-8; Josh. 24:14-15; Matt. 19:4-6; Mark 10:5-9; Eph. 5:25-33; Eph. 6:1-4; Col. 3:18-21; Heb. 13:4*).

WE BELIEVE that as a part of God’s beloved creation, crafted in His image, all humankind is worthy of love, honor, equity, justice and mercy (*Mark 12:30-31; Rom. 12:10; Gen. 1:27; John 13:34-35; Mic. 6:8; Zech. 7:9; Ps. 82:3; Isa. 1:17*).

WE BELIEVE in the existence of Satan, sin, and evil powers, and that all these have been defeated by God in person of Christ on the cross (*Gen. 3:14-15; 1 Pet. 5:8; John 8:44; Jam. 4:7-8; Rev. 12:7-12; Eph. 6:10-12*).

WE BELIEVE Jesus Christ was conceived by the Holy Spirit, born of a virgin, was true God and true man, existing in one person without sin. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His presence there for us as Lord of all, High Priest, and Advocate (*Isa. 7:14; Luke 1:26-38; John 1:14; Col. 1:15-17; Heb. 1:1-3; Phil. 2:6-8; Rom. 5:12-21; Heb. 4:15; Matt. 27-28; Luke 24:50-53; Rev. 19:16; 1 John 2:1*).

WE BELIEVE that Jesus Christ died for our sins, according to Scriptures, as a redemptive sacrifice, triumphing over all evil; and that those who believe and follow Him are justified by His shed blood and forgiven of all their sins (*Rom. 3:25; Rom. 5:6-9; 1 Cor. 15:3; Heb. 2:17; Heb. 9:22-28; 1 Pet. 2:24; 1 John 2:1-2; 1 John 4:10; John 3:16; Acts 2:38-39*).

WE BELIEVE that salvation is a free gift from God, undeserved and unearned through our good works; that we are saved by God's grace through faith in Jesus Christ; that faith shows itself in obedience to Christ through repentance, confession of faith in Him, baptism, and a life led by the Holy Spirit, manifesting the fruit of the Spirit (*Rom. 6:23; Phil. 2:12-13; John 14:6; John 1:12-13; John 3:16-18; Eph. 1:13-14; Eph. 2:8-9; John 3:3-6; Luke 9:23; Luke 24:46-47; Acts 2:38-39; Acts 26:20; Gal. 5:22-26*).

WE BELIEVE that the Holy Spirit dwells within believers, convicts them of sin, guides them in understanding Scripture, empowers them for godly living, and equips them for sacrificial service and as a witness to the work of Christ (*John 14:15-31; Ezek. 36:26-28; 2 Cor. 3:17-18; Eph. 1:11-14; John 16:7-15; Gal. 5:16-25*).

WE BELIEVE the spiritual unity of believers is through Jesus Christ. The tasks of Christ's people in this world is to be God's redeemed communities that embody His love by worshipping God in spirit and truth; by proclaiming the gospel of God's redemptive love through our Lord Jesus Christ; by submitting to the authority of the Bible and guidance of the Holy Spirit; by caring for all of God's creation and seeking the good of everyone (*John 4:24; Mk. 16:14; Matt. 28:19-20; John 13:35; Phil. 2:2-3; Col. 3:14; Eph. 4:1-6; Jam. 4:7; Matt. 16:24; John 16:13; John 14:26; Gen. 2:15; 1 Cor. 10:4; Jer. 29:7; Eph. 2:10*).

WE BELIEVE in the hope that Jesus Christ will return, personally, visibly, and unexpectedly, in power and great glory, to gather His people, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment (*2 Pet. 3:10-13; John 5:21-25; John 11:1-45; 1 Thess. 4:13-18; John 5:11-13; Matt. 24:36; Heb. 9:28; Rev. 1:7; Matt. 25:32*).

WE BELIEVE in the bodily resurrection of the just and unjust, to face a just and merciful God in final judgment (*Matt. 12:36-37; John 5:21-30; Acts 24:15-16; Rom. 8:1; 2 Cor. 5:10; Heb. 9:27-28; Rev. 20:12-15; 1 John 2:1-2*).

Biblical Principles

Westbury Christian School takes seriously the growth of students academically, personally, and spiritually. To fulfill our mission of cultivating the academic and spiritual growth of each student to thrive in a constantly evolving world, the following biblical principles guide and direct our practices, expectations, policies, and decisions for our Board of Trustees, administrators, faculty, staff, and students. We seek to partner with families who support these principles.

Our faith impacts our lives by shaping our thoughts, decisions, actions, words, and behaviors. The transforming work of God's Word and Spirit results in our submission to His authority in our lives. Scripture teaches that love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control mark lives and relationships in the Christian community (*2 Cor. 10:5; Eph. 5:1-20; Titus 3:8; Gal. 5:22-23*).

These principles below are tangible expressions of the path to Christian wholeness. These Biblical principles are not intended to burden believers, but to alleviate the brokenness of the human condition by pursuing God's perfect design for identity, relationships, and creation (*Rom. 7:7-12*).

- A Christian life must be lived for the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in all aspects of our lives (*Matt. 22:36-38; 1 Cor. 10:31; Eph. 4:22-24; Rom. 12:1-2*).
- The love of Christ sets the standard for our actions, relationships, and motivations. Our desire to be like Him shapes our interactions with others, including dealing with conflict and accountability (*John 15:12-17; 1 John 4:7-12; Matt. 18:15-17*).
- Our faith compels us to meet the needs of others through service (*Matt. 25:31-46; Gal. 5:14, 6:10; Eph. 2:10*).
- Avoiding destructive and sinful attitudes and behaviors, including greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination, prejudice, theft, lying, cheating, plagiarism, gossip, slander, profanity, vulgarity, transgenderism, homosexual behavior, premarital sex, sexual promiscuity, pornography, drunkenness, gluttony, immodesty, and occult practices (*Gal. 5:19-21, Eph. 4:17-19; 1 Cor. 6:9-10*).
- Our actions should be God-honoring, so we seek wisdom in personal choices, recognizing the influence of our decisions impacts the school and broader community. (*Rom. 12:2; Phil. 3:18-20; Jam. 1:27*).
- Scriptures makes clear that God creates life in the womb of a mother and that life, being divinely ordained, is sacred and should be protected and preserved by a Christian community. The Bible also affirms that the sexual nature and identity of a person is determined by God at conception. This God-given gender is recognized and verified by a legal document at the time of birth (*Ps. 139:13-16, Ps. 22:9-11, Gal. 1:15*).
- All have sinned and fall short of the glory of God, and therefore, redemption, forgiveness, and spiritual cleansing is available for all sins. While these principles guide our lives, perfection in all is not expected. WCS students, faculty, administration, trustees, and staff must welcome and treat with respect, compassion, and sensitivity all who struggle with sin or confess immoral acts but are committed to resisting temptation, refraining from sinful behaviors, and conforming their behavior to be more like Christ (*Matt. 11:28-30; Rom. 3:22-24; Eph. 2:1-10; 1 Cor. 10:13; Heb. 2:17-18; Heb. 4:14-16; 1 John 1:9; 2 Cor. 3:18*).

Statement of Philosophy

We believe that the underlying source, goal, and direction of everything is the One revealed in the Bible as God, the Creator, Governor, and Redeemer of the universe. While God is not unknown to His creatures through His creation, we believe He has fully disclosed Himself and His intentions through the revelation of His Son, Jesus Christ. Sin, however, has distorted man's view of God, of creation, of himself, and of his fellow man.

We believe that God gives parents the responsibility for raising their children; thus, as those who are charged by parents to participate in the education of their children, we are partners in the education of the students at WCS. This partnership between the home and school is based on a common understanding and acceptance of the mission and values of the school.

We believe God created us as complex beings in His image; thus, true education seeks to develop the full individual in mind, soul, and spirit. Thus, as a Christian school, we believe students must be challenged and equipped to grow intellectually and academically, socially and emotionally, and spiritually and personally.

We believe that all reality is dependent upon God and is intended to reflect His goodness and glory. It is our understanding that all truth, properly understood, is God's truth and should be pursued, mastered, and celebrated as such. We believe that true education is a process whereby we are led to better understand the world and to comprehend it as God's world. Since God creates us as persons in community, true education involves learning better to live together with all persons as the family of God.

We believe that, as partners in education, the school must integrate Biblical faith with all disciplines in a manner such that students may come to view themselves and their world through the eyes of faith. Teachers must exemplify this faith personally because Christian education has as much to do with character and conduct as it does with facts. It includes the development of dispositions, attitudes, and conduct that reflect trust in the Creator, Governor, and Redeemer of the universe.

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.

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, create 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.

Educational Methods and Modes

Westbury Christian School is committed to providing a high-quality, Christ-centered education in a safe and supportive environment. To ensure educational continuity during unexpected events, the school reserves the right, at its sole discretion, to modify, adapt, or transition its instructional delivery models. This includes, but is not limited to, shifting

to distance/online learning, implementing hybrid schedules, or adjusting the physical learning environment in response to inclement weather, public health recommendations, facility emergencies, or other operational necessities.

Regardless of the instructional delivery format, educational services will continue to be led by our qualified faculty and supported by academic resources, technology, and curriculum consistent with our mission. Because the School's underlying costs to maintain operations and deliver continuous instruction remain constant, tuition and fees for the academic year will not be reduced, altered, or refunded due to changes in instructional delivery modes or temporary campus closures.

Accreditation & Affiliations

For more than 40 years, Westbury Christian School has been continuously accredited by both Cognia 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 also affiliated with the following organizations:

- Houston Area Independent Schools (HAIS)
- Texas Association of Private and Parochial Schools (TAPPS)
- Greater Houston Athletic Conference (GHAC)
- Texas Private Schools Association (TPSA)
- National Board Officers Association (NBOA)

PART II: GENERAL SCHOOL POLICIES & PROCEDURES

Financial Policies

Westbury Christian School operations are supported almost entirely by student tuition and fees and receives no financial assistance from any interest group or governmental body. Being private, there are no agencies or groups that underwrite any shortfall in operating funds. Since WCS is a private, independent school, 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. The following financial policies do not vary the terms of the Enrollment Contract relating to tuition, general fees, and athletic fees. *Enrollment signifies intent to continue in school. Parents are responsible for FULL YEAR TUITION & FEES if your child withdraws early for any reason. The student's account must be cleared before records are released.*

Payment of Tuition & Fees

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

- WCS will bill parents using the Tuition Management Program for all tuition payments. All other fees, disciplinary fines/expenses, library charges, extended care charges, and/or any other charges will be charged to the family's FACTS account as an incidental charge. Payment for incidental expenses can be paid through FACTS as an auto draft from the banking information on the family plan or payment directly to FACTS.
- WCS will accept credit card payment for fees and charges, other than FACTS tuition, through VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The payment will be made through the WCS website under "General Payments."
- A \$30 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.
- 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.
- 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.

Responsibility for Damages

A student's parents/guardians are responsible for payment of damages to and/or loss of school property (including school-issued technology devices) or facilities caused by the student. In the event a student injures an employee, the parents/guardians of the student are responsible for all damages or loss to the employee and the school, including without limitation, the cost of all reasonable and necessary medical care and lost wages.

Responsibility for Replacement

Books and materials are issued to students in good or better condition, and it is the student's responsibility to care for their school resources properly. Therefore, students are responsible for lost or damaged textbooks or other school resources that have been assigned to them. Replacement costs are based on current prices. Replacement materials will be issued/ordered when payment is received for the lost/damaged materials.

Continuous Enrollment Contract

Instead of requiring families to re-enroll each year, WCS has an evergreen enrollment process. This means that the student is enrolled at WCS for each subsequent school year until 1) the graduation of the student from WCS, 2) dismissal of student from WCS, or 3) the parent/guardian has submitted written notification to WCS, either by mail or email, that the student is withdrawing from WCS. For students re-enrolling for the next school year, a registration fee of \$300 per student will be billed via FACTS the first business day in February of the then current school year.

Withdrawal before Automatic Re-enrollment

If a parent/guardian decides that their student will not be returning for the next school year, they must notify WCS in writing, on or before January 31, that the student will be withdrawing to avoid being billed a \$500 late contract

cancellation fee and the loss of any fees and tuition paid for the next academic year. Notification(s) received after the last day of January for the current school year will incur a \$500 withdrawal fee per student and will result in the loss of any tuition/fee payments made for the next academic year.

Withholding Records

As outlined in the Enrollment Contract, if any amount of fees or tuition remains unpaid for the then current school year after the student has been dismissed or withdrawn for any reason, WCS will not release the grades, transcript, or any other student records to any person, school or other entity until all such amounts are paid in full.

Annual Fund Drive

The WCS annual operating budget depends on money raised during the Annual Fund Drive to bridge the gap between the tuition/fees paid by families and the total amount of money needed to pay all of the school's expenses. WCS depends on these additional funds from parents and donors to keep tuition accessible. These donors are from corporations, foundations and individuals, including 100% employee and 100% Board of Trustees participation. Reporting 100% parent participation to outside funders assists WCS in receiving grants and other gifts. Therefore, *each family at WCS is obligated to participate in the Annual Fund Drive.* To assist with this participation, pledges can be made during the enrollment process, or a family may choose to give their annual gift during the Annual Fund Drive period. Every family has committed per enrollment contract to donate to the Annual Fund Drive as they have been blessed.

Families will be recognized in the annual donor reports by the appropriate giving level.

WCS Giving Levels

WCS Visionary	\$10,000 or more
WCS Champion	\$3,000 to \$9,999
WCS Partner	\$1,500 to \$2,999
WCS Steward	\$500 to \$1,499
WCS Friend	\$1 to \$499

School Student Fundraisers

Each year student fundraisers, such as the Wildcat Dash, assist with various campus improvement projects. Previous fundraisers have purchased or partially funded items such as the gym floor, gym bleachers, playgrounds, turf in the courtyard, tables, and fencing around the practice field. These "extras" may receive partial or no funding from outside donors but are important enhancements for students to better utilize and enjoy the WCS campus.

Associate groups, such as the PTO, Wildcat Athletic Association, Friends of the Arts and other groups may raise funds from time to time for special projects. *Parents' contributions to ancillary groups associated with school life will not count toward the family's Annual Fund Drive obligation.*

Extended Care Cost

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. Fees are charged at the rate of \$6.00 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 \$4.00 per minute of time exceeded.

Examples: 6:01 - 6:03=\$12.00
 6:01 - 6:30=\$120.00

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.

Texas Education Freedom Accounts (TEFA)

All families with students who meet the eligibility requirements established by the Texas Comptroller are able to apply for a TEFA. Depending on the funding available and the number of applicants, the state may use a lottery system to award accounts. All families applying for tuition assistance from Westbury Christian are required to apply for a TEFA account.

Please note that initial tuition assistance offers from Westbury Christian are subject to change based on state funding outcomes. Once a final decision is rendered regarding your TEFA application, Westbury Christian will recalculate your school-awarded financial aid. Your final tuition obligation will be determined by combining state-provided TEFA funds and adjusted school-based assistance.

The TEFA program has several requirements for parents, including:

- Submission of test scores at the end of the year
- Affirmation at the end of the year that you will continue to participate in the program
- Manual approval of payments to be made from the TEFA account to the school

If parents choose not to use TEFA funds for payment of their school tuition and fees, they are still responsible for the full amount of tuition and fees.

Campus Safety, Access & Security

Building Access

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. Students may only enter the building during school hours through Mundy Hall, unless they are entering with a teacher. Gym doors will not be propped open or unlocked for any reason except a game.

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. For Lower School students, if the name of the person picking up a student is not listed on enrollment forms, a note must be sent to the Lower School office 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 students must be signed out in the Lower School Office. Upper School students must clear departures with the office so they are accounted for and not considered absent. Upper 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.

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 unauthorized visitors, visitor access to the campus is restricted. ALL VISITORS coming onto the campus during school hours must register in the main Mundy Hall 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 approved by the Head of School.

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.

Parent Lunch Visits

In the lower school, parents are allowed to visit during lunch on a student's birthday or other pre-arranged, agreed upon time to celebrate summer birthdays. All parent birthday lunch visits must be coordinated with the appropriate principal at least 24 hours in advance to accommodate changes in schedules and various events on campus. Other lunch visits are declined at this time. In middle/upper school, if a parent is bringing food to their child, they must stay with them in the cafeteria during the scheduled lunch time. Notify the upper school office at least 24 hours in advance.

Security Cameras

To enhance campus safety, monitor facilities, and protect school property, safety and security cameras are in operation throughout public areas of the campus, including building entrances, hallways, parking lots, athletic facilities, and common grounds.

Security cameras are positioned strictly in public and high-traffic areas where there is no reasonable expectation of privacy. Surveillance cameras are strictly prohibited in private areas, including restrooms, locker rooms, and changing facilities.

Video footage is monitored and reviewed by school administration and authorized security personnel for safety, security, operational, and disciplinary purposes. Footage may also be referenced during administrative investigations of policy or conduct violations. Surveillance recordings are internal, confidential school property and are not available for public or parental viewing. Access to footage is restricted to school administration and, when legally warranted or required, law enforcement agencies.

General Traffic & Safety Procedures

Westbury Christian School does not assume responsibility for student transportation to and from campus. To ensure a safe, efficient environment for all students, families, and staff, all vehicles on school property—including parking lots, lanes, and drop-off/pick-up zones—are subject to school regulation.

When driving on campus, drivers are expected to adhere to the following safety protocols:

- Drivers must maintain low speeds, exercise extreme caution, and strictly follow the directions of authorized school traffic personnel and any posted signage.
- Designated drop-off and pick-up lanes are strictly for the immediate loading and unloading of students. Drivers must remain in their vehicles while in these active lanes. Parking, idling, or leaving a vehicle unattended in drop-off or pick-up lanes is prohibited at all times.
- Parents wishing to walk into the building or escort their children must park in designated spaces in the main parking lot. Never block traffic lanes or triple-park (no vehicles may form a third lane).
- Designated parking spaces for faculty, staff, and visitors must be respected and kept clear.
- Unsafe driving, speeding, blocking traffic lanes, illegal parking, or failing to display required parking permits may result in traffic citations and fines assessed directly to the family's account.

Campus Traffic Patterns & Divisional Traffic Flow Overview

To manage campus traffic efficiently during peak hours, traffic flow is divided by location:

- **North Drive (Back of Campus across from St. Thomas More):** Serves Lower School (Grades K3–4) drop-off and pick-up. Traffic flows in a single **west-to-east** direction only.
- **South Drive & Main Parking Lot (Front of Campus/Mundy Hall Entrance):** Serves Middle and Upper School (Grades 5–12) drop-off and pick-up, as well as visitor and escort parking. Traffic flows in an **east-to-west** direction utilizing two lanes (one active loading lane and one pass-through lane).

***Division Specifics:** Detailed procedures regarding specific drop-off/pick-up times, authorized building entrance doors, carpool tags, and late arrival policies are detailed in Part IV (Lower School) and Part V (Middle & Upper School).*

Student Driven Vehicles

Students who drive vehicles to school must register their vehicles with the Business Office to 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 form and provide copies of the student's driver's license and proof of insurance before students are permitted to drive a vehicle to school and park on the school premises. Vehicles are required to be registered during the first week of classes, or as soon thereafter as a student begins to drive to school. There is a \$15 non-refundable fee for student use of parking facilities.

Students are only permitted to park in the second, third and fourth rows from the school building in the areas of the parking lot adjacent to the school building. Students are not permitted to park in the lot adjacent to the Westbury Church of Christ 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 always observed. 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 for 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. For example, students should not drive each other to the West Campus.

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.

Safety and Crisis Management

In the event of an emergency or crisis on or near the campus, students are expected to immediately follow all staff instructions. There must be no difference in the manner by which the administrator treats an actual emergency and an emergency drill. If an evacuation is necessary, parents will be notified of the alternate location and instructions for pick up. Under no circumstances should a child be removed from the school's care during an emergency without notifying a school employee.

In an emergency or emergency drill, students must follow the instructions of the closest faculty member or administrator. The student is responsible for the quick, orderly, quiet, safe evacuation from the facility, or the rapid response of any physical threat inside the facility.

Faculty members are the primary focal point for all school emergencies. It is the responsibility of every Faculty member to manage the quick, orderly, quiet, safe evacuation of all students from the facility, or to manage the rapid response of any physical threat inside the facility as well.

Administrators are the secondary focal point for all school emergencies. It is the responsibility of every administrator to manage the quick, orderly, quiet, safe evacuation of all students and faculty from the facility, or to manage the rapid response of any physical threat inside the facility as well.

School Closings

If classes are cancelled due to bad weather or other reasons, a text alert and email will be sent through the FACTS SIS system, and announcements will be posted on the school social media platforms.

Change in Emergency Information

It is parents' responsibility to keep their contact information up to date with the school. 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. Changes to contact information can be sent to connect@westburychristian.org.

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:

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

Attendance & Absenteeism

Legal Attendance Requirement

Every child who is at least six years of age and not more than nineteen years of age on September 1st 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 twelve or more class periods of a subject during a semester for any reason, he/she will NOT receive credit for that class without the approval of the Board of Trustees, which will act upon the recommendation of the school administration. Parents must assume the responsibility of providing proper documentation to the administration for review by the Board of Trustees in support of their request for credit.

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 or an email to the respective division’s office 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. 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 for every day missed to make up class work following an excused absence. Students are responsible for securing a list of assignments missed and for turning the homework in on time; teachers have no responsibility to pursue the student to see 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 for every day missed. Any test scheduled prior to an excused absence and given on a date after the excused absence must be taken as scheduled, unless the students obtain permission from the teacher or the appropriate 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 appropriate 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 or an email to the respective division's office 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.

Division-Specific Policies for Absences and Tardies

For information regarding policies for Lower (PK-4th) and Upper (5th-12th) Schools, please review the information in those specific sections below.

Health, Clinic & Student Services

Immunization Requirements and Illness

Westbury Christian complies with all applicable City of Houston and State of Texas Health Department regulations. To ensure the safety and health of our campus community, an accurate, up-to-date immunization record must be on file in the school office for every student.

- First Day Admission: Students will not be permitted to attend class on the first day of school unless current immunization records have been submitted.

- Ongoing Compliance: Up-to-date records must be maintained throughout the entire academic year. If a student's immunization status expires or falls out of compliance during the school year, the student will be withheld from attending class until updated documentation is provided.

First Aid & 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. A parent/guardian will be notified if a student is unable to remain at school, or if an emergency arises requiring that he/she be taken to a medical facility. If a student must be transferred to an emergency facility before you arrive, a representative from the school will remain with the student until your designated person arrives. The decision to call 911/emergency personnel rests solely with school administration.

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.

Please inform the school immediately if your child is diagnosed with a communicable disease. All students with communicable diseases must receive a medical evaluation and statement from a doctor containing the diagnosis and notification that the student is no longer contagious. We ask for your cooperation in this area, as it is for the benefit and safety of our students and staff that we enforce these guidelines.

In all cases, an ill student should be removed from the school premises as soon as possible (preferably within 30 minutes). Sick students will not be allowed in class for the health and safety of all other students and staff if they are demonstrating symptoms, including, but not limited to, such as:

- Any fever 100.0 degrees or greater. Students must be fever free for **24 hours** without the aid of fever-reducing agents before returning to school.
- Feeling feverish
- Loss of taste or smell
- Diarrhea
- Vomiting
- Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Muscle pain in conjunction with other symptoms
- Headache in conjunction with other symptoms
- Suspected pink eye, ringworm, measles, mumps, rubella, chicken pox, poison ivy, poison oak, unusual spots or rashes/infected skin patches, flu, or any other communicable disease.
- Severe itching of the scalp or body (may be symptoms of lice or scabies). Students must be treated and nit free before returning to campus.
- Unusual behavior: cranky, listless, general discomfort, or just seems unwell
- Illness requiring greater need for care than staff can provide
- 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 as much as possible in administering comfort to the student.

Students who cannot go outside for recess due to medical conditions will have an alternate arrangement as assigned by administration.

Over the Counter & Prescription Medication Protocols

Westbury Christian School will supply the following over-the-counter medications on an as needed basis through the clinic: acetaminophen, antacid chewable tablets, anti-nausea tablets/liquid, Benadryl (liquid or ointment), contact solution, cortisone 10 cream 1%, cough drop or throat lozenge, eye drops (moisture/redness/allergy), Gas-X, ibuprofen, Imodium AD, Midol, Orajel Tooth and Gum Relief, pain relief cream with lidocaine, Pepto Kids Chewable,

triple antibiotic ointment, Vaseline, wound cleanser spray. These medications WILL NOT be dispensed, however, if you have not updated your preferences in FACTS under OTC Medications.

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

- 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 at the school's clinic.
- 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:

- 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.
- 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.
- 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.

Clinic Access Rules & Parent Notification

To maintain order and track the whereabouts of students, except in cases where circumstances make it impossible, students must have a Clinic Hall Pass before going to the Clinical Aide's office. If a student 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 Hall Pass, or he/she may be considered out of class without authorization.

The Clinical Aide determines whether the student is able to return to class. Students who are not able to return to class must be picked up by parents and taken home as soon as possible. Students should not be on phones or doing classwork while in the clinic.

When a student visits the clinic for medication, illness, or injury, the clinical aide will utilize the FACTS notification system to inform parents. Authorized parent/guardian contacts will receive an email from the clinic stating date/time of visit, information about student need, and actions taken. If student needs to be picked up immediately, the clinic aide will also call parent/guardian or authorized emergency contact. It is imperative that your child's FACTS account reflects accurate contact information for authorized adults to be reached in cases of emergency.

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 Texas Department of Family and Protective Services (DFPS).

Campus Operations & Student Services

Lost and Found

A “Lost and Found” area is in the hallway by the clinic. Students are asked to check there if an article of clothing or other belongings has been misplaced. Unclaimed articles, including those from PE locker rooms and classrooms, are disposed of monthly. It is suggested that removable clothing be labeled with the student’s name, especially jackets and sweaters.

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 on 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.

Breakfast

Breakfast is served on campus from 7:15-8:00. Eating breakfast on campus does not excuse a student from arriving to class on time. Students must manage their morning schedule to ensure they are in their classroom before the morning bell. Students purchasing breakfast must present a prepaid \$25 Breakfast Card, available for purchase through the Business Office. SAGE Dining staff will deduct/punch the purchase amount each time a student passes through the line. SAGE Dining cannot serve students without a valid breakfast card. Cash or credit payments are not accepted in the morning line.

Cafeteria 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 including after SACT/Chapel time. Students who leave a mess in the cafeteria may be required to clean up before heading to class, which could result in an unexcused tardy.

Office Telephones

Office phones are for school business only. Students should not expect to use office phones. Students may be allowed, in the sole discretion of the school, to use the Mundy Hall reception phone or other office reception phones. Office staff will take messages for students during the day, but will not call them out of class except for emergency conditions.

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.

Field Trips

Field trips are an integral part of the educational process. All field trips are approved by the appropriate Principal. 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:

- The sponsor will determine specific rules and regulations.
- 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.

- 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. Students who pay for a field trip and then do not go on the field trip will receive a refund, if possible.
- 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 appropriate Principal.
- 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.

Guidance

A Guidance Counselor is available to students at WCS for both academic and social-emotional counseling. The Guidance Counselor is for any student who needs to discuss academic concerns. In addition, the Guidance Counselor 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 testing. The Guidance office also coordinates the administration of AP Exams as well as standardized achievement tests. While the Guidance Counselor can support students with social-emotional counseling, significant or on-going mental health concerns will be recommended for outside counseling services.

Communications & Administrative Procedures

FACTS Student Information System

Parents and students will have access to FACTS (formerly known as RenWeb), which is the school's Student Information System (SIS). The available information will include weekly lesson plans, homework assignments and testing schedules and individual student grades for each class, which will be available on Monday for the preceding week. Parents only will have access to family financial information. Invoices and financial statements are not mailed home but are posted on FACTS.

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 Lower School or Upper School Office. Often, parent-teacher conferences can be held virtually through Zoom.

Conference requests should follow these guidelines: 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. 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.

Request for Records/Transcripts

Electronic report cards will be issued through FACTS to the students at the end of each grading period, provided the student's account in the Business Office is paid in full.

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 to registrar@westburychristian.org) 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. Transcripts will be ready for pickup in the Business Office between 24 and 48 hours after transcript is requested.

School Calendar, Announcements, and Bulletins

The master calendar of all school activities is maintained by the Head of School's office and available through the school website. Any changes to 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. Special notices are posted on bulletin boards or in appropriate areas throughout the school. The Upper School office must approve all posters, signs, banners, announcements, invitations, etc.

Westbury Christian School may use an outside email service such as MailChimp and Constant Contact to distribute newsletters.

Parent or Behavioral Complaint Procedures

Westbury Christian School values open, constructive communication between families and school staff. To ensure concerns are addressed promptly, fairly, and by the appropriate personnel, parents are expected to follow established lines of communication:

- **Academic Concerns:** Complaints regarding classroom instruction, coursework, or academic progress should first be brought directly to the appropriate teacher. If the issue remains unresolved, it should then be directed to the divisional Principal. If a complaint directly concerns a teacher, the Principal will consult with the faculty member to address the matter.
- **Athletic Concerns:** Complaints regarding sports teams, playing time, or athletic programs should first be brought to the appropriate coach. If unresolved, the matter should be escalated to the Athletic Director. If a complaint directly concerns a coach, the Athletic Director will consult with the coach to address the situation.
- **Role of Parent Volunteer Groups & Points-of-Contact:** Auxiliary parent organizations (including the PTO, Wildcat Athletic Association, and Friends of the Arts) and volunteer parent points-of-contact (such as room parents or team moms) serve solely in supportive, community-building roles. These individuals and groups are not authorized to hear, mediate, or manage complaints. All administrative, operational, academic, and athletic concerns must be directed exclusively to WCS faculty and administrators through the official channels outlined above.

Should these procedures not resolve the problem, the parents may request a meeting with the Head of School. 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 decision of the Board is final.

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 Business 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.

Use of School Brand, Logo, and Marketing Resources

The WCS brand, logos, and marketing resources are valuable assets that represent our school's image and identity. The official school logo must be used only in its approved form on approved materials. Please do not alter the logo in any way (e.g., changing colors, shape, or proportions) without explicit permission from the Marketing Department. The school logo or brand should not be used to endorse non-school-affiliated products or services. Students, employees, parents or volunteers should not create their own branded items without the school approval or use the logo for embroidery on personal items of clothing.

Approval Required: To maintain consistency and prevent misuse, any use of the school brand, logos, or marketing resources by students, sponsors, employees, parents, volunteers or volunteer organizations must receive written

approval in advance by our Marketing Department. The Marketing Department or Head of School has final approval for all designs and requests.

Part III: Student Life, Conduct, & Expectations

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, then your child may not be a good candidate for the student body at WCS.

Upon completion and signature on the enrollment contract, you have agreed to meet the required Code of Honor Pledge below.

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 lie, cheat, or steal, nor tolerate those who do. I will not cheat on classwork, homework, tests, or exams.

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

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

I PLEDGE not to be sexually promiscuous.

I PLEDGE to live a life that is pleasing to God.

Academics at WCS

The Westbury Christian School curriculum is designed to cultivate academically prepared, spiritually grounded lifelong learners. Through our academic programs, students master core competencies in written and oral communication, Social Studies, Science, and Mathematics. Complemented by required participation in the Student Activities Program, our holistic approach ensures students develop critical thinking alongside strong interpersonal and leadership skills.

We hold high expectations for academic engagement and personal responsibility. While detailed policies regarding attendance, co-curricular absences, and grading protocols are outlined in the following sections, our core academic framework rests on three principles:

- **Instructional Integrity:** Protecting classroom time from unnecessary disruptions.
- **Student Ownership:** Expecting students to proactively manage coursework when participating in school-sponsored activities.
- **Objective Assessment:** Ensuring academic grades directly reflect subject mastery, while character, effort, and conduct are evaluated separately.

Academic Honesty

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.

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.

Definitions

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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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:

- Understanding the types of conduct that are deemed unacceptable and, therefore, are prohibited by this policy.
- Refraining from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
- When a statement of integrity appears on a quiz, test, or final exam, signing and adhering to the statement.
- Alerting teachers or administrators of instances that violate this policy.
- 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:

- Understanding the procedures of this policy relative to how faculty members are to handle suspected instances of academic dishonesty.
- Developing an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
- 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:

- Making provisions for the education of students, faculty, and persons with designated responsibility under the provisions of this document concerning their responsibilities.
- 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.

The Use of Artificial Intelligence (AI)

Artificial Intelligence can be a helpful tool in one's learning journey. AI can help understand complex topics, facilitate studying, and make learning more interactive. While using AI, however, it is essential to ensure that a student's actions remain within the framework of academic integrity.

A student should never use AI to complete one's assignments, tests, or any form of graded work. This would be equivalent to cheating. When using AI to research or gather information, one must ensure that they properly cite the sources provided. Not doing so could result in plagiarism. While AI can be helpful, one should always cross-verify information from multiple sources. Artificial Intelligence is not infallible and should not be wholly relied upon for accuracy.

The misuse of AI, such as using it to cheat on tests, plagiarize work, or misrepresent one's understanding, will be treated as a serious violation of our school's academic integrity policy. Consequences can range from grade penalties, failing the course, or even suspension or expulsion. AI can be used as a learning tool, but we encourage using it responsibly and ethically.

Homework and Assessments

Homework is an essential extension of classroom learning designed to reinforce skill mastery, introduce new concepts, and foster self-discipline and time-management skills. Tests, quizzes, and projects allow teachers to evaluate student understanding, application of concepts, and academic progress accurately. Academic honesty is expected of all students. Cheating undermines learning and misrepresents actual student capability.

Homework Integrity

Cheating on homework or daily assignments includes, but is not limited to:

- Submitting work completed by someone else (including unauthorized use of digital tools or AI).
- Completing or preparing an assignment for another student to submit.
- Selling, purchasing, or sharing assignments.
- Copying another student's work or allowing work to be copied.

- Relying heavily on someone else's ideas or assistance without proper attribution.

Assessment Integrity

Cheating on tests, quizzes, or major evaluations includes, but is not limited to:

- Viewing or attempting to view another student's answers.
- Engaging in unauthorized communication during an assessment.
- Possessing or using unauthorized materials, devices, or resources during testing.
- Sharing specific content or questions with students who have not yet taken the assessment.
- Any conduct reasonably construed by faculty as compromising assessment security.

Policy Enforcement

When academic dishonesty is observed or identified by a teacher or proctor, the teacher's professional judgment regarding the facts of the violation is authoritative. The incident must be reported directly to the Middle or Upper School Principal for administrative review and disciplinary follow-up.

Papers, Essays, 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.

- Plagiarism is the act a student commits when they give the impression that they have written or thought something on his/her own that in fact they borrowed from someone else. It is a form of cheating that involves a student's attempt to gain credit for someone else's efforts.
- 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.

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. Incompletes can impact a student's eligibility to participate in extracurricular events.

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.

Summer Academic Practice

The school provides a listing of suggested books for students to read over the summer, as well as math practice to maintain students' proficiencies in grade level subject matter.

Technology & Acceptable Use Policy (AUP)

Computer Resources

As a means to further technological education at WCS, computer curriculum is integrated into all areas of study. WCS will make tablets available for Pre-K3 and Pre-K4 students to use in the classroom. Students in grades Kindergarten - 6th grade will each have an assigned device to be used while on campus. Students in 7th – 12th grades will be issued a school owned device to be used in the classroom and at home. The rules for the use of the school's computers and other computer resources are stated in the Network/Internet Acceptable Use Policy, which is described below. Any additional, supplemental rules applicable to school owned devices will be given as additional documents. The agreement to abide by this policy is signed as a part of the Enrollment Packet. Any additional rules for use of the carts will be stated by teachers and/or principals and are in effect at all times.

Network/Internet Acceptable Use Policy & User Agreement (AUP)

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.

The purpose of this policy is to provide guidelines for the ethical and responsible use of technology by students at Westbury Christian. This policy aims to ensure that technology is used in a manner that aligns with the school's Christian mission, values, and Statement of Faith, and that promotes a safe and productive learning environment.

Students are expected to use technology in a way that:

- Honors God: Technology should be used in a manner that glorifies God and reflects Christian character and values.
- Respects Others: Technology should not be used to harm, harass, or demean others.
- Promotes Truth: Technology should be used to seek and share truth, avoiding the spread of misinformation or falsehoods.
- Upholds Integrity: Students should demonstrate honesty and integrity in their use of technology, avoiding plagiarism, cheating, and unauthorized access.
- Protects Privacy: Students should respect the privacy of others and protect their own personal information.
- Exercises Self-Control: Students should use technology with self-control and moderation, avoiding excessive or addictive use.
- Complies with Rules: Students must adhere to all school rules and policies related to technology use, as well as all applicable laws and regulations.

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 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.

Network/Internet - Terms and Conditions

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 or leased equipment to access computer resources outside the WCS network. The student will 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. Students should have no expectation of privacy when using school-issued technology. WCS reserves the right, in its sole discretion, to review any Network/Internet account usage. 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.

Acceptable Use

Students may use technology for the following purposes, provided that such use aligns with the Guiding Principles:

- Educational Activities: Technology may be used for classroom assignments, research, and other educational activities.
- Communication: Technology may be used for appropriate communication with teachers, classmates, and others, as approved by the school.
- Accessing Approved Resources: Students may access approved websites, software, and online resources that support the school's educational goals.

Prohibited Use

Students are prohibited from using technology for the following purposes:

- Inappropriate Use: Includes, but not limited to, those uses that violate the law, that are specifically named violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet.
- Accessing Inappropriate Content: Accessing, viewing, downloading, or distributing content that is sexually explicit, obscene, pornographic, or otherwise offensive, as defined by the school's Christian standards and values.
- Cyberbullying: Engaging in any form of cyberbullying, including sending harassing, threatening, or defamatory messages, or posting harmful or embarrassing content about others.
- Hacking and Unauthorized Access: Attempting to gain unauthorized access to computer systems, networks, or data.
- Plagiarism and Cheating: Submitting work that is not their own or using technology to cheat on assignments or tests.
- Distribution of Inappropriate Material: Creating, sending, or distributing content that is harmful, offensive, or violates school policies.
- Violation of Copyright: Illegally downloading, copying, or distributing copyrighted material, including music, movies, and software.
- Violations of Law: Transmitting any material in violation of any federal or state law. Any attempt to break the law using a WCS Network/Internet account or school-issued device 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.
- Use of Technology During Prohibited Times: Using technology in unauthorized areas or during prohibited times.
- Personal Gain: Using school technology for personal financial gain or commercial purposes.
- Misrepresentation: Impersonating another individual or misrepresenting one's identity online.
- Bypassing Security Measures: Attempting to circumvent or disable school security measures, such as internet filters.

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

Violations of this policy may result in disciplinary action, regardless of the success or failure of the attempt. WCS, in its sole discretion, will make the final determination as to what constitutes inappropriate or prohibited use. Consequences include, but are not limited to, warnings, loss of technology privileges, detention, suspension, expulsion, and/or legal action, if applicable. WCS may suspend Network/Internet access if, in its sole discretion, that is necessary to serve any educational purpose.

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.

Portable Electronic Devices (Cell Phones, Wearables, Headphones)

Portable electronic devices (cell phones, tablets, wearable technology, headphones, etc.) not issued by the school through its one-to-one technology program are a distraction in the classroom and during other activities that demand a student's full and undivided attention, therefore their use is not permitted outside of the cafeteria area, including during class and chapel. Cell phones may be used only by high school students in the cafeteria area -- or, in the case of seniors, at the picnic tables in the courtyard -- only during SACT and lunch. In all other situations during a normal school day (7:40 AM – 3:25 PM) for high school students -- and at all times (7:40 AM – 3:25 PM) for lower school and middle school students, unless they are part of a teacher-approved presentation -- personal portable electronic devices should be turned off and kept in either the student locker or backpack. Use of cell phones and/or wearable technology during normal school hours without the prior approval of an administrator makes the student's portable electronic device subject to confiscation. This includes restrooms and hallways during passing periods. *If an 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 electronic devices will not be returned directly to a student. Parents must pick up the electronic device in the business office at the end of school (unless the device was confiscated late in the school day) and pay a \$25 fine to have the device returned.

Calculator Policy

The TI-84 Plus is required for students in pre-algebra classes or higher. Use of the calculator is important for enhancing instruction and understanding as well as speeding computation and preventing errors for more difficult and lengthy problems. Students, however, need also be able to demonstrate fundamental mathematics and computations in paper and pencil format. In other words, calculator use is not a substitute for understanding.

When calculators are required for an exam, teachers will have included calculators as part of the instruction. Students are then responsible for knowing how to use the calculator in order to demonstrate mastery of the assessed concept. Instructions for using the calculator will not be given during a test.

Students are to demonstrate personal integrity in the use of calculators. Inappropriate use may result in disciplinary consequences. Inappropriate uses of the calculator include, but are not limited to:

- Playing calculator games during class
- Storing formulas and/or answers
- Using programs unauthorized by the teacher

All memory will be cleared before and after tests are administered. Students are advised to engrave their name onto the calculator (not just the case) and record the serial number to discourage theft.

Social Media Policy

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications – such as social media platforms and online forums – both within the WCS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire WCS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Honor.

In addition to the regulations found in other relevant sections of this Student Handbook, students are expected to abide by the following:

- To protect the privacy of WCS students and faculty, students may not, under any circumstances, surreptitiously create digital video recordings of WCS community members, either on campus or at off-campus WCS events, for online publication or distribution.

- Students may not use social media sites to publish disparaging or harassing remarks about or photos/recordings of WCS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

This Social Media Policy applies at any time, day or night, during a student's enrollment at WCS. There are no limits on the reach of this policy concerning social media activity that involves a WCS student and/or other members of the WCS community. Failure to abide by this Social Media Policy, as with other policies at WCS, may result in disciplinary action as described in the Conduct Code Infractions and Disciplinary Procedures, or as determined by the appropriate Principal.

Deepfake Policy

The purpose of this policy is to address the creation, distribution, and use of deepfakes by students and employees at Westbury Christian School. This policy aims to uphold the school's Christian mission and values by prohibiting the use of this technology in ways that dishonor God, disrespect others, or violate the principles of Christian love and values.

For the purpose of this policy, "deepfakes" are defined as any media (video, image, or audio) that has been manipulated using artificial intelligence (AI) to depict a person saying or doing something they did not actually say or do. This includes, but is not limited to, the use of AI to:

- Replace a person's face with another person's face in a video.
- Alter a person's speech to make them say words they did not say.
- Generate fabricated images or videos of a person.

Manipulated images and videos of peers, classmates, and others can humiliate and impact a real person. Once created and shared, the damage to an individual's relationships and reputation are challenging to limit or control.

Christian Values

This policy is grounded in the following Christian values:

- Honoring God: We are called to use technology in a way that glorifies God (1 Corinthians 10:31). Creating and distributing deepfakes, which are inherently deceptive, dishonors God, who is Truth.
- Loving our Neighbor: We are commanded to love our neighbor as ourselves (Matthew 22:39). Deepfakes can be used to harm, deceive, and manipulate others, which is a direct violation of this command.
- Respecting Dignity: Every person is created in the image of God and deserves to be treated with dignity and respect. Deepfakes can be used to degrade, humiliate, and violate a person's dignity.
- Truthfulness: Christianity values Truth. Deepfakes are the antithesis of Truth, as they are designed to deceive.

Prohibited Conduct

The following conduct is strictly prohibited:

- Creation of Deepfakes: Creating deepfakes of any person, including students, staff, parents, or members of the wider community.
- Distribution of Deepfakes: Sharing, distributing, or transmitting deepfakes through any medium, including social media, email, or other electronic means.
- Use of Deepfakes: Using deepfakes for any purpose, including:
 - Harassment or bullying
 - Defamation or slander
 - Impersonation or fraud
 - Disinformation or propaganda
 - Any other purpose that is unethical, immoral, or violates the school's Christian values.

Consequences of Violations

Violations of this policy will be subject to disciplinary action, up to and including:

- For students: Suspension, expulsion, or other appropriate disciplinary measures as outlined in the Student Handbook.

- For employees: Warnings, reprimands, suspension, termination of employment, or other appropriate disciplinary measures as outlined in the Employee Handbook.
- For parents/volunteers: Restriction of access to school facilities and activities, required withdrawal from school, and/or other appropriate measures.

Student Conduct & Campus Life Standards

Community Standards & Expectations

Westbury Christian School strives to cultivate a safe, respectful, and Christ-centered environment where every student can learn and grow. All students are expected to uphold these principles through their daily choices and interactions.

Stewardship of Campus Facilities & Property. Students are expected to treat all campus facilities, equipment, furniture, and educational resources with care and respect. To maintain clean and well-kept learning spaces, writing on or defacing property, sitting on furniture improperly, and throwing items are prohibited. Parents/guardians assume full financial responsibility for any damage, loss, or necessary repairs to school property or equipment, and associated costs will be billed directly to the student's account.

To maintain clean facilities, food, gum, and non-water drinks are reserved for designated dining areas and are not permitted outside the cafeteria or in classrooms without administrative approval. Students may carry water in classrooms and hallways using approved, auto-sealing water bottles. Metal flasks, open containers, and unapproved bottles are restricted to the cafeteria.

Engagement in Productive Learning Environment. To minimize distractions, students should remain attentive and refrain from sleeping, using unapproved electronics (such as gaming devices or personal media players), or bringing toys to class. Disruptive behavior, inappropriate language, or disrespect toward peers or faculty hinders learning. Students who disrupt the learning environment may be referred to the Principal's office for administrative review and appropriate follow-up.

Positive, Christ-Centered Relationships and Conduct. Students are expected to demonstrate Christian kindness, encouragement, and self-control in all peer associations and relationships. Physical conflicts, fighting, or violent disruptions compromise community safety. In the event of a physical or violent disruption, involved parties may be sent home immediately while the Principal conducts a thorough investigation to determine appropriate disciplinary action.

Campus Safety & Prohibited Items. To ensure a safe, secure environment for all students and personnel, weapons, dangerous items, flammable liquids, explosives, or illegal items of any kind are strictly prohibited on school property.

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 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. **Students can also anonymously report bullying, harassment, intimidation, cyberbullying, threats, and concerns of school violence to Crime-Stoppers Houston by calling 713.222.8477 or online at crime-stoppers.org.** Crime Stoppers will contact the school with this information.

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 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.

Male/Female Relationships

Proper male/female 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.

Music & Media Guidelines

To maintain a Christ-centered environment that fosters spiritual growth, music and media selected for any school-sponsored activity, performance, or event must reflect wholesome and God-honoring standards. Music containing explicit lyrics, vulgarity, suggestive themes, violence, or content deemed inconsistent with Westbury Christian School's mission and values is strictly prohibited. Students are encouraged to select media that supports their personal and spiritual development. The administration reserves full discretion to review, approve, or prohibit any music or audio-visual media used by student groups, athletic teams, or campus organizations at any time.

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, e-cigarettes or other vaping devices, 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, no more than six times in a school year. 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 based upon the sole discretion and reasonable suspicion of the school administration. Reasonable suspicion includes, but is not limited to

- Observation of illegal drug or alcohol use
- Possession of illegal drugs, alcohol, or drug paraphernalia
- Personal observation concerning the appearance, speech, or behavior of the student that may indicate the effects of drug or alcohol use
- Reasonable belief that the student has engaged in conduct, either on or off school property, that involves the sale, delivery, possession, or use of an illegal drug or alcohol
- Information provided by a reliable and credible source, as determined by the school administration

All drug and alcohol testing will be conducted in accordance with approved procedures and in a manner which is sensitive to the student's interests in privacy, dignity, and confidentiality.

Prior to conducting any drug or alcohol testing, a reasonable effort will be made to inform the student's parent or guardian. When feasible, the parent or guardian will be given an opportunity to be present during the testing if he/she can arrive within a short period of time.

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 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.

Consequences of Refusal to Consent to Testing

Refusal to submit to a reasonable suspicion or return-to-school drug/alcohol test, or failure to cooperate fully as directed during the testing procedure, is considered a violation of this policy. The student is subject to the same disciplinary action enforced when submitting a positive sample up to and including suspension or expulsion. Failure to provide an adequate test sample without a valid medical reason or engaging in conduct that obstructs the collection process is considered as a refusal to test.

First Positive Test Result

If a test confirms that a student has been using illegal substances or alcohol, the Head of School and school counselor will meet with the student and parents. In addition to the discipline outlined in the Student Handbook for using illegal substances, the student will be placed on a probationary contract, on file in office, which will include:

- Evaluation by a certified medical professional approved by WCS. Ongoing counseling may be required. A release to the Head of School so that student progress can be monitored.
- Discontinued drug use verified by further testing. These additional drug tests will be unannounced and continue until the end of the probationary contract. Parents are responsible for the costs associated with these tests.

All information received by WCS through the drug testing program is confidential and will be maintained by the Head of School. Access to this information is limited to the relevant principal and Head of School, who will retain the records in a secure file, and if necessary the Guidance Counselor.

Second Positive Result or if Probationary Contract is Not Followed

In the event that a student tests positive a second time or fails to fulfill the requirements of the probationary contract, the student will face dismissal and/or expulsion from school.

Appeal Process

Students who test positive for drugs may request a second test. Within 24 hours of being notified of a test result, parents/guardians of any participant testing positive must request the confirmation test in writing to the Head of School. The student's family is responsible for any costs associated with the re-test of the original sample collected. If the re-test is negative, the participant will remain in good standing. If the re-test is positive, the participant shall be subject to consequences under this policy. If a parent fails to make a request for a re-test within 24 hours of receiving notice of a positive test result, the appeal process will no longer be available.

Help for Illegal Substance Use Problems

If a student voluntarily seeks help from a faculty member or administrator for substance use or abuse prior to any testing required by WCS, the School will refer the student to the school counselor who will assist the family in finding appropriate treatment, provided the substance use did not occur at school or at school-related activities. This type of help will remain confidential.

- The student will be required to have a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and WCS counselor. The WCS counselor will be given permission to speak to the student's treatment professional to monitor the student's progress.
- In addition, the student will be required to take random drug tests at a WCS-approved test facility as requested by the School at the parents' expense. Refusal of the student to permit testing or refusal of the family to cooperate with testing will result in disciplinary action, including and up to dismissal.

WCS Dress & Appearance Code

The WCS Dress and Appearance Code is designed to create a serious, yet positive, on-campus atmosphere that suggests a readiness for and promotes behavior appropriate to 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 WCS Dress and Appearance Code is to teach and model lasting principles of appropriate dress and behavior, not simply to address fashions and fads. These guidelines offer methods for dressing modestly and appropriately under all circumstances, taking into consideration the variety in classroom settings and diversity of individual students. WCS retains the right, in its sole discretion, to prohibit at any time any personal appearance choices that it deems distracting or an impediment to the educational process.

Shopping for WCS Uniforms and Spirit Wear

The Westbury Christian School name, crest, and Wildcat mascot represent our institutional identity, history, and commitment to excellence. To maintain visual consistency, professional standards, and brand integrity across all grade levels, all uniform tops and spirit wear must display current, officially sanctioned WCS logos.

Required uniform tops (polos and Oxford shirts) featuring the embroidered WCS Crest must be purchased through our primary uniform partner, Lands' End (Preferred School #900150996), or directly from the on-campus Wildcat Store, which offers gently used uniforms.

Lands' End School Uniforms

www.LandsEnd.com/school

Preferred School Number: 900150996

800-469-2222 (Customer Service)

Clothing, outerwear, or uniform tops featuring retired, outdated, or altered versions of the WCS Crest or Wildcat mascot do not meet WCS Dress Code standards and may not be worn on campus or at official school events.

Parents and students may not purchase unapproved tops or outerwear from third-party retailers and independently embroider, screen-print, or attach WCS logos. Personal items of clothing may not be customized with the WCS logo without prior written authorization from school administration.

All logo-bearing garments must be clean, unfaded, and in good physical repair. Items with cracked screen printing, frayed embroidery, tears, or significant discoloration are considered non-compliant and must be replaced.



WCS Crest

The WCS Crest appears on clothing items designated as part of the required or optional uniform and is required on all Polos and Oxfords



WCS Wildcat

The WCS Wildcat appears on clothing items designated as spirit wear.

General Uniform Standards & Rules

- **Condition:** Clothing must be in good repair (no tears, rips, frayed edges, embellishments, or faded/discolored fabric).
- **Fit:** Skin-tight, excessively tight, or oversized/baggy/saggy clothing is strictly prohibited.
- **Length:** Skirts, skorts, and shorts must be worn at, slightly below, or slightly above the knee (no more than 2 inches above or below the knee). The option to wear skirts or shorts is a privilege, not a right, so chronic non-compliance with rules concerning the appropriate length for skirts and/or shorts could result in the loss of this privilege.
- **Shirts & Tops:** All shirt buttons, except for the very top button, and including collar buttons are to be buttoned. Shirt sleeves may not be rolled up. All shirts are worn tucked in and belted; rolling under the bottom does not meet WCS Dress Code.
- **Belts:** For students in 1st-12th grade, if the bottoms have belt loops, a belt must be worn. Belts must be solid black, brown, or navy, or the Lands' End Classic Navy Plaid.
- **Leggings & Tights:** Students may wear black, navy blue, or white tights or leggings under their school uniform.
- **Outerwear:** WCS approved jackets, sweaters or sweatshirts that properly display the WCS Crest or Mascot meet WCS Dress Code but must be worn over a properly maintained uniform. School uniforms must be worn and visible under all WCS approved jackets. Students may be asked to remove outerwear during daily Dress Code checks. Jackets, sweaters or sweatshirts tied around the waist do not meet WCS Dress Code.
- **Footwear:** Students are required to always wear closed-toe shoes during the school day, and footwear is required at all times. Bare feet do not meet WCS Dress Code. Open-back/open-sided shoes or slippers are not permitted for safety reasons (Crocs, flip flops, slides, etc.). Socks are worn whenever it is appropriate to do so. Exceptions for footwear standards are extended for special occasions, such as award ceremonies, lock-ins, or practices/post-game activities. The WCS sponsor may decide to prohibit at any time any footwear that he/she deems inappropriate.

Grooming, Hair & Accessories

- **All:** Appropriate undergarments must be worn out of sight at all times, and clothes should not be so tight that undergarment lines are visible.
- **All:** No visible tattoos are permitted for students in any grade while on campus or representing the school off-campus.
- **For Girls and Young Ladies:** Hairstyles and makeup must be conservative. Color of hair should be natural shades; for example, shades of orange, maroon, blue, etc. are not permissible. The only visible form of body piercing that is acceptable is pierced ears. Final approval is at the discretion of the student's principal.
- **For Boys and Young Men:** Hair should not go below the eyebrows or over the collar. Hairstyles must be clean cut. Color of hair should be natural. Ponytail holders, headbands and/or clips may not be used to achieve compliance. Facial hair should be well-groomed. Boys may not wear earrings or other body piercings. No color fingernail polish is allowed for boys and young men. Final approval is at the discretion of the student's principal.

Special Dress Days & Passes

On **Fridays**, students may wear a WCS Spirit Shirt (past theme shirts, athletic shirts with WCS Wildcat, etc.) with plain denim jeans or regular uniform bottoms. Denim jeans with tears, rips, frayed edges, embellishments and excessive bling do not meet WCS Dress Code. Jeans on Spirit Days may be black or blue. Students not participating in Friday Spirit Day dress must comply with normal uniform requirements.

A **PTO Dress Pass** allows students to dress as they would for a Friday Spirit Day only on a specified Thursday instead. Students must keep their dress pass in their possession during that day.

Final Exam Dress Passes are made available for sale in the Upper School Office at the end of each semester. These passes allow students to wear modest apparel consistent with WCS's conservative approach to dress each day during Midterm or Final Exam weeks. Short shorts, crop tops, and spaghetti straps are not considered "modest apparel." Students must have the Final Exam Dress Pass in their possession throughout each day of Final Exam week to exercise this privilege.

Student Ambassadors are eligible to wear a special uniform when fulfilling their duties. The Admissions office will direct the Student Ambassadors on what they are to wear on the days they represent the school during special events.

Navy Blazer or Navy Sweater Vest (WCS Crest)

White Lands' End Oxford Shirt with Lands' End Striped Necktie

Young Men: Khaki Lands' End Chino Pants for boys

Young Ladies: Plaid Skirt (preferred) or Khaki Skirt (if size not available in Plaid)

Closed-toe Shoes (no boots) and Belt

Dress Code Enforcement

In the lower school, teachers will conduct daily dress code checks and will notify the school office with any incompliance details. Parents will be notified.

In the middle and upper schools, daily dress code checks – when students will be expected to exhibit compliance with all applicable rules, including the wearing of a belt and a uniform shirt under outerwear – will be conducted during home room announcements at the end of first period, and all teachers and staff are required to monitor student dress code throughout the school day. All middle and upper school teachers will be required to submit the results of the daily dress code check to the Upper School Office, who will assign the relevant type of detention, as outlined in the Conduct Code Infractions and Disciplinary Procedures, and determine any appropriate corrective action, as needed. Please note that beginning with the fourth dress code violation, each detention will include a \$10 fine added to the student's account (See the Student Handbook for details on the Upper School Detention and Fine Policy).



LOWER SCHOOL DIVISION POLICIES

Academic Policies

Grading Procedures in the Lower School

Students in K3, K4 and Kindergarten receive periodic checklists that chart their developmental progress in all areas. Students in grades one (1) through four (4) receive numerical grades in ELA/R (reading skills, language, spelling, and handwriting), mathematics, science, social studies, and Bible.

4th grade: average is based 60% on daily grades (homework and class assignments) and 40% on test grades (tests, major assignments and major projects.)

3rd grade: average is based 70% on daily grades (homework, class work) and 30% on test grades (tests, major assignments and major projects.)

2nd grade: average is based 80% on daily grades (homework, class work) and 20% on test grades (tests, major assignments and major projects.)

1st grade: grades are not weighted

Numerical Grading Scale	Lower School Letter Grading Scale	
A (90 – 100)	E+	S+
B (80 – 89)	E	S
C (75 – 79)	E-	S-
D (70 – 74)	G+	N
F (Below 70)	G	U
	G-	

Promotion in Grades 1-4

In order to be promoted to the next grade level, students must pass (70%) these core subjects: English Language Arts/Reading, Math, 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 ELA/R or Math, retention may be required. In all cases, achievement scores will be referred to for the final placement decision, whether or not the student passed all core subjects.

Late Work Policy for 1st-4th Grades

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.

Retesting

In Grades 1 through 4, any student who fails an assignment in the test category may be eligible for re-teaching/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 75 on the retested material. The original test 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 re-teaching/retesting. Unless there is approval from the appropriate Principal, students may only retake a test one time.

Tutorials

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

Lower School Parent-Teacher Conferences

The Lower School has established dedicated conference days in both the fall and spring semesters. On these early release days, parent conferences are scheduled from 1:00 - 6:00 p.m. Teachers will reach out directly to parents to schedule these conferences.

Academic Honors

Students in grades Kindergarten – 4th are eligible to earn academic honors at the end of the year if they have reached or exceeded their growth goals as measured by the Measures of Academic Progress test.

Spiritual Formation & Character

Daily Bible Curriculum

Daily Bible classes are a requirement for students at Westbury Christian School. Bible classes are treated the same as any academic course in terms of grading.

Lower School Chapel

Students meet three times per week for Chapel and House activities in K3 – 4th grades. These spiritual formation activities consist 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.

Attendance Routines

School Hours & Drop-Off Window

For the Lower School division, the school hours are:

Grades K-4	8:00 a.m. to 3:15 p.m.
Preschool	8:30 a.m. to 3:15 p.m.

During morning drop off, *all* Lower School students must enter the building from the north (back) doors only; morning drop off is between 7:00 a.m. - 8:00 a.m. From 8:00 - 8:30, the back doors will continue to be manned by a staff member for any preschool students who are still arriving. Complimentary extended care is provided to students starting at 7:00 a.m.

After 8:30 a.m., Lower School students will still use the north (back) entrance; however, a parent will need to call 713-551-8100 for assistance.

Parents may not enter the school from the back entrance. Any parental access to the building must be coordinated with the front desk receptionist in Mundy Hall.

Tardy to School

Students are expected to be at school on time each day. 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. If a student arrives at school after the official start 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" in FACTS. Students who are tardy to school more than six times in a single grading period will have a \$10 charge placed on the family's account for each tardy afterwards.

Partial Day Absences

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.

Campus Life & Expectations

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. Parents wishing to walk in with their children must park on the south parking lot side of the building and enter through Mundy Hall.

Afternoon Pick Up Procedures

The north drive of the complex is for the pick-up of Lower School students at dismissal time. Access to the back (north) drive is via Glenfield Court only. All traffic should flow in a west to east direction. All cars should pull as far to the right as possible. Do not leave your vehicle. Teachers will help load children into the cars from 3:15 - 3:30 p.m. NO students in grades 5th -12th may be picked up in the back (north) drive unless permission is given by the Lower School principal.

Each family is given a white car tag to identify their vehicle. The tag should hang from the rearview mirror so it is visible to staff during the dismissal process. Be sure to list any authorized adults who can pick up your child in FACTS. Students who are not picked up by 3:30 p.m. will be checked into Extended Care.

Lower School Playgrounds

Lower School students have access to two playgrounds. Preschool students may use the playground in the church courtyard. Students in grades K-4 may use the large playground in the school courtyard. The playground equipment in the school courtyard is only for students aged 5-12. The following playground rules apply at all times.

- 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.
- 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.
- 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.
- There is to be no running or playing chase on or around the bottom of the main play structure or the swings.
- Jumping off the main play structure or swings is not allowed.
- There is to be no standing or sitting on the top of the bars of the main play structure.
- No throwing balls against the building.
- Don't climb on any poles in the courtyard area.
- No food, drinks, or chewing gum allowed on the turf at any time.

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.

Birthdays

On a student's birthday, parents are invited to eat lunch in the cafeteria with their child provided 24 hour notice is given to the lower school office. If desired, parents may bring cupcakes or cookies for all the students in that grade level to share at lunch time. Special deliveries to the classroom will not be made until the end of the day when the student is getting into their car.

Smartwatches, Phones, Toys and Technology

Students should refrain from bringing toys from home, unless for designated teacher-directed time, as toys can be a distraction from learning and may contribute to a disorganized learning environment.

Students in Lower School are not to wear smartwatches or other wearable technology at any time during the school day or extended care, nor should they bring a smartphone to school. If a device is confiscated due to violation of this policy, school officials will make their best effort to search the phone or watch for all messages and images that might

be inappropriate under school policy and will advise the parents of those violations, as well as impose the appropriate school discipline. These devices will be given to the Lower School Principal and must be retrieved from the Business Office after paying a \$25 fine.

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. For birthdays, invitations to parties outside of school may be passed out provided every student in the classroom cohort receives one

All special, in-school parties are to be approved by the Lower School Principal. In-school parties for 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.

Extended Care

Before school begins, Lower School students must check in with the extended care teachers between 7:00 and 7:55 a.m. (a complimentary morning service). In the afternoon, students are required to be in Extended Care if they remain anywhere on campus after 3:30 p.m. Afternoon Extended Care is a paid service from 3:30 p.m. until 6:00 p.m. Students may not be unattended on campus and must be either in Extended Care or in the care of a teacher, coach or other staff member (in the event of a school related co-curricular activity) until a parent or guardian picks them up.

All K3-4th grade students will be signed out from Extended Care at the back drive car line. WCS staff otherwise are not authorized to sign a student out unless the parent has checked in as a visitor with the front desk receptionist.

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 from extended care will be made by the appropriate Principal.

Lower School Dress & Appearance Guide

MONDAY, TUESDAY, AND THURSDAY: STANDARD UNIFORM

Girls: Lands' End Polo with WCS crest, short or long sleeve in navy, gold, or white, blue shorts, blue pants, blue skirts, blue skort, and closed-toe shoes.



Boys: Lands' End Polo with WCS crest, short or long sleeve in navy, gold, or white, blue shorts, blue pants, and closed-toe shoes



Bottoms do not need to be purchased from Lands End as long as they are uniform type. Bottoms can be from any vendor of your choosing.

WEDNESDAY: CHAPEL UNIFORM

Girls: Lands' End Plaid Jumper in navy houndstooth with white Peter Pan collar blouse



Boys: Lands' End Blue Oxford Dress Shirt with WCS crest, short or long sleeve, navy pants or shorts, and closed-toe shoes



FRIDAY: SPIRIT DRESS

Any WCS t-shirt or sweatshirt and jeans may be worn all Fridays unless otherwise announced.



Conduct Code & Positive Behavior Interventions

Westbury Christian School exists for the purpose of making Christ and Christian principles the dominating influence in the lives of its students. Every policy, practice, and response to student behavior flows from this purpose. Discipline is not separate from our mission. It is our mission in action.

We believe that discipline is discipleship. Every response to student behavior is an opportunity to teach, restore, and reflect the grace of God. We are not simply managing classrooms or maintaining order. We are forming the character of children who are created in the image of God and who are still growing into who He designed them to be.

We all make mistakes and fall short of expectations. Misbehavior is not primarily a problem to be eliminated; it is a signal to be understood and an invitation to grow. Our goal is that students will develop the decision-making skills to align their choices, behaviors, words, and actions with the Word of God and the example of His Son, not because they fear consequences, but because they are becoming people of integrity.

Our approach is guided by three core commitments: **Relational** (correction always happens within the context of genuine care); **Restorative** (the goal is repair, not punishment, and relationships are worth fighting for); and **Redemptive** (every child can grow, and we approach misbehavior as an opportunity to help students become who God created them to be).

When a student takes genuine ownership of a mistake, responds honestly when confronted, and demonstrates a willingness to make things right, these qualities are always considered as meaningful factors in how we respond. Administrators have the latitude, in their sole discretion, to adjust discipline when the conditions of the infraction warrant it. This includes expulsion from Westbury for egregious or repeated offenses and at administration's discretion. Our goal is never simply compliance. It is character.

Positive Behavior Interventions & Supports (PBIS): The Wildcat Way

Westbury Christian School's Lower School uses a schoolwide positive behavior system called the Wildcat Way. Our shared expectations are captured in the acronym WILD: students are expected to exhibit Worship in how they honor God in all they do, act with Integrity in all things, show Love toward God and others, and demonstrate Diligence in their work and responsibilities. Rather than focusing primarily on what students should not do, the Wildcat Way teaches and celebrates what it looks like to do the right thing.

Students are recognized and celebrated in a variety of ways throughout the school year for exemplifying the Wildcat Way through their choices, words, and actions. Points earned through the Wildcat Way system can be redeemed once per month at the Wildcat prize store, giving students a tangible and fun way to celebrate their growth. Positive behavior at Westbury Christian is not just acknowledged. It is celebrated as a reflection of the character God is building in each of our students.

Conduct Code

Students are expected to carefully consider these policies and to comply with them in a manner consistent with our school's Christian values and character. Our disciplinary approach is restorative and tiered, meaning that consequences are progressive, proportionate, and always aimed at growth and repair rather than punishment alone. Consequences are always scaffolded based on the students age/grade level. For example, Pre-K 3 and Pre-K 4 will use pictures and describing words while 4th graders may be given a full restorative plan. Administrators retain the discretion to adjust responses based on the full context of any situation, including the student's ownership, honesty, and willingness to make things right.

	Tier 1: Universal	Tier 2: Targeted	Tier 3: Intensive
Who Responds	Classroom teacher	Admin notified	Principal leads
Parent Contact	Note home when score drops to S (75–79) or below	Phone call within 24 hours	Same-day call from principal

Tier 1: Universal Behaviors

Addressed by the classroom teacher

These behaviors disrupt the learning environment but are addressed through teacher-led redirection, restorative conversation, and classroom-level consequences.

- Excessive talking or off-task behavior
- Emotional outbursts or difficulty self-regulating
- Not following classroom or school rules
- Running in the hallway or unsafe movement
- Disrespectful tone or attitude toward peers or adults
- Dress code violations
- Use of cell phones or unapproved electronics
- Removing food or drink from the cafeteria
- Possession of a laser light
- Failing to log off the network after computer use
- Inappropriate body contact with others (non-aggressive)
- Lying or dishonesty with a teacher (first occurrence)
- Cheating on a homework assignment

Tier 1 consequences follow the Conduct Reporting Scale and may include verbal redirection, removal from the situation, restorative reflection time, or a student/teacher conference. Parent contact is required when the weekly conduct score drops into the S range (75–79) or below.

Tier 2: Targeted Behaviors

Involves administrator notification and required parent contact within 24 hours

These behaviors represent a pattern of Tier 1 behavior that has not responded to classroom intervention, or a first-time incident that involves relational harm, dishonesty, or a more significant disruption to the school community.

- Repeated Tier 1 behaviors not resolved through teacher intervention
- Persistent disrespect toward a teacher or staff member
- Using profanity or inappropriate language directed at others
- Deliberate exclusion, rumors, or social targeting of a peer
- Cyberbullying (first occurrence)
- Leaving an assigned area without permission
- Cheating on a test or major assessment
- Theft of personal or school property
- Willful damage to school or personal property (minor)
- Insubordination or persistent refusal to follow directives
- Threatening language without physical contact

Tier 2 consequences include a structured reflection, a documented parent phone call within 24 hours, and may include a behavior support plan. The administrator is notified. The conduct score reflects the escalation per the Conduct Reporting Scale.

Tier 3: Intensive Behaviors

Requires immediate administrator involvement. Family conference required before the student returns to class.

These behaviors involve a risk to the physical safety or emotional well-being of others, or represent a serious escalation that cannot be resolved at the classroom or teacher level.

- Physical aggression, fighting, or unprovoked physical contact intended to harm
- Bullying, whether verbal, physical, or relational, that is sustained or targeted
- Threatening or intimidating students or staff members
- Possession of any item or involvement in any activity that endangers the health or safety of others
- Serious insubordination or behavior that significantly disrupts the school community
- Willful destruction of property (significant)
- Theft involving significant value or repeated incidents

Tier 3 consequences result in an automatic U on the weekly conduct scale. The principal contacts the family the same day. A Restorative Circle or family conference is facilitated before the student returns to the classroom, and a reentry plan is documented.

K3 – 4th Grade Conduct Reporting Scale

How This Scale Works

Every student begins each week with a score of 100. Points are deducted as behaviors require progressive intervention, and the final weekly score determines the conduct grade. Parent contact is automatically required when the score drops into the S range (75–79) or below. Consequences follow a restorative model and do not include removal of recess.

Conduct Grades

E — Excellent (90–100)

Starting score: 100

What it means: The student is consistently cooperative and self-directed. Behavior rarely requires redirection. When a verbal reminder is given, the student responds immediately and positively. The student is a positive influence on the learning community.

Consequence progression:

- Verbal warning or redirection
- –5 pts — Removal from situation
- –10 pts — Restorative reflection time (calm corner or reflection sheet)

Parent contact: No formal contact required.

G — Good (80–89)

Typical deduction: 10–20 pts

What it means: The student is generally cooperative. Behavior usually self-corrects after a verbal reminder or brief redirection. Occasional restorative reflection time or a student/teacher conference may be needed. The student is mostly a positive presence in the classroom.

Consequence progression:

- –15 pts — Student/Teacher conference
- –20 pts — Student/Teacher conference + written note home

Parent contact: No formal contact required.

S — Satisfactory (75–79)

Typical deduction: 21–25 pts

What it means: The student has been generally cooperative but requires more consistent adult support to correct behavior. Behavior does not always self-correct after redirection. A pattern may be emerging that warrants monitoring and family communication.

Consequence progression:

- –25 pts — Written note in planner; email to parent documenting behavior and steps taken

Parent contact: Written note + email home. Teacher sends a written note in the planner and a follow-up email documenting the behavior and interventions. No phone call required at this stage.

N — Needs Improvement (70–74)

Typical deduction: 26–30 pts

What it means: The student has been uncooperative or resistant at times. Behavior has not responded adequately to classroom strategies and requires administrator awareness. The student's conduct has at times negatively affected the learning environment.

Consequence progression:

- –30 pts — Phone call to parent by teacher; behavior support plan initiated; admin notified

Parent contact: Phone call required. The teacher makes a phone call to the parent or guardian within 24 hours. Admin is notified, and a behavior support plan is initiated if not already in place.

U — Unsatisfactory (Below 70)

Deduction: 50 pts (automatic U)

What it means: The student has been sent to the principal due to conduct and little or no improvement has been observed. The student's behavior has significantly disrupted the learning environment and required intensive intervention.

Consequence progression:

- -50 pts — Sent to principal (automatic U); Restorative Circle or family conference; reentry plan required before return to class

Parent contact: Same-day call + principal. The principal contacts the parent or guardian the same day. A family conference is required before the student returns to the classroom, and a Restorative Circle may be facilitated.

Weekly Points Progression

- 100 (0 pts)
 - Step 1: Verbal warning or redirection — Grade E — No contact required
- 95 (-5)
 - Step 2: Removal from situation — Grade E — No contact required
- 90 (-10)
 - Step 3: Restorative reflection time (calm corner) — Grade E/G — No contact required
- 85 (-15)
 - Step 4: Student/Teacher conference — Grade G — No contact required
- 80 (-20)
 - Step 5: Student/Teacher conference + written note home — Grade G — No contact required
- 75 and below (-25)
 - Step 6: Written note in planner + email to parent — Grade S — Parent contact required
- 70 and below (-30)
 - Step 7: Phone call to parent by teacher — Grade N — Parent contact required
- Below 70 (-50)
 - Step 8: Sent to principal + same-day parent call — Grade U — Parent contact required

Parent Contact Summary

- Score drops into S (75–79): Written note in planner + email to parent documenting behavior and steps taken.
- Score drops into N (70–74): Phone call to parent within 24 hours + admin notified + behavior support plan initiated.
- Score reaches U (below 70): Same-day phone call by principal + family conference required before the student returns to class.

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 class work 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 Principal. Absences from class attributed to a suspension will be treated as unexcused. The Lower School Principal notifies parents in advance before a student is suspended.

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.



MIDDLE & UPPER SCHOOL DIVISION POLICIES
(Grades 5 – 12)

Academic Policies

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 Cognia 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 (See each section for more information).

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 for the years enrolled at WCS.

The following credits are required by Westbury Christian School for graduating students and will fulfill the requirements of the TEA for a Texas recognized diploma.

English	4.0
Math	4.0
Science	4.0
Social Science	4.0
Bible	4.0
Foreign Language	2.0
Fine Arts	1.0
PE	1.0
<u>Electives</u>	<u>4.0</u>
Total	28.0

Diploma Endorsements

Students may earn endorsements for their standard diploma. These endorsements give students the opportunity to explore a particular subject area to greater depth. These endorsements also give students a special notation on their transcript once requirements are completed to indicate the extra learning.

To graduate with a “Distinguished Degree Plan,” student must earn at least one endorsement. Students who follow the WCS curriculum plan will automatically meet the requirements for the “Multidisciplinary Endorsement.” While students are not required to earn additional endorsements, students may do so. Students should meet with the Guidance Counselor to develop the best plan for each individual.

In addition to the multidisciplinary endorsement, students can earn the following additional endorsements:

Arts & Humanities Endorsement

A student may earn a Arts & Humanities endorsement by completing the general WCS graduation requirements and one of the following:

- Successful completion of four credits in the same foreign language by taking two additional foreign language electives in that language (Spanish III and Spanish IV or AP Spanish)
- or successful completion of four credits in no more than two of the following Fine Arts disciplines: Music, Visual Arts, or Theater.

STEM Endorsement

A student may earn a STEM endorsement by completing general WCS graduation requirements, including Algebra II, chemistry and physics, in addition to **one** of the following:

- three credits in mathematics by successfully completing Algebra II and two additional approved mathematics courses, for which completion of Algebra II is required (AQR, Precalculus, AP Calculus, AP Statistics)
- or successful completion of two additional science credits beyond Biology, Chemistry, and Physics

Distinguished Level of Achievement

Since WCS requires the completion of four credits in math (including Algebra II), four credits in science, and a state-recognized endorsement, students who complete our graduation requirements will also meet the requirements for the “Distinguished Level of Achievement” in the state of Texas. This will be noted on their final transcripts.

Performance Acknowledgements

Students can earn a performance acknowledgement on their transcript for outstanding performance on a college Advanced Placement (AP) test, or on the PSAT, SAT, or the ACT.

College Entrance Testing

Students take the SAT and ACT on campus during their junior year. If students take additional ACT and/or SAT exams, they should have their scores reported directly to WCS (#443459). Sophomores and juniors also take the PSAT on campus during the school day.

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 each specific College/University.

Graduation Ceremony

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.

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 for each year enrolled in high school. 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 Upper School office to the Registrar. 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.

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 requirements.

Student Activities Program

Westbury Christian School believes that all high school students should have educational experiences outside the classroom that will complement 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. 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
 Drama Productions
 Yearbook Staff
 Academic Competitions
 VEX/Robotics

Cheerleading
 Performing Chorus
 Performing Band
 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.

Middle School Promotion

To be promoted to the next grade level, students in 5th through 8th grade must demonstrate academic proficiency across all coursework by earning a cumulative yearly average of 70% or higher in every subject. Specifically, students must maintain a passing average of at least 70% in each of the five core academic areas: Mathematics, Language Arts, Science, Social Studies, and Bible. In addition to classroom grades, the administration evaluates standardized achievement test scores as a key indicator of student progress. These standardized scores are reviewed alongside final course averages and may be referenced by the administration to determine final grade placement and promotion decisions, regardless of whether a student has met the classroom passing threshold.

High School Promotion

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).

In high school, a student's total credits determine the student's classification—i.e., what “grade level or year” the student is in.

Credits Earned	Classification (year)
0—4.5	Grade 9 (freshman)
5—9.5	Grade 10 (sophomore)
10—17.5	Grade 11 (junior)
18 or more	Grade 12 (senior)

Course Sequencing & Prerequisites

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/Honors English
AP English Literature and Composition	
Pre-AP Pre-Calculus	Algebra II
AP Calculus	Pre-AP 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

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/Honors 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.

For a weighted GPA to appear on a transcript, students must request in writing through an email to registrar@westburychristian.org at least one week in advance.

Class Rank

Class rank will be calculated using a 100-point scale for a cumulative numeric average in credit classes with a numeric grade. Pass/fail credit, rather than a numeric grade, will be given in the following classes: aide, PE, and athletic/conditioning period. Transfer credit is not used in rank calculations. In calculating the cumulative numeric average, 5 points will be added to the earned grade in Pre-AP/Honors classes and 10 points will be added to the earned grade in AP classes. The transcript grade will reflect the actual earned grade. Numeric GPAs will be consistent with the forgoing system. Letter grades (for calculation of GPAs), 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 above.

Valedictorian & Salutatorian

Valedictorian and Salutatorian honors are determined by cumulative numeric average earned in all high school credit classes through the third term of grade 12. Eligibility requires that the student be enrolled at WCS for the final two years of high school and participated in the AP program.

Academic Honor Roll

Students with As and Bs in all subjects are eligible for Honor Roll recognition. Superior Honor Roll recognition requires that a student receive As in all subjects.

Minimum Course Load Requirements

Students must be enrolled in at least seven credit earning classes each school year unless special permission has been granted by the Upper School Principal.

Add/Drop Policies

Adding a Class:

No course may be added to a student's schedule after the third Friday of school.

Dropping a Class:

Students have until the end of the second week of the second term (or the end of the second week of the fourth term for a second semester course), following discussion with parents/guardians and the teacher, and must be approved by the Upper School Principal. If students drop a course, they must still meet the minimum course load requirements described above.

Switching Between Levels of the Same Course

Students may switch between levels of the same course (e.g., Pre-AP English I to English I, AP Human Geography to World Geography) if they do so by the end of the second week of the second term (or the end of the second week of the fourth term for a second semester course), following discussion with parents/guardians and the teacher, and must be approved by the Upper School Principal.

Numerical Grading Scale

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

Classroom Conduct Reporting Scale

- E (Excellent): The student has been very cooperative. His/Her attitude has been a positive influence on the learning atmosphere.
- 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.

Standard Grade Weights

In Middle and Upper School classes all grades are reported numerically. With two exceptions noted below, grades for any grading period, other than final exams, are based 15% on daily grades (homework, class work, small assignments, small projects), 25% on quizzes and 60% on test grades (tests, major assignments and major projects.)

Grading Procedures in Science. Daily grades in the upper school science classes consist of: 15% homework and class work (i.e. handouts, Cornell reading notes) and 25% laboratory work (i.e. laboratory procedures, preparedness for lab, lab books, informal lab reports and quizzes). Formal lab reports are part of the 60% exam grades.

Grading Procedures in Bible. Daily grades in the upper school Bible classes consist of: 15% memory work, 10% participation, 15% quizzes and 60% exam grades.

Semester Grade Calculation

Middle School semester grades (grades 7 and 8, other than for 8th grade students taking high school credit classes, for which grades are calculated as all other high school classes) are determined as follows: each term grade is 45% of the semester grade and the semester exam grade is 10% of the semester grade.

High School semester grades (grades 9 through 12) each term grade is 40% of the semester grade and the semester exam is 20% of the semester grade. In AP classes, each term grade is 1/3 of the semester grade and the semester exam is 1/3 of the semester grade.

5th-6th Grade 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.

7th -8th Grade 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 80% credit. The student can turn in an assignment 2 days after it is due for 50% credit. Assignments that are three days late will not be accepted for credit. (This policy does not apply to assignments missed due to excused absences.) For 8th grade students enrolled in high school classes, see the additional policy below.

High 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.) This policy applies to all students taking high school classes, including 8th grade students in IPC, Spanish I, Algebra I, and/or other courses.

Retesting

In Grades 5 through 12, any student who scores below a 70 on a 60% weight test may be eligible for re-teaching/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 75 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 re-teaching/retesting. Unless there is approval from the appropriate Principal, students may only retake a test one time.

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:

- No extra credit assignment may bring a student's grade above a 70.
- No more than one (1) extra credit assignment may be made available to students qualifying for extra credit during a nine weeks.
- No nine weeks grade may be increased by more than three (3%) percentage points by extra credit.
- 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.

Semester Exams

Semester exams are given for all students in grades 7-12 in English, math, science, social studies, Bible, foreign language, Advanced Placement, and business classes at the conclusion of the fall and spring semesters, provided that teacher in Advanced Placement classes may choose not to give finals in the spring semester due to preparation for the AP exams. Teachers in other classes may choose to give final exams at their discretion, but are not required to do so, provide that if a final exam is given, then the entire class must take it.

Semester exam schedules and additional important information are announced to students and emailed to families. Please do not ask for alternate arrangements to be made. 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. Exams that need to be re-scheduled, including for absences or tardies on exam days, will result in a \$100 late fee per final exam.

Semester Exam Exemptions

Exemptions to finals apply to year-long courses and are only available in the spring semester to eligible students in grades 10-12 who meet the following requirements.

- **Sophomores** who have no cheating infractions AND fewer than three demerits for the year are eligible to exempt one final if they meet the following requirements: 1) An A (90+) academic average in the two spring terms, and 2) no more than three absences, excused or unexcused, including excessive tardies.
- **Juniors** who have no cheating infractions AND fewer than three demerits for the year are eligible to exempt two finals if they meet the following requirements: 1) An A (90+) academic average in the two spring terms, and 2) no more than three absences, excused or unexcused, including excessive tardies.
- **Seniors** may be exempt from semester exams in full year courses at the conclusion of the spring semester if they have no cheating infractions AND fewer than three demerits for the year in addition to 1) An A (90+) academic average in the two spring terms, and 2) no more than three absences, excused or unexcused, including excessive tardies.
- Students in 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.

Tutorials

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. Teacher or administrator assigned tutoring takes precedent over all other SACT time activities. Students are encouraged to utilize this service. In addition, there may be occasional tutorial sessions scheduled before or after school.

Learning Center

Westbury Christian School offers a Learning Center for additional support for students who qualify for accommodations based upon the diagnosis of certain learning differences and recommendations by a licensed diagnostician. A current psychological educational evaluation is required. Please contact the Business Office for information about associated fees.

For 7th – 12th Grade Students: Academic Support

- Individual Accommodation Plan (IAP)
- Testing Center use with extended time
- Monitoring of academic performance as needed
- End-of-year conference available
- Study Hall in Learning Center for students who demonstrate need

For 5th - 8th Grade Students: Academic Support (without study hall)

- Individual Accommodation Plan (IAP)
- Testing Center use with extended time
- Monitoring of academic performance as needed
- End-of-year conference available

Middle School Course Offerings

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.

5th Grade

Reading
Language Arts
Math
Science
Social Studies
Bible
Study Skills
Band

6th Grade

Reading
Language Arts
Math
Science
Social Studies
Bible
Band
Elective (1)

7th Grade

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

8th Grade

Language Arts
Math/Pre-Algebra or Algebra I*
American History
Science or IPC*
Bible
PE (if not taken in 7th)
Spanish I
Electives (2), if P.E. is not required

** For High School Credit*

***7th & 8th Grade Electives (Courses vary from year to year):
Robotics, Drama, Chorus, Art, Band, PE.***

Academic Integrity

At Westbury Christian School, academic integrity is a reflection of Christian character and personal honor. Academic honesty is essential not only for authentic learning and accurate progress evaluation, but also for maintaining mutual trust within our school community. Students are expected to take full ownership of their intellectual growth by submitting original work that reflects their true capabilities.

Academic dishonesty undermines the educational process and includes, but is not limited to, the following behaviors:

- **Cheating:** Using unauthorized notes, study aids, devices, or information during assessments; copying another student's work or allowing work to be copied; or sharing test content.
- **Plagiarism & Misuse of AI:** Submitting work, ideas, or writing generated by another person or digital tool (including Artificial Intelligence) as one's own without proper citation and attribution.
- **Fabrication & Falsification:** Inventing data, falsifying citations, forging signatures, or altering official academic records.
- **Unauthorized Collaboration & Assistance:** Selling, buying, circulating, or accessing unauthorized course materials, or aiding another student in acts of academic dishonesty.

Shared Responsibility & Enforcement

Maintaining a culture of honesty is a shared commitment between students, faculty, and administrators. When academic dishonesty occurs, the observing teacher's professional judgment regarding the facts of the violation is authoritative. All suspected or observed infractions are reported directly to the divisional Principal for administrative review and execution of the progressive consequences outlined below.

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, and 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, including suspension or more severe consequences. The following guidelines for consequences are applicable to instances of cheating in a school year:

Homework

- 1st and 2nd 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.
- 3rd 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.

Quizzes and Tests

- 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.
- 2nd 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.

Final Exams

- 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.

Note: If a senior cheats on a final exam in the spring semester, he/she will not be permitted to participate in graduation exercises.

- 2nd offense:
 - A. Teacher reports to the appropriate Principal.
 - B. Student receives an “F” for the semester.
 - C. Parents are notified.
 - D. Automatic expulsion.

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 appropriate Principal of this decision. Any grade given for a fraudulent paper will be revoked and disciplinary action will be taken.

- 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.
- 2nd 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.

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

Spiritual Formation & Character

Daily Bible Curriculum

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. Daily classwork, homework assignments and memory work will be from the NIV.

5th – 12th Grade 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.

Attendance Policies

School Hours & Drop-Off Window

For the Middle and High School divisions, the school hours are: 7:40 a.m. to 3:25 p.m.

During morning drop off, *all* Middle and High School students must enter the building from the main Mundy Hall entrance. Students can arrive as early as 7:00 a.m.

Tardy to School

School begins each day as follows at 7:40 a.m. Unforeseen circumstances and unavoidable conditions can cause a student to be tardy to school. Such tardies are recorded as "excused" providing written verification (a note from a parent or guardian stating the student's name, reason for tardy, and parent signature) 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 grading period, even if they have written excuses for those tardies, will have each tardy beyond 6 in a grading period 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.

5th and 6th Grade 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 may not be given extra time to complete quizzes, tests or assignments missed in whole or part due to their unexcused tardiness. On the fourth (4th) unexcused tardy in a week to class, the student will receive a detention. Every subsequent tardy during the same week will result in an additional detention.

7th – 12th Grade Tardy to Class

After the bell sounds to start a period, all classroom doors will immediately close, and all students not in the classroom are TARDY. Teachers will not hold doors for students in the hallways. 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 may not be given extra time to complete quizzes, tests 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 grading period, will have each tardy beyond 6 in a nine weeks counted as an absence in that class for purposes of considering whether to award credit in that class.

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 excuse slip signed by the doctor, dentist, or court official to the office upon returning to school.

Campus Life

Morning Drop Off Procedures

All Middle and High School students should enter campus each morning through Mundy Hall. Students are not permitted to enter or exit from the cafeteria entrance or other side entrances. Students may be dropped off as early as 7:00 a.m. Upon arrival, they should go to the cafeteria, locker hallway, or a teacher or coach.

Parent and student drivers should exercise caution in the parking lot, especially during peak arrival times. No more than two lanes should be used to drop off students in the morning. Parents are not allowed to park and leave their vehicles in the drop off lines. If parents need to enter the building, they should park in one of the parking spots.

If Middle School students are assigned to a **first-period athletic class that meets at the athletic complex**, they should be dropped off at the athletic complex. The school will transport them back to the main campus for their second period class.

Afternoon Pick Up Procedures

All Middle and High School students should be picked up in front of Mundy Hall. Parents are welcome to arrive before 3:25 to wait in the pick up line for their students; however, after 3:25 parents should not be parked in the pick up line while they wait for their child to exit the building. 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. Parents should always remain in their vehicle in the pick-up lines.

At 3:45 p.m. students who are still on campus will be checked in to Extended Care. Once a student leaves campus after 3:45 p.m., they are not permitted to return to campus again that day, except for after-school events.

Upper School Lunch Rules

In order to maintain a safe campus, there are to be no food delivery services during the school day (such as DoorDash and UberEats, etc.). Students in 6th-12th grade are permitted to use the vending machines at lunchtime without prior teacher approval. However, this privilege for 6th-12th grades may be revoked at any given time by the school's administration if deemed necessary.

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

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 5th through 12th grade. 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 hallway locker with built-in locks. Students must not tamper with the hallway locker locking mechanism in any way.

School Locker Policy

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

- 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 Upper School office so that any needed repairs can be made promptly.

- Only the following items may be kept in the locker:
 - clothing necessary for gym class and/or non-school outerwear
 - necessary hygiene items
 - school-related books and supplies
 - electronic devices not permitted in classrooms during school hours.
- 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.
- No lock other than a school-supplied lock may be used.
- 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.
- Illegal items cannot be kept in a locker.
- 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.

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.

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

Extended Care

All 5th-12th grade students must be signed out from Extended Care at the front desk in Mundy Hall. Parents may contact their students to come to front car line or may call the school receptionist to page their student. 7th - 12th 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 timecard and the subsequent charging of services through 6 p.m. This practice is in place to provide accurate billing.

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

Student Activities & Leadership

Eligibility for Student Activities

Students representing the school in TAPPS sanctioned events, sports or other school related activities must be eligible under TAPPS rules. A current physical must be on file, and all required TAPPS paperwork must be completed before students can participate in athletics. In addition to required paperwork, 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 term 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 Council, Class Office, & Election Rules

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

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 people who have exhibited outstanding character and leadership abilities with above average achievement.

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 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:

- A minimum cumulative GPA of 2.0.
- Average conduct grades for the current year of “S” or better.
- 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.

Clubs & Honor Societies

The school offers a wide range of co-curricular clubs, service organizations, and academic honor societies designed to foster leadership, personal growth, spiritual development, and community engagement.

General Student Clubs & Interest Groups: Student clubs provide opportunities for students to explore special interests, build friendships, and develop leadership skills outside the classroom. While many clubs are open to all interested

students, participation requires maintaining satisfactory academic standing and adhering to the school's code of conduct.

National Honor Societies & Leadership Organizations: WCS charters chapters of several national honor societies and specialized leadership organizations. Admission to these specific groups is by invitation or application only and is governed by national charters as well as school standards. Membership requires meeting and maintaining elevated cumulative GPA thresholds, demonstrated exemplary character, and a commitment to ongoing community service.

We encourage students to take ownership of their campus experience. Students interested in establishing a new club or activity are invited to partner with a faculty sponsor and submit a proposal to the Upper School Office. Proposed organizations must align with the mission, Christian values, and operational guidelines of Westbury Christian School and receive administrative approval prior to launching.

Upper School Dress & Appearance Guidelines

MONDAY, TUESDAY, AND THURSDAY: STANDARD UNIFORM

Girls: Lands' End Polo with WCS crest, short or long sleeve in navy, gold, or white, khaki shorts, khaki pants, khaki skirts, khaki skort, plaid skirt and closed-toe shoes



Boys: Lands' End Polo with WCS crest, short or long sleeve in navy, gold, or white, khaki shorts, khaki pants, and closed-toe shoes



WEDNESDAY: CHAPEL UNIFORM

Girls: Lands' End Blue Oxford Dress Shirt with WCS crest, khaki uniform pants, skirt, skort, or plaid skirt



Boys: Lands' End Blue Oxford Dress Shirt with WCS crest, short or long sleeve, khaki uniform pants



FRIDAY: SPIRIT DRESS

Any WCS t-shirt or sweatshirt and jeans may be worn all Fridays unless otherwise announced.



Bottoms do not need to be purchased from Lands End as long as they are uniform type. Bottoms can be from any vendor of your choosing.

Conduct Code, Detentions, & Progressive Discipline

Westbury Christian School exists only for the purpose of making Christ and Christian principles the dominating influence in the lives of its students. 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 school purpose.

Students receive detentions from teachers to document an infraction of the conduct code. Students are expected to sign these detentions when presented with them as an acknowledgement of their behavior. Students can discuss the detention with the teacher or administrator after they have signed the detention. Refusing to sign a detention will be interpreted as serious disrespect for a teacher or staff member and disciplined accordingly.

We all make mistakes and fall short of expectations. Our goal is that students will grow and develop their decision-making skills to align their choices, behaviors, words, and action with the Word of God and the example of his Son. Ultimately, we want students to take ownership for their mistakes and errors of judgement, reflecting honesty and integrity when being confronted by these faults. Ownership, responsibility, and honesty will all be considered as mitigating factors when determining appropriate punishment.

Minor, Serious, Major & Zero Tolerance Infractions

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:

- Inappropriate classroom behavior
- Willfully littering school property
- Out of class without authorization (in the hall during class without a hall pass, not in class during class period, etc.)
- Attempting to disable the locking mechanism for lockers
- Failing to log off the computer network after completion of work on public computers
- Dress Code violations
- Minor disruptive behaviors in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school
- Use of cellular telephones and other unapproved portable electronic devices at any time during the school day for middle school or outside of the cafeteria area during class or chapel for high school.
- First and second offenses of cheating on homework in a school year

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:

- Profanity (including vulgar slang.)
- Willful property destruction.
- First instance of cheating on quiz/test or plagiarism and repeated cheating on homework in a school year.
- Theft of any description.
- Serious disruptive behavior or disrespect for teachers in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school.
- Tobacco in any form on campus (possession or use) and e-cigarettes, regardless of nicotine content.
- Leaving campus without proper authorization.
- 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.
- Gambling or engaging in games of chance.
- 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.)

- Lying to a teacher or administrator.
- Violations of the Acceptable Use Policy.

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:**

- Illegal drug use or possession
- Possession or drinking of any alcoholic beverages
- Cheating on a final exam, repeated cheating on quizzes/tests, or repeated plagiarism in a school year
- Major theft (e.g., breaking and entering)
- Sexual impropriety, including sexual harassment
- Possession or use of any weapon or object intended for use as a weapon
- 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
- Unprovoked, emotional or uncontrollable outbursts
- Fighting
- Repeatedly skipping school
- Threatening or intimidating students or staff members
- Blatant disrespect for a member of the faculty, staff, or administration
- Using racial comments, names, epithets, etc.
- Possession or distribution of pornographic materials on campus
- Any illegal activity
- Violation of the regulations in the Social Media Policy and Acceptable Use Policy

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*

Zero Tolerance* Infractions:**

- Cheating on a final exam for the second time in a school year.
- 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 Head of School*

Discipline Alternatives

While standard disciplinary consequences are outlined in this handbook, the administration recognizes that every situation involves unique circumstances. To best serve the student and the school community, the administration reserves full discretion to modify, substitute, or assign alternative disciplinary measures when appropriate. Alternative outcomes may include:

- Detention and any associated fines
- Removal from class for the remainder of the class period
- Withdrawal from school activities
- Loss of privileges and/or honors
- In school suspension (number of days may vary) and any associated fines
- Out of school suspension (number of days may vary) and any associated fines
- Expulsion
- A combination of the above

Detention Protocols & Progressive Fine Structure

Detentions may be assigned by faculty members or administrators for academic or behavioral infractions. The administration retains sole discretion to approve, classify, or adjust detention assignments. When a detention is issued, the student must sign the notice acknowledging receipt; refusal to sign results in an additional detention. Parents are notified via email and/or a physical copy provided to the student.

General Rules & Expectations

- Serving detention takes precedence over all co-curricular activities, athletic practices, work schedules, and personal commitments. Absences or delays to extracurriculars due to serving detention are considered unexcused.
- Students must serve the full duration of an assigned detention. If a student is removed early by a parent/guardian, exhibits unsatisfactory behavior during detention, or arrives late, the detention will not count, and the entire detention must be served again on a subsequent date.
- Detentions not served within one week of issuance may result in out-of-school suspension. Upper School students are responsible for tracking their own deadlines and serving assigned detentions promptly; the school does not send reminder notifications.

5th & 6th Grade Detentions

Detentions for 5th & 6th grade students are held during lunch Tuesday-Thursday. Students must serve the full 30 minutes of time per detention assigned.

7th – 12th Grade Detentions

Detentions for 7th-12th grade students are held Monday through Friday, 3:30 PM – 4:30 PM in the High School Office. Late arrivals will not be admitted. Detentions issued *before 6th* period must be served after school on the day they are received. Detentions issued *during or after 6th period* may be served either the same day or the following school day.

Next-day service is permitted for pre-arranged medical appointments (medical not required upon arrival) or away athletic/event travel.

Following completed after-school detentions, the school will make reasonable efforts to coordinate transportation for student-athletes to off-campus practice facilities, if possible.

Types of Detentions

Feature	Type B Detention (Minor)	Type A Detention (Serious)
Duration	30 Minutes (Released at 4:00 PM)	60 Minutes (Released at 4:30 PM)
Automatic Fine	\$0	\$20 (Mandatory)
Infractions	Assigned for minor infractions (see list above)	Often assigned for some serious infractions (see list above; these could also result in suspension)

Semester Progressive Fine Schedule

To enforce accountability, fines accumulate based on the total number of detentions received per semester:

- Detentions 1–3 ("Free" Threshold): Students receive three (3) "free" Type B detentions per semester without an incremental fine.
- Detentions 4+ (\$10 Fine per Infraction): Starting with the 4th detention in a semester, a \$10 fine is assessed for every detention issued thereafter. There is no maximum cap on semester fines.
- Combined Fines for Type A Detentions: Type A detentions always carry an automatic \$20 fine. If a Type A detention represents a student's 4th or subsequent detention in a semester, the \$10 threshold fine is added, resulting in a \$30 total fine for that single infraction.
- Business Office Holds: All fines are billed directly to the student's account. Unpaid balances will hold grade reports, transcripts, and final exam eligibility.

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 appropriate Principal. Absences from class attributed to a suspension will be treated as unexcused. The 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.