



Westbury Christian School

Parent-Student
Handbook

2024-2025

“Preparing Youth for Here and Eternity”

WESTBURY CHRISTIAN SCHOOL

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Mrs. Dominique DeMoss – Director of Guidance
Mrs. Amy Taylor – Director of Enrollment
Mrs. Annette Turner – Middle School Principal

SCHOOL COLORS: NAVY BLUE AND GOLD

SCHOOL MASCOT: WILDCAT

Lower School = Grades K3-4

Middle School = Grades 5-8

High School = Grades 9-12



Dear Wildcat Families,

Welcome to the 2024-2025 school year! We are looking forward to welcoming you back to campus in the coming weeks, and we eagerly await classrooms full of students on August 15.

Over the summer, my family and I visited the Museum of Illusions in the Galleria. It's a small museum dedicated to the phenomenon of optical illusions, and it's designed to be experiential and engaging. You can scale walls, float in space, see infinity, and shrink your siblings.

Our visit was fun and memorable, and it was also a timely reminder that we don't always see accurately. Optical illusions look correct, and our brains perceive them logically. But they aren't accurate perceptions of reality.

Misperceptions and illusions extend beyond the walls of the museum. I know it's a challenge I experience, and I imagine that it's one most of us can relate to. We tend to see the world through our own perspective and that lens is often filtered by our personal experiences, backgrounds, cultures, and knowledge.

Our theme this year comes from the account of David's anointing as the new king of Israel. In 1 Samuel 16, God has directed the prophet Samuel to visit the house of Jesse so that a new king can be anointed—a king after God's own heart. As Jesse brings his sons before Samuel, the prophet is quick to assume that Eliab, the oldest and most regal in appearance, is God's chosen king.

But he is not. In 1 Samuel 16:7, God tells Samuel not to “consider his appearance or his height, for I have rejected him. The Lord does not look at the things people look at. People look at the outward appearance, but **the Lord looks at the heart.**”

Our theme this year is to **See as God Sees**. It's a call to look beyond the outward appearance or surface level and truly seek the heart. We will be talking about what it means to see ourselves as God sees us, to see others as God sees them, to see the world as God sees it, and to see challenges and problems as God sees them.

We look forward to the weeks and months ahead and are grateful for your partnership in Christian education. May God bless our faculty, students, and families over the coming school year!

Sincerely,

Nathan Wagner
Head of School

Portrait of a Westbury Christian School Graduate

- **Christ Followers:** WCS graduates will strive to make intentional and virtuous decisions in their walk with Christ, deepening their understanding of Him.
- **Lifelong Learners:** WCS graduates will courageously accept challenges as opportunities for growth while they explore their God-given potential with resilience and tenacity, striving to always give their best effort in each situation.
- **Christian Servants:** WCS graduates strive to glorify God by displaying a Christ-centered love in their service to others. They seek Him in order to be a light in the world.
- **Compassionate Leaders:** WCS graduates will be compassionate members of society who honor cultural diversity to lead and support others with empathy.

Table of Contents

Portrait of a Westbury Christian School Graduate.....	4
History of Westbury Christian School.....	8
Mission Statement	8
Statement of Faith.....	9
Biblical Principles.....	11
Statement of Philosophy	12
Partnership Between School and Home.....	13
Financial Policies.....	13
Academics	15
Academic Honesty.....	15
Statement of Integrity	16
RenWeb/FACTS.....	19
Report Cards.....	19
Library	19
Computer Resources.....	19
Network/Internet Acceptable Use Policy & User Agreement (AUP).....	20
Withdrawal from School.....	22
Request for Records/Transcripts.....	22
Parent or Behavioral Complaint Procedures.....	22
Attendance and Absenteeism.....	22
School Closings	25
Lost and Found	26
Student Services.....	26
School Calendar, Announcements, and Bulletins.....	26
Chemical Philosophy Statement.....	26
Lower School Playground	28
Parent Lunch Visits.....	28
Immunization Requirements and Illness.....	29
Reporting Child Abuse	31
Bicycles	31
Campus Access - Building Entry.....	31
Student Driven Vehicles	32
Afternoon Extended Care	32
Hall Passes.....	33
Student Life Standards.....	34
Student Code of Honor Pledge	34
Supervision of Students	35
Male/Female Relationships.....	36

Music Policy	36
Field Trips.....	36
Change in Emergency Information	36
Insurance.....	36
Campus Restrictions	36
Visitors to Campus	37
Bullying, Harassment, and Intimidating Behavior Policy	37
Sexual Harassment Policy	37
Safety and Crisis Management	38
Social Media Policy	38
WCS Dress and Appearance Code	39
Additional WCS Dress Code Guidelines for Students in All Grades	47
Dress Passes – All Grades	48
Lower School Section.....	49
Academics	50
Lower School Attendance and Tardies	51
Field Trip Cost – Lower School	51
Spiritual Dimension	52
Lower School Lunch Rules.....	52
Parent Lunch Visits.....	52
Smartwatches, Phones, Toys and Technology.....	52
Morning Drop Off Procedures	52
Afternoon Pick Up Procedures	52
School Community	53
School/Class Parties.....	53
Birthdays.....	53
Conduct Code Infractions and Disciplinary Procedures - Lower School (K3 – 4th Grade)	53
Positive Reinforcement System	56
5 th – 12 th Grade Section.....	57
Portrait Of a Graduate.....	58
Financial Policies.....	58
Academics	58
Tutorials.....	59
Computer Resources.....	59
Learning Center	59
Parent-Teacher Conferences	60
Grading Procedures in the Middle and Upper School	60
Class Rank - Upper School.....	61
Late Work Policy.....	61

Retesting - Upper School.....	61
Semester Exams-Upper School.....	62
Special Recognition – Middle and Upper School.....	63
Schedule Changes- Middle and Upper School	63
Current Curriculum for Middle School.....	63
High School “Promotion”	64
High School Class Requirements.....	64
Graduation Requirements	64
Endorsements.....	64
Prerequisites for Specialized Courses	65
Course Enrollment Requirements	66
Add/Drop Policies	66
Switching Between Levels of The Same Course	66
ESL Tutorial-Upper School.....	66
Guidance.....	66
Middle and Upper School Partial Day Absences and Eligibility	66
Student Activities.....	66
Student Organizations.....	67
Community Service and Students Activities Programs	69
Spiritual Dimension	70
Student Services.....	70
Lockers and Locks.....	70
Office Telephones.....	71
Appearance/Environment	71
Book Replacement - Middle School and Upper School	71
School/Class Parties.....	71
Conduct Code Infractions and Disciplinary Procedures - 5th – 12th Grades	72

History of Westbury Christian School

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

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

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

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

In 2012, Westbury Christian School successfully completed a five-year self-study that validated its continuing accreditation by the Southern Association of Colleges and Schools (SACS) and the National Christian Schools Association (NCSA). Due to the integrity of these two agencies, WCS credits are acceptable at any accredited educational institution in the United States.

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

Mission Statement

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

Statement of Faith

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Biblical Principles

Westbury Christian School takes seriously the growth of students academically, personally, and spiritually. To fulfill our mission of preparing students for here and eternity, the following biblical principles guide and direct our practices, expectations, policies, and decisions for our Board of Trustees, administrators, faculty, staff, and students. We seek to partner with families who support these principles.

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

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

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

Statement of Philosophy

Spiritual

Westbury Christian School seeks to provide:

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

Academic

Westbury Christian School seeks to provide:

1. A quality scholastic program.
2. The stimulation of intellectual curiosity.
3. Preparation for the development of leadership roles during and following the formal educational years.
4. The opportunity for the development of clear, logical, and effective communication in the areas of reading, writing, speaking, and listening.
5. The development of a respect for the culture, traditions, and ideals of others in our democratic society.

Social

Westbury Christian School seeks to provide:

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

Emotional

Westbury Christian School seeks to provide:

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

Physical

Westbury Christian School seeks to provide:

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

Partnership Between School and Home

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

School Community

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

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

Educational Methods and Modes

We are committed to making the mission of Westbury Christian School accessible to our families in the midst of the current coronavirus pandemic. There may be situations throughout the school year that require us to close campus and operate solely through an online program; there may also be situations in which we must adapt or adjust our learning environment to meet our educational goals and keep all students, faculty, and staff as safe as possible.

Regardless of the mode of learning, our educational services will be delivered by our qualified Christian faculty in a challenging academic environment and we will continue to supply textbooks, materials, technology and other school resources as in the past. We do reserve the right to use our discretion to move to a solely online program or otherwise change the mode of education as safety requires. As such, our tuition rate and fees for the school year will not change and are non-refundable.

Financial Policies

Introduction

Westbury Christian School operations are supported almost entirely by student tuition and fees. Being private, there are no agencies or groups that underwrite any shortfall of operating funds. Since WCS is private, all activities and services are paid for by the families of the students who use them. The general financial policies of WCS are set forth in the Enrollment Contract. The following financial policies do not vary the terms of the Enrollment Contract relating to tuition, general fees, and athletic fees. *Enrollment signifies intent to continue in school. Parents are responsible for **FULL YEAR TUITION & FEES** if your child withdraws early for any reason. **The student's account must be cleared before records are released.***

Fundraising Annual Fund Drive

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

Fund Drive period. Every family has committed per enrollment contract to donate to the Annual Fund Drive as they have been blessed.

Families will be recognized in the annual donor report published in the Fall issue of Dimensions magazine. They will be listed by the appropriate giving level.

WCS Giving Levels

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

School Student Fundraisers

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

Parent’s contributions to ancillary groups associated with school life will not count against the family’s Annual Fund Drive obligation.

General Financial Policies

Detailed in enrollment contract

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

Rules for Payment of WCS Fees and Charges

1. WCS will bill parents using the Tuition Management Program for all tuition payments. All other fees, disciplinary fines/expenses, library charges, extended care charges, and/or any other charges will be paid directly through the business office or online through the parent account on RenWeb/FACTS.
2. WCS will accept credit card payment for fees and charges, other than FACTS tuition, through VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS.
3. A \$30 fee will be assessed on all NSF checks. Parents who have one (1) Non-Sufficient Funds (NSF) check will then be on a CASH ONLY basis for the rest of the school year.
4. Personal checks are not cashed for students and checks payable to the school for amounts in excess of what a student owes will be credited to the student’s account.
5. Students paying any bill owed to the school, other than with a check, must ask for a receipt to verify the school’s receipt of those funds. The Business Office will not attempt to trace any payment for which there is no cancelled check or receipt.

Academics

Introduction

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

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

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

Academic Honesty

Philosophy

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

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

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

Definitions

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

1. **Cheating**: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism**: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source(s). Plagiarism may be determined by web based programs.
3. **Fabrication**: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage**: stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty**: providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.
6. **Falsification of Records and Official Documents**: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, progress reports, letter of permission, petition, ID card, or any other school document.

7. Unauthorized Access to Computerized Academic or Administrative Records or Systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Mutual Responsibility

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

Students are responsible for:

1. Understanding the types of conduct that are deemed unacceptable and, therefore, are prohibited by this policy.
2. Refraining from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
3. Alerting teachers or administrators of instances that violate this policy.
4. Reporting every instance in which the student has a suspicion or knowledge that academic conduct that violates this policy or its spirit has taken place to the faculty member responsible for instruction, or to a member of the Administration.
5. In an emergency or simulated emergency to follow the instructions of the closest faculty member or administrator. The student is responsible for the quick, orderly, quiet, safe evacuation from the facility, or the rapid response of any physical threat inside the facility. There must be no difference in the manner by which the students treat an actual emergency and a "real world" emergency.

Faculty members are responsible for:

1. Understanding the procedures of this policy relative to how faculty members are to handle suspected instances of academic dishonesty.
2. Developing an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
3. Addressing every suspected or admitted instance of the violation of the provisions of this policy in accordance with the procedures set forth in this document.
4. Being the primary focal point for all school emergencies. It is the responsibility of every Faculty member to manage the quick, orderly, quiet, safe evacuation of all students from the facility, or to manage the rapid response of any physical threat inside the facility as well. There must be no difference in the manner by which the faculty member treats an actual emergency and a "real world" emergency.

Administrators are responsible for:

1. Making provisions for the education of students, faculty, and persons with designated responsibility under the provisions of this document concerning their responsibilities.
2. Annually evaluating the effectiveness of the various measures taken to promote academic integrity.
3. Administrators are the secondary focal point for all school emergencies. It is the responsibility of every administrator to manage the quick, orderly, quiet, safe evacuation of all students and faculty from the facility, or to manage the rapid response of any physical threat inside the facility as well. There must be no difference in the manner by which the administrator treats an actual emergency and a "real world" emergency.

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

Statement of Integrity

The Statement of Integrity is as follows:

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

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

Basic Considerations

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

Homework

Teachers assign homework to:

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

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

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

Testing

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

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

When a teacher or proctor observes cheating:

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

Papers, Essay, Etc.

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

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

The Use of Artificial Intelligence (AI)

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

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

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

Consequences

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

Homework

1. 1st and 2nd offense(s):
 - A. Teacher reports to the appropriate Principal.
 - B. Student receives a "0" on the assignment.
 - C. Parents are notified.
 - D. Automatic Type B detention. (Does not apply to Lower School)
2. 3rd offense and subsequent offenses:
 - A. Teacher reports to the appropriate Principal.
 - B. Student receives a "0" on the assignment.
 - C. Parents are notified.
 - D. Automatic Type A detention. (Does not apply to Lower School)

Quizzes and Tests

1. 1st offense:
 - A. Teacher reports to the appropriate Principal.
 - B. Student receives a "0" on the quiz/test.
 - C. Parents are notified.
 - D. Automatic Type A detention. (Does not apply to Lower School)
2. 2nd offense:
 - A. Teacher reports to the appropriate Principal.
 - B. Student receives a "0" on the quiz/test.
 - C. Parents are notified.
 - D. Automatic one (1) day suspension. (Does not apply to Lower School)

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

Plagiarism (5th-12th Grades)

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

1. 1st offense:
 - A. Teacher reports to the appropriate Principal.
 - B. Student receives a "0" on the assignment.

- C. Parents are notified.
 - D. Automatic Type A detention. (Does not apply to Lower School)
2. 2nd offense:
- A. Teacher reports to the appropriate Principal.
 - B. Student receives a “0” on the assignment.
 - C. Parents are notified.
 - D. Automatic one (1) day suspension. (Does not apply to Lower School)

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

Final Exams (5th-12th Grades)

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

RenWeb/FACTS

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

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

Report Cards

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

Library

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

Computer Resources

As a means to further technological education at WCS, computer curriculum is integrated into all areas of study. WCS will make tablets available for Pre-K3 and Pre-K4 students to use in the classroom. Students in grades Kindergarten - 5th grade will each have an assigned device to be used while on campus. Students in 6th – 12th grades will be issued a school owned device to be used in the classroom and at home. The rules for the use of the school’s computers and other computer resources are stated in the Network/Internet Acceptable Use Policy, which is set forth in full at the end of this handbook. Any additional, supplemental rules applicable to school owned devices will be given as additional

documents. The agreement to abide by this policy is signed as a part of the Enrollment Packet. Any additional rules for use of the carts will be stated by teachers and/or principals and are in effect at all times.

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

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

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

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

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

Network/Internet - Terms and Conditions

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

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

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

Proper use. The guidelines to prevent disciplinary actions at WCS:

1. Do not use a computer to harm other people or their work.
2. Do not damage, deface, or alter the computer system or the network in any way.
3. Do not interfere with the operation of the network or any workstation by installing or loading software, shareware, or freeware.
4. Do not violate copyright laws or license agreements.
5. Do not view, send, or display offensive materials.
6. Do not share your password with another person or leave a machine unlocked while you are logged on to it.
7. Required printing is to be done outside of school.

8. Do not save files in any location other than the following:
 - a. Your network directory, which is backed up and can be restored.
 - b. Your Google account which is space provided for you by WCS and is accessible through the Internet.
 - c. Your laptop's hard drive realizing that it is unprotected space, which is not backed up.
9. No use of outside disks, CD's, or USB devices is allowed.
10. BE PREPARED to be held accountable for your actions and for disciplinary actions if the AUP is violated.

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

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

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

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

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

Software. Students must never download, load or install any, software, shareware, or freeware onto WCS computers or leased computers except what is provided for you through the self-serve application.

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

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

Security. Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the function of the computer system(s) will result in disciplinary action. Students may not have in their possession anything that can be used for the purpose of bypassing computer security or accessing the Internet outside of the school's network, i.e., a personal hot spot.

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

Impersonation. Attempts to log on to the WCS Network/Internet impersonating anyone else will result in disciplinary action.

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

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

Consequences of Agreement Violation. Any attempt to violate the provisions of this agreement will result in disciplinary action, regardless of the success or failure of the attempt. WCS, in its sole discretion, will make the final determination as to what constitutes inappropriate use.

Suspension of Access. WCS may suspend Network/Internet access if, in its sole discretion, that is necessary to serve any educational purpose.

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

Withdrawal from School

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

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

Request for Records/Transcripts

WCS is happy to comply with requests for release of student records to parents/guardians or educational institutions. Parents who want to have WCS provide copies of their student's records must make a written request (which can be done by e-mail to registrar@westburychristian.org) for records and turn it in to the Registrar. The Business Office releases the records/transcripts, provided that the student and family account in the Business Office is current. Transcripts will be ready for pickup in the Business Office between 24 and 48 hours after transcript is requested.

Parent or Behavioral Complaint Procedures

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

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

Attendance and Absenteeism

Legal Attendance Requirement

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

All students, including Kindergarten, must be regular in attendance, although provisions have been made to excuse students for necessary absences, with limitations. Consistent attendance is vitally important for success at Westbury

Christian School, and missing class for any reason puts a student at a disadvantage. Parents should attempt to minimize absences as much as possible.

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

SPECIAL NOTE: If a student is unable to participate in a class due to being absent for **twelve** or **more** class periods of a subject during a **semester** for any reason, he/she will **NOT** receive credit for that class without the approval of the Board of Trustees, which will act upon the recommendation of the school administration. Parents must assume the responsibility of providing proper documentation to the administration for review by the Board of Trustees in support of their request for credit.

Excused Absences

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

A note or an email to the respective division’s office from home with a parent’s/guardian’s signature explaining the absence must be brought to the receptionist in Mundy Hall upon the student’s return to school. The note should contain (1) the student’s name, (2) the date the note was written, (3) the date(s) of the absence(s)/tardy(ies), and (4) the reason for the absence(s)/tardy(ies). The reason for an excused absence/tardy must be stated in writing and signed by the parent or designated guardian. Excuse notes will not be accepted after the second (2nd) day following the date of the student’s return to school. The absence will be considered unexcused if an acceptable note is not presented within two (2) school days after the date of the student’s return to school following the absence.

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

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

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

Make up work for excused absences

A student will have two days for every day missed to make up class work following an excused absence. Students are responsible for securing a list of assignments missed and for turning the homework in on time; teachers have no responsibility to pursue the student to see the work is completed, and if make-up work is not turned in on time, the student may receive a zero on that work. Make-up tests and quizzes should be taken within two school days after the student’s return for every day missed. Any test scheduled prior to an excused absence and given on a date after the excused absence must be taken as scheduled, unless the students obtain permission from the teacher or the appropriate Principal to delay taking the test as a result of the excused absence.”

Unexcused Absences

Examples of Unexcused Absences are:

- a) Absences not listed in the Excused Absence section.
- b) Absences requiring prior notice for which no prior notice was provided.
- c) Absences due to shopping, visiting, personal business, or being kept home for “family convenience.”
- d) Leaving class without permission.
- e) Leaving campus without permission, skipping classes, truancy, or suspension.

- f) Absences due to oversleeping, correcting appearance to comply with dress code.
- g) Normal traffic problems.
- h) Staying out of school to complete homework assignments.
- i) Absence from class due to tardiness that is not excused.

Make-up work for unexcused absences

Unexcused absences, in addition to any possible disciplinary action, are subject to the following:

- a) Daily Work - Students will not receive credit for work scheduled for that school day. A zero will be recorded for each subject affected.
 - b) Tests and quizzes missed may be made up at the discretion of the appropriate Principal.
- Assignments given prior to a student's unexcused absence will still be due on the date announced. Unexcused absences will not delay due dates, and students should realize their responsibility upon returning from an unexcused absence. Additionally, tests announced prior to an unexcused absence must be taken as scheduled. In no case will an unexcused absence be used as a measure to delay previously announced tests or assignments.

Professional Appointments

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

1. The student presents a written request or an email to the respective division's office from parents or legal guardian before school on the day of the appointment.
2. Unless the student drives to school and is authorized to sign him/herself out, the person picking up the student must sign the checkout sheet in the office.
3. Upon returning to school, the student must sign back in with the Receptionist in Mundy Hall and go to the appropriate office to be readmitted to class.
4. Students whose parents have authorized them to drive to and from school and to sign themselves out during the school day do not need to be picked up for appointments; they will be permitted to sign themselves out and back in for travel to professional appointments.

Lower School (K-4th) Partial Day Absences

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

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

Middle and Upper School Partial Day Absences and Eligibility

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

Lower School Tardy to School

School begins each day as follows: PK3-PK4 at 8:30AM and ends at 3:15 and K-4th at 8:00AM and ends at 3:15PM. If a student arrives to school after this time they will be marked tardy. There are times when unforeseen circumstances and conditions are unavoidable, and cause a student to be tardy. All late arrivals will be marked as "Tardy". Special note: Should a Lower School student (K to 4th grade) be tardy to school more than six times in a single nine week's grading period a \$10 charge will be placed on the family's account for each tardy afterwards.

The enforcement of tardy rules is intended to teach the importance of punctuality, consideration for others, and pride in self for taking responsibility for one's actions.

5th-12th Grade Tardy to School

School begins each day as follows: 5th-12th at 7:40 a.m. Unforeseen circumstances and unavoidable conditions can cause a student to be tardy to school. Such tardies are recorded as "excused" providing written verification (a note from a parent or guardian stating the student's name, reason for tardy, and parent signature) that meets the requirements for verification for an excused absence is presented upon arrival at school. Tardiness without proper, written verification will be "unexcused." No notes will be accepted after the fact. Repeated, habitual and/or questionable tardiness, even if accompanied with "written verification," cannot guarantee an "excused" tardy. Students who are tardy to school more than 6 times in a nine weeks, even if they have written excuses for those tardies, will have each tardy beyond 6 in a nine weeks counted as an absence in that class for purposes of considering whether to award credit in that class.

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

5th and 6th Grade Tardy to Class

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

Unless an Administrator excuses the tardiness, if students are tardy to class it is an unexcused tardy. Students will not be given credit for any quiz, test or assignments missed in whole or part due to their unexcused tardiness. On the fourth (4th) unexcused tardy in a week to class, the student will receive a detention. Every subsequent tardy during the same week will result in an additional detention.

7th – 12th Grade Tardy to Class

After the bell sounds to start a period, all classroom doors will immediately close, and all students not in the classroom are TARDY. Teachers will not hold doors for students in the hallways. WCS students are required to exercise self-discipline when making choices for time usage. Developing organizational skills and setting priorities are a part of the educational process. Students have four (4) minutes passing time between classes. For students in **seventh grade**, they will receive a detention after their fourth tardy per grading period.

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

Athletic Activities

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

Summer Academic Practice

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

School Closings

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

Lost and Found

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

Student Services

School Calendar, Announcements, and Bulletins

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

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

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

Chemical Philosophy Statement

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

Westbury Christian School students are not permitted to use, sell, purchase, or possess tobacco products, e-cigarettes or other vaping devices, alcohol, or any other illegal and/or mood-altering substance on campus or off campus that is in any way related to school sponsored activities. In the case of any illegal drugs, students are not permitted to use, sell, purchase, or possess such drugs at any time, whether on or off campus, and without regard to whether there is any relationship to school sponsored activities. In order to assist in the implementation of this philosophy, the school may use contraband sniffing dogs to conduct random searches for contraband on the campus of Westbury Christian School and/or at school sponsored activities, and these searches may include student driven vehicles, lockers and any and all personal possessions that students have with them at school. Westbury Christian School may require a student to take a drug test at any time during regular school hours, at the expense of the parents, no more than six times in a school year. Westbury Christian School may require a student to take an alcohol breathalyzer test at any time on campus or off campus at student activities, at the expense of the parents. Should the breathalyzer test prove positive for alcohol, parents have the option, at their expense, to have a blood alcohol test administered within one hour. The decision to require a drug and/or alcohol test shall be based upon the sole discretion and reasonable suspicion of the school administration. Reasonable suspicion includes, but is not limited to

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

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

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

Contraband Detection

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

If the test is negative, the student will be disciplined for the possession of an illegal substance on school property. If there is evidence that the student is involved in providing illegal substances to others, the student will be expelled from school. It is imperative that students not permit others to use their vehicles, lockers, and/or personal possessions to transport or hold illegal substances. The school may provide information and/or materials taken from students to the appropriate legal authorities, and in such cases the school will cooperate with those legal authorities in the prosecution of any charges that might be brought against a student.

Consequences of Refusal to Consent to Testing

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

First Positive Test Result

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

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

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

Second Positive Result or if Probationary Contract is Not Followed

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

Appeal Process

Students who test positive for drugs may request a second test. Within 24 hours of being notified of a test result, parents/guardians of any participant testing positive must request the confirmation test in writing to the Head of School. The student's family is responsible for any costs associated with the re-test of the original sample collected. If the re-test is negative, the participant will remain in good standing. If the re-test is positive, the participant shall be

subject to consequences under this policy. If a parent fails to make a request for a re-test within 24 hours of receiving notice of a positive test result, the appeal process will no longer be available.

Help for Illegal Substance Use Problems

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

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

Lower School Playground

Students in **K3 through 6th grade** often take advantage of the WCS Lower School playgrounds. Students in 7th – 12th grade may not use the playground equipment. At all times, on the playground, age limit rules are to be followed as well as the following:

Playground Rules

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

Parent Lunch Visits

In the lower school, parents are allowed to visit during lunch on a student's birthday or half-birthday (or other pre-arranged, agreed upon time). All parent birthday lunch visits must be coordinated with the appropriate principal at least 24 hours in advance to accommodate changes in schedules and various events on campus. Other lunch visits are declined at this time.

In middle/upper school, if a parent is bringing food to their child, they must stay with them in the cafeteria during the scheduled lunch time. Notify the upper school office at least 24 hours in advance.

Lower School Lunch Rules

Students are asked to enter the lunchroom in an orderly manner. Students are responsible for leaving the tables, chairs, and floors clean of food and trash. Lunch is provided to all students through SAGE Dining. If you choose to send a lunch with your child, please do not send carbonated drinks or microwave popcorn packets. Parents wishing to provide birthday treats for their child's class must schedule with the respective teacher to bring birthday cupcakes or cookies either during lunch or afternoon recess.

Middle and Upper School Lunch Rules

In order to maintain a safe campus, there are to be no food delivery services during the school day (such as DoorDash and UberEats, etc.). Students in 6th-12th grades are permitted to use the vending machines at lunchtime without prior teacher approval. However, this privilege for 6th-8th grades may be revoked at any given time by the school's administration if deemed necessary.

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

Cafeteria Appearance/Environment

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

Immunization Requirements and Illness

It is the intent of Westbury Christian School to comply with City and State Health Departments. The school office must have an up-to-date immunization record on file on all students. Students may not be admitted to school on the first day of classes if immunization records are not current. Students must have an up to date immunization record on file at all times throughout the school year, or the student will not be permitted to class.

First Aid and Illness

If a student is involved in an accident or becomes ill at school, the parent/guardian has given permission in the "Enrollment Contract" to allow school personnel to administer emergency first-aid until professional help can be accomplished, and/or parental/guardian instructions have been received. A parent/guardian will be notified if a student is unable to remain at school, or if an emergency arises requiring that he/she be taken to a medical facility. If a student must be transferred to an emergency facility before you arrive, a representative from the school will remain with the student until your designated person arrives. The decision to call 911/emergency personnel rests solely with school administration.

Westbury Christian School employs an individual as a Clinical Aide, but this individual is not necessarily licensed as a R.N or L.V.N.

Children that cannot go outside for recess due to medical conditions must sit in an office until recess is over, and must be picked up no later than 3:30 p.m.

Please inform the school immediately if your child is diagnosed with a communicable disease. We ask your cooperation in this area, as it is for the benefit and safety of our students and staff that we enforce these guidelines.

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

1. Any fever 100.0 degrees or greater. Students must be fever free for **24 hours** without the aid of fever-reducing agents before returning to school.
2. Feeling feverish
3. Loss of taste or smell
4. Diarrhea
5. Vomiting
6. Cough
7. Shortness of breath or difficulty breathing
8. Chills or repeated shaking with chills
9. Muscle pain in conjunction with other symptoms
10. Headache in conjunction with other symptoms
11. Suspected pink eye, ringworm, measles, mumps, rubella, chicken pox, poison ivy, poison oak, unusual spots or rashes/infected skin patches, flu, or any other communicable disease. All students with communicable

diseases must receive a medical evaluation and statement from a doctor containing the diagnosis and notification that the student is no longer contagious.

12. Severe itching of the scalp or body (may be symptoms of lice or scabies). Student must be treated and nit free before returning to campus.
13. Unusual behavior: cranky, listless, general discomfort, or just seems unwell
14. Illness requiring greater need for care than staff can provide
15. Injury requiring more treatment than First-Aid

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

Clinic Access Rules

To maintain order and track the whereabouts of students, except in cases where circumstances make it impossible, students must have a Clinic Hall Pass before going to the Clinical Aide's office. If a student determines that it is necessary to go to the Clinical Aide *between* classes, the student must first go to the teacher whose class they are next assigned and get a Clinic Hall Pass, or he/she may be considered out of class without authorization.

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

Parental Notification of Clinic Visit

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

Medications

Westbury Christian School will supply the following over-the-counter medications on an as needed basis through the clinic: Acetaminophen, Ant-Acid Chewable Tablets, Anti-nausea tablets/liquid, Benadryl (liquid or Ointment), Contact Solution, Cortizone 10 Cream 1%, Cough drop or Throat Lozenge, Eye Drops (Moisture/Redness/Allergy), Gas-X, Ibuprofen, Imodium AD, Midol, Orajel Tooth and Gum Relief, Pain Relief Cream with Lidocaine, Pepto Kids Chewable, Triple Antibiotic Ointment, Vaseline, Wound Cleanser Spray. These medications WILL NOT be dispensed, however, if you have not updated your preferences in FACTS/RenWeb under OTC Medications.

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

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

Aspirin or any medications containing aspirin or any derivative of aspirin, will not knowingly be dispensed to any student under the age of 18. This is a recommendation from the Committee of Disease Control due to the incidence of Reye's Syndrome (a disease that affects the liver and the brain).

Prescription medications will be dispensed by school personnel only if:

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

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

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

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

Reporting Child Abuse

As required by law, Westbury Christian School recognizes and will exercise its responsibility to report suspected cases of child abuse, neglect, or concern for a student's welfare to the Texas Department of Family and Protective Services (DFPS).

Bicycles

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

Campus Access - Building Entry

Single Point of Building Entry

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

Morning Drop Off Procedures

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

Lower School

During morning drop off, *all* lower school students must enter the building from the north (back) doors only; morning drop off is between 7:00 a.m. - 8:00 a.m. School start time is 8:00 a.m. for all Kindergarten - Grade 4 students.

From 8:00 - 8:30, the back doors will continue to be manned by a staff member for any preschool students who are still arriving.

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

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

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

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

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

Afternoon Pick Up Procedures

(K3-4th grades) The north drive of the complex is for the pick-up of Lower School students at dismissal time. Teachers will help load children into the cars from 3:15 - 3:30 p.m. NO students in grades 5th -12th may be picked up in the back (north) drive unless permission is given by the Lower School principal. Authorized pick-up persons using the back carpool lane must display car tag in front window at all times. Traffic flows only from a west-to-east direction through the pick up zone. All cars should pull as far to the right as possible. Do not leave your vehicle. If parents wish to escort children from the classrooms, they must park on the south parking lot side of the complex.

5th-12th grade parents may pick up students on the south side of the building. Traffic flows from an east to west direction in two lanes. The pick-up lane is for the immediate loading of students only. Parking in this lane to wait on a student to exit the school is not allowed. Parents wishing to walk into the school must park in the parking lot. The second lane is for drive thru access to the parking lot. At no time should there be three cars wide in this pick up area. Parents should always remain in their vehicle in the pick-up lines.

Student Driven Vehicles

Students who drive vehicles to school must register their vehicles with the Business Office to obtain a parking permit that must be displayed when the vehicle is parked on the campus. To receive the parking permit, the student and his/her parents/guardians must complete a Consent For Student Use of Parking Facilities and provide copies of the student's driver's license and proof of insurance before students are permitted to drive a vehicle to school and park on the school premises. Vehicles are required to be registered during the first week of classes, or as soon thereafter as a student begins to drive to school. There is a \$15 non-refundable fee for student use of parking facilities.

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

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

Afternoon Extended Care

Cost

Fees are charged at the rate of \$6.00 per half-hour, or any part of a half-hour. Parents are billed by the 5th of the month, with payment due by the 15th. All Business Office rules for timely and correct payment apply.

Violation of the 6:00 p.m. deadline for pick-up, results in charges of \$4.00 per each minute of time exceeded.

Examples: 6:01 - 6:05=\$20.00
 6:06 - 6:10=\$40.00

Lower School Extended Care Procedures

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

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

Upper School Extended Care Procedures

All 5th-12th grade students must be signed out from Extended Care at the front desk in Mundy Hall. Parents may contact their student to come to front car line or may call the school receptionist to page their student. 7th - 12th grade students may sign themselves out ONLY when their ride has contacted the receptionist in Mundy Hall and the student has been paged. Failure to follow this procedure will result in the denotation of DNS (Did Not Sign), being marked on the student's time card and the subsequent charging of services through 6 p.m. This practice is in place to provide accurate billing.

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

Additional Extended Care Discipline

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

Contract Activities

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

Hall Passes

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

Student Life Standards

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

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

Student Code of Honor Pledge

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

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

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

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

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

I PLEDGE not to be sexually promiscuous.

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

School Community

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

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

General Regulations

- Any damage caused to school property or injury to school personnel by a student is the responsibility of the parent/guardian. Loss of school issued property is included in the financial responsibility of parents/guardians. The student’s account shall be charged for the cost of needed repairs or replacement.
- Students are not permitted to have illegal knives, weapons, explosive items, flammable liquids, or other items or materials deemed dangerous by the administration of WCS.
- Calculator Policy: The TI-84 Plus Silver Edition is required for students in Algebra classes or higher. Use of the calculator is important for enhancing instruction and understanding as well as speeding computation and preventing errors for more difficult and lengthy problems. Students, however, need also be able to demonstrate basic fundamental mathematics and computations in paper and pencil format. In other words, calculator use is not a substitute for understanding.

When calculators are required for an exam, teachers will have included calculators as part of the instruction. Students are then responsible for knowing how to use the calculator in order to demonstrate mastery of the

assessed concept. Instructions for using the calculator will not be given during a test.

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

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

Inappropriate use may result in disciplinary consequences.

All memory will be cleared before and after tests are administered.

Students are advised to engrave their name onto the calculator (not just the case) and record the serial number in order to discourage theft.

- Portable electronic devices (cell phones, tablets, wearable technology, etc.) not issued by the school through its one-to-one technology program are a distraction in the classroom and during other activities that demand a student's full and undivided attention, therefore their use is not permitted outside of the cafeteria area -- or, in the case of seniors, at the picnic tables in the courtyard -- only during SACT and lunch. In all other situations during a normal school day (7:40 AM – 3:25 PM) for high school students -- and at all times (7:40 AM – 3:25 PM) for lower school and middle school students, unless they are part of a teacher-approved presentation -- personal portable electronic devices should be turned off and kept in either the student locker or backpack. Use of cell phones and/or wearable technology during normal school hours without the prior approval of an administrator makes the student's portable electronic device subject to confiscation. *If an electronic device is confiscated due to violation of this policy, school officials will make their best effort to search the cell phone for all messages, images, etc. that might be inappropriate under school policy and advise the parents of those violations, as well as impose the appropriate school discipline.* Confiscated electronic devices will not be returned directly to a student. Parents must pick up the electronic device in the business office at the end of school (unless the device was confiscated late in the school day) and pay a \$25 fine to have the device returned.
- Teachers must require that students not be in any way disruptive or disrespectful in class, including without limitation the following: sitting on furniture, throwing any item, using inappropriate language, defacing or writing on desks, walls, or furniture, sleeping, eating, drinking, chewing gum, or having radios, CD or tape players, iPods, MP3 players, etc., hand-held video games or TVs, or other toys in the classroom.
- Students are permitted to carry water with them during class and in hallways; however, they may only use approved water bottles. Bottles must be clear and have the ability to seal automatically. Unapproved drinking implements--such as metal water bottles, flasks, colored devices, or capped bottles, etc.--are not permitted anywhere other than the lunchroom, unless there has been prior approval for an exception to this rule made by an administrator. Approved water bottles can be purchased in the school store.
- Students are not permitted to have food or drinks upstairs unless they have the approval of an administrator.
- Christian behavior on the part of all students is expected in connection with peer relationships and associations.
- Fighting, or any violent disruption may result in the involved parties being sent home immediately, even before the cause for the disturbance is determined. The Principal will investigate and take appropriate disciplinary action.
- Should a student display an attitude or conduct in class that is disruptive to the learning environment he/she will be asked to leave class and go to the Principal's office. The Principal may take appropriate disciplinary action.

Supervision of Students

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

Supervision of Students at Extra Curricular Events

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

Male/Female Relationships

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

Music Policy

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

Field Trips

All field trips are approved by the appropriate Principal. Students on school-sanctioned field trips are representing WCS and their families. Exemplary conduct is expected and all campus regulations, including dress code, apply to school related off-campus activities. Students will be expected to observe the following:

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

Change in Emergency Information

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

Insurance

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

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

Campus Restrictions

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

No student will be permitted to leave class or campus, except with a parent or legal guardian, or other designee who is listed on the enrollment forms. For Lower School students, if the name of the person picking up a student is not listed on enrollment forms, a note must be sent to the Lower School office prior to the scheduled departure. The note must contain the signature of the parent or guardian and information identifying designee before school personnel will grant permission to the student to leave campus. The designee may be asked to show identification. Lower School students must be signed out in the Lower School Office. Upper School students must clear departures with the office so they are accounted for and not considered absent. Upper School students who drive a registered vehicle to school may sign themselves out, with the approval of an administrator, if there is written permission from parent/guardian to allow the student to sign themselves out.

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

Visitors to Campus

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

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

Bullying, Harassment, and Intimidating Behavior Policy

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

In the event a student believes that he/she has been bullied, harassed, and/or intimidated, he/she must report the offending conduct to both a parent/guardian and either the Upper School Principal or the Lower School Principal immediately, so that an investigation and any appropriate corrective/remedial and disciplinary action can be taken immediately. WCS will not retaliate against a student reporting suspected bullying, harassment, or intimidation, and should any member of the WCS community attempt to retaliate against a student who reports suspected bullying, harassment, or intimidation, he/she will be disciplined appropriately. **Students can also anonymously report bullying, harassment, intimidation, cyberbullying, threats, and concerns of school violence to Crime-Stoppers Houston by calling 713.222.8477 or online at crime-stoppers.org.** Crime Stoppers will contact the school with this information.

Sexual Harassment Policy

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

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

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

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

Safety and Crisis Management

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

Social Media Policy

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

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

- To protect the privacy of WCS students and faculty, students may not, under any circumstances, surreptitiously create digital video recordings of WCS community members, either on campus or at off-campus WCS events, for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about or photos/recordings of WCS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

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

WCS Dress and Appearance Code

The WCS Dress and Appearance Code is designed to create a serious, yet positive, on-campus atmosphere that suggests a readiness for and promotes behavior appropriate to learning. Clothing that is excessively faded, torn or otherwise worn out is not consistent with this philosophy and therefore should not be worn to school. The purpose of the WCS Dress and Appearance Code is to teach and model lasting principles of appropriate dress and behavior, not simply to address fashions and fads. These guidelines offer methods for dressing modestly and appropriately under all circumstances, taking into consideration the variety in classroom settings and diversity of individual students.

Shopping for WCS Uniforms and Spirit Wear

All uniform items must be purchased from Lands' End or other approved vendors; see approved examples below. The Wildcat Store, located adjacent to the Scarbrough Library, keeps a limited stock of uniform items. Due to limited space, the Wildcat Store does not sell uniform bottoms.

Lands' End School Uniforms

www.LandsEnd.com/school

Preferred School Number: 900150996

800-469-2222 (Customer Service)



WCS Crest

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



WCS Wildcat

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



**WESTBURY
CHRISTIAN**
— EST. 1975 —

Uniform Guide

Uniform Provider:



WCS School Uniform Guidelines



WCS retains the right, in its sole discretion, to prohibit any personal appearance choices that it deems distracting or an impediment to the educational process.

All uniform pieces must be in good condition. Clothing may not have tears, rips, frayed edges, embellishments or bling. Faded, stained, discolored, torn or worn-out clothing does not meet WCS Dress Code.

Solid leggings in colors below may be worn under skirts/skorts.

Lower School: navy or white

Upper School: navy or black

Solid gold, navy, or white short-sleeved shirts are acceptable under uniform, as are solid white or navy long-sleeved shirts.

Skirts, skorts and shorts should be worn at, slightly below or slightly above the knee. Those worn more than two inches above or below the knee do not meet WCS Dress Code. Bottoms do not need to be purchased from Lands End as long as they are uniform type. Bottoms can be from any vendor of your choosing.

Head coverings - except for those exempted for religious reasons - are not to be worn, including caps, athletic headbands and beanies.

Outerwear must be a WCS approved jacket, sweater or sweatshirt with the WCS Crest or Mascot. Outerwear that does not meet requirements may be worn to/from school and during recess, but must remain in classroom or locker at all other times.

Footwear must be closed-toed. Slippers, sandals, flip-flops, Crocs, open-toed and/or open-sided or open-backed shoes present a safety hazard and do not meet WCS Dress Code. Exceptions are extended for special occasions, and the WCS sponsor may decide to prohibit any footwear deemed inappropriate.

Hairstyles (for all) and girls' **makeup** must be conservative. The color of hair should be natural shades. Boys' and Young Men's hair should not go below the eyebrows or over the collar and must be clean cut. Ponytail holders, headbands, and/or clips may not be used to achieve compliance.

The only visible form of **body piercing** for girls or young ladies that is acceptable is pierced ears. Covering with tape or trying to conceal piercings will not make them acceptable and will require removal. Boys and young men may not wear any type of body piercing. No visible **tattoos** are permitted.

Optional Clothing for All

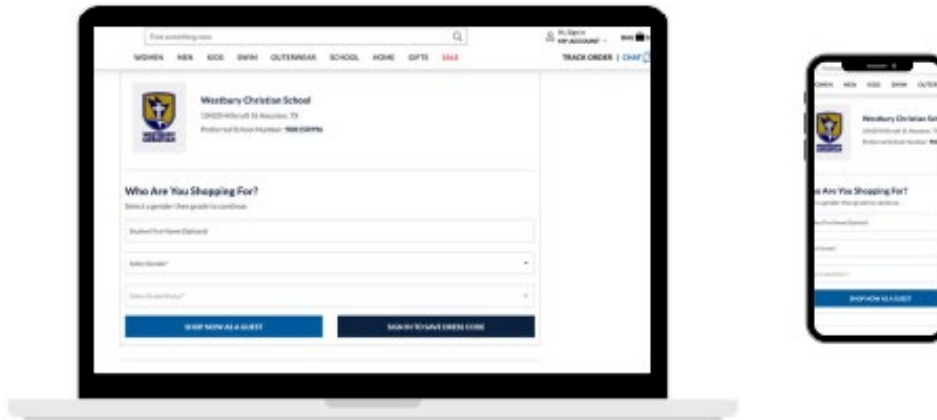
Navy Blazer (WCS Crest)

Navy Sweater Vest (WCS Crest)

WCS Uniform Jacket, Sweatshirt or Sweater with WCS Crest or Mascot



Ordering Uniforms from Land's End



Lands' End School Uniforms

www.LandsEnd.com/school

Preferred School Number: 900150996

800-469-2222 (Customer Service)



Friday Options and Special Circumstances

On **Fridays**, students may wear a WCS Spirit Shirt (past theme shirts, athletic shirts with WCS Wildcat, etc.) with plain denim jeans or regular uniform bottoms. Upper School students may also wear black jeans on Fridays. Students not participating in Friday Spirit Day dress must comply with normal uniform requirements.

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

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

Student Ambassadors in grades 6-12 are selected through a process of teacher recommendation, student application and Admissions Department approval. They assist prospective students during campus visits, act as student representatives during special events and fill other leader roles as needed throughout the school year.

The Admissions office will direct the Student Ambassadors on what they are to wear on the days they represent the school during special events.

Lower School

MONDAY, TUESDAY, AND THURSDAY: STANDARD UNIFORM

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



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



WEDNESDAY: CHAPEL UNIFORM

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



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



FRIDAY: SPIRIT DRESS

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



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

Middle School

MONDAY, TUESDAY, AND THURSDAY: STANDARD UNIFORM

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



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



WEDNESDAY: CHAPEL UNIFORM

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



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



FRIDAY: SPIRIT DRESS

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



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

High School

MONDAY, TUESDAY, AND THURSDAY: STANDARD UNIFORM

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



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



WEDNESDAY: CHAPEL UNIFORM

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



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



FRIDAY: SPIRIT DRESS

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



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

Additional WCS Dress Code Guidelines for Students in All Grades

1. Skin-tight bottoms do not meet WCS Dress Code.
2. Bottoms that are baggy, saggy, bell-bottomed or oversized do not meet WCS Dress Code.
3. The option to wear skirts or shorts is a privilege, not a right, so chronic non-compliance with rules concerning the appropriate length for skirts and/or shorts could result in the loss of this privilege.
4. For students in 1st-12th grade, if the bottoms have belt loops, a belt must be worn.
5. Belts must be solid black, brown, or navy, or the Lands' End Classic Navy Plaid.
6. Denim jeans with tears, rips, frayed edges, embellishments and excessive bling do not meet WCS Dress Code.

Tops

1. Non-Lands' End tops embroidered or screened with an outdated WCS Crest or Wildcat do not meet WCS Dress Code.
2. All shirt buttons, except for the very top button, and including collar buttons are to be buttoned.
3. Shirt sleeves may not be rolled up.
4. All shirts are worn tucked in and belted; rolling under the bottom does not meet WCS Dress Code.

Outerwear

1. Only WCS approved jackets may be worn over a properly maintained uniform. School uniforms must be worn and be visible under all WCS approved jackets. Students may be asked to remove outerwear during daily Dress Code checks.
2. WCS approved jackets, sweaters or sweatshirts that properly display the WCS Crest or Mascot meet WCS Dress Code.
3. Jackets, sweaters or sweatshirts tied around the waist do not meet WCS Dress Code.

Footwear

1. Footwear is required at all times. Bare feet do not meet WCS Dress Code.
2. Socks are worn whenever it is appropriate to do so.
3. Exceptions for footwear standards are extended for special occasions, such as award ceremonies, lock-ins, or practices/post-game activities. The WCS sponsor may decide to prohibit at any time any footwear that he/she deems inappropriate.

Accessories and Other Personal Appearance Matters

The following rules apply to all students while on campus during and after school and at school-sponsored off-campus events, including athletic contests. In other words, these rules apply whenever a student is acting as a representative of the school.

For All Students

1. Appropriate undergarments must be worn out of sight at all times, and clothes should not be so tight that undergarment lines are visible.
2. WCS retains the right, in its sole discretion, to prohibit at any time any personal appearance choices that it deems distracting or an impediment to the educational process.

For Girls and Young Ladies

Hairstyles and makeup must be conservative. Color of hair should be natural shades; for example, shades of orange, maroon, blue, etc. are not permissible. The only visible form of body piercing that is acceptable is pierced ears. Final approval is at the discretion of the student's principal.

For Boys and Young Men

Hair should not go below the eyebrows or over the collar. Hairstyles must be clean cut. Color of hair should be natural. Ponytail holders, headbands and/or clips may not be used to achieve compliance. No facial hair is allowed. Boys may not wear earrings or other body piercings. Final approval is at the discretion of the student's principal.

Dress Passes – All Grades

A PTO Dress Pass allows students to dress as they would for a Friday Spirit Day only on a specified Thursday. Students must have and keep the PTO Dress Pass in their possession during the PTO Dress Pass day to exercise this privilege.

Final Exam Dress Passes – Middle and Upper School

Final Exam Dress Passes, which are made available for sale in the Upper School Office at the end of each semester, allow students to wear modest apparel consistent with WCS's conservative approach to dress each day during Final Exam week. Short shorts and spaghetti strap or other tops that make bra straps visible are not considered "modest apparel." Students must have and keep the Final Exam Dress pass in their possession during each day of Final Exam week to exercise this privilege.

Dress Code Enforcement

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

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

Student Ambassador Uniform

Students in grades 6-12 have the opportunity to participate in the Student Ambassador program. Students selected through a process of teacher recommendation, student application and Admissions Department approval will assist prospective students during campus visits, act as student representatives during special events and fill other leader roles as needed throughout the school year.

To distinguish these specially selected young men and young ladies, Student Ambassadors are eligible to wear a special uniform when fulfilling their duties:

Navy Blazer or Navy Sweater Vest (WCS Crest)

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

Young Men: Khaki Lands' End Chino Pants for boys

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

Closed-toe Shoes (no boots) and Belt



Lower School Section

Academics

Introduction

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

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

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

Promotion in Grades 1-4

In order to be promoted to the next grade level, students must pass (70%) these core subjects: English Language Arts/Reading, Math, Science, Social Studies and Bible. If they do not pass these subjects, summer school or an alternative program approved by the principal may be required. If the subjects that one failed are ELA/R or Math, retention may be required. In all cases, achievement scores will be referred to for the final placement decision, whether or not the student passed all core subjects.

Tutorials

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

Parent-Teacher Conferences

The administration encourages parent-teacher conferences to facilitate the learning process. Cooperation between the school and the home is important to the success of the student. To schedule a parent-teacher conference with more than one teacher, parents are asked to call the Lower School Office. Often, parent-teacher conferences can be held virtually through Zoom.

The Lower School has established two Fall and Spring conference days, early release days when parent conferences are scheduled from 1:00 - 6:00 p.m.

Any other conferences should follow these guidelines: At least twenty-four (24) hour notice is necessary for effective scheduling. Conferences are most effective when teachers and parents have had time to prepare. Teachers also have other obligations outside the classroom and may not be able to adjust to accommodate a requested conference time; therefore impromptu meetings are often difficult. Most conferences are before and immediately after school and/or during the teacher's planning period. Due to tight schedules, parents are asked to be prompt. In the Lower School, conferences involve both grade level teachers where applicable.

Grading Procedures in the Lower School

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

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

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

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

1st grade: grades are not weighted

Numerical Grading Scale

A (90 - 100)
B (80 - 89)
C (75 - 79)

Lower School Letter Grading Scale

E+ = 98 G- = 80 U = 55
E = 95 S+ = 78
E- = 90 S = 75

D (70 - 74)
F (Below 70)

G+ = 88
G = 85

S- = 70
N = 60

Late Work Policy for 1st-4th Grades

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

Retesting - Lower School

In Grades 1 through 4, any student who fails an assignment in the test category may be eligible for re-teaching/retesting. **Final determination for the student's eligibility will rest with the classroom teacher and will be based on the student's performance and effort leading up to the test. To retest, the student will be required to successfully complete alternate assignments over the tested material, for no additional credit, and then the student may not earn a grade higher than 70 on the retested material.** The original test grade will be replaced with the retested grade unless it is lower than the original grade. Students must make an appointment with the classroom teacher for re-teaching/retesting. Unless there is approval from the appropriate Principal, students may only retake a test one time.

Incomplete Grades

In the event that a student is unable to complete work at the end of a grading period due to excused reasons, an "I" for INCOMPLETE will be recorded on the report card. Students then have two weeks to complete the required work. Incompletes can impact a student's eligibility to participate in extracurricular events.

Probation (Academic or Behavioral)

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

Special Recognition - Lower School Lower School Academic Honors

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

Lower School Attendance and Tardies Lower School (K-4th)

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

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

Field Trip Cost – Lower School

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

Summer Academic Practice

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

Spiritual Dimension

Lower School Bible Classes

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

Lower School Chapel

Students meet three times per week for Chapel and House activities in K3 – 4th grades. These spiritual formation activities consist of Christian devotionals that include scripture reading, singing, prayer, and devotional talks. Chapel attendance is required. Parents and family members are always welcome to attend.

General Lower School Guidelines

Lower School Lunch Rules

Students are asked to enter the lunchroom in an orderly manner. Students are responsible for leaving the tables, chairs, and floors clean of food and trash. Lunch is provided to all students through SAGE Dining. If you choose to send a lunch with your child, please do not send carbonated drinks or microwave popcorn packets. Parents wishing to provide birthday treats for their child's class must schedule with the respective teacher to bring birthday cupcakes or cookies either during lunch or afternoon recess.

Parent Lunch Visits

In the lower school, parents are allowed to visit during lunch on a student's birthday or half-birthday (or other pre-arranged, agreed upon time). All parent birthday lunch visits must be coordinated with the appropriate principal at least 24 hours in advance to accommodate changes in schedules and various events on campus. Other lunch visits are declined at this time.

Environmental Responsibility

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

Smartwatches, Phones, Toys and Technology

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

Students in lower school are not to wear smartwatches or other wearable technology at any time during the school day or extended care, nor should they bring a smartphone to school. If a device is confiscated due to violation of this policy, school officials will make their best effort to search the phone or watch for all messages and images that might be inappropriate under school policy and will advise the parents of those violations, as well as impose the appropriate school discipline. These devices will be given to the Lower School Principal and must be retrieved from the Business Office after paying a \$25 fine.

Book Replacement - Lower School

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

Morning Drop Off Procedures

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

Afternoon Pick Up Procedures

Each family is given a white car tag to identify their vehicle. The tag should hang from the rearview mirror so it is visible to staff during the dismissal process. Access to the back (north) drive is via Glenfield Court only. All traffic

should flow in a west to east direction. Be sure to list any authorized adults who can pick up your child in FACTS/RenWeb. Students who are not picked up by 3:30 p.m. will be checked into Extended Care.

School Community

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

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

School/Class Parties

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

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

Birthdays

Invitations to parties outside of school may be passed out provided every student in the classroom cohort receives one.

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

Conduct Code Infractions and Disciplinary Procedures - Lower School (K3 – 4th Grade)

Philosophy

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

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

Conduct Code

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

Minor* Infractions Include:

- Being disrespectful to others
- Being disrespectful to school property
- Removing food or drink from the cafeteria
- Possession of a laser light
- Failing to log off network after computer usage

- Dress code violations
- Emotional outbursts
- Excessive talking
- Temper tantrums
- Crying
- Not following rules
- Off task behavior
- Running in hallway
- Use of cell phones and other unapproved electronics
- Lying
- Cheating on homework
- Using inappropriate language
- Inappropriate body contact with others

*Minor infractions will result in a conduct consequence issued by the teacher

Major* Infractions Include:

- Possession of any item or involvement in any activity that may endanger the health and/or safety of others
- Serious disruptive or disrespectful behavior
- Using profanity
- Willful property destruction
- Cheating on a test
- Theft of any description
- Leaving assigned area without permission from a teacher
- Unprovoked, emotional or uncontrollable outbursts
- Temper tantrums lasting longer than three minutes
- Bullying (verbal or physical), threatening or intimidating students or staff members
- Insubordination
- Fighting

*Major infractions will result in the student being sent to the Lower School Principal

Conduct Consequences (Primary Department - K3 – 1st Grade)

- Step 1: Verbal warning/redirection
- Step 2: Removal from situation
- Step 3: Teacher/Student conference
- Step 4: Student loses 3 minutes from recess.
- Step 5: Behavior concern will be communicated to parent through email or daily report
- Step 6: Phone call to parent by teacher and student
- Step 7: Student sent to principal

Conduct Consequences (Elementary Department – 2nd – 4th Grade)

- Step 1: Verbal warning/redirection
- Step 2: Removal from situation
- Step 3: Teacher/Student conference
- Step 4: Student loses 5 minutes from recess.
- Step 5: Behavior concern will be communicated to parent through email
- Step 6: Phone call to parent by teacher and student. Possible detention assigned
- Step 7: Student sent to principal

K3 – 4th Grade Conduct Reporting Scale

E (Excellent)	The student has been very cooperative. He/she never requires more than verbal warnings to correct behavior.
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His/her attitude has been a positive influence on the learning atmosphere.

G
(Good)

The student has been cooperative.
He/she usually corrects behavior after verbal warnings.
Removal from situations or loss of recess is rarely required.
His/her presence in the classroom is usually a positive influence.

S
(Satisfactory)

The student has generally been cooperative.
He/she often corrects behavior after verbal warnings.
Sometimes removal from situations and loss of recess is required.
His/her presence in the classroom is usually a positive influence.

N
(Needs Improvement)

The student has been uncooperative or rebellious at times.
Removal from situations and loss of recess is often required.
The parent(s) have been contacted.
An office referral/visit to the principal may have been required.
His/her attitude has at times been a negative influence on the learning atmosphere.

U
(Unsatisfactory)

The student has been to the principal one or more times because of his/her conduct and little or no improvement has been observed.

Numerical Grading Scale for Conduct (1st - 4th Grade)

Progression of Consequences (Points calculated on a weekly basis)

1. Verbal warning/redirection
2. Removal from situation – deduction of 5 points
3. Student/Teacher conference – deduction of 10 points
4. 5 minutes out of recess – deduction of 15 points
5. Contact parent by email (write in planner) – deduction of 20 points
6. Detention & phone call to parent by teacher – deduction of 25 points
7. Sent to principal's office – deduction of 50 points – automatically a U

Grading scale for conduct

E – 100-90

G – 80-89

S – 75 – 79

N – 70 – 74

U – Below 70

Suspension

In-School Suspension and Out-of-School Suspension are used as a severe discipline measure. During In-School Suspension, students are required to spend the day at school in isolation from other students while under the supervision of School personnel. During Out-of-School Suspension, students are not to appear on campus at any time during the suspension day(s). During any period of suspension, participation in any before, during, or after school activities is prohibited, and although students will be required to do all class work that they miss, it will be given a grade of zero. Quizzes, tests, and exams given during a period of suspension may be made up at the discretion of the teacher and the Principal. Absences from class attributed to a suspension will be treated as unexcused. The Lower School Principal notifies parents in advance before a student is suspended.

Expulsion Policy

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

An expelled student can reapply for admission to Westbury Christian School after one (1) full semester. If the records from the alternative school reflect sufficient academic and behavioral improvement, as determined in the sole discretion of the administration of WCS, the student might be readmitted to WCS for a probationary period.

Positive Reinforcement System

Each grade level will have its own common system. These systems will be used to recognize and reinforce positive individual and group behaviors. In addition to various rewards given by classroom teachers, students displaying exemplary behavior may also be chosen to participate in the following:

Positive Office Referrals

Students may earn a Positive Office Referral for good behavior that has been observed by their teacher or another staff member. The student will be given a Positive Action Student Report and will be called to the principal's office and congratulated. A phone call to the parent will also be made to share the good news.

Lunch with the Principal

K – 4th grade students will be invited to eat lunch with the principal. This will be time spent in getting to know the students and reinforcing positive relationships.



5th – 12th Grade Section

Portrait Of a Graduate

- **Christ Followers:** WCS graduates will strive to make intentional and virtuous decisions in their walk with Christ, deepening their understanding of Him.
- **Lifelong Learners:** WCS graduates will courageously accept challenges as opportunities for growth while they explore their God-given potential with resilience and tenacity, striving to always give their best effort in each situation.
- **Christian Servants:** WCS graduates strive to glorify God by displaying a Christ-centered love in their service to others. They seek Him in order to be a light in the world.
- **Compassionate Leaders:** WCS graduates will be compassionate members of society who honor cultural diversity to lead and support others with empathy.

Financial Policies

Introduction

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

Consumable Items – 5th – 12th Grades

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

Field Trip Cost – 5th – 12th Grades

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

School Student Fundraisers

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

Parent’s contributions to ancillary groups associated with school life will not count against the family’s Annual Fund Drive obligation.

Academics

Introduction

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

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

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

Middle School Promotion

Students in grades 5, 6, 7 and 8 pass classes by attaining a cumulative (yearly) average of 70 in their subjects. In addition, to be promoted a yearly average of 70 must be earned in all five core subjects: mathematics, language arts, science, social studies, and Bible. In all cases Achievement Scores will be referred to for the final decision on promotion whether or not the student passed all core subjects.

High School Promotion

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

Tutorials

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

Computer Resources

As a means to further technological education at WCS, computer curriculum is integrated into all areas of study. Students in 2nd – 5th grades will have a classroom set of school owned devices to be used while on campus. Students in 6th – 12th grades will be issued a school owned device to be used in the classroom and at home. The rules for the use of the school's computers and other computer resources are stated in the Network/Internet Acceptable Use Policy, which is set forth in full below. Any additional, supplemental rules applicable to school owned devices will be given as additional documents. The agreement to abide by this policy is signed as a part of the Enrollment Packet. Any additional rules for use of the carts will be stated by teachers and/or principals and are in effect at all times.

Learning Center

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

For 7th – 12th Grade Students: Academic Support

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

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

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

Parent-Teacher Conferences

The administration encourages parent-teacher conferences to facilitate the learning process. Cooperation between the school and the home is important to the success of the student. To schedule a parent-teacher conference with more than one teacher, parents are asked to call or email the Upper School Office.

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

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

Grading Procedures in the Middle and Upper School

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

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

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

Grading Procedures in Upper School Science

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

Grading Procedures in Upper School Bible

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

Classroom Conduct Reporting Scale

- E (Excellent): The student has been very cooperative. His/Her attitude has been a positive influence on the learning atmosphere.
- S (Satisfactory): The student has generally been cooperative and his/her presence in the classroom is usually a positive influence.
- N (Needs Improvement): The student has been uncooperative or rebellious at times. His/Her attitude has at times been a negative influence on the learning atmosphere.

Numerical Grading Scale

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

Class Rank - Upper School

Class rank will be calculated using a 100-point scale for a cumulative numeric average in credit classes with a numeric grade. Beginning with the freshman class of 2015-2016, pass/fail credit, rather than a numeric grade, will be given in the following classes: aide, ESL English, study skills, PE, dance (for athletic credit) and athletic period. In addition, transfer credit will no longer be used in rank calculations, beginning with the 2015-2016 freshman class. In calculating the cumulative numeric average, 5 points will be added to the earned grade in Pre-AP classes and 10 points will be added to the earned grade in AP classes. The transcript grade will reflect the actual earned grade. Numeric GPAs will be consistent with the forgoing system. Letter grades (for calculation of GPAs), whether weighted or unweighted, will be consistent with the forgoing Numerical Grading Scale, except as modified for AP and Pre-AP classes, as set forth in the Calculation of GPA section below.

Calculation of GPA

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

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

Late Work Policy

5th-6th (Middle School) Late Work Policy

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

7th Grade Late Work Policy

Students are assisted in learning to be responsible by being expected to turn in assignments on time in all of their classes. Students must be accountable for and realize the effect that missed assignments have on academic averages. However, in the event a student fails to turn in an assignment on the day/time it is due, he/she may turn it in the following day for 80% credit. The student can turn in an assignment 2 days after it is due for 50% credit. Assignments that are three days late will not be accepted for credit. (This policy does not apply to assignments missed due to excused absences.)

8th – 12th Grade Late Work Policy

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

Retesting - Upper School

In Grades 5 through 12, any student who scores below a 75 on a 60% weight test may be eligible for re-teaching/retesting. Final determination for the student's eligibility will rest with the classroom teacher and will be based on the student's performance and effort leading up to the test. To retest, the student will be required to successfully complete alternate assignments over the tested material, for no additional credit, and then the student may not earn a grade higher than 75 on the retested material. The original grade will be replaced with the retested grade unless it is lower than the original grade. Students must make an appointment with the classroom teacher for re-teaching/retesting. Unless there is approval from the appropriate Principal, students may only retake a test one time.

Extra Credit

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

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

Incomplete Grades

In the event that a student is unable to complete work at the end of a grading period due to excused reasons, an "I" for INCOMPLETE will be recorded on the report card. Students then have two weeks to complete the required work. Incompletes can impact a student's eligibility to participate in extracurricular events.

Semester Exams-Upper School

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

Exemptions to finals apply to year-long courses and are only available in the spring semester to upperclassmen who meet the following requirements.

Sophomores who have no cheating infractions AND fewer than three demerits for the year are eligible to exempt one final if they meet the following requirements: 1) An A (90+) academic average in the two spring terms, and 2) no more than three absences, excused or unexcused, including excessive tardies.

Juniors who have no cheating infractions AND fewer than three demerits for the year are eligible to exempt two finals if they meet the following requirements: 1) An A (90+) academic average in the two spring terms, and 2) no more than three absences, excused or unexcused, including excessive tardies.

Seniors may be exempt from semester exams in full year courses at the conclusion of the spring semester if they have no cheating infractions AND fewer than three demerits for the year in addition to 1) An A (90+) academic average in the two spring terms, and 2) no more than three absences, excused or unexcused, including excessive tardies.

Students in Advanced Placement courses may be required to take a final exam, at the discretion of the teacher, even if they meet the qualifications for exemption.

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

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

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

Special Recognition – Middle and Upper School

Academic Honor Roll

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

Probation (Academic or Behavioral)

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

Schedule Changes- Middle and Upper School

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

Current Curriculum for Middle School

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

7th Grade

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

8th Grade

Language Arts
Math/Pre-Algebra or Algebra I*
American History
Science or IPC*
Bible
PE (if not taken in 7th)
SPANISH 1*
Electives (2), if P.E. is not required
* For High School Credit

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

High School “Promotion”

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

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

High School Class Requirements

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

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

Graduation Requirements

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

Endorsements

According to House Bill 5, under the new Foundation Diploma Plan, students may earn endorsements for their standard diploma. These endorsements give students the opportunity to explore a particular subject area to greater depth. These endorsements also give students a special notation on their transcript once requirements are completed to indicate the extra learning.

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

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

Arts & Humanities Endorsement

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

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

STEM Endorsement

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

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

Distinguished Level of Achievement

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

Performance Acknowledgements

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

Any student who completes four years of High School at WCS must have successfully completed twenty-eight (28) credits, including the required Bible credits. Students are also required to successfully participate in the Student Activities and Community Service Program to qualify for a High School diploma.

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

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

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

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

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

Prerequisites for Specialized Courses

Specific course prerequisites for specialized courses are:

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

Course Enrollment Requirements

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

Add/Drop Policies

Adding a Class:

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

Dropping a Class:

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

Switching Between Levels of The Same Course

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

ESL Tutorial-Upper School

ESL tutorials can be made available on a case-by-case basis. Please contact the guidance director for more information.

Guidance

A Director of Guidance is available to students at WCS. The Director of Guidance is for any student who needs to discuss academic concerns. In addition, the Director of Guidance is available to High School students for career and college counseling. The Guidance Office handles registration materials for ACT/SAT testing and administers/oversees the annual testing. The Guidance office also coordinates the administration of the Aspire tests in grades 3-10 and AP Exams as well as standardized achievement tests.

All sophomores and juniors are required to take the PSAT. Students must have their scores reported directly to WCS (#443459). Students in grades 3-10 take the Aspire test which culminates in the ACT their junior year. The test is administered on our campus

Middle and Upper School Partial Day Absences and Eligibility

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

Student Activities

Eligibility for Student Activities

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

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

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

Student Organizations

Art Club

The WCS Art Club is a student driven organization that focuses the creation and experimentation of art and art techniques. Students meet once a week to work independently on various art pieces using a wide variety of mediums often not introduced during a normal art class. This club also serves the WCS community by offering activities at the annual Fine Arts Night.

Art Honor Societies

National Art Honor Society and National Junior Art Honor Society are nationally recognized student organizations promoting the visual arts in conjunction with academics. These organizations reach into their communities to serve others by using their God given gifts. WCS requires one year of WCS art in either middle school for NJAHS or high school for NAHS. An overall GPA of 3.4 is also required of all nominees.

HOSA

Health Occupations Students of America (HOSA) is a nationally known and respected organization with the purpose to advance the education of members by providing opportunities for well-informed career choices among health occupations. The group encourages ethical standards in health professions by developing character, promoting responsible citizenship and fostering patriotism as well as an understanding of current healthcare issues and environmental awareness. Throughout the year, the club hosts numerous guest speakers who work in health care professions. They also participate in health care related projects and competitions. Any students interested in health care professions can join.

International Thespian Society

The International Thespian Society (ITS) is an honorary organization for high school theatre students. ITS is an honor society that recognizes and rewards excellence among the participants in the theatre arts program. Membership into the troupe is earned on a point system, which determines induction eligibility. Students may earn points for membership and higher honors by working on and off stage.

MATH Club

Mu Alpha Theta members are dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school. High school students in grades 9 through 12, who have completed the equivalent of two years of college preparatory mathematics, including algebra and/or geometry, and in addition have completed or are enrolled in a third year of college preparatory mathematics are eligible for membership, providing their mathematical work was done with distinction. On the 4-point grading scale, this shall mean at least a 3.0 Math grade point average. High school students in grades 9 through 12, at the school where their permanent record resides, who have completed one year of algebra, or its equivalent, with distinction and are currently enrolled in a higher math course are eligible to be *associates* of Mu Alpha Theta.

National Honor Society

To be nominated for membership in the Rowland Laxson Chapter of the National Honor Society, a student must be in grades 10-12 and have an overall average of 90 or above. Weighted equally in the selection process are the student's character, scholarship, leadership, and service. If inducted, the student must maintain the qualities required in each of the above categories. A student must be enrolled one semester before being eligible for nomination for membership. A Faculty Committee reviews each candidate for membership. The National Honor Society induction may be held once in the fall semester, and once in the spring semester. Transfer students in good standing with their previous NHS chapter will be automatically inducted.

NOTE: Students who have an average that falls below 90 for any grading period will be placed on probation for the next grading period. At the end of the probationary period a student either returns to good standing or they are

removed from the organization. In the event a student is removed, they may reapply after a lapse of one semester following the removal.

National Junior Honor Society

To be nominated for membership in the Jerry Cox Chapter of the National Junior Honor Society, a student must be in grades 7 or 8 and have an overall average of 90 or above. Weighted equally in the selection process are the student's character, scholarship, leadership and service. If inducted, the student must maintain the qualities required in each of the above categories. A student must be enrolled one semester before being eligible for nomination for membership. A Faculty Committee reviews each candidate for membership. The National Junior Honor Society induction is held in the fall semester.

NOTE: Students who have an average that falls below 90 for any grading period will be placed on probation for the next grading period. At the end of the probationary period a student either returns to good standing or they are removed from the organization. In the event a student is removed, they may reapply after a lapse of one semester following the removal.

Social Studies Club

The Social Studies Club was designed to give students interested in history, politics, and economics a place to discuss these topics and how they are related to current events. We will look at integrating outside organizations such as Junior Statesmen of America into the club so that students will develop a working understanding of how our parliamentary system works to pass laws and operate our country. This club is open mainly to high school students but will be open to middle school students in a limited capacity. Annual membership fees for high school students will be \$15. For middle school students, the annual membership will be \$10.

Student Ambassadors

The Student Ambassador program is sponsored by the admissions office, and the opportunity to serve as a Student Ambassador for Westbury Christian School is an honor. Ambassadors, in grades 6-12, conduct tours for open houses, serve as guides for visiting students during their official campus visit, and represent the school at various events throughout the school year.

Students chosen to serve as student ambassadors are nominated by a teacher and approved by their principal prior to completing an application. The application is submitted to the admissions office for final selection by a committee. Information regarding the uniform requirements for ambassadors may be found in the Student Handbook.

Tri-M Music Honor Society

The Tri-M Music Honor Society is an international music honor society for high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership.

Young Life

Young Life is a campus ministry that reaches out to nearly 1.5 million middle school, high school and college students in communities across the United States and around the world. Young Life provides role models, safe activities, and a sense of significance to these students. Founded in 1941 by a young minister with a passion for the students in his community who had little or no interest in Christianity, Young Life offers kids Young Life adult volunteers who take the time to relate to kids in their world; Young Life clubs, camps and other events that are designed to gather students and have fun in a safe setting outside of the school day; and an opportunity to consider and respond to the basic claims of the Christian faith in a non-threatening setting. This group is open to any student in high school.

Student Council – High School

The High School Student Council consists of four officers: President, Vice President, Public Relations/Communications Coordinator and Business Manager, who are elected by the high school student body and are the Executive Committee of the High School Student Council, and members.

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

Class Officers

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

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

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

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

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

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

Community Service and Students Activities Programs

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

Community Service Program

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

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

Student Activities Program

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

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

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

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

Spiritual Dimension

Middle and Upper School Bible Classes

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

5th – 12th Grade Chapel

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

Student Services

Lockers and Locks

A hallway locker for books and personal items is provided by the school and assigned by the school office for students in 5th through 12th grades. Students are not permitted to change lockers unless they have permission from the appropriate principal and the change has been recorded in the school's records. Gym lockers are available for PE students during their respective class periods, but for security reasons access to the locker rooms may be restricted other than during the changing times at the beginning and end of PE class periods. Except in the case of students who are playing on a school team during the season or are assigned to an athletic period, locker room lockers are to be used only during the student's PE period; the locker room lockers are not to be used as a second hallway locker. The school provides hallway locker with built-in locks. Students must not tamper with the hallway locker locking mechanism in any way.

School Locker Policy

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

1. Every student is responsible for the contents of his or her own locker and may not permit any other student to use the locker. Students are strongly encouraged not to bring ANY items of value to school. Anything found in the locker will be the responsibility of the student to whom the locker is assigned. If a student's locker is not locking correctly, it is

the student's responsibility to fill out a repair order request in the Upper school office so that any needed repairs can be made promptly.

2. Only the following items may be kept in the locker:
 - a. clothing necessary for gym class and/or non-school outerwear
 - b. necessary hygiene items
 - c. school-related books and supplies
 - d. electronic devices not permitted in classrooms during school hours.
3. Students should not bring to school any items that cannot fit into their hallway locker. Items that are left on top of lockers, under lockers, or in the hallway may be periodically placed in the Lost and Found storage area during routine cleaning of the halls and locker area.
4. No lock other than a school-supplied lock may be used.
5. No medicine may be kept in lockers. all medicine (including over the counter medication, etc.) must be stored with the clinical aide and administered by school personnel.
6. Illegal item(s) cannot be kept in a locker.
7. Individual lockers are subject to random search at any time. there is no "right to privacy" with regard to school lockers, including those in dressing/locker rooms.

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

Office Telephones

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

Appearance/Environment

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

Book Replacement - Middle School and Upper School

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

School/Class Parties

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

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

Conduct Code Infractions and Disciplinary Procedures - 5th – 12th Grades

Philosophy

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

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

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

Conduct Code

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

Minor* Infractions Include:

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

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

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

Serious* Infractions Include:

1. Profanity (including vulgar slang.)
2. Willful property destruction.
3. First instance of cheating on quiz/test or plagiarism and repeated cheating on homework in a school year.
4. Theft of any description.
5. Serious disruptive behavior or disrespect for teachers in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school.
6. Tobacco in any form on campus (possession or use) and e-cigarettes, regardless of nicotine content.
7. Leaving campus without proper authorization.
8. Public display of affection (kissing or intimate embracing) A brief, casual “sideways” hug as a form of greeting is allowed. Beyond that, hugs are not permitted.
9. Gambling or engaging in games of chance.

10. Skipping classes (Students who skip class/school [absent from class without excuse or prior administration approval and/or outside of the school building] will be disciplined for each class that they miss. Parents may not allow students to miss class/school for unexcused reasons and parental approval for skipping school does not exempt students from disciplinary action. There are no authorized “skip days” for seniors or any other group.)
11. Lying to a teacher or administrator.
12. Violations of the Acceptable Use Policy.

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

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

Major Infractions Include:**

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

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

*** Administered by the Upper School Principal*

Zero Tolerance* Infractions:**

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

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

**** Administered by the Upper School Principal or Head of School*

Discipline Alternatives

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

***Repeated violations of a rule that would result in the issuance of a detention by a teacher may result in the student being sent to the office for the remainder of that class period and receiving an unexcused absence for**

that class period. If a student is sent out of a single class more than two (2) times in a nine weeks, the student is subject to being assigned to a Saturday School.

Detention Hall

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

Detention Hall for 5th & 6th grade students is held during lunch Tuesday-Thursday. Students must serve the full 30 minutes of time per detention assigned. Should a parent or other authorized individual remove a student from Detention Hall early, the student will be required to serve the entire detention again on a later date. Additionally, if the student does not comply satisfactorily during Detention Hall, they may be re-assigned the detention to serve. Detentions are to be served on the day and time they are assigned, unless prior arrangements have been made through the appropriate principal by the parent or guardian.

Detention and Fine Policy – Grades 7-12

Detentions are assigned by individual teachers as needed and given to the school administration for supervision of service of the detention. Parents are notified of the detention by email and/or the pink copy of the detention given to the students.

Detention Hall for students in grades 7-12 will be held after school on Monday through Friday from 3:30 to 4:30. Students that arrive late (after 3:30 p.m.) will not be permitted to enter detention hall.

Detention Hall for students in grades 7-12 will be held Monday through Friday, from 3:30-4:30 p.m. in room 249. Detention Hall lasts approximately 30 minutes for a Type B Detention (released at 4:00) and 60 minutes for a Type A Detention (released at 4:30). **Detentions received before 6th period are to be served after school on the day they are received.** Detentions received after 6th period may be served the day they are received or after school the next school day. **Detention Hall takes priority over all other activities; therefore, receiving a detention may postpone a student's attendance at after school activities or practices.** These delays would be considered unexcused. If a detention is not served on any day it is scheduled, students are subject to being required to serve another detention, and if a detention is not served within one week after the date it was issued, students are subject to being suspended from school. The school is not responsible for notifying either upper school students or their parent(s)/guardian(s) that these deadlines are approaching; upper school students are responsible for keeping up with any detentions that are issued to them and serving those detentions when they are scheduled to be served. Interference with practice for and/or participation in school-sponsored activities does not excuse upper school students from the requirement to served detentions on the day that they are scheduled for service. Should a parent or other authorized individual remove a student from Detention Hall early, the student will be required to serve the entire detention again on a later date

Efforts will be made to arrange for transportation of a student-athlete from the Main Campus to the West Campus to attend practice after completing the required detention hall.

When a detention is issued,

- Students are required to sign the detention as acknowledgement of receipt. Failure to sign will result in an additional detention.
- It must be served the day it is received unless the behavior occurs after lunch (periods 6-8), at which time the detention may be delayed until the next school day.
- A notification is sent home to the parent describing the event causing the detention.

Exceptions to Mandatory Detention Hall

- Detentions given after lunch may be served either on the day given or on the following school day.
- Students who reschedule a detention for a pre-arranged doctor's appointment or other authorized excused absence must bring a note when serving the rescheduled detention.
- Students participating in events that require travel away from home (Main Campus or West Campus) may serve the detention on the following day

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

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

Upper School Saturday School

Saturday School is a discipline alternative that may consist of a variety of activities. Activities include, but are not limited to, community work projects, campus work projects, or any other activities determined to be appropriate by the Upper School Principal. The intent of this program is to teach students responsibility for their actions by requiring their personal time and energy for worthwhile endeavors. Any student who is assigned Saturday School and fails to attend may be subjected to additional penalties that could include suspension or expulsion. Parents are notified in advance if their child is required to attend Saturday School. Additionally, fines are assessed for assignment to Saturday School, as set forth in the Progressive Disciplinary Action and Fine section below.

Upper School Progressive Disciplinary Action and Fines

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

<u>Total Type A Detentions</u>	<u>Action</u>	<u>Communication</u>
4	Saturday School \$50 fine*	Parents notified by the Upper School Principal
7 (4 + 3 more)	Saturday School \$60 fine*	Parents notified by the Upper School Principal
9 (7 + 2 more)	Saturday School \$70 fine*	Parents notified by the Upper School Principal
10 (9 + 1 more)	Saturday School \$80 fine*	Parents notified by the Upper School Principal
11 (10 + 1 more)	Suspension \$100 fine	Candidate for Expulsion

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

Suspension

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

any other charges to a student's account in the Business Office. Should a student be suspended a second time in a semester, the fine will increase to \$200.

Expulsion Policy

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

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