

Westminster Christian School

A Ministry of Westminster Presbyterian Church

Mission Statement

Westminster Christian School provides its students with both wisdom and knowledge through a Christ-centered education, resulting in a lifestyle of character, leadership, service, stewardship, and worship, all leading to a Biblical worldview.

“I can do all things through Christ who strengthens me.”
Philippians 4:13

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Westminster Christian School Parent/Student Handbook

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History of Westminster Presbyterian Church

Westminster Presbyterian Church is a growing church with a big vision for being used by God to reach our community for Christ. Westminster Presbyterian Church is a congregation of the Presbyterian Church of America. We are committed to the “inerrancy” of Scripture, believing that the Bible is totally the Word of God, without error.

Christian education has been a goal of Westminster Presbyterian Church since the founding of the church. The founding members expressed a concern and the desire that a Christian school be a ministry of the church. From the beginning, the vision for Christian education has been reaffirmed by the congregation each year. This has provided continuity to the long-range goals of the church and its ministry over the developing years.

Westminster Christian School was established in 1981 with Mrs. Joy Bolin serving as Administrator/Teacher and Mrs. Anne Stumhofer as a teacher. A small house was rented on Cody Road as the school site until permanent facilities could be built for the school and the church. Since that time, the school has grown each year. In 1985, a first grade was added. In 1986, second and third grades were started; in 1987, a fourth grade was added; in 1989, a sixth grade was added. Our facilities expanded in 1992, 1993, and 1998 with the additions of modular classrooms which were removed in January 2005 when we moved into our permanent facility which currently houses K3 – 6th grades.

Westminster Presbyterian Church strives to build a strong foundation for the students at Westminster Christian School. This foundation must be established upon Scripture which is TRUTH and Jesus Christ our Lord and Savior. Secondly, we seek to surround our students with teachers who have strong academic stature, personal character and integrity, and a sincere desire to share the unconditional love of God with the children that come our way. It is the genuine desire of the Westminster community to provide each student with the environment to acquire a superior academic education coupled with the opportunity to know God as their personal Lord and Savior and develop strong Christian character.

It was stated best by author Richard Baxter in the 1700's: “Nothing can be rightly known if God be not known; nor is any study well managed, not to any great purpose, if God is not studied. We know little of the creature until we know it as it stands related to the creator; single letters and syllables uncomposed, are no better than nonsense. He who overlooks Him who is the alpha and omega, the beginning and the end, and sees not Him at all, who is the all of all, sees nothing at all.”

With full faith, love, and trust in the Lord, we continue to grow as we seek to “Build a foundation of Truth for Life.”

Mission Statement & Execution

Westminster Christian School provides its students with both wisdom and knowledge through a Christ-centered education, resulting in a lifestyle of character, leadership, service, stewardship, and worship, all leading to a Biblical worldview.

Westminster Christian School, under the advice of the School Board as a standing committee of the Session of Westminster Presbyterian Church, operates as an extension of the ministry of Westminster Presbyterian Church. The School is a vital segment of the Christian Education program of the church. The opportunity for educational training, from Preschool through Sixth Grade, is to be provided from a distinctive Biblical foundation and perspective. The true nature of life, the study of every subject, and all events are to be viewed in relation to God and His inerrant Word. The school adheres to a standard of excellence in providing Christ-honoring education which reflects a commitment to God's Word and academic excellence. The education process will be measured by the criteria stated in Luke 2:52.

The school's educational process and commitment, both in and out of the classroom, will be directed to the development of Christian students enabling them to translate the different facets of their educational experience into Christian living. Although the primary emphasis is to provide an educational opportunity for the children of Christian families, both members and non-members of Westminster Presbyterian Church, enrollment is not limited to Christian students. Evangelism, through proclamation of the Gospel to students and parents, is an important part of the School's educational process. Westminster is an evangelical Christian School. Teachers and Board members embrace the historic tenets of Christianity as presented in our Statement of Faith. (See Appendix A) Beyond these primary doctrines, we respect and acknowledge the primacy of the family, and refer any secondary doctrinal questions to parents for clarification. The school is also committed to advancing Christian education in Columbus.

The school's mission will be accomplished through the mutually supporting functions of spiritual growth, academic excellence, and efficient administration. Spiritual growth is the school's top priority. It is integrated into every aspect of learning (Matthew 22:37-38). Academic excellence enables students to be winners in life. The focus will be on result, standards, and discipline tempered with compassion. Classroom appearance, student behavior, and academic progress are all indications of academic excellence (Luke 12:48). Efficient administration requires the staff, faculty, school board, administrator and parents to be good stewards of resources entrusted to them. Decisions will not be made that violate biblical principles (Matthew 7:24-27). Communications between parents, teachers, Administrator, Board/Session, and Pastor are the keys to ensuring that the above occur.

ADMINISTRATIVE POLICIES

I. Discipline

The Bible clearly indicates that parents are responsible for the discipline (that is training or instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, Westminster Christian School seeks not to assume a task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process. In formulating a philosophy of education and discipline, the school has attempted to align itself as closely as possible with the Bible's instructions to parents. It is our mission to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit the school, likewise, expects parents to direct and discipline their children accordingly.

Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children to produce a child who consistently becomes more self-disciplined, requiring less supervision as he/she matures. Then as a self-disciplined adult, the process begins again as that adult, qualified by their self-discipline, assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family and to respond to Him with respect and obedience on the basis of their former training by their parents. Westminster Christian School's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness in spirit that should be present when they respond to their parent or guardian. Any failure to maintain a Biblical attitude or respect and obedience toward school authority which manifests itself in improper behavior or violated standards will result in disciplinary action which is appropriate for the violation. Westminster Christian School expects that parents will support the Administration of such disciplinary action. Only when operating within the above philosophy of discipline can the educational process reach its maximum potential.

Westminster Christian School is committed to the philosophy and principles of Christian education. Student conduct which works against school philosophy will not be condoned. The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security

and freedom. We trust that our students would respond with positive attitudes and conduct.

- A. Methods of Discipline:** In keeping with I John 1:9, “If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness.” Our purpose in discipline is not to condemn a child but rather to always try and bring about restoration of the child’s relationship to God through confession and the asking and receiving of forgiveness. We seek in every way to help our students realize that they need God and without Him their life is worthless.

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

Mild: Administered by the teacher

Moderate: Administered by the teacher and/or the Administrator

Serious: In School suspension administered by the Administrator

Extreme: Suspension/Expulsion administered by the Administrator with the advice and approval of the School Board.

- 1. Mild Disciplinary Procedures:** These cases will be handled by the individual teacher in harmony with their own methods and abilities consistent with the school policies. Mild discipline could range from reprimands to accomplishing minor tasks. These could include, but are not limited to: reprimand, time-out, walking laps around the playground during recess, or completing a writing assignment. A note home to parents will accompany cases involving mild discipline.
- 2. Moderate Disciplinary Procedures:** Moderate discipline procedures are usually administered after the teacher has utilized mild disciplinary procedures without improvement in the student’s behavior. These procedures involve a visit to the administrator’s office and/or detention. Younger students will receive a completed Discipline Action Form to be signed by parents and returned the next school day. Consequences appropriate to the infraction may include: a writing assignment, walking laps at recess, or both. Detention Slips may be issued to elementary students after two verbal warnings are given for such infractions as misbehavior in class, or failure or refusal to complete homework or classwork. Detention slips should be signed by parents and returned the next school day. Students will have seven school days from the date the Detention Slip is issued to complete a 30 minute scheduled detention session. During detention students will be assigned a task to

complete by the supervising teacher or after care worker. Consequences appropriate to the infraction may include but are not limited to: writing definitions, writing Bible verses or writing a summary of an assigned reading passage. A combination of these cases of moderated discipline may result in a one day suspension. Younger students, K3 and K4, may be sent home for the day.

- 3. Serious Disciplinary Procedures:** Appropriate discipline will be imposed for serious infraction of school rules. Serious discipline involves a visit to the Administrator's office. A completed Disciplinary Action Form will be sent home to be signed by the parents and returned. K-3 and K-4 students are generally sent home for at least the remainder of the day and perhaps longer. For older students, discipline may involve in-school suspension as a consequence, generally taking place the day following written notification to parents. Students will complete all daily work in a location near the front office, but isolated from the other students. Examples for which serious disciplinary procedures may be given include: hitting or fighting, biting or scratching, flagrantly disrespectful conduct, abusive language, persistent disobedience or disregard for class/school rules.
- 4. Serious Disciplinary Procedures:** Very serious discipline involves suspension from school, which may be given for a period of one to five days, or expulsion. All suspensions will be administered by the Administrator, with the advice and approval of the School Board. A suspension is an unexcused absence from school. For each day of suspension, a 2-point deduction per course for the current grading period will be assessed. **Examples where a student might be suspended from school are as follows:** Smoking on or off campus during the school day, or at a school function; Cheating on a test or assignment (the student will receive an automatic zero on the assignment); Skipping class or leaving school without permission; Possession, consumption, supplying or selling of alcohol on school property (minimum of 3 days suspension); Possession of pornography; Student pranks which disrupt any aspect of the school program or cause any property damage (the student and/or parents will be responsible for any property damage); Assault or battery to a teacher; Sexual harassment.
- 5. Expulsion or permanent dismissal may be given for any of the following:** Possession or use of un-prescribed drugs of any kind, on or off of school property; Selling or supplying un-prescribed drugs or any kind on or off school property; Possession, consumption, supplying, or selling of alcohol on school property or at school-sponsored events; Repeated violations of discipline that have resulted in suspensions or

in-school suspensions; Failure of parents to cooperate with the school in the discipline of their children; Repeated abusive or profane language; Patterns of lying, stealing, or cheating; Other serious moral misconduct.

Expulsion will be administered by the Administrator, with the advice and approval of the School Board. Appeal of the expulsion may be made in writing to the School Board within three (3) days of the expulsion. Such appeals will be considered by the Board. A student will not attend classes during the appeals process.

6. **Reporting of Serious Offenses:** Westminster Christian School reserves the right to report serious offenses (those offenses may constitute violation of criminal laws established by the State of Georgia) to the proper authorities and to press charges if the situation should warrant such action. This decision would require the approval of the School Board.
7. **Receiving Information:** Information is always received and acted upon only when a thorough investigation has occurred.
 - a. No information is acted upon without a thorough investigation. Date, place, time, action, witnesses and affected parties are usually known before any meeting with students/parents occurs.
 - b. Parents are contacted to attend a meeting where information will be presented. (Parents may or may not be aware of a problem.) Again, information presented will be thoroughly investigated.
 - c. It is not necessary that the person who has given the information be presented or identified during the investigation or meetings.

Westminster Christian School reserves the right to suspend or expel a student for misconduct whether the misconduct occurred on or off the school campus.

II. Admission and Enrollment

Westminster Christian School does not discriminate because of race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the School.

A. Procedure

1. Complete Application
 - a. Students must be enrolled by a parent(s) or legal guardian.
 - b. Students must be living with at least one parent or legal guardian.

2. Schedule a parent interview with the Administrator upon reviewing the application and receiving test results (if applicable).
3. If a parent requests that their child enter a grade higher than is appropriate for the child's age group, the child will be tested by the WCS teaching staff and administration. Advance Placement will only be considered if the child scores well above grade level and is deemed to be mature enough to move ahead. The decision for admission will be left up to the Administrator and will be under the definite understanding that the first grading period is a provisional time for the Teacher, Administrator and the Parent to determine the readiness level of the student. If the Teacher, Administrator, and/or the Parent do not feel that the child is ready for that particular class they will be moved to the appropriate classroom with no penalties or disadvantages to the student or family. Students who are entering our K-3 program must be 3 by October 1st and need to potty trained. An occasional accident is acceptable; however, wearing pull-ups for the entire school day is NOT acceptable.

B. Entrance Requirements

1. Students entering grades 1- 6 must be capable of performing grade level work. The Administrator will determine through a review of past report cards, standardized test scores, or other pertinent documents whether or not the student is capable of performing grade level work. If no previous report cards or standardized tests are available, the student will be administered an achievement test to determine placement. WCS reserves the right **not** to accept students incapable of performing grade level work.
2. Students transferring from another school or coming from home school must demonstrate that they can conform to Westminster behavioral standards. Students transferring from other schools and home schools will be placed on probation for one academic quarter. Any disciplinary infractions during probation can result in immediate expulsion. Students will generally not be accepted into Westminster if they have a previous history of having committed serious or very serious disciplinary infractions. The Administrator will determine from a review of student records and/or other pertinent documents if the student has a history of behavioral problems.
3. Westminster Christian School reserves the right to contact the school where a student last attended to determine whether or not there are factors that will influence the decision to accept the student. Students transferring from other schools will remain on probation beyond one required

academic quarter if their records from their previous school have not arrived.

C. Acceptance

1. Parents will be notified of acceptance by the Administrator when all of the above procedure has been completed. Please note that appropriate immunization forms must be received before a student may begin attending class. Westminster Christian School also reserves the right to reject admittance to those students whose families have outstanding debt with another school.

D. Waiting List Procedures:

1. Acceptance of students on the waiting list will be based on a thorough evaluation of the student's qualifications; acceptance will not be based solely on the date of application. The students name will be placed on the waiting list for a specific grade once we receive a completed application and an enrollment fee. The enrollment fee is held in escrow until 30 days prior to the start of the school year. If it is determined that the child cannot be accepted, the enrollment fee will be refunded and the child's name will be removed from the waiting list. Parents may withdraw their child from the waiting list at any time. Once the name is withdrawn, it will go to the end of the list if parents request to be reinstated.
2. Names are placed on the waiting list on a first come – first served basis in accordance with the following procedures:
 - a. Children whose parents are members of Westminster Presbyterian Church
 - b. Christian families in the local community, with priority given to those who already have children in WCS.
 - c. Other families desiring to enroll their child in Westminster Christian School and who follow the acceptance procedures.

Should the Waiting List have sufficient names, the School Board would consider the option of opening additional classrooms for a specific grade.

3. Special Needs Children

- a. Due to limited resources, Westminster Christian School will not accept children with severe learning disabilities or ADHD. If a child with these particular issues is admitted, Westminster Christian School reserves the right to establish necessary parameters for the child to follow while a student at WCS.
- b. Children diagnosed with learning disabilities while enrolled in WCS will follow the following procedures:

- Parents will be notified in writing of the teacher's assessment of the student's academic progress.
- A parent-teacher-administrator conference will be held to determine the proper course(s) of action to follow to insure that the student has a successful academic career at WCS.
- If applicable, children will be referred to the Muscogee County School District for testing to properly identify the sources of the problem(s).
- WCS reserves the right to dis-enroll a child if the disability is deemed too severe for the resources available at WCS. Tuition will be refunded in accordance with policy mentioned in this handbook. The initial enrollment fee is non-refundable.

III. School Rules and Policies

- A. School Property:** School property shall be protected and treated with respect. Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardian.
- B. Conduct:** Conduct and attitude shall be respectful to both adults and students. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
- C. Respect for authority:** Respect for authority is expected for all students towards all staff members at any time – either in or out of school. This is to include Morning Care and Extended Care as well. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.
- D. Violation of Rules:** Any violation of school rules shall subject the student to one or more of the disciplinary actions noted above.

IV. Review of Student Progress

At the end of each semester, each student's progress will be evaluated on the following criteria: School Attendance; Progress Reports; General Attitude; Support and cooperation of Parents.

Student's cases that have demonstrated, through progress reports and poor attitude, a lack of interested in being at Westminster, will be reviewed by the Administrator. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect

for authority, etc. After this review, a conference with parents will be scheduled. The student may be placed on probation, with enrollment for the following year withheld until the student's progress has been evaluated.

V. Attendance – General

A. School Hours

| Classroom | Hours | Days |
|-----------------------------------|----------------------|------|
| K-3 | 9:00 a.m. – 1:00p.m. | M-F |
| K-4 | 9:00 a.m. – 1:00p.m. | M-F |
| K-5 | 9:00 a.m. – 1:00p.m. | M-F |
| 1 st – 6 th | 9:00 a.m. – 3:15p.m. | M-F |
| Extended Care | 1:30 p.m. – 6:00p.m. | M-F |

*K3 – K5 arrival after 11:00 a.m. considered an absence

B. Attendance Policy Statement

We believe that regular attendance in classes is essential to the success of a student's academic experience. One can really never make up for an absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in the classroom experience. This is only a substitute for classroom attendance. However we do realize that occasionally students will be absent.

1. **Absences:** Each absence will fall into one of two categories, excused and unexcused). Advance notification is not expected. However the school must receive an email or a note from the parent/guardian on the day of the students return to school in order for the absence to be considered excused. (See policy regarding unexcused absences and assigned work.)
The following is a list of acceptable reasons for an approved absence.

a. Excused Absences

- i. Illness or injury of student.
- ii. Students participating in school sponsored activities during the school day.
- iii. Serious illness or death of a family member or close friend.
- iv. Doctor/Dentist appointment of a non-routine nature (Please schedule routine appointments after school hours when possible.)
- v. Family emergency.
- vi. Family vacation/Marriage in the immediate family (To be excused this must be approved by the Administrator two weeks in advance.)

- vii.** Business trips where both parents or legal guardians are required to be out-of-town and the children are too young or have no other place to stay.
 - viii.** For the following types of absences, the Administrator must be notified before the absences, and he/she shall make the final decision concerning the absence. Consideration of such things as the student's grades, the amount of time from school already missed, etc., will be considered in making a decision. Great care will be taken in excusing trips of this nature and generally no more than ten (10) school days will be granted. Parents should submit requests in writing to the Administrator a minimum of two weeks in advance.
 - a)** Trips: Extended weekend vacations, trips to Florida, the mountains, camping trips, or other such trips.
 - b)** Special occasional situations where a student may have an opportunity to represent his church, a scout troop, a civic organization, or some such group.
- b. Unexcused Absences:** All other absences are unexcused. The following is a partial list of examples of absences that would be considered unexcused.
- i.** Any of the above listed excused absences which were not requested in writing, or approved in advance of the absence or upon return.
 - ii.** Hairdresser appointments.
 - iii.** Shopping excursions.
 - iv.** Suspension from school.
 - v.** Truancy.
 - vi.** Lack of a written excuse slip on the day the student returns to school.
 - vii.** Babysitting (This includes siblings.)
 - viii.** Oversleeping.
 - ix.** Missed car pool.
 - x.** Some absences, even with parent permission, may be deemed unexcused, such as working on a major paper/project, or sleeping in because of a prior night's event.
 - xi.** If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused.

2. **Tardy Policy**

- a. Students should arrive between 8:30 and 8:55 a.m. Elementary students should be in their seat and ready to work by 9:00.
- b. The gate will be locked at 9:00. Students arriving after 9:00 will need to be signed in at the office by the parent/guardian and will then be escorted to the school building.
- c. Visits to the restroom, getting water and going to their locker should be completed by 9:00.
- a. Students arriving to class after 9:00 are considered tardy. **Four tardies will result in ½ day's absence.** Students deemed chronically late shall be liable for more severe disciplinary action, to include detention or suspension.
- d. If a student is tardy three times they will receive detention.
- e. **Excused Tardies**
 - i. Detainment by the office, another teacher or staff member.
 - ii. Temporary illness
 - iii. Unavoidable reasonable circumstances, (e.g. traffic accident).
- f. **Unexcused Tardies**
 - i. Oversleeping or arriving late for any reasons of negligence.
 - ii. Any tardiness in getting to classes during the school day.

3. **Make-up or Missed Work**

- a. Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignments within the allotted time results in an automatic zero.
- b. It is the student's responsibility to follow up with the teacher concerning missed work.
- c. It is necessary for missed work, including make-up tests, to be made up during recess, before school, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. One day will be given for each day's absence to complete the make-up work.
- d. If homework or a test was assigned prior to the absence, the student is responsible for taking the test or turning in the homework the day the student returns to school.

4. Loss of credit for the year due to absences

After five (5) absences, a note will be sent home by the teacher; at ten (10) absences, a note will be sent home from the Administrator for a mandatory conference; at fifteen absences, the School Board will make a decision about credit for the school year, based on input from the teacher and the administration.

5. Signing Students out of School

- a. Students may be signed out only under the following conditions:
 - i. The absence would fall under one of those defined as excuses in the Student Handbook.
 - ii. If the reason is illness, the student must be:
 - a. running a temperature, as determined by the office staff; and obviously ill, as determined by the judgment of the office staff.
 - a. Telephone contact with a parent or legal guardian will be made and arrangements will be coordinated to pick-up the child.
 - b. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian and the Administrator.
 - c. Students may not leave campus during the school day without telephone contact with, or personal appearance of the parents or legal guardian. Notes from home requesting a student to be dismissed at a particular time will not be accepted without prior telephone or personal contact from the parents or legal guardian.

VI. Dress Code – General

- A. Policy Statement:** Students must always be neatly and modestly dressed. Clothing fads, changes and trends in style will be considered by the School Board. The Board is responsible for monitoring the dress code to assure that reasonable fashions can be accommodated while minimizing as much as possible an over emphasis on clothes.

When a student is observed by the teacher or the Administrator to be in violation of the dress code as it is defined in this handbook, the parents or legal guardian may be called, and the student may

be sent home to make needed alterations. If it is impossible for the student to go home to change, he/she may be held out of class for the remainder of the day. The student's grade for each class will reflect his/her absence.

Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. It is the student alone and his/her parents or guardians who are responsible for proper dress consistent with the dress code.

- B. Dress Code and Acceptable Appearance of Students:** Students may wear jeans. The "torn" look is unacceptable. Dirty or torn tee-shirts are not acceptable. Boxer shorts as outer garments are unacceptable. **No sandals or flip flops are to be worn. Tennis shoes or closed toed shoes are required.**

The following guidelines should be used for clothing that has pictures and other messages:

- 1. Acceptable:** Soft drink names; Athletic brand names; Appropriate decorative appliqué; Novelty nature screen prints; Disney, Peanuts, and similar cartoon characters.
- 2. Unacceptable:** Any negative or anti-Christian message; Any questionable picture, words, or product (e.g. tobacco, alcohol, drug, profanity, violence, horoscopes, double meanings, etc.) including demeaning words, phrases, or pictures; Any ugly, deformed, or disfigures illustration; Anything conceivably related in any way to the occult; Advertisements for highly questionable TV shows; Any excessively baggy pants or clothing. Pants are to be worn securely fastened at or above the waist, not pulled below the waistline.

- C. Preschool and Elementary Girls Appearance:** Girls should be taught to dress modestly. Extra tight clothing of any kind, short shorts, and short mini-skirts are not acceptable. Hats may not be worn inside the buildings. While children are young, it is important to teach them the Biblical and Godly purposes of clothing as God outlines in the Bible (modesty, protection, and differentiating men and women). Children need to understand that it is not clothing that makes the person but the heart.

FOR ELEMENTARY GIRLS – Shirts or blouses with spaghetti type straps or other blouses which might be deemed immodest are not to be worn. All shirts and blouses should be long enough to cover the midriff even with the arms in a raised position. A tank top must be worn under any top/shirt that is made of sheer fabrics. If leggings are worn, the hem of the shirt must be long enough to touch the palm of the hand when arms are down by the girl's side.

Shorts should have a minimum 2 inch inseam. Shorts must be worn under skirts or dresses.

- D. Preschool and Elementary Boys' Appearance** principles of clothing (above) related to boys as well as girls. No tank tops will be allowed. Hats may not be worn inside the building. Closed-toed shoes only.

VII. Office Policies and Procedures

- A. Student Records:** The school maintains a permanent cumulative file on all Westminster Christian School students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary action make up most of the content of these records. Student's records will be released under the following conditions:
- 1.** Westminster will release student grades, standardized test scores and medical information upon the written request of another school system. These written requests should contain both the signature of an authorized school official and the signature of at least one parent or legal guardian on a form supplied by the receiving school.
 - 2.** The confidentiality of records will be maintained at all times. The office staff or other persons may have access to the records only under conditions specified by the Administrator.
 - 3.** Records and test scores will not be released when a student's tuition and/or other account fees are not paid in full at the end of a school year, or if the account is delinquent during the school year.
- B. Student Pictures:** Each fall the school will schedule individual school pictures to be taken by an approved photographer. Also, class pictures and retakes will be scheduled during the second semester. Fees will be charged as appropriate. Parents will have the option to purchase pictures.
- C. School Phone:** Someone from the office will make phone calls to parents, as needed. Students will not be allowed to have or use cell phones of any type on school campus. Teachers and/or Office personnel will assist the student in making the appropriate phone calls. All student phones must be turned off and kept in the student's backpack or locker.
- D. Lost and Found:** Clothing, books, and personal articles will be collected by school staff each day and placed in a central depository. Students and their parents or guardians are asked to check and reclaim articles during time designated. The school assumes no responsibility for articles left at the school and then lost. Lost and found articles shall be open to general display.

Articles which are not reclaimed after 30 days shall be forfeited by the owner and the article shall be donated to charity. Staff in the school office can advise student and parents about the location of “Found items”.

E. Textbooks, Supplies, and Library Books:

1. Some of the textbooks and supplementary books will be provided for each student by Westminster Christian School. It must be emphasized that these books are the property of Westminster and must be taken care of properly. Deliberate mutilation or defacing, or loss of any of these materials will not be tolerated. In any of these cases the parent or legal guardian of the student will be billed for the full replacement cost.
2. Students will be permitted to check out books from the Library on a weekly basis. The student must, in turn, return the book he/she checked out before he/she can check another book out. We encourage the parents to help instill in the students the importance of being responsible with these Library books and getting them back to our Library in the time frame they are given.

F. Withdrawals

1. If a student voluntarily withdraws during the school year, **the current month’s tuition is due and payable**. No records or transcripts will be forwarded until this obligation is met in full.
2. No school records will be forwarded until all accounts are paid in full. Any request for special exemption to this policy may be submitted to the Administrator in writing. The request should detail a plan for paying on the account.
3. A letter signed by the parent or guardian explaining the withdrawal must be in Westminster’s possession before any school records will be forwarded. The official records will be mailed to the school.
4. A student may not re-enroll until any outstanding balances are paid in full.

VIII. Parent – School Relations

A. Expectations

1. **The Teacher:** Good schools are the results of good teachers – teachers who are thoroughly prepared and well-grounded in the matter they have to teach the students. They possess the intellectual and moral qualifications required by their important office, and cherish a pure love for God and the students entrusted to them. Westminster Christian School is committed to having nothing short of Godly, intelligent, and dedicated teachers for your child.

2. The Parent:

- a.** Parents understand that the Westminster Christian School academic program (K-5 through 6th grade) is not licensed by the state and it is not required to be licensed by the state. The K-3 and K-4 programs and the extended care program are licensed by the state through Bright from the Start.
- b.** Westminster Christian School acknowledges that the parents are the first and most important source of education and discipline for their child. Their role as educators is critical to the child's maturation. It is the parent's responsibility to create a family atmosphere that holds education in high regards for each family member. In this way, the child has the greatest potential for developing a love for academics and for academic success as he/she continues on their educational journey.
- c.** Westminster Christian School asks each parent to seriously weigh their obligations to raise their children in an atmosphere of love and respect for God and man. The home is the source of education in the virtues essential to any meaningful culture. Respect for human dignity, prayer, and acknowledgement of authority are essential for Christian citizenship.
- d.** Westminster Christian School desires that each family would train their child in corporate worship through family prayer and regular participation in and attendance of a Bible-believing Christian Church.
- e.** The school has the right to expect that all parents will:
 - i.** Send their child to school physically and mentally fit by ensuring the child has sufficient sleep, is healthy, clean, and properly dressed, and is provided with a well-balanced diet.
 - ii.** Assist the child in his/her academic development by cooperating with the school's scholastic program through participation in parent/teacher conferences, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of activities, recreation, and discipline.
 - iii.** Try to discover their child's special interests and talents through supervision and companionship so they may be developed by parents and teachers working together.
 - iv.** Instill in the child a respect for authority so that instruction will be obeyed promptly and cheerfully. Children should be taught to look

upon their teachers and school staff members as representatives of their parents.

- v.** Support the school's policies and decisions
 - vi.** Take an active role in the school and/or volunteer service.
 - vii.** Maintain a positive attitude toward the school, following the Matthew 18 principle in dealing with any grievances or concerns.
- f. Out of School Activities:** The out-of-school activities of pupils are the responsibilities of parents. These activities are the concern of school authorities in as much as they affect the work and attitudes of students. Both the school and the parent should strive for cooperation regarding social and recreational activities.

3. The Student:

- a.** The student is in school to learn and grow in faith and wisdom before God and man. Children's intellectual faculties will be developed, and their moral qualities will be strengthened in school.
- b.** Children who attend Westminster Christian School should be marked by their courtesy and manners. This conduct includes, but is not limited to, greeting visitors with ease, making introductions properly, using good table manners, demonstrating proper respect for faculty and staff at all times, deferring to other people, and extending thoughtful consideration to their companions.
- c.** The school has the right to expect that students will:
 - i.** Be responsible for all homework assigned, including during absences.
 - ii.** Arrange with their teachers to make up all missed quizzes and tests as soon as possible following an absence.
 - iii.** Be in their seats and ready to learn at the beginning of their class time.
 - iv.** Check out at the office when they must leave during school hours for any reason and check in upon their return.
 - v.** Use good taste and judgment in their dress and adhere to the dress codes of Westminster Christian School.
 - vi.** Have in their possession and bring to class necessary class material.
 - vii.** Not bring toys, iPods, hand-held gaming systems or other electronic equipment to school without administrative permission. Weapons, knives, and immoral or questionable reading material

are not to be brought to school. “Show and Tell” items are permitted for designated times only.

- viii. Follow the directions of their classroom teacher or other school staff personnel at all times.
- ix. Use personal self-control with hands, feet, and mouths at all times at school.
- x. Follow all the rules as previously set forth in this handbook.

B. Parent-Teacher Conferences: Parents or guardians are encouraged to see any member of the teaching staff when they have a question or concern about their child’s progress in that staff member’s class. To facilitate conferences, parents are asked to call the school office or email the teacher set up an appointment time. If a telephone conference is desired, please leave a message with the office, and the teacher will be asked to return your call at his or her earliest convenience. The teachers at Westminster Christian School encourage open and proactive communication and will make every effort to respond to your email within 24 hours (one business day). Regularly scheduled conferences at all grade levels can be held at the discretion of either the parent or the teacher at any time using the procedure outlined above.

C. Communications from School: Communication between the classroom teacher, parents, and students is vital to ensure the highest level of education is received. The school will communicate with parents concerning policy changes, activities, parent/teacher meetings, upcoming dates for events, etc. through various means.

1. The following means will be used to communicate with parents.
 - a. Email – The school email address is wscolumbus@gmail.com.
 - b. “Remind” app. “Remind” is a smartphone app which allows us to send group text messages. WCS will obtain permission from parents/guardians to send texts through the Remind app. Teachers and administrators will use this app to send parents/guardians the most pertinent information about your child.”
 - c. Facebook or other social media
 - d. WCS website – westminsterchristianschool.org
 - e. Hard copy newsletter or flyer
2. All announcements and notices must be approved by the Administrator. Requests for announcements not related to school or Westminster Presbyterian Church, or that promote

any person, cause, or organization will not be accepted for publication.

D. Classroom Visiting:

1. Parents or guardians are invited to visit any classroom, provided that a request for such a visit is made one day in advance. Anyone visiting the campus must first check in at the office. Visitors may not go to a classroom without checking in, receiving a visitor's pass, and being escorted into the school.
2. Other visitors are not permitted to visit class or be on campus during the school day without the approval of the Administrator and receiving a visitor's pass.

E. Complaint or Problem Procedure: The Board has adopted a set policy for those situations, and complaints or problems will be handled in no other way than prescribed below: (Matthew 18:15-17)

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should be brought to the Administrator.
3. If it is still not solved at this level, it should then be presented in writing to the Chairman of the Westminster Christian School Board for the Board's consideration.
4. Finally, but only when all of the above three steps have been taken in order and without satisfactory resolution, does the problem find its way to the Session of Westminster Presbyterian Church with written approval of the Chairman of the Westminster Christian School Board Chairman.

F. Settling Disputes

1. By accepting admission into WCS you are agreeing to abide by Biblical guidelines for resolving conflict. The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunction of I Corinthians 6:1-8, Matthew 5:23-4, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by Biblically based mediation.
2. If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an

impasse in the selection of the third arbitrator, the Institute for Christian Conciliation of division of Peacemaker Ministries of Billings, MT, (406) 256-1583, shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation as printed in the Christian Conciliation Handbook.

3. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement, and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration agreement.
4. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her own arbitrator and one half of the fees and cost of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses.

G. Parent Teacher Organization (PTO): The PTO is an organization comprised of Parents and Teachers that is subordinate to the School Board. The PTO assists the Administrator in the planning, coordination and execution of special events, assigning room mothers, special administrative services, etc. The PTO is self-supporting, and self-governing and maintains its own organizational structure. The PTO Chairman is elected by the PTO and is a voting member of the Westminster Christian School Board. It is, therefore; important that anyone nominated for this position meet the criteria for a School Board Member. While the PTO provides important recommendations and advice to the administrator, it has no authority over the daily operations of the school. All PTO activities are coordinated through the Administrator for approval and inclusion on the school calendar. All parents of the enrolled students are members of the PTO. Parents are strongly encouraged and expected to become actively involved and where possible volunteer for PTO activities. Monies raised by the PTO are funneled directly back into the school. Efforts will be made each year to provide informational and profitable meetings for parents. Suggestions for topics of interest will be sincerely appreciated. Notices of these meetings will be communicated through email, text message, the school website, social media (Facebook) and flyer.

H. Tuition

1. The enrollment fee stated in the enrollment packet for each student is due upon enrollment. Tuition payments are then distributed over a ten month period of August through May.
2. Tuition is based on the cost of providing quality education for your child. Although Westminster Presbyterian Church assists in providing the facility (building and grounds) and management of the school, the actual expenses for salaries, maintenance, administration, and instruction are used as the basis for establishing tuition and fee levels. Revenue sources for school support include tuition, contributions, and limited financial support by the church. Tuition is established by the School Board.
3. Tuition is paid on a monthly basis, but must be received by the fifteenth of the month for which payment is made. A monthly bill including tuition, lunches, and extended care charges will be sent out the first week of each month. A late fee of \$30 will be assessed on any account which is late.
4. There will be a \$20.00 charge for each check returned by the bank due to insufficient funds. Any other unexpected charges will be assessed with full justification and only after due parental notification.
5. If a student voluntarily withdraws during the school year, **the current month's tuition is due and payable**. No records or transcripts will be forwarded until this obligation is met in full. Refunds will be given for the withdrawal of a student due to relocation or involuntary withdrawal (e.g. expulsion). Absences do not warrant refunds.) There will be no refund of the enrollment fee.
6. The Westminster Christian School Board and the School Administrator shall confer in regard to any parent(s) with delinquent tuition payments due WCS. The Board will determine whether compelling reasons for such delinquency exists. When an account is 30 days in arrears, a letter will be sent from the School Board. At 45 days in arrears or \$1000 in arrears, the student will be dis-enrolled and the necessary steps will be taken to collect the amount owed.

I. Student Discounts/Guardianship

1. Multi child discounts will be given to parents or legal guardians of students attending WCS. Church membership discounts will only be granted to individuals who have joined Westminster Presbyterian Church.
2. Church member discounts will normally only be given to WPC members, not regular attendees.
3. Requests for exception to this policy should be addressed in writing to the chairman of the WCS Board. Pertinent information that may affect a decision as well as

substantiating documents should be included in the request. The WCS Board will consider the request and render a decision as applicable.

- J. Curriculum and Textbooks:** The school will be compensated for books that are damaged or destroyed. If payment is not received by the end of the school year, the child's report card will be withheld until payment is received.
- K. Lost or Destroyed Library Books:** If library books are destroyed or lost (not returned), report cards will be withheld until the school is reimbursed for the cost of replacing the book.
- L. Scholarship Policy:** Scholarships (if available) will be awarded to eligible students after a thorough review of the application by the School Board
 - 1. Scholarship Types:**
 - a.** Monetary Scholarship: a designated amount of money from the WCS Scholarship account if available.
 - b.** Work Scholarship: services performed in lieu of cash for specific percentages of tuition and fees. This type of scholarship is subject to federal and state tax laws and regulations.
 - c.** Discounts: a specific percentage of money deducted from tuition.

NOTE: Scholarships are NOT generally awarded for academic achievement only.
 - 2. Procedures**
 - a.** The application will be completely filled out and submitted to the Westminster Presbyterian Church Session.
 - b.** The Session will review the application, meet with parents, deliberate, and render a decision in accordance with this policy and Session meeting procedures.
 - c.** The applicant will be informed in writing of the Session's decision within seven working days of the decision. (A memorandum of agreement will be sent to applicants to receive a scholarship, outlining the details of the agreement).
 - 3. Parameters**
 - a.** Submission of information on the application is voluntary, but the Session will not consider any application that is not completely filled out.
 - b.** The Session is under no obligation to award any type of scholarship outlined in Paragraph 1. The Session may discontinue any scholarship at any time where

the recipient(s) of the scholarship shows bad faith (e.g. late or non-payment of tuition and fees, non-performance of assigned work, unappreciative attitude, or other similar instances outlined.)

- c. Scholarships are valid up to one school year. Recipient must re-apply no later than July 1 for the next school year.

4. Awarding Priorities

- a. First: Members of WPC
- b. Second: Returning students of WCS
- c. Third: Newly enrolled
- d. Fourth: All other students

5. Selection Criteria

- a. Financial need
- b. Commitment to Christian Education
- c. Academic Achievement of the Student
- d. Church Membership/Attendance
- e. Number of children attending WCS
- f. PTO/School Involvement
- g. Parental desire to seek other avenues of assistance
- h. General family situation and circumstances

NOTE: The above are subjective judgments made by the Session based on the information in the application and attached documents.

M. Decorating for Holidays:

It is important that classrooms be an attractive learning environment. It is also important that a Christian school emphasize holidays that have a genuine Christian significance. The following will be guidelines for celebrating holidays at Westminster Christian School.

Christmas: The entire emphasis in the celebration of Christmas will be on the birth of Christ. Manger scenes and decorations including shepherds, wise men, stars, and angels are appropriate. Secular themes will not be emphasized. Where Christmas trees, Santa Claus, and elves are used they will not be given the main emphasis. Purely secular Christmas themes are inappropriate.

Thanksgiving: It is critically important that the emphasis for this holiday be on giving thanks to God who brings all good gifts to us. Stories relating to the Pilgrims and Indians are appropriate, but only in the context of God's blessing upon the Pilgrims because they were His children, they prayed to Him for help, and they obeyed His Biblical commands.

Halloween: We do not celebrate Halloween at Westminster Christian School. Seasonal fall decorations may include harvesting crops, pumpkins, fall leaves, etc.

Valentine's Day: The Christian tradition relating to the beginning of Valentine's Day is appropriate for this season. WCS emphasizes God's love for us. Under no circumstances is romantic attraction to be made the focus of the celebration of Valentine's Day.

Easter: The supernatural resurrection of Christ following His sacrificial death for our sins is the only reason for celebrating this holiday. Symbols which detract from the supernatural character of the resurrection are to be avoided. The Easter Bunny is inappropriate and tends to detract from the true meaning of the day.

- N. Fund Raisers:** WCS has a limited number of fund-raising events. Proceeds from these events help offset the cost of maintaining classrooms, library, playground, and PE equipment needs. We ask that parents become involved in at least one major fundraiser per year.
- O. Parental/Adult Volunteers:** Parents/Adults are encouraged to volunteer in school activities. Individuals who volunteer for events that require chaperoning or caring for children must fill out an Application for Children's or Youth Work and submit it to the Administrator for approval prior to the event for which they have volunteered. The form will be kept on file for the duration that the volunteer performs his/her service(s) to the school.
- P. Reporting Suspected Child Abuse:** The State of Georgia requires WCS to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and/or child and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and, once a reasonable suspicion is established, have no legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making report to determine whether or not there are sufficient grounds to require reporting.

IX. Sexual Harassment Policy (Employee-Student and Student-Student)

- A. Policy:** WCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. WCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.
- B. Definition of Sexual Harassment:** “Sexual harassment” means un-welcomed sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
1. Submission to the conduct is explicitly and implicitly made a term or condition of an individual’s academic status, or progress.
 2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
 3. The conduct has the effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 4. Submission to, or rejection of, the conduct of the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the school.
- C. Examples of Sexual Harassment:** Un-welcomed sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:
1. Unwanted sexual advances or propositions
 2. Offering academic benefits in exchange for sexual favors
 3. Making or threatening reprisals after a negative response to sexual advances
 4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
 5. Verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
 6. Physical conduct such as touching, assaulting, impeding or blocking movements

***Employee-student and student-student harassment is prohibited.**

- D. Steps to follow if you suspect or experience sexual harassment:** Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conducts of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

- E. Where to report Sexual Harassment:** The following individuals are specifically authorized to receive complaints and respond to questions regarding sexual harassment:

| | |
|------------------------|--------------|
| Administrator | 706-323-4441 |
| Extended Care Director | 706-323-0140 |
| Chairperson, WCS Board | 706-323-4441 |

- F. Confidentiality:** Every effort will be made to protect the privacy of the parties involved in any complaint. However; the school reserves the right to fully investigate every complaint, and to notify a student's parents/guardians and appropriate government officials as the circumstances warrant.
- G. Protection Against Retaliation:** It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.
- H. Procedure for investigation of the complaint and for taking corrective action:** When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective action shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriated disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

X. Program of Instruction

A. Homework

1. Homework and classwork are excellent opportunities for students to review knowledge, show comprehension, and practice application, analysis, and synthesis of information. There is always a purpose to any work assigned to be completed in class or at home. It is not “busy work.” Therefore, students should strive to complete each assignment to the best of their ability, with attention to detail and thoughtful care. Parents will be expected to review the homework assignments daily.
2. Each individual teacher may require his or her own particular format in homework. Spelling, grammar, and proper penmanship must meet required standards. Homework poorly or carelessly done will be returned for redoing.
3. A teacher will expect each student to turn in assignments on time. Failure to complete assignments can result in a penalty of points off the grade and/or detention.

B. Report Card and Grading Procedure

1. Report Card

- a. Report cards are distributed every nine (9) weeks for students in K-5 through sixth grades. Students in K-3 and K-4 will receive a grading report twice a year. The purpose of the Report Cards and evaluations are to keep the parents informed of the student’s progress. They are to be signed by the parents and returned to the school within three (3) days. Parent/Teacher conferences will be scheduled at specific times throughout the year.
- b. All entries made by the teacher on a student’s report card are made after careful evaluation of classroom learning, attitudes, and effort. Please discuss each report with your child carefully. Remember; however, grades should be a guide in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indications of present achievement and not indications of one’s overall ability to learn.
- c. The following grading scales will be used at WCS:

K-3 and K-4
S-satisfactory
P-progressing

K-5
O-outstanding
S-satisfactory
N-needs improvement
U-unsatisfactory

Elementary Classes

| | |
|------------------|---------------------|
| A – 90 – 100 | O-outstanding |
| B – 80-89 | S-satisfactory |
| C – 70-79 | N-needs improvement |
| F – 69 and below | U-unsatisfactory |

- d.** A pupil who fails to make up daily work or tests by the end of the grading period will receive a zero on those missed assignments.
- e.** Mid-quarter progress reports will be sent to parents of students in grades 1st – 6th.
- f.** A pupil will be retained in the same grade when there are positive indications that the student will benefit from such retention after a parent/teacher conference.
- g.** If a student averages below grade level in at least two major subjects (math & reading for K-5 through 2nd grade; math, language arts, history and science for 3rd – 6th grades) during the school year, the student shall be retained in the same grade level. (Below grade level will be evaluated as an F in the subjects identified or below grade level standardized test scores with grades F in the subjects identified.) In order to graduate from sixth grade and receive a diploma, students must attain a grade of C or higher in all subjects evaluated with a letter grade of A, B, C, or F and must have a C average of all letter grade (A, B, C, or F) subjects at the end of the year. The Administrator will determine the means to achieve passing grades for sixth grade students who fail to meet the above criteria. Sixth grade students must also exhibit satisfactory effort and behavior in order to receive a diploma.
- h.** Westminster recognizes the academic achievement of its students in grades 1-6 at the end of each grading period through an Honor System. A student must have an “A” in every subject to be on the Administrator’s List. A student must maintain an “A” or “B” in every subject to be on the A/B Honor Roll. The two Honor Roll distinctions and the prerequisite grade point average are:

| | |
|----------------------|-------------|
| Administrators List: | 90-100 (A) |
| Honor Roll: | 80-89 (A/B) |

- 2. Standardized Testing** – The Iowa Test of Basic Skills (ITBS) will be administered to grades 1st through 6th in April. Usually, results return within 4-5 weeks after testing. Result will be used to help adjust curricula, if necessary, and to focus on student improvement for the following year.

3. **Examinations:** Tests and quizzes will be conducted regularly for grades 1st through 6th. Parents are expected to ask students if any exams are scheduled and assist them with their preparation.
4. **Modified Evaluation and Grading**
 - a. Only in rare cases will a modified grading system be prepared for students
 - b. If there is no learning disability, the administrator will approve a workload modification established by the teacher, after a parent-teacher conference
 - c. Curricula standards will not be tailored for learning disabled children

C. Curriculum

1. K-3 A BEKA curriculum is a semi-structured readiness program. Participating students review colors and shapes. They are introduced to higher numbers, letters, phonics and songs in an informal setting. Bible stories, art, show and tell, games, and play are an essential part of the program. The emphasis continues to be on the development of oral and receptive language, gross motor, fine motor, cognitive, and social skills for each student. The progress report sent semi-annually updates the parents on their child's mastery of the readiness skills. Classes are from 9:00 am – 1:00 pm Monday through Friday. Weekly specials include Music, Art, Spanish, P.E., Computers, and Chapel.
2. K-4 A BEKA curriculum is a semi-structured program. Participating children are introduced to colors, phonics, numbers, games, Bible Stories, social studies, science, art, Show & Tell, and organized play periods. The progress report sent semi-annually updates the parents on their child's mastery of the readiness skills. Weekly special classes include Music, Art, Spanish, Computers, and P.E. Classes are from 9:00am – 1:00 pm Monday through Friday.
3. K-5 A BEKA curriculum is a semi-structured program. Participating children are introduced to colors, phonics, numbers, games, Bible Stories, social studies, science, art, Show & Tell, and organized play periods. The progress report sent quarterly updates the parents on their child's mastery of the readiness skills. Weekly special classes include Music, Art, Spanish, Computers, and P.E. Classes are from 9:00am – 1:00 pm Monday through Friday.
4. 1st & 2nd Grade curriculum places special emphasis upon language arts and mathematics. In addition to A BEKA,

other curricula are used to enrich and supplement the lessons. Science and Social Studies will be presented in a unit approach. The child will also hear and read Bible Stories and memorize and apply verses of the Bible to daily living. Weekly special classes include P.E., Art, Music, Computers, and Spanish. Classes are from 9:00am – 3:15pm.

5. 3rd - 6th Grade curriculum in these grades place special emphasis upon language arts and mathematics. In addition to A BEKA, other curricula will constitute the class programs. Math, science, social studies, language, Bible, health, reading, spelling, and handwriting will be taught. Memorizing and applying verses of the Bible to daily living will be an essential part of the Bible curriculum. Weekly special classes include P.E., Art, Spanish, Computers, and Music. Classes are from 9:00am through 3:15pm Monday through Friday.

D. Student Services and Extracurricular Activities: A vital part of school life is its extracurricular activity program. In today's world the opportunity that the school provides for social activities outside the normal school day plays an important role in the growth and development of the students. In Christian education, the primary concern is not only with the intellectual dimension of our students, but also with growth and development spiritually, socially, and physically.

1. **Field Trips:** These will be conducted in relation to classroom learning activities. All field trips must be requested in writing with specific objectives listed and approved by the Administrator.
 - a. School time: Most field trips will occur during the school day. Off-campus trips will use transportation approved by the Administrator. No field trips involving swimming will be permitted during school hours. This is according to State Mandated Guidelines.
 - b. In accordance with the Georgia Child Passenger Safety Law, children under age 8 must be in a car seat or booster seat, depending upon the size of the child. This is a State Mandated Regulation.
 - c. If any field trips are scheduled for the K3 or K4 classes, parents will be REQUIRED to transport and attend the event with their child.
 - d. Extended Care: The Extended Care program will not provide any field trips. Our State License does not cover field trips for our program
2. **Chapel:** The Spiritual Growth of each student is the primary concern for the staff of Westminster Christian School. In

order to foster this spiritual growth, weekly chapel programs will be planned to challenge students to commit their lives to Christ, to encourage them to lead a Christian life, and to provide opportunity to praise God for His Great gift of Salvation. The topics of each chapel will be decided upon by the Administrator. Parents are invited and encouraged to attend chapel.

- 3. Student Clubs:** Under the direction of the faculty and approval of the Administrator, special interest clubs may be formed each school year. Parents with special talents and interest in these types of activities are encouraged to make themselves available for leadership and consultation.
- 4. School Lunches:** Please do not send soft drinks as a lunch beverage in your child's lunch boxes. Due to the limitations of the facility, limit "microwave" type lunches to 2 minutes. Parents are encouraged to provide healthy lunches.
- 5. School Parties:** Holiday parties may include lunch. The party may last thirty minutes and should begin forty minutes before the end of the school day. The last ten minutes may be used for clean-up from the party. Parents may be in class to assist with set-up twenty minutes before the party begins.
- 6. Birthdays:** Birthdays may be celebrated at school. Please notify the teacher several days in advance. Cake, cupcakes or cookies may be served in the lunchroom after the children have had lunch. Birthday party table and ceiling decorations are not allowed. Gifts will not be brought to school. (If your child has a summer birthday, you may celebrate a "half birthday" at the time your child turns 5-1/2, 7-1/2 etc.). Invitations to parties will not be distributed in class unless all classmates are invited. Student may not leave together from the school grounds for a birthday party unless the entire class has been invited to the party. Invitations to parties off the campus may not be passed out at school unless everyone in the class is invited.

E. Library: Westminster Christian School maintains a library for student and faculty use. Students will be provided ample opportunity to make use of the library for both research and reading for pleasure. The library is maintained at great cost. Books are extremely expensive and the system of carding and inventory control requires much time and effort. Parent are urged to help the school by seeing that books borrowed from the school library are properly cared for, returned on time, and all penalties

and fines paid. Student's grades will not be mailed until the library account has been cleared.

- F. Computer Lab:** Westminster Christian School has a Computer Lab with 14 Computer Stations. Age appropriate computer assignments will be scheduled regularly for K-3 through sixth grade during the school year. Children will use the equipment only under adult supervision.
- G. Gifted Children:** Gifted children will be challenged to exceed the standards established by the curricula through additional work and assignments with greater degrees of advancement. Children will be provided with these assignments only with written parental approval.
- 1. Identifying the Gifted Child:** Gifted children will be identified through academic performance and Standardized Test Scores. (Normally this will be interpreted as a consistent "A" student with a National Percentile Rank of 85 or better). This will begin during 2nd Grade.
 - 2. Placement:** Gifted children will not be placed in separate "gifted" classes. They will be in the mainstream classroom and given special projects and learning activities to complete.
 - 3. Parents:** Parents are expected to be involved in monitoring and supervising any take home gifted assignments.
 - 4. Special Cases:** Special cases, e.g. children strong in only one area, will be brought to the attention of the Administrator and an appropriate plan will be formulated with the teacher and parents.

XI. Health and Safety

In accordance with Georgia State Laws, each student must have an up-to-date immunization record on Form 3231. A copy of this Form must be on record in the school office.

- A. Infectious Diseases:** In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier thereof the following will apply:
- 1.** Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon behavior, neurological development, and the physical condition of the student. The expected types of interaction with others in the school environment and the probability of contraction will likewise be considered in this decision.
 - 2.** The parents or guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by

the Administrator, so as to permit reliable assessment of any change in the student's condition which might affect the school's decision permitting enrollment or continued attendance.

B. Administration of Medicine

1. All medication must be administered under the supervision of staff or faculty. Prior to administration of any prescription medication, a **Request for Medication Administration Form** must be submitted to school. (This form can be obtained from the school office). A separate form must be completed for each prescription. The school must be notified in writing of any changes provided on this form. An appropriate supply of medication must be sent to school in its original container. **Any medication sent to the school in anything other than its original container will not be administered.** The school will have limited liability while administering medications to students while in accordance with the parent's directives. The school agrees to keep a written log of medication administered to students in school throughout the current school year. Time will be provided for students to take medication administered by staff or faculty.
2. The only non-prescribed medication that will be administered at the school will be acetaminophen after parents or guardians have signed a consent form. Medications such as Tums, Contac, etc. will only be administered in accordance with the above procedure.

C. First Aid: Designated faculty with proper training shall render first aid treatment. Students who become ill at school will be sent to the office to call a parent and will remain there until a ride home arrives. Parents should be prompt in picking up a sick child. Under no condition will a student be released without specific authorization of a parent or legal guardian. Whenever medication is administered or injury occurs, it is recorded on the medication log and noted if any adverse reaction occurs. A notice is sent home to the parent to notify them of the situation.

D. Emergency Phone Numbers of Parents Required: Emergency phone numbers of parents (including cellular telephone numbers) must be on file in the school office. In addition to home phone numbers, the school requires a work phone number and the number of a close friend, neighbor or relative who could be contacted in the event of a serious problem.

E. Medical Release Form Required: The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to

reach a parent or legal guardian. Few hospitals and doctors will treat a patient under eighteen without parental consent, and in a serious emergency it could save a life! This form will be used only by a school official when a parent or guardian cannot be contacted. In any event, every effort will be promptly called if a medical emergency arises, and the student will be transported via an emergency services vehicle to the Medical Center Hospital or the hospital designated on the student's enrollment form.

F. Sick Children/Emergencies: Children will be sent home from school if they have a fever of 100 degrees or higher, exhibit symptoms such as vomiting, diarrhea, or sore throat, or in the judgment of the staff or faculty are too ill to concentrate in class. Parents must pick up their children within one hour of notification. Children may return to class after they are fever-free and have not vomited for 24 hours.

1. If a medical emergency arises, parents will be responsible for costs of emergency transportation and treatment if the child is sent to the hospital as a result of a chronic or preexisting condition, or an illness such as severe flu or virus.

G. Doctor and Dental Appointment: Whenever possible, all medical and dental appointments must be made outside regular school hours. If this is not possible, parents or guardians will notify the teacher in advance. A note should then be presented at the office for verification and sign-out before a student may leave school. Generally, appointments during school hours will be considered excused absences.

H. Physical Education Excuses: Every student taking part in Physical Education is expected to participate. Excused absences may include:

1. **Medical Excuses**
 - a. Sickness which prevents attendance in any other class.
 - b. Doctor's written excuse: these notes must state the cause and reason for excusing the student as well as the time the student will be able to return to normal activity.
2. **Other Excuses**
 - a. Parents' written excuse: these notes should ask the instructor to take into consideration a student's condition.
 - b. Instructor's prerogative: the instructor may excuse any student who he/she considers unable to participate.
 - c. Teacher's option: in some cases teachers may not permit students to attend PE as a disciplinary or

make-up measure. If the teacher chooses to keep the student out of PE this will not be counted against the student.

- I. Swimming Parties:** No school-sponsored swimming parties will be held during school hours. The Administrator may approve water related activities. Parents will receive prior notification of such events and permission slips will be sent home for parental signatures.
- J. Students on Campus After School Hours:** Students must be picked up at the end of the school day or placed in Extended Care. A fifteen minute “grace period” will be offered prior to placing the child in Extended Care. All parents not picking their child up after the grace period will be charged for Extended Care.
- K. Extended Care:** This is a child care service offered by WCS for staff, faculty, and parents who have children enrolled in the school. It is not an open child care service and will not be used for any other purpose than to care for the children of those mentioned above. Extended Care rates will be established in August by the School Board. Extended Care hours are from 1:30 – 6:00 pm.
- L. Morning Care:** This is an early morning care service for working parents, staff, and faculty members. Hours are from 7:30 – 8:30 am. Children must be enrolled in WCS to use this service. Children will be dropped off at the designated morning care location by a parent or guardian. Children will not be accepted prior to 7:30 am. The fee is \$3.00 per day, per student who arrives between 7:30 – 8:30am and will be included on your monthly bill.
- M. Transportation:** Parents are responsible for bringing and picking up their children. The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity. No bicycles will be permitted as a means of transportation to school.
- N. Inclement Weather:** The closing of the school due to inclement weather or physical plant problems such as power failure will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of closing. The School Administration will endeavor to make a decision as early as possible. When school is closed for inclement weather, all events for that day will be canceled. Listen to local radio and television stations. **When Muscogee County schools are closed, Westminster Christian School will also be closed.**

- O. Animals in Class:** Animals of any kind will not be brought to school by parents, students, or teachers without prior approval of the Administrator.
- P. Head Lice:**
 - 1. Head Lice or nits will be treated as a highly contagious disease. Children found to have lice or nits will be removed from class. Parents will be called to pick up their child.
 - 2. Children will not be permitted to return to school until they have been treated and checked by the Health Department or their family physician. (They will issue you a certificate certifying that the problem has been corrected)
 - 3. Children must submit their Certificate before they will be permitted to return to school.
 - 4. Children who have been treated and return to school will be sent back to the Health Department or their family physician for further evaluation if more nits or lice are still found in the hair.

XII. Extended Care Policies and Procedures

- A. Purpose:** The Extended Care Program is a child care service offered by WCS for staff, faculty, and parents who have children enrolled in the school. It is not an open child care service and will not be used for any other purpose other than to service the children of those mentioned above.
- B. Acceptance:** The child must be currently enrolled in WCS. They must be 3-12 years of age and potty trained. The Extended Care Enrollment form and enrollment fee must be submitted prior to acceptance in the program. Parents wishing to utilize the “drop-in” after school service must telephone the office as soon as possible in advance to ensure that a space is available that day for their child. If a child is left in the after school program on a particular day and there is not space available, the parent will be telephoned and asked to pick up their child or make other arrangements for that afternoon.
- C. Days and Hours of Operation:** The Extended Care will operate during the regular school year, August – May and during the summer months of June and July. The days of operation will also be consistent with the school (Monday – Friday) and will follow the same holiday schedule as the school. The Extended Care will not be in session during school holidays or in the event of inclement weather (consistent with the Muscogee County School System). The hours of operation are 1:30pm – 6:00 pm. A late fee will be assessed as follows: \$10 for the first five minutes and then \$1 for every minute thereafter.

- D. Transportation:** The Extended Care Program will not offer field trips or any other service requiring transportation of children. Parents will be responsible for supplying transportation to and from the school. In the event of an emergency, children will be transported by an emergency response team such as an ambulance.
- E. Discipline:** Guidance and discipline of children will follow the same guidelines as the school. No discipline involving corporal punishment will be used in the Extended Care Program.
- F. Administration of Medication:** Medication administration policies will follow the same guidelines as the WCS. Medication will only be administered with the proper release forms being signed by the parent and only by the stated recommendations. Medication will be kept secured in the medicine cabinet and will only be administered by a staff member.
- G. First Aid:** First Aid Treatment will be the same as for the school. Parents will be notified in the event of an illness, elevated temperature above 100 degrees, injury, or exposure to a communicable disease.
- H. Infectious Disease or Illness:** It is the responsibility of the parent to inform the school of a communicable disease. Sick children with either a temperature of 100 degrees or higher, vomiting, diarrhea, or sore throat will not be allowed to attend class. Children may return to Extended Care after being fever free and not having vomited for 24 hours. Fever free means not having a fever for 24 hours without medication to control it. All parents will be notified within 24 hours (or the next working day) in writing after the school becomes aware of a reportable illness or communicable disease. Parents must pick up their child within one hour of notification. A child not picked up within one hour may be sent to the hospital if, in the judgment of the Administrator, an emergency situation arises that cannot wait beyond one hour.
- I. Emergency:** Emergency procedures including the requirements for Emergency Phone Numbers and a Medical Release Form will be the same as for the school. Emergency Medical attention will be given as instructed in the student's enrollment form, and 911 will be notified in the event of an emergency. Emergency Medical Services (911) will be promptly called if a Medical Emergency arises. The student will be transported via an Emergency Services Vehicle to the Medical Center Hospital or to the Hospital designated on the student's enrollment form. Parents will be responsible for all costs of emergency transportation and treatment if the child is sent to

the hospital as a result of a chronic or preexisting condition or illness such as severer flu or virus.

- J. Severe Weather/Fire/Physical Plant Problem:** Actions to be taken in case of severe weather or fire or physical plant problems will be posted in frequently used areas and reviewed periodically by all staff and students.
- K. Snacks:** Snacks and juice will be provided for the children daily at the scheduled times.
- L. Notification Required:** The Director will report any suspected child abuse, neglect, exploitation, or deprivation to the department of family and children services. The Director will report any suspected case of modifiable communicable diseases to the local health department.
- M. Postings:** The following will be posted in an area usually accessible to all students, staff, and parents:
 - 1. Current weekly snack menu
 - 2. Daily schedule

Westminster Christian School



Statement of Faith

There is one God Who, from all eternity, exists in three persons: the Father, the Son, and the Holy Spirit.

The Bible is the only word of God, without error, as God originally gave it to us. The Bible is the only infallible rule to show us what to believe and how to live.

God purposefully created the universe out of nothing.

God created man and woman in His image. Through their relationship to Adam, all men are sinners by nature, do themselves practice sin, and are, therefore, in need of salvation.

Faith in Jesus Christ, God the Son, is the only way into the kingdom of God. Jesus was born of a virgin, lived a sinless life, died on the cross, bodily rose from the dead, and ascended into Heaven.

Eternal life is a free gift that is received through faith alone in Jesus Christ.

Eternal life is neither deserved by anyone, nor can it be earned or merited by the performance of good deeds.

God has ordained marriage as the union between one man and one woman.

Jesus will someday return in judgment over the world. Jesus' death on the cross satisfied the justice of God toward all who put their faith in Jesus alone for the forgiveness of sin.

In doctrinal issues there must be unity in the essentials and love in the non-essentials.