**WEST END**

**CHRISTIAN SCHOOL**

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**Family Handbook**

**2019-2020**

1600 Atlantic Street

Hopewell, VA 28360

(804) 458-6142 Fax (804) 458-7183

www.wecs-hopewell.com

**Hours of Operation**

7:30 a.m. – 3:30 p.m.

**School Hours**

7:55 a.m.– 3:00 p.m.

**School Board email - wecsboard@gmail.com**

Dear Parents and Students:

It is our privilege to welcome you to West End Christian School, where we are in the business of educating our students for the kingdom of God! While biblically, it is the responsibility of parents to rear their children, we desire to partner with you in the education process.

 We are fortunate at West End Christian School that God has brought gifted, qualified, experienced teachers to us who love Jesus. Jesus said, “When a student is fully trained, he will be like his teacher” (Luke 6:40). Teachers are the foundation for any good school. They serve as role models for the students. Our teachers are committed to the development and success of each student in their class.

 In the pages of this handbook, you will find the policies and procedures under which West End Christian School operates. It is our desire to have these policies and procedures to support a learning environment which is safe, biblical, and academic. We thank you for the opportunity to partner with you in the development of your children, both spiritually and academically. We welcome you into the West End Christian School family.

Blessings,

West End Christian School Board and

Administration

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# Introduction

Welcome to West End Christian School! As a Christ-centered, college/career preparatory school, West End Christian School’s desire is to partner with parents in teaching and training young people to have a biblical faith in Jesus Christ, a love for learning, the tools to lead and the desire to serve. This Handbook contains the policies and guidelines that will guide our partnership. These policies are not intended to be restrictive and legalistic, but rather liberating and enlightening. It is the purpose of West End Christian School, that by reading, understanding and following the policies of this handbook, we will form a supportive community of faith with a common purpose; to develop and educate the whole student to the glory of God.

# School Background

School Verse: Romans 12:2 Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – his good, pleasing and perfect will.

Colors: Royal Blue, Silver, and White

Mascot: Crusader

Memberships: ACSI

**Brief History of West End Christian School**

West End Christian School was founded in 1949 by West End Presbyterian Church under the direction of the Reverend William Hill. In 1949, the school opened a kindergarten and expanded over the years through grade 12. The enrollment greatly increased during the 1960s under the leadership of WEPC Senior Pastor, Reverend Kennedy Smartt. The enrollment fluctuated during the 70s and 80s to the point where the school was cut back to the 8th grade and then the high school was added back in the mid- 1990s. The school was a direct ministry of the church until 2010, when the school came under the control of a board of trustees. Today the school offers classes for ages 2 ½ through grade 12. We also offer before/after school care and summer daycare for students of West End Christian School.

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# Mission Statement

West End Christian School exists for students to learn in a safe biblical community and be transformed by the gospel of Jesus Christ while building a strong academic foundation that will allow them to live with skill and character in this life and in the life hereafter.

**Core Values**

* Partnering with parents/guardians to educate children
* Learning in a biblical, supportive community
* Commitment to proven academic models and academic excellence
* Commitment to the authority of scripture
* Commitment to reaching the next generation for Christ by promoting the gospel

**Vision**

West End Christian School students will demonstrate (or will have experienced the following):

* Each student that passes through WECS will hear the gospel of Jesus Christ and be given the opportunity to choose salvation through Jesus Christ.
* Each student will be able to model the character that demonstrates Christ-like attitudes and traits in serving the community and school.
* Each student will be able to demonstrate a superior knowledge and appreciation for all academic curricula and be prepared for entrance to the college of their choice or career of their choice.
* Each student will be able to confront their culture with a Biblical worldview.

# Administrative Discretion

The intent of this handbook is to give general overall guidelines for students and parents. Sometimes new situations will occur or circumstances may arise that are not specifically covered in this handbook. The board and administration reserves the right to exercise its discretion in responding to these new situations.

# Philosophy of Ministry

**Statement of Faith**

A Statement of Faith is a list of our basic beliefs. West End Christian School upholds the following doctrines of our Christian faith:

• The inspiration of the Bible, equally in all parts and without error in its origin.

• The one God, eternally existent Father, Son, and Holy Spirit who created man by a direct and immediate act.

• The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutional death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ.

• The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation determined by each individual's personal decision to receive Christ as Lord and Savior.

• The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

With recent changes regarding the definition of marriage, the roles of men and women, and the biological identity that God created in each person, WECS believes in the following:

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

2. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)

3. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

4. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

5. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

6. We believe that in order to preserve the function and integrity of West End Christian School as the local Body of Christ, and to provide a biblical role model to the West End Christian School members and the community, it is imperative that all persons employed by West End Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

7. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

8. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the Mission and Vision of WECS.

a. *Biological sex/gender* means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

b. Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

# Admissions

West End Christian School is an evangelical non-denominational school serving the tri-cities area. West End Christian School reserves the right to refuse admission to students or families who do not agree with our philosophy of ministry. Because West End Christian School is an evangelical Christian school, cult practice or membership, non-evangelical practice or membership, and lifestyle are some of the criteria that can be used in determining admission.

## Age Requirement

Students entering Kindergarten must be five (5) years old on or before September 30th of the current school year. Students entering 1st grade must be six (6) years old on or before September 30th of the current school year or have successfully completed an acceptable Kindergarten program.

## Procedure for Enrollment

**To gain admission to West End Christian School:**

* Applicants must complete and submit the West End Christian School online application or paper application.
* In addition, applicants must submit a record release form.
* All new applicants are required to take a placement test. Because most of our curriculum is different than that at other schools, we must have a correct placement level for all students.
* The testing fee is $45.00 and is payable at the time of testing.
* The testing fee is refundable if the applicant is not accepted.
* The applicant and his/her parent(s) are required to interview with the administration during the admissions process.
* Acceptance of the applicant is based on the overall review of test results, transcripts, and interview.
* Prior to final enrollment, parents must provide a copy of each student’s birth certificate and an up-to-date immunization record.
* West End Christian School has full authority for the proper grade/class placement of enrolled students and reserves full authority to dismiss any student who has submitted false or misleading information, does not adhere to the standard of conduct, or does not comply with prescribed academic achievement levels.
* A student may not be enrolled or re-enrolled at West End Christian School if they have been retained for more than one grade (year).

**Students not academically or behaviorally eligible to return to their current school**

**may not enroll or re-enroll at West End.**

## Uses of Standardized Test Scores

* To chart yearly progress of the individual student and the class and/or grade
* To evaluate curriculum strengths and weaknesses
* For promotion recommendations to the upper school
* To aid in math placement
* To aid in determining placement in Honors classes at the upper school level

## Re-enrollment

Re-enrollment of current students begins in January or February of the preceding academic year.

* The online application is available on RenWeb/FACTS.
* Currently enrolled students in good academic, behavioral, and financial standing are given preferred placement status
* Enrollment is not officially complete, nor a place reserved for any student unless:
	+ the necessary registration fees have been paid,
	+ all RenWeb/FACTS forms, including a contract, have been signed and submitted, and
	+ the administration has made final approval.

## Re-entry of Previously Enrolled Students

The following factors are required to determine eligibility for readmission:

* Formal application must be completed, and once accepted, all necessary fees paid.
* There must be no evidence of disciplinary problems during the interim of non-attendance.
* The student must be working on grade level.

## Nondiscriminatory Policy

West End Christian School admits students of any race, color, gender and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school.

* West End Christian School does not discriminate on the basis of race, color, birth gender, or national or ethnic origin in administering its educational policies, admission policies, scholarship program, and athletic and other school-administered policies.

The nondiscriminatory policy of West End Christian School also includes the hiring of faculty or administrative staff.

* West End Christian School makes no distinction concerning an individual’s race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we carry out our Lord’s Great Commission (Matthew 28:18-20).

Being distinctly Christian, West End Christian School emphasizes the need for a personal relationship with Jesus Christ. Accordingly, students and their families are encouraged to be faithful attendees of a local Christian church. We do expect families to support our statement of faith and understand that we will teach the Bible as truth and that it is the foundation for our decisions.

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## Financial Responsibility

* Tuition may be paid annually, by the semester or monthly.
	+ Tuition paid annually is due by August 1 of the upcoming school year or within one week of returning a contract if the student is accepted after August 1.
	+ Semester payments are due on August 1 and January 20.

**Monthly payments should be remitted through FACTS to the school.**

* All accounts must be current to receive report cards, transcripts or a new contract.
	+ Students with monthly accounts 60 days in arrears are subject to dismissal.
	+ Student records, report cards and transcripts will be held if financial account is not in good standing.

Signing of a contract obligates the parent to payment of tuition for the immediate month, regardless of whether the student physically attends West End Christian School.

## After School Care

After school care is available. The hours of operation are 3:00 p.m. to 6:00 p.m., Monday through Friday. The following procedures are used:

* If a student is not picked up at dismissal time, he/she will be signed into the Aftercare center.
* The cost of this service will be added to the student’s FACTSRenWeb/FACTS account.
* The service closes at 6:00 p.m. Any student remaining after closing will be charged $25.00 for the first ten minutes (or any part thereof; after 10 minutes the charge will be $1.00 per minute).
* Organized planned activities and recess are a part of the student’s program. The student may bring a snack to eat in Aftercare.
* West End Christian School dress code requirements still apply in Aftercare and students must wear their regular school uniform or a PE uniform while present on campus.
* Non-payment of the bill will result in suspension of services until the account is paid.
* Students are supervised while on school property.
* After school care, normally available to all West End Christian School students, may be suspended for any student who cannot or will not conform to the requirements of group care.
* Aftercare is not available on days that school is not in session if there is not enough interest, including half days.
* West End Christian School’s policy regarding student usage of electronics remains in effect during Aftercare.
* **The playground is not to be used for personal use. Only students signed into daycare and with the supervision of a daycare employee may be on the playground.**

**Upper School**

* After 3:10 p.m. Upper School students remaining on campus and not involved in after school activities are automatically assigned to after school care.
	+ The prevailing rates and times are applicable.
* Students who drive to and from school must exit the parking lot by 3:10

**Students who do not leave or report to Aftercare by 3:10 are subject to discipline.**

# Academic Section

## Student Records

**Report Cards**

Midterm progress reports will be sent home with the lower school students. End-of-quarter report cards will be sent home with students for parents to review, sign and return within two (2) school days.

* Failure to return signed report cards within a timely manner will result in disciplinary action.
* Upper School - All grade reports are emailed to parents including progress reports and report cards for each quarter.

All end-of-the-year report cards will be mailed to lower school upper school parents and do not need to be returned.

**Withdrawal**

Withdrawals from school must be made through the administrative office by completing the appropriate Withdrawal form.

* **Tuition must be paid through the entire month in which the student withdraws. Educational Fees are not refundable.**

**Parent and Student Access**

* Parents and eligible students have the right to inspect and review their student’s educational record.
* Disclosure of student information contained in a student’s educational record is limited to the use of information needed for the school directory or in limited circumstances, except by written consent of the student’s parent or the eligible student.

**Release of Records**

* Student records will be provided upon written parental consent if the student’s financial account is in good standing.
* Student records will be mailed in the summer for students who are transferring to another school at the end of the school year.
	+ After the Record Release Form has been received by the office, it may take up to five (5) business days for the records to be available for pickup or mailing.

**Transcript and Recommendation Requests**

* West End Christian School provides transcripts free of charge for the first year after graduation.
	+ After the first year a $5.00 handling fee is assessed.
	+ Current student transcripts are provided free of charge with a written request.
	+ Allow five (5) business days for mailing transcripts.
* Recommendations
	+ Please request these well in advance of the due date.
	+ Allow five days for processing time.
	+ Recommendations are sent in sealed envelopes directly to the appropriate organization.

**Updating Student and Parent Information**

Parents are to keep the school office informed of all current, pertinent information including:

* home address,
* phone number,
* emergency contact phone number,
* places of parents’ employment, and
* work phone numbers,
* changes in marital status or custody (documentation required).

Failure to provide accurate or current information is a serious infraction which can result in possible safety issues and in extreme cases may lead up to dismissal.

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## Daily Schedule

Praise and worship for Preschool-12 is held daily at the beginning of the school day (7:45 AM).

**Lower School**

* Lunch for K – 6th grade is held staggered between 11:30-12:15.
* Resource classes include computer, library, music, and physical education.
* There is a daily snack time (parents should send an appropriate snack. Please see individual classroom instructions. All snacks should be dry.)
* During dismissal, all K-6th grade students will be picked up on the gym side, by the gym door. Please pull all the way up to the cones to alleviate the congestion on Atlantic Street.

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| **Lower School**  7:45–7:55 Praise and Worship  8:00-9:00 First Period 9:00–10:00 Second Period 10:00-11:00 Third Period 11:00-11:30 Recess 11:30-12:15 Lunch (Staggered) 12:05-12:45 Fourth Period  12:50-1:30 Specials Period 1:35-2:15 Sixth Period 2:15-3:00 Seventh Period | **Upper School**  7:45–7:55 Praise and Worship  8:00-8:55 First Period 9:00–9:50 Second Period 9:55-10:45 Third Period 10:45-11:20 Lunch11:25-12:15 Fourth Period  12:20-1:10 Fifth Period 1:15-2:05 Sixth Period 2:10-3:00 Seventh Period |

* Parents are responsible for the student’s safe arrival to the school.
* Students should not arrive on campus prior to 7:40 a.m. unless they are signing into Beforecare. Students may not go upstairs until the bell rings at 7:40 a.m.
* Upon arrival all students are to drop off their belongings on the hooks outside their classroom or lockers and proceed to the chapel on the second floor for Praise and Worship time by 7:45 AM.
* Parents may join us for the morning praise and worship, but must leave directly after so our school day may begin promptly.If you attend Praise and Worship, please leave by the stairwell at the library. Classes begin at 8:00a.m.. After 8:00 a.m., parents must sign in at the office to get a visitor badge. Visitors will only be issued a visitor badge for pre-approved appointments or parent functions.

**Chapel**

All students will attend chapel services appropriate for their age level. Preschool and lower school students have chapel once a week; upper school students have chapel bi-weekly. Our chapels are varied with special guest speakers, missionaries, local pastors, Good News Club, and even students. Chapels are a time of worship and focus on Jesus and salvation for our students. All students are encouraged to wear their best on chapel day.

**Leaving School Early**

If a student is required to leave school early, parents are to:

* furnish a **written note** (stating departure time, reason, and who is picking them up)
	+ to the classroom teacher in the lower school and
	+ to the school office in the upper school
		- **preferably 24 hours in advance.**
* Parents who come to pick up their student(s) during school hours are to report to the school office and not to the student’s classroom.
* A parent or responsible party must sign the student out in the school office.
* **Anyone who is not on the authorized pick-up list in RenWeb/FACTS must have written permission from a parent to pick up a student.**

**Attendance Policy**

* West End Christian School is in session in excess of 1,000 hours per school year. Please refer to the school calendar for specific days that school is not in session. If a student is not in school or at a school-sanctioned event (field trips, school competitions, etc.), he or she is considered absent.
* Students who may need to be out of school for an extended period of time must receive prior written approval from the administration.
* Students who miss school due to a family outing or vacation must have **prior** written approval from administration. The Request for Excused Absences form can be picked up in the main office. This form should be completed and returned to the office at least two weeks in advance if at all possible of the scheduled absence. We understand if there is an emergency situation. Non-approved absences are considered unexcused.
* A student must have a written, signed, and dated excuse from the parent upon returning to school. This should be presented to the classroom teacher in lower school and to the office in the upper school upon return to school. Absences will be marked as “unexcused” in RenWeb/FACTS until the written excuse is received by the school.
* A student with 8 (eight) or more excused or unexcused absences per semester may lose credit for the courses involved or require grade retention.
* A doctor’s note will be required after 8 absences.
* Excessive or unwarranted absenteeism could result in dismissal.
* In order to be counted present for a school day, an upper school student must be in school at least four (4) periods and lower school students must attend for a minimum of 4 hours.
* A written excuse signed by the parent or doctor must be presented to:
* the front office **when the student returns to school after an absence.**
* If the absence is foreseeable, a note must be sent in advance.
	+ Medical, dental, and other appointments should be scheduled for non-school hours whenever possible.
	+ A written excuse presented more than three days after the student returns from an absence will not excuse the absence.

**Excused Absences or Tardies**

* Illness
* Medical or dental appointments
* Family emergencies
* Funeral attendance and bereavement
* Official school business
* Church youth group trips \*\*\*
* College trips (10th – 12th grades)\*\*\*

\*\*\*Administrative discretion will be used to determine if any other situation warrants an excused absence/tardy. \*\*\*Students who are failing classes are encouraged not to miss class for any reason.

**Unexcused Absences or Tardies**

* Any absence that does not meet the criteria listed above
* In or out of school suspension
* Oversleeping or traffic delay
* Students will receive zeros on any assignments, quizzes, or tests missed due to an unexcused absence
* In the case of a suspension, students will be allowed to take and receive credit for tests.

The administration will make promotion/retention/course credit decisions for lower school students whose excused/unexcused absences exceed 8 days per semester, and for the upper school students with more than 8 absences in a class period per semester.

Any student absent from school, including a student serving a suspension, is not allowed to participate in a representative capacity in any after-school activity **that day** unless the absence was for a doctor’s appointment for an emergency that is documented by a doctor or parent, and approved by the department head. **This includes athletic events.**

**Tardy to School (Lower School)**

* All students arriving between 7:40 a.m. and 7:55 a.m. should report to Praise and Worship through the daycare doors or main entrance.
* Students arriving after 8:00 a.m. are to report to the main office for a tardy slip prior to admission to class. The daycare doors are locked at 8:00 a.m. and the gate is closed.
	+ Every five (5) unexcused tardies per semester results in 1 absence.
	+ Once a student accumulates ten (10) unexcused tardies in a semester, a meeting with an administrator will be required and may result in disciplinary action.

**Tardy to School (Upper School)**

* All students arriving between 7:40 a.m. and 7:55 a.m. should report to Praise and Worship through the daycare doors or main entrance.
* Students arriving after 8:00 a.m. are to report to the main office for a tardy slip prior to admission to class. The daycare doors are locked at 8:00 a.m. and the gate is closed.
	+ Every five (5) unexcused tardies per semester results in one days absence.

**The administration reserves the right to determine excused or unexcused tardies using reasonable discretion.**

**Tardy to Class Policy**

Students are considered tardy to class if they are not in the classroom when the tardy bell rings.

* Students are allowed one unexcused tardy per semester without penalty.
* Every unexcused tardy exceeding one per class per semester will result in a referral.

## Student Schedules

**Upper School**

* All 7th and 8th grade students take seven classes including English, Bible, math, science, social studies, physical education, and an elective class.
* All 9th, 10th and 11th grade students must be enrolled in at least six classes.
* Seniors must be enrolled in all courses required for graduation.
* Seniors are permitted to take college courses with prior approval from the Administration.

**Liberty Online University Academy**

WECS has signed an affiliate agreement with Liberty University. Our high school students are able to take Spanish classes and our junior and senior students are able to take one dual enrollment course this year for college credit. Our plan is to use Liberty Online for some our elective classes. We are excited about this opportunity to give our students this quality exposure to on-line learning to help them when they transition to college or career.

## Physical Education

**Lower School**

All lower school students are assigned class time in physical education (PE).

* Outside PE will take place at the teacher’s discretion when inclement weather exists.
* If a student is physically unable to participate, a signed excuse is to be written by the parent and given to the PE teacher.
	+ This excuse must be dated and state the reason the child cannot participate, as well as the length of time the student will be unable to participate in class.
	+ If there is a long-term medical condition that prohibits the student’s participation in physical activities, the parent must provide a signed excuse from the student’s physician.

**Upper School**

In the middle and upper school, PE uniforms are required for all students.

* PE uniforms consist of a PE shirt and PE shorts. These are ordered through the school.
* Students may wear sweatpants with no writing or sweatshirts with no writing. Outside PE will take place at the teacher’s discretion when inclement weather exists.
* If a student is unable to participate due to an injury or illness, a signed excuse is to be written by the parent and given to the PE teacher.
* Non-participation for more than three (3) days will require a note from a physician.

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## Field Trips

Field trips and curricular school events are designed as part of the curriculum. Therefore, all students are expected to attend all field trips and school activities.

* If for some reason a student cannot participate in a field trip or curricular activity, the teacher will assign an alternate project that approximates the time and learning required.
* School uniforms are required for most field trips.
	+ For girls, khaki colored pants or skirt, Royal Blue polo, and black or white socks.
	+ For boys, khaki colored pants or shorts, Royal Blue polo, black or white socks.
* Approved outerwear or WECS hoodie (jacket, fleece, cardigan/pullover sweater) is permitted in addition to field trip uniform.
* Exceptions to the uniform for field trips will be rare and must be approved by the administration.
* Students with medications for life-threatening conditions who are attending a field trip require a parent or MAT-trained employee to also attend.
* For safety concerns, students are allowed to take their phones with them on field trips so they can contact their parents. Phones are not allowed to be used to play games or listen to music while on the field trip. Teachers may hold on to phones during field trips.

The teacher(s) is responsible for appointing the official chaperones who are needed to assist with supervision of the class and who may ride on the bus or other West End-provided transportation.

Other parents may attend the field trip, but are required to find their own transportation. Younger siblings of students are not permitted to accompany chaperones on field trips, with the exception of end-of-the-year celebrations.

Because our Upper School is so small, it is usually unnecessary for parents to attend field trips.

## Textbooks

Textbooks are rented by the student at the beginning of the year. This rental fee is included in education fee**.**

* **Non-consumable textbooks must be covered at all times**.
* Textbooks must be returned at the end of the year without excessive wear.
* Textbooks returned in unacceptable conditions will be subject to replacement cost by the student.
* **Writing in** **textbooks is not permitted**.

##

## Library

WECS has a designated employee working in the library at scheduled times. Books may be checked out for two weeks. A new book may not be checked out until the old book is returned.

* Magazines and reference books are to be used only in the library.
* There should be limited talking in the library.
* Students who abuse their library privileges will be restricted from the use of the library.
* Student textbooks are barcoded and checked out of the library. Students who lose or damage their textbook will be charged a replacement fee.
* There is NO food or drink allowed in the library.

## Classwork and Homework

**Make-up Work**

After an excused absence, the student is given an opportunity to complete missed work.

* The lower school teachers arrange for the student to make-up any missed tests, quizzes, or homework.
* **Middle and upper school students are responsible for arranging with the teacher to make up any missed tests, quizzes, or homework.**
* A general rule is that a student will be given two days to make up every one day’s absence due to illness, death in the family, or other unforeseen/unplanned event.
* The exception occurs when a student misses only the day of the test, he/she is expected to make up the test on the day he/she returns. Also, projects and papers will still be due. They may be emailed to the teacher.
* Students with a pre-approved absence for a family outing or vacation must get assignments prior to leaving.
	+ Students are to be prepared to turn in all missed work the first (1st) day they return.
	+ Students must submit any major project or report due during their absence **before** leaving.
	+ All missed tests should be coordinated with the individual teachers and made up at the discretion of the teacher’s schedule.
	+ It is the responsibility of the student to go to each teacher to determine make-up times.
	+ The general rule of thumb of two days for each absent day **does not** apply to pre-approved absences.

**Unexcused absences result in zeros for all missed work.**

**(including tests or major assignments)**

**Lower School**

**Graded Work**

Students in grades K5-6 bring a folder/envelope home each week with the previous week’s tests, quizzes, and class work.

* K-6th grade parents are to review and keep the work, sign it, and return folder to school.

**Lower School Homework**

Homework completion is monitored.

* Teachers may choose to grade homework.
	+ Homework consistently done well and turned in on time will improve the student’s overall average.
	+ Likewise, if not completed, the student’s overall average will be lower.
* Lower school parents can check homework planners and RenWeb/FACTS for all assigned work.
	+ K-2nd grade students should expect a maximum of 30 minutes of homework per night
	+ 3-6th grade students should expect a maximum of 60 minutes of homework per night.
	+ **This does not include daily reading time.**

**Upper School Homework**

Homework completion is monitored.

* Teachers may choose to grade homework.

In addition to regularly assigned homework, any student who is not mastering the course material should engage in additional independent study at home.

* Homework assignments are designed to reinforce material covered in class or to introduce new material and should be sufficient reinforcement for the average student.
* Students not completing homework assignments should expect to see learning and grades affected.

## Late Homework Policy

Students are expected to complete homework daily. Late work is subject to the following policy:

**Lower School Level**

* Daily homework will receive no higher than a 70 for 1 day late. Any later will be a zero..

**Upper School Level:**

7th/8th grade: Daily homework will receive no higher than a 50 for 1 day late. Any later will be a zero.

* No late work is accepted.

## Grading Scale

A serious attempt is always made to provide parents and students some evaluation of students’ progress that is meaningful and consistent. Students’ grades may include test scores, quiz scores, homework, notebook checks, labs, projects, reports, papers and classroom participation. All grades will be posted on RenWeb/FACTS.

The grading system, as reflected in each nine-week report card is as follows:

**Kindergarten** **1st – 12th Grades**

(O)utstanding 90-100 A 90-100

(G) Good 80-89 B 80-89

(S)atisfactory 70-79 C 70-79

(N)eeds Improvement 0-69 D 60-69

 F 0-59

* Kindergarten students must earn an *S* or above in order to pass a core class (see below for list).
* Students in grades 1-12 must earn a *C* or above in order to pass a core class. (see below for list).
* Students may pass a non-core class with a *D* or above

**Core Classes by grade level:**

* **K5 -2nd grade**
	+ Reading
	+ Phonics
	+ Math
	+ Bible
	+ English (2nd grade)
* **GRADES 3- 6**
	+ Reading
	+ English
	+ Math
	+ Bible
* **Grades 7-12**
	+ **Bible**
	+ **English**
	+ **Math**
	+ **History**
	+ **Science**

Letter grades of students transferring to West End Christian School are converted to numerical grades, based on the scale of the previous school. If no numerical scale is available, the West End numerical scale is used.

## Progress Reports and Testing

All students receive progress reports at mid-term of each grading period.

* Please check school calendar for dates of midterms.

**Lower School Report Cards**

Report cards for lower school are sent home with students at the end of each nine weeks with the exception of the 4th nine weeks report cards which are mailed home following the end of the school year.

* First, second, and third quarter report cards are to be signed by a parent/legal guardian.
* The signed documents are to be returned within two days. A demerit will be issued for failure to return document if not.
* Demerits will be given to upper school students for non-compliance.

**Upper School**

All progress reports and report cards are emailed to Upper School parents.

**Standardized Testing**

All students in grades K – 11 are required to take the Terra Nova 3 achievement test. Seniors will have the opportunity to go on West End Christian School’s senior trip during the testing time.

**Midterm/Semester Exams**

* Midterm and semester exams are not to be taken early.
* In extreme circumstances outside the control of the family, with advance notice and administrative approval, exceptions may be made.
* Due to the added work requirement placed on the faculty, there will be a charge of $50 for each exam that is taken early.

## Problem Resolution

Problems are usually solved with a simple email or telephone call. The following procedure should be used in handling a problem or concern:

* First, email or call the teacher or person directly involved.
* If the problem is not resolved, email or call the appropriate principal.
* As a final option, if resolution cannot be obtained at the administrative level, parents may submit their grievance in writing to the West End Christian School Board. The Board has the option to review or return the matter to administration.

WECS will apply the Matthew 18 principle; we want to be part of the solution, not part of the problem.

## Contacting Teachers

**Teachers should not be contacted at home**.

* Parents are requested to contact the teacher via email or by leaving a message in the front office.
	+ Teachers email addresses are listed at [www.wecs-hopewell.com](http://www.wecs-hopewell.com) .
* Please make an appointment if you wish to see a teacher or administrator.
	+ It is very difficult to accommodate an unannounced visit.
* A teacher’s/administrator’s time is limited during the school day, but he/she will attempt to return a phone call or respond to an email within 24 hours.

**Parent/Teacher Conferences**

Parent orientation and conferences promote a good understanding between students, parents, faculty and administration of the school.

* Every parent is encouraged to participate in these informative and helpful sessions.
	+ conferences are held at the end of the first quarter midterm.
* At this conference, the parent will be advised on the progress of the student.
* Additional parent/teacher conferences may be scheduled as needed.

## Academic Probation

**Eligibility for the following year’s extra-curricular activities will be determined by the grades during the 4th quarter of the previous year.**

## Promotion/Retention

**Lower School**

1st-6th grade students **must pass all core subjects** in order to be promoted to the next grade.

* A student who fails any two non-core subjects for the year will not be promoted.
* Kindergarten students must have progressed enough in order to be promoted to the 1st grade.

West End Christian School reserves the right to make the final decision regarding a student’s promotion, retention or summer school needs.

**Upper School House System**

 Students will be divided into four houses before school begins in August. Students will remain in their house from 7th through 12th grades. Each year houses will earn/lose points throughout the school year. The House with the most points at the end of the year will win the House Cup!

The House system promotes comraderie throughout 7th-12th grade and promotes loyalty guides and supports the academic, social, biblical, and personal development of each student.

**Upper School**

A student must pass at least five of his/her attempted courses for the year, including math and English, in order to be promoted to the next grade.

* A student failing either math or English for the year must attend and pass a summer school course approved by West End Christian School.
* A student must pass pre-algebra in the 7th grade with at least a B in order to progress to Algebra I in the 8th grade. The student may retake pre-algebra the next school year.
* A student failing both math and English must repeat the grade at West End Christian School or he/she may not return.
* A student failing any three core subjects may not return to West End Christian School for the second year.

**Upper School Promotion Criteria**

9th to 10th gradeA student must have earned a total of 6 credits prior to the start of the 10th grade year and be on track with other graduation requirements.

10th to 11th grade A student must have earned a total of 12 credits prior to the start of the 11th grade year and be on track with other graduation requirements.

11th to 12th gradeA student must have earned a total of 18 credits prior to the start of the 12th grade year and be on track with other graduation requirements.

A “credit” is defined as a completed unit of study of high school level material. Transfer credits must meet this same standard.

## Summer School

Students are required to stay on grade level in math and English in the upper school and math and reading in the lower school.

* A student who is not on grade level will be required to pass an accredited summer school program. Summer school placement must be approved by the administration.

**West End Christian School reserves the right to make the final decision regarding a student’s promotion, retention or summer school needs.**

## Additional Courses Taken Outside of West End Christian School

In certain situations, students, while enrolled at West End, may receive credit for a course via an accredited online or home school program, summer school, or college.

The process includes the following:

* The parent/guardian of the student should make the request for credit to the upper school principal in writing prior to taking the class.
* The request should include the reason for taking the course.
* Acceptable reasons include:
	+ The course is not offered at West End,
	+ Scheduling conflicts prohibit the student from taking the course prior

to graduation.

* The request should identify the course title, accredited institution, and the start/end date of the course.
* The student must receive written notification of approval from the administration before beginning.
* The parent/guardian should submit an official transcript from the institution at the completion of the course.
* For graduating seniors, the transcript must be submitted at least one week prior to graduation in order to be eligible to receive their diploma.
* Please note for the accredited homeschool option:
	+ if the work is not done through an accredited homeschool program, then the parent must provide documentation of unit test scores, special project grades, and a log of instructional hours.
* In this case, high school credit will be awarded on a pass/fail basis and is subject to final approval from the administration.
	+ approval may depend upon independent verification of subject mastery.

**Grades and credits for any** **course taken outside of West End will not be included in the calculation of GPA or class rank at West End.**

## Academic Honors

* **A Honor Roll**
* A student must have all “A”s on every quarterly report card for the year in each of the subjects.
* K-6th grade students must have all “O”s or “A”s in academic and resource subjects. This does not include specials classes.
* **A/B Honor Roll**
* A student must have an “A” or “B” on every quarterly report card for the year in each of the subjects.
* Students must be in attendance at West End for their entire junior and senior years to qualify for Valedictorian or Salutatorian.
* Students must be in attendance at West End for one academic year to qualify for any academic awards.
* Students must be in attendance at West End for one full year before being qualified for the National Honor Society or they may transfer their membership from another school.

Candidates eligible for election to the National Honor Society:

* must be a member of the sophomore, junior, or senior class
* have a minimum cumulative GPA of 3.0 (out of 4.0).
* Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their
	+ service
	+ leadership
	+ character

## Honors Upper School

In order to be eligible for honors classes, the following requirements must be met:

* A teacher of the prerequisite course for the considered course must make a recommendation.
* A student must have excelled in the subject during the previous year by making outstanding grades.
* Students in honors courses are expected to maintain a grade of 85% or better.
	+ Those not meeting the expectations may not be recommended for honors level classes for the following year.
* Honors courses are weighted at 0.5 grade point above the standard weight.

## Graduation Requirements

West End Christian School’s graduation requirements follow the Virginia Department of Education’s suggested college admission requirements and are designed to make sure that a student will meet the minimum college entrance requirements at most universities. Students should check the college catalogues of the schools that they are interested in attending to determine additional requirements.

|  |  |
| --- | --- |
|  | **Units Required** |
| **Subject Area** | **Standard Diploma** | **Advanced** |  |
| BibleEnglishMathLab ScienceSocial StudiesForeign LanguagePhysical Education/HealthComputer, Communication, SpeechElectives | 443332213 | 444443 of one language, OR 2 years each of two different languages211 |  |
| **Total Requirements** | **25** | **27/28** |  |

A Basic Diploma may also be considered in extreme cases but must be approved by the administration.

## Mission/Community Service Requirements

All students K-12 are encouraged to complete a series of mission/community service activities each year. The principals and Bible teachers will determine these service requirements.

## RenWeb/FACTS

RenWeb/FACTS is a school management software program available for students and parents. It is a valuable tool if checked regularly.

* There is no extra fee for RenWeb/FACTS accessibility
	+ (except as applies to the phone/device apps).
* Teachers update students’ grades on a regular basis.
	+ This enables parents to know the course average and homework assignments, tests, and quizzes, from which the grades are derived.
* Parents are able to pay for lunches, after-care, and other school fees through RenWeb/FACTS.
* School forms and other resource documents and information are accessible.
* Activation codes and information on setting up a parent account may be obtained by calling the main office.

## Traffic Patterns on Campus

Safety for our students and consideration of other drivers is the basis for our policy related to driving and parking on the West End Christian School campus. These simple rules help keep everyone safe:

* Drive slowly (under 10 MPH) on campus, following appropriate traffic patterns.
	+ A traffic pattern map is available on RenWeb/FACTS.
	+ Parents/Students are responsible for informing alternative transportation

drivers of proper traffic pattern and parking lot speed limit/regulations.

* Park in a designated parking space. Please do not park in the parking places in front of the gym during pick-up times.
* **Never** leave a parked car running or children/pets unattended in a car.

## Student-Driven Vehicles

Each student who parks a vehicle on school property must sign a *Consent to Search and Waiver of Liability* form acknowledging and agreeing to the conditions as a prerequisite to, and in consideration for the issuance of a student parking space.

The content of this form is the following:

1. Any student driving a vehicle onto school property and parking it there consents for such vehicle to be searched by school authorities in order to protect the health, safety and welfare of students.
	* Such searches may include, but not be limited to, the use of drug and/or

 gunpowder or may involve using specially trained K9 dogs.

1. Each student who parks a vehicle on school property must sign a Consent to Search and Waiver of Liability form acknowledging and agreeing to the conditions as a prerequisite to, and in consideration for, the issuance of a student parking space.
2. Individual student-parked vehicle searches may be conducted if administrators have reasonable suspicion of violation of the law or the *Student Handbook*. Search will be conducted by an administrator, with another school employee present, and may be done with or without the presence of the student.
3. All students driving to school must pay a non-refundable annual parking fee of $10.00 and obtain a parking permit decal from the school office that must be displayed on the rear window of their vehicle. Replacement decals cost $3.00.
4. All student drivers are to park in the gravel lot on Atlantic Street only and may not go back to their cars in the parking lot during school hours.
5. The parking lot speed is 10 mph when pedestrians are present.
	* Students driving in an unsafe manner in the parking lot will not be permitted to drive onto or park their vehicles on school property.
6. Students must exit the property after school and not loiter in the parking lot.

**Failure to comply with these policies may result in loss of privilege of driving on school property.**

## Search of Students, Lockers, and Book Bags

A school administrator, together with another school employee, may ask a student to empty his/her pockets and take off his/her shoes and socks.

* A student may also be asked to empty the contents of his/her book bag and/or locker.
* If the student is unwilling to do so, the administrator will contact the parent/guardian and/or the appropriate authorities.
* If the student is still unwilling to do so after having spoken with the parent/guardian, the student is subject to dismissal from the school.

# Authority to Release Students

Only the custodial parent/guardian may determine who is authorized to pick up his/her student from school.

* If a change needs to be made concerning this, the parent must notify the school office in writing.
* Students will be released to non-custodial parents with a court order or with the custodial parent’s written permission. In the absence of a court order, the school will assume parents have joint custody.

# Senior Privileges

Senior privileges are arranged on a yearly basis through a process of dialogue with the Senior Class Officers and the Administration.

# Senior Trip

The Senior Trip is a school-chaperoned event that will occur at the discretion of the administration. This trip is a privilege, not a right. Any student not able to attend this trip will be required to attend school and complete all assignments. Missed trip guidelines also apply (see pg. 14).

# General Information

**Asbestos Notice**

As part of the federal requirements, WECS has been inspected for the presence of asbestos. Sections of the building constructed prior to 192 were found to contain minor traces of asbestos (i.e. in floor tile, floor tile glue). Several of these areas have been replaced in recent years. None of the areas found to contain asbestos were determined to be a risk to personal health in the normal operation of the school. All sections of the building constructed after 1982 are free of asbestos. Periodically, tests are conducted to re-inspect the building for any changes in the presence of asbestos. Test records, federal reports, and management information are on file in the main office. NO repairs shall be made to any area identified as containing asbestos without prior approval of the church administration and in conjunction with an approved asbestos management plan.

## Bible Version

West End Christian School uses the New International Version (NIV). Lower school students are required to use this version for all homework, tests, class work, and memory work. Middle and upper school students are required to use this version for all memory work. Other versions

may be used in discussions.

**Birthday Celebrations/Holiday Observances**

For birthday celebrations in grades K2-6, parents should contact the teacher at least one day in advance to make arrangements with the teacher. Details may be worked out individually with the teacher.

Birthday invitations (or another type) may not be distributed during school hours unless everyone in the class is invited. “Everyone” will be defined as all of the boys, all of the girls, or the entire class. Please be sensitive when sending out invitations.

WECS celebrates all traditional holidays. Instead of Halloween, we focus on harvest and blessings, and being thankful. For both Christmas and Easter, we concentrate on the birth and resurrection of Jesus. We try to stay away from Santa Clause, Easter eggs, and other secular symbols. Those are better left for parents to use if they so desire in their own individual celebrations, but not in the classroom.

**Campus Safety**

At 8:00 a.m., the playground door used for drop-off is locked and the gate is shut for arrivals. At this point, the parent may pull up closer to the main entrance for drop-off. The main entrance in the courtyard is always locked and entry is gained by buzzing in. All doors remained locked throughout the day for the safety of our students and staff.

WECS is committed to maintaining a secure campus and learning environment for our students. In order to keep our campus as secure as possible, the following security measures are strictly enforced:

* All faculty and staff members are to wear an official ID badge at all times
* All doors are locked during school hours.
* Doors may not be propped open for any reason.
* Classroom doors are locked when not in use.
* All visitors/guests must sign in at the school office and wear – at all times – a visitor’s badge.
* If you have not signed in and obtained badge you will be asked to leave and sign-in at the office.

Unless you are scheduled to volunteer, you may not observe or sit in your child’s or any other class without prior approval. Please do not be offended if a faculty member asks you to check in at the office or asks you if they can help you! We are trying to keep your child safe!

**Emergency Drills**

WECS conducts several safety drills throughout the first weeks of school and then on a monthly basis. WECS routinely conducts fire drills, tornado drills and lock-down drills. Parents can best support the school by encouraging and requiring their children to follow their teacher’s directions immediately and completely to make the drill successful and prepare their children in case of an emergency.

## Care of Property

West End Christian School is housed in the property belonging to West End Presbyterian Church. It all belongs to God. The way the property is maintained and cared for is important in affecting the Christian testimony of the school and its students. It is expected that students will cheerfully help in keeping the building clean and in order by cleaning up after themselves, keeping their areas neat, assisting in basic clean-up of classrooms and by having a general attitude of helpfulness. Willful damage, waste, defacing of or destruction to school or church property will not be tolerated. All damage must be paid for, whether willful or accidental.

## Infectious Diseases

Any child who is diagnosed with carrying a disease classified as “communicable” is not allowed to attend classes at West End Christian School as long as the disease is present.

* Once the school has written verification from a physician that such a child has become disease free he/she may return to classes.
* This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Auto Immune Deficiency Syndrome (AIDS).
* It is the responsibility of the parent(s) or legal guardian(s) to disclose information regarding a student’s physical health.
* West End Christian School recognizes the importance of maintaining an individual’s right to privacy in regards to their physical health and well-being.
* West End Christian School believes that these measures serve to minimize the further spread of diseases among students and faculty.

Students are not allowed to attend classes with a fever of 100 degrees or higher.

 **A student must be fever free (without the use of fever reducer) and without vomiting or diarrhea for a full twenty-four (24) hours prior to returning to school.**

* Any student sent to the office with a fever, vomiting, or any other intestinal issues will need to be picked up from school as quickly as possible.
* They may return to school after being **symptom-free for a full twenty-four hours.**

Lice are highly communicable. Students are not permitted to attend school with ANY FORM of lice.

* Any student found with lice or nits at school will be removed from the classroom and parents will be contacted.
* The students must be treated and TOTALLY LICE FREE for twenty-four (24) hours prior to returning to school.

## Medications

West End Christian School will administer prescription medications only with a doctor’s recommendation.

Over-the-counter medication may be administered for ten (10) days under the following conditions:

* All medications must be provided by the parents and in the original packaging.
* These medications should be promptly delivered to the main office with the doctor’s recommendation.
* Parents of a child with severe allergies must provide a detailed list of allergies suffered and furnish Epi-pens and/or other medications needed.

**Doctor’s recommendations regarding a severe food allergy need to be in writing.**

**State-Mandated Regulations Regarding Medication Procedures**

Schools do NOT provide medications or equipment for students.

* All medications and needed medical equipment must be provided by the parents along with the proper paperwork.
	+ Example: Tylenol 500mg must be in the original box with the paperwork that is included, per student. A family of three students must provide each student with his or her own medication.
	+ Example: Dosing cups for liquid medications, nebulizer masks and tubing, juices/sugar pills for diabetic students, etc.
* Parents of a child with severe allergies must provide a detailed list of allergies, along with furnishing EpiPens and/or other medications required for these allergies. Doctor’s recommendations regarding a student with severe food allergies need to be in writing on an Allergy Action Plan.
* Medications should be taken at home whenever possible. The first dose of any new medication MUST be given at home to ensure the student does not have a negative reaction.
* **Medication forms are required for each prescription and over-the-counter (OTC) medication administered at West End Christian School.**
* **Students are NOT permitted to self-medicate.** The school does not assume responsibility for medication taken independently by the students. Exceptions may be made on a case-by-case basis for students who demonstrate the capability to self-administer emergency life-saving medications (i.e., EpiPens, inhalers, or insulin pumps) with written permission from a doctor.
* All medications must be kept in the school office during the school day. All medications will be stored in a locked cabinet or refrigerator, accessible only to authorized personnel. The only exception to this is a student who has prior written approval from a doctor to self-carry a medication (i.e., EpiPens, inhalers, or insulin pumps). If a student self-carries, it as advised that a backup medication be kept in the locked medicine cabinet.
* Parents/guardians are responsible for submitting a new Medication Authorization Form at the start of each school year, and each time there is a change in the dosage or time of medication change.
* **All medications taken in school MUST have the following:**
1. Written Medication Consent Form, signed by parent/guardian for EACH medication brought to school.
2. Written Medication Consent Form, signed by doctor for ALL prescription medication and any over-the-counter medication left at school for more that ten (10) days. Signed faxes are acceptable. (A parent/guardian will need to come to campus and sign the doctor’s faxed paperwork in order to make the form official.)
3. Any medication brought to school must match exactly what is written on the Medication Consent Form.
4. All prescription medications, including physician’s samples, must be in their original containers, labeled by a doctor or pharmacist (including the original paperwork listing possible side effects), and must not be expired.
5. All OTC medications must be in their original containers, including the original paperwork listing possible side effects, and must not exceed the expiration date.
6. The medication will be administered only as written on the medication authorization forms.
7. The name of the student will be written in permanent marker on all medications.
* Medications will be given no more that one half hour before or after the prescribed time. The student is required to come to the office (or predetermined location) at the prescribed time to receive medication.
* Within one week after expiration of the effective date on the order, expiration on the last day of school, the parents/guardians must personally collect any unused portion of their child’s medication. Medications not claimed within that period will be discarded.
* If a student is given an EpiPen or Glucagon shot, 9-1-1 will be called immediately. He or she must be transported,via Rescue Squad, to a hospital; no exceptions. In addition, the parents/guardians will be contacted immediately.

In the event of a medical life threat emergency, the faculty and staff of West End Christian School will do everything within our power to protect your child’s life. In addition, we will call for emergency first responder personnel to assist.

## Lunch Policy

West End offers a variety of lunches supplied by local vendors.

* All foods and drinks (excluding water in a **clear** container) are to be eaten in the cafeteria unless approved in advance by administration.
* Lunches are ordered online by logging in to RenWeb/FACTS.
	+ **Lunches may not be ordered from Grubhub, Upber Eats, or any other delivery services. Deliveries will be turned away and your money will not be refunded.**
* Orders are made on a weekly or monthly basis and orders need to be placed no later than Thursday at **midnight** for the following week.
	+ Once logged into RenWeb/FACTS, click on the *Lunch Menu Link* on the left side.
	+ Click on your child’s name. The lunch menu will appear.
	+ Scroll down to the bottom of the page and click *Create Web Order.*
	+ Change the quantity from zero to one (or more than one) for the item you want.
	+ Once you have completed this, scroll to the bottom and click *Order Items.*
	+ **Side items and drinks are not for sale individually on RenWeb/FACTS, but may be purchased in the cafeteria during lunch.**
	+ Lunch orders are to be placed by online Thursday at midnight and will be billed through RenWeb/FACTS.

**If your child does not receive his/her lunch due to an absence, field trip, or inclement weather your lunch order WILL NOT carry over to the following week. However, your account will be credited at the end of the month for any lunches not received.**

Microwave ovens are available for student use.

* Lower school teachers and those working in the lunchroom will assist younger students.
* In order to allow all students the opportunity to use the microwaves, please limit selections to less than two (2) minutes. Do not send full meals to be cooked in the microwave.
* Students are prohibited from bringing items that require water to be boiled in the microwave to be cooked. (Like the mac and cheese cups, or Cup O Noodles). The boiling water is dangerous to our students so we will not allow this.
* Upper School students may have water only in a clear container in the classroom.
* Gum is not allowed anywhere on campus.

**\*\*\*Upper school students are not to consume food or beverages outside of the cafeteria except under teacher-led conditions with advanced approval.**

## Snack Policy

Lower school students are allowed to bring a snack.

* These snacks are to be nutritious and **dry**. Fresh fruit is allowed but please do not send in fruit cups. For fruit cups, please open at home and place fruit only in a small leakproof container.
* Please do not send snacks containing sugar.
* Water in a clear container is acceptable in the classrooms. Do not send in sugary juices or drinks or packets to add to the water.
* Gum and candy are not allowed as snacks.

## Electronics Policy

West End Christian School understands that we live in the age of technology and we enjoy the benefits of advancing technology. We also understand the importance of communication with your child. However, due to these advancements, it is increasingly difficult to monitor the activities of cell phones with text messaging, cameras, ipods, and game systems. WECS prohibits the use of cell phones or other electronic devices by students while on the property or on field trips or sporting events unless otherwise stated by the appropriate principal, or unless given special permission for special functions. These items as a general rule are a distraction to our academic schedule. Due to privacy issues, even after phone pick up, students are not allowed to take photographs or make video and/or audio recordings while on campus unless it is done under the supervision of a teacher. Students are subject to disciplinary action for any violations of this guideline.

Students are to use the office phones only for emergencies.

* Emergency status, will be determined at the discretion of the office staff.
	+ **Forgetting homework, uniforms, projects, or other items as well as checking on rides, do not qualify as emergencies.**
	+ If a schedule change occurs, students are given permission to notify parents, usually during lunch.

**For all students, all electronics brought to school must be turned off and checked into the office upon arrival.**

* **All electronics not checked in will be confiscated.**
	+ **A parent/guardian will be required to come to the school’s office to retrieve the phone.**
	+ **Three (3) demerits will be issued to the student.**

## Student Sales

## No student is allowed to sell anything within the school without prior clearance from the department principal.

## Publicity

West End Christian School is committed to ensuring that your privacy is protected. West End Christian School will use personal information, such as home addresses, emails, and phone numbers, for school-related communication exclusive of third party services. Personal information will not be shared, sold, or distributed outside of this ministry. We likewise, authorize West End Christian School, or anyone authorized by West End Christian School, to use and reproduce all audio and videotapes and photographs which West End takes of our child(ren), or any family member, produced for school literature, advertisements, and promotional purposes without further compensation. All copies, masters, negatives, pictures, and proofs shall constitute West End property, solely and completely.

**West End Christian School reserves the right to publish or use photographs or videos of students, parents, and faculty for the purposes of marketing the school in brochures, the school website, yearbook, and other media. If issues of anonymity are necessary, please consult with the administration.**

## Volunteers/Visitors

West End Christian School encourages positive parent interaction in our school.

All volunteers and visitors must:

* check in at the school office upon arrival to receive a visitor’s tag and
* must sign out upon leaving the school.
* Parents must receive prior approval before attending a classroom.
* Custodial parents of enrolled students, along with grandparents may visit during P & W and lunch periods.
* Non-custodial parents and others not listed above must seek and receive prior administrative approval before visiting.
* During the school day, all visitors, including parents, must have a visitor’s badge. Parents who have attended morning praise and worship must leave the chapel and go downstairs and may only remain in the building if they have a scheduled appointment.

## Inclement Weather

West End Christian School will **not** necessarily close or delay openings in conjunction with Chesterfield County schools. Announcements of any decision to close or delay opening will be made through the following avenues:

* **Website (**www.wecs-hopewell.com)
* **Television:** CBS (channel 6), ABC (channel 8), and NBC (channel 12)
* **Facebook**
* **Text Message:** Parent Alert

## Lockers

Lockers are the sole possession of West End Christian School.

* Lockers are subject to search by the administration without notice.
* All damage of lockers is subject to disciplinary action as well as financial restitution.
* Locker decorum must be school appropriate and is left to the discretion of the administration.
* Lockers should also be kept in an orderly manner.
* Food or beverages are never to be left in lockers overnight.

\*\*Only combination locks may be used on the lockers, and students/parents must provide the combination to the appropriate DH.

Students in grades 5-12 will be assigned a locker. It is a privilege to have a locker. Students who do not keep their books inside their locker and keep it clean will lose the privilege of having a locker and be assigned a cubby in their classroom. Lockers are private; no student should be in another student’s locker. WECS is not responsible for loss or damage to personal property of students. Students should leave valuables at home.

## Computer/Internet Use

The technology program at West End Christian School provides students with many opportunities to use a variety of resources including computers and the internet.

* It is understood that computers and internet use are a privilege, not a right.
* Computer misuse while on campus, consists of the inappropriate use of a computer including, but not limited to the following:
	+ accessing or breaking into restricted accounts or networks,
	+ modifying or destroying files without permission,
	+ sending inappropriate messages,
	+ illegally copying software
	+ entering, accessing, viewing, or distributing inappropriate/unauthorized files or programs.
	+ visiting sites other than for official school-related reasons.
	+ headphones are not to be used except for official school-related purposes under teacher supervision.

Any student caught using any technology in an inappropriate way (including cell phones) will be disciplined in accordance with the offense.

**Personal Computer Use at School**

No personal computers are allowed at West End Christian School without prior administrative permission on a case by case basis.

# Dress Code for grades K5-12

West End Christian School requires uniforms for all students grades K-12. At WECS we believe our dress should be characterized by modesty. School dress and appearance should not be a distraction to learning in any way. What we choose to wear is often thought of as a personal right or entitlement. Thinking of it this way can make the topic of dress code a highly emotional issue. When we enter into the WECS community, we should be supportive of the community. At WECS, we have some families who choose a more conservative style of dress while other families select a less conservative approach. We have found that a dress code simplifies the issue.

**General Guidelines**

* **Students must arrive and leave campus in dress code.** Students should be in modest and appropriate apparel for all school events including sports events, etc., unless otherwise notified by administration.
	+ Exceptions exist for:
		1. students with a 7th period PE class who may stay in their PE uniforms
		2. student-athletes who are changing into team uniform prior to leaving for a game.
		- Volleyball players must wear pants or skirt over their spandex until they arrive at the gym.
* Uniform items that are in disrepair must be replaced. This applies to rips, holes, writing/drawing, fraying, or any other factor that affects the general appearance of the article.
* Hats and caps are not to be worn inside of the building.
* Distracting, offensive, or “extreme” jewelry is prohibited.
* Athletic wear (such as sweatpants, parachute pants, etc.) camouflage (shirts, shorts, pants), chains, oversized jewelry, hats, headbands, bandanas, head wraps, etc. are not acceptable unless for a special activity that is approved in advance.
* Undergarments must not be visible.
* Tattoos that are not visible when wearing the school uniform are permitted.
* No writing or drawing on visible skin is permitted.
* No offensive symbols should be worn on any clothing or accessories including but not limited to skulls/crossbones, skeletons, swastika, confederate flags, ying-yang symbols, guns, rock music/bands, alcohol (Brew-Thru), etc. or any other divisive group, at the discretion of WECS administration.
* No extreme make-up is to be worn
* Scarves are not permitted. A winter scarf as part of their outerwear is acceptable but may not be worn in the classroom.
* As your child develops, please be sure that appropriate undergarments are worn.
* All shoes must be closed-toed.
	+ Flip-flops, beach-type shoes, stilettos, cleats, platform shoes are prohibited.
	+ Crocs are permitted provided they have closed toes and a back or heel strap.
* Outerwear (jackets, fleeces, cardigan/pullover sweaters, etc.):
	+ May be worn **in addition to, but not in lieu of** the uniform,
	+ May not be draped over the shoulders or tied around the waist.
	+ Any of the outerwear listed worn in class must be solid color or WECS apparel.
* **AFTER SCHOOL RELATED EVENTS** (ie. sporting events)
	+ Follow Full Dress Down Day Guidelines
	+ Cell phones should be in pockets
	+ NO HEADPHONES

**Boys’ Guidelines**

* Faces and necks must be clean-shaven
	+ Sideburns must not extend past the bottom of the ears.
* Boys are permitted to wear one necklace (see above bullet point regarding jewelry).
* Hairstyles must have no extremes in color or style. Hair may only be a “natural” color. No mohawks, faux hawks, or rattails. Hair must not touch the eyebrows, collar, and may only touch half the ear **regardless of the hairstyle**. Boys are not allowed to put any part of their hair up in a bun, “man-bun”, ponytail, etc.
* Pants and Shorts:
* must be khaki or navy blue,
	+ contain no rips, holes, or torn hems, and
	+ must not be over- or undersized (hems must touch shoes).
	+ must not be cargo style,.
* Shirts (long and short sleeve):
	+ must be any solid color polo
* The following are permitted **under** West End polos (but must be plain):
	+ Black/white/navy short-sleeve t-shirts,
	+ Black/white/navy long-sleeve t-shirts,
	+ Black/white/navy turtlenecks, and
	+ Black/white/navy mock turtlenecks.
* Belts may be black, brown, or navy blue. (K5-2 are exempt)
* The following items are not permitted for boys at West End Christian School:
	+ piercings (ear or otherwise),
	+ make-up, or
	+ fingernails or fingernail polish.

**Girls’ Guidelines**

* Ear piercings (no more than 4 piercings; no gauges or bars) and non-visible body piercings are permitted.
* Hairstyles must have no extremes in color or style.
	+ Hair coloring is permitted provided it is a “natural” color.
	+ no partially shaved hair
* Skirts (***NOTE: all skirts must be long enough to touch the top of the knee***):
	+ Skorts must be khaki or navy blue.
* Slacks must be khaki or navy blue uniform pants, no cargo style are allowed. No jeggings, leggings, or stretch pants
* Shorts:
	+ must be khaki or navy blue,
	+ must touch the top of the knee, and
	+ must be Bermuda-style, and
	+ no cargo style shorts
* Shirts (long and short sleeve):
	+ must be any solid color.
	+ must be appropriate fit.
* Dresses - LOWER SCHOOL ONLY -

 Polo Dresses may be born

 Khaki or blue jumper dresses

* The following are permitted **under** West End polos (but must be plain):
	+ Black/white/navy short-sleeve t-shirts,
	+ Black/white/navy long-sleeve t-shirts,
	+ Black/white/navy turtlenecks, and
	+ Black/white/navy mock turtlenecks.
* Shoes must have heels no higher than 1½ inches (No heels are allowed in lower school).
* Hose, Tights, and Leggings
	+ must be worn in conjunction with a skirt (or jumper for Lower School) and
	+ must be full-length.
	+ Tights and leggings must be white, black, or navy blue,
	+ hose must be natural in color, and
	+ all tights, leggings and hose must be a solid form of one of the aforementioned colors and free of patterns.

**Full Dress Down Days/After School Sporting Events**

Tops

* Shirts must
	+ have long or short sleeves
	+ cover the midsection,
	+ not be too tight or low-cut and
	+ not contain inappropriate images, words, or phrases.

Bottoms

* Jeans or uniform pants may be worn as long as they
	+ do not contain holes or rips,
	+ are not too tight, and
	+ do not contain inappropriate images, words, or phrases.
* Boys may wear shorts.
* Girls may wear dresses, skirts (with **no slits**), or Bermuda shorts, but they must **touch the knee**.
* Shoes must adhere to the same rules as regular uniform days.
* The following are not permitted:
	+ Yoga or other athletic stretch pants
	+ Jeggings
	+ Leggings (except under a skirt or dress of appropriate length--to the knee)
	+ Pajama pants or sweatpants.

**Field Trip Uniform Guidelines**

Students are required to wear the following uniform combination for field trips, unless otherwise noted:

**Boys**

* Khaki pants or shorts
* WECS Royal blue polo shirt
* Black or white socks.

**Girls**

* Khaki pants or shorts
* WECS Royal blue polo shirt
* Black or white socks

**Final determination of dress code rests in the hands of the administration.**

**Formal Dress Code**

For young ladies:

* Formal dresses or formal gowns that are modest and sufficiently cover the body without being too tight.
* No dress (strapless or otherwise) may be low cut or showing cleavage.
* Cut outs (even covered with lace or see-through fabric), bare midriffs, two-piece outfits, exposed cleavage,and slits more than 2” above the knee are not acceptable.
* Girls’ dresses should be modest and in keeping with basic principles of modesty. All dresses should have 2 straps or a wide strap, or sleeves. Dresses should reveal no cleavage. Backs of dresses should fall no lower than the natural bra line.
* Skirt length should be no shorter than the knee.
* Appropriate undergarments must be worn but should not be visible.
* Dress code for commencement week events include: Dresses should be to the knee. No skirts. Details will be announced in advance.

**Dresses must be approved in person ahead of time by administration.**

For young men:

* Boys’ attire must be tasteful and appropriate for the occasions. Hats should not be worn inside any building, including formal occasions.
* Boys may not wear earrings to formal events
* Students failing to meet the dress code standards may be asked to leave the event or be given an appropriate alternative clothing option.
* Students who question the appropriateness of their clothing choice are encouraged to get it approved by the department principal prior to the event
* Dress code for commencement week events include: dark slacks, white shirts and ties for boys. Details will be announced in advance.

Invited guests:

* Guests invited to formal events from outside of West End’s student population must be members in good standing at their high schools and/or homeschool.
	+ they must agree to, sign, and submit a “Guest Expectations” form also signed by their parent.
* All guests, West End or other, must be in 9-12th grades or a recent (within 2 years) graduate and between the ages of 14-20 years old, unless otherwise stated.
* All female guests must get their dresses approved in person or by sending a video of the young lady wearing the dress and walking toward and away from the camera.

**Discipline Policy for Dress Code**

* Lower School violations of the dress code may result in a note home, then a warning. The student may receive a referral if further infractions occur.
* Upper School violations will result in one referral per offense. Repeatedly not following the dress code would receive a greater consequence than one referral because it will be seen as defiance and not just making a mistake.
* Parents may be called to bring a change of clothes.

# Discipline Policies

* The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. West End Christian School exists to assist parents in their God-ordained responsibilities. Therefore, West End seeks not to assume the task which God gives to parents, but only to serve as the parents’ appointed and authorized representatives in each child’s training, in a limited way.
* If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that West End Christian School may not be the choice in education that suits their needs.
* Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult, assumes the role of training the next generation.
* Students are to respond to West End faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward West End authority, which manifests itself in improper behavior or violated standards, **BOTH ON AND OFF CAMPUS**, will result in disciplinary action appropriate for the violation.
* West End Christian School expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness.
* West End Christian School is committed to the philosophy and principles of Christian education. Student conduct against West End philosophy will not be tolerated.
* The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense.
* Guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct.

Discipline Policies with regard to student development:

1. To assist students in developing a lifestyle that is pleasing to God.
2. To facilitate learning.
3. To apply biblical principles to handling daily problems.
4. To provide a consistent pattern of expectations to which students can respond positively.
5. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God’s will.
6. To protect and build respect for the personal rights of fellow students and adults.
7. To protect and build respect for the personal property of persons and organizations.
8. To encourage students to accept responsibility for their words and their actions.
9. To encourage complete honesty in all matters.
10. To avoid behavior which may tempt others.
11. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

**Lower School**

We desire to partner with our parents as we guide each child toward positive growth in all areas. Teachers at WECS guide their students throughout the day, encouraging them to make choices that are pleasing to God. Our goal is to shepherd the child’s heart.

There is a difference between childish behavior and defiant behavior and at WECS we try to apply the appropriate discipline for each. Childish behavior may require more teaching and modeling. for this reason we have Behavior Reflection forms in our lower school. This helps the student slow down and consider his actions and make a plan for correction These are usually the first step. Depending on the situation, the teacher may make contact with the parent. If a behavior continues a Behavior Warning will be issued. Parents will be required to sign the Behavior Warning. If there is further issue, a Referral will be issued which requires parental signature. (See Referral form on page ??). Referrals carry points and these points accumulate each semester with greater discipline for a larger number of points.

**Note: These policies are not exhaustive. The administration retains the right to review all disciplinary actions; the final decision is at the sole discretion of the board or administration.**

**Upper School**

Students in 7th to 12th grade are given referrals for misbehavior.

* Once a student receives five (5) points on referrals in a semester, he or she will serve a Saturday detention from 8:00 a.m. to 12:00 noon.
	+ **There is a $50.00 fee for each Saturday detention due at the detention.**
* Failure to attend Saturday detention, **FOR ANY REASON**, will result in receiving three (3) demerits and a re-scheduling of the Saturday detention missed.
	+ The aforementioned $50 fee will still be billed.
* At 10 points in referrals a student will receive a one-day in-school suspension (ISS).
	+ **There is a $75.00 fee for each ISS due on the date of the ISS.**
* At 15 referrals per semester, a student will receive a three (3) day out-of-school suspension (OSS).
* At 20 referrals per semester, a student may be subject to dismissal.
	+ If a student is dismissed, the tuition requirement for the semester in which the student is enrolled must be paid in full.
	+ If a student has been dismissed or expelled from West End Christian School, he or she is ineligible to return for one full school year.
	+ If a student is withdrawn from West End Christian School, but has exceeded the maximum points on referrals in a given semester, then the previous two bullet points still apply.

**1-5 referral point offenses include (but are not limited to):**

* Chewing gum
* Defacing property
* Disrespect toward students, teachers or staff in word, action or attitude
* Disrupting class
* Dress code violation
* Eating or drinking (other than water in a **clear** container) outside of the cafeteria without permission
* Failure to return signed demerits from parents
* Horseplay
* Inappropriate language
* Misbehavior in class, praise and worship, the lunchroom, hall, restroom or outside
* Tardy to school or class
* Throwing objects without permission
* Writing on self or others

**5 and up referral point offenses:**

* Aggressive physical confrontation between students
* Blatant disrespect toward teacher, staff or other student in word, action or attitude
* Bullying **(intentional, hurtful behavior (physical, verbal, or relational) that involves a real or perceived power imbalance and is repeated over time. Examples include intentionally embarrassing, making threats, spreading rumors, physical or verbal attacks, and excluding someone from a group on purpose.)**
* Cheating (includes allowing another student to copy homework, classwork, test, or quiz)
* Inappropriate display of affection (kissing, holding hands, embracing, or being in a secluded area without supervision)
* Lying
* Obscene body language
* Skipping class
* Forgery
* Plagiarism
* Possession or use of electronic devices during school hours without permission (cell phone, computer, tablet, iPad, smart watch, translator, etc.)
* Stealing
* Use of profanity or vulgarity
* Verbal or written threat

**Offenses that may be subject to suspension or expulsion at all school levels:**

* Any repeated offenses of a similar nature
* Assault or battery of a teacher or student
* Extreme inappropriate public display of affection
* Leaving school without permission
* Moral or sexual misconduct (including the use of computers, cell phones, or other technology)
* Possession, consumption, supplying or selling alcohol, illegal drugs or cigarettes on or off school property
* Possession of any kind of weapon (including pocket knife or similar), fireworks, drugs, drug paraphernalia, cigarettes (including electronic types), alcohol, or pornography as defined by the administration
* Possession, transfer, sale or discharge of any gun (including starter gun or pellet gun), firearm, or any other explosive, of any type, whether loaded or unloaded, on school property or at any West End related activity
* Serious Physical Altercation

**Note: These lists are not exhaustive. Other offenses may warrant discipline. The administration retains the right to review all disciplinary actions; the final decision is at the sole discretion of the administration.**

* West End Christian School maintains the right to remove any student from its enrollment if the school feels that the student or the parent(s) are not in harmony with the philosophy of the school.
* West End Christian School will cooperate with the home and in the nurturing of the student(s).
* West End reserves the right, that if at any time and at the school’s sole discretion the school can no longer assist the family in the nurturing of their child(ren), the school can remove the student(s) from their enrollment.
* Parent(s) agree to remove students(s) without incident in these cases.

# Prohibited Items

* Trading cards, unauthorized magazines, collectibles, toys, etc. are not permitted during school hours.
	+ These items will be taken from the student and returned to the parent with appropriate disciplinary action.
* Sexually explicit and/or other offensive material brought to school or to a school activity by a student will result in disciplinary action and may result in expulsion.
* Electronic devices (cell phone, computer, tablet, iPad, smart watch, etc) may not be used during school hours and must remain turned off and turned in to the office. We recommend not bringing any electronic devices to school with the exception of cell phones. These devices may not be on a student’s person or in a purse, bag, or backpack at anytime during the school day and disciplinary action will be taken even if the device is turned off.
* Cell phones must be turned off and checked into the office each morning and picked up at dismissal.
* Matches, cigarettes (traditional or electronic), lighters, knives, guns and other dangerous items are prohibited.

# General Disciplinary Information

**Standard of Conduct**

Students will cooperate with the spirit and regulations of the school and will respectfully maintain prescribed standards of dress and conduct.

**Respect and Courtesy**

West End students are expected to be courteous and respectful in all situations and in all locations.

Disrespect takes many forms, including, but not limited to the following:

* “sassing” a teacher,
* willful disobedience,
* willful damage to property,
* horseplay,
* willful damage to another’s self esteem
	+ including unkind or derogatory remarks, and
* disrespectful body language, including eye rolling.

Disrespect toward teachers and staff members will not be tolerated. Students will address all adults as Dr., Mr., Mrs., Ms. or Miss. last name.

**No Touch Policy**

WECS has a strict no-touch policy for all students. Regardless of where the student is on campus (playground, classroom, bathroom, etc.), they must keep their hands to themselves at all times. Even during play incidences happen unintentionally that lead to other possible issues. Teachers will keep a close watch on this. A continued violation of this policy will be subject to appropriate discipline up to and including suspension or expulsion.

**Physical Display of Affection**

Wholesome friendships are encouraged between students, but kissing, holding hands, hugging, and other forms of body contact between students (regardless of gender) are not permitted during school or at any school activity or event.

## Sexual Immorality

The biblical and philosophical goal of West End is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Out of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life.

* While enrolled at West End, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behaviors.
* West End retains the right to refuse enrollment or expel a student who engages in fornication/sexual immorality, including any student or parent who professes to be or is a practicing homosexual/bisexual/transgender, as well as any student or parent who condones, supports, or promotes such practices. (Leviticus 20:13, Romans 1:27)

**Prohibited Statements**

West End Christian School will take a **“no tolerance”** stance toward any type of threat and/or derogatory comments by students or parents/families. This includes verbal or nonverbal threats, slanderous comments, or actions of a harmful or sexual nature against:

* the school,
* school events,
* teachers,
* students,
* including emails,
* any social networking applications,
* and text messages, etc.
* Even if the comment is made in jest or as a joke, appropriate disciplinary action will follow (please refer to discipline policies).

**Classroom Discipline**

The responsibility of classroom discipline lies with the teacher. Teachers are to maintain classroom discipline at all times. Students who must be dismissed from class are to report to the appropriate principal.

**Weapons**

In accordance with state policy, any student possessing or suspected of possessing a deadly weapon on school property or at school functions shall be reported to the appropriate police authority. The student will be disciplined in accordance with the outcome of the police investigation.

**In-School Suspension**

Students placed in ISS are prohibited from participation in all school activities (including extracurricular and athletic activities) for that day. While students are required to complete all the assigned work, they will receive no credit for any assignments except tests and his projects. Students will spend the day under administrative supervision.

**Out-of-School Suspension**

Students placed on OSS are prohibited from participation in all school activities (including extracurricular and athletic activities) for those days they are on OSS. While students are required to complete all the assigned work, they will receive no credit for any assignments except tests. The assigned work must be completed (including projects, in order to return to classes.

**Expulsion**

Students who have been expelled are prohibited from participation in all school activities (including extracurricular and athletic activities) for the year of the expulsion. Once the year has been fulfilled, the student is eligible to re-apply for admission to West End and, if accepted, receives all privileges of participation.

**Plagiarism and Cheating**

Plagiarism, the copying of another person’s work, is a punishable offense that includes, but is not limited to, the copying of another person’s homework or class work. Also included is the direct copying or paraphrasing of a second party’s work without giving the author credit. Cheating is receiving assistance from any unauthorized source on an assignment, test, or exam. Both plagiarism and cheating will result in a zero on the assignment and re-doing the given assignment.

Allowing another to copy homework, classwork, test or exam answers also constitutes cheating.

**Harassment**

Sexual, racial, or personal harassment or intimidation by students will not be tolerated. Such actions will be the basis for disciplinary actions up to and including dismissal from school. Students who feel that they are victims of such actions are encouraged to file a complaint with a teacher, principal or other faculty/staff member. Students will not suffer any retaliation for filing a complaint. Complaints will be investigated promptly and may include filing a report to the appropriate police authority.

Students dismissed for disciplinary reasons will not be readmitted without review and approval of the school board. Generally a one-year waiting period must pass prior to reapplication.

**Attendance of West End Events**

Any student withdrawing or being dismissed from West End Christian School must have administrative approval prior to attending any invitation-only event.

**Social-Networking Websites and Blogs**

All students will be held accountable for what they text or post on blogs and on social-networking websites to include but not limited to Facebook, Twitter, Instagram, Snapchat, etc. Student sites will not be regularly monitored, but the administration will investigate all concerns brought by students, parents, or community members. West End Christian School administration reserves the right to require a student to grant access to personal web space upon request. Administration reserves the right to discipline, suspend, administratively withdraw, expel, or contact the proper authorities about any student whose personal web space is found to contain vulgarity, profanity, inappropriate photos, threats against another student, defamation of the school, or any content out of harmony with the mission and ministry of WECS, on or off campus and during regular and after-school hours. Students may need to delete posts from others who post inappropriately on their page. Any evidence of illegal or inappropriate behavior posted on the internet will be grounds for disciplinary action.

**On and Off-Campus Behavior**

West End Christian School does not tolerate the use of drugs or alcohol or participation in criminal activity, **or any other activity addressed in the *Student Handbook***, whether on campus or away from campus. The following policy defines disciplinary action, which shall be taken for certain types of misconduct away from campus.

* Non-criminal violation of school rules during an off-campus school event will be disciplined according to *Handbook* guidelines in the same way as if the behavior had occurred on campus.
* Upon conviction of an offense involving the use or possession of alcohol, including but not limited to, driving under the influence of alcohol, the student shall be subject to disciplinary action up to and including expulsion.
* Upon conviction of an offense involving the use, possession or sale of an illegal drug including but not limited to driving under the influence of an illegal drug, the student shall be permanently expelled.
* Upon conviction of any felony offense under the laws of the Commonwealth of Virginia or any other state or territory, the student shall be permanently expelled.
* For the purposes of these provisions, the term “conviction” shall also include the following:
* Any “nolo contendere,” or a plea under the First Offender Act or its equivalent.
* A finding by the Juvenile Court that the student has committed a delinquent act involving any of the above offenses.
* Any informal adjustment by the Juvenile Court involving any of the above offenses.
* The parent of a student arrested for and convicted of any of the foregoing

offenses has an obligation to immediately report the arrest and/or conviction to West End Christian School.

* Failure to report an arrest and/or conviction shall subject the student topunishment up to and including expulsion.

**DISCIPLINE PROCEDURES**

WECS utilizes a progressive discipline policy.

* Students are held increasingly accountable for unacceptable behavior.
* Each violation results in an increasingly severe consequence.
* For behaviors that are not severe or repetitive the student will receive a warning and a a minimal classroom consequence. Parents may or may not be notified for these.

There are three steps in the lower school discipline process.

1. Behavior Reflection form - for the student to fill out and think about how his/her behavior affected him/herself and the classroom environment.
2. Behavior Warning form - These should be signed by the parent and returned to the teacher as these constitute a more severe behavior infraction.
3. A Disciplinary Referral is an official notice that a student has demonstrated a behavior or set of behaviors that are in direct violation of the school’s policies. Sometimes a referral is warranted for a first time offense such as aggressive fighting, etc. These should be signed by the parent and the appropriate copy returned to the school.

It should be noted that failure to acknowledge or return a referral form and/or disagreement with disagreement with the referral form does not dismiss the student’s requirements to serve the consequence(s) stated on the disciplinary referral. The referral form requires a principal’s signature also to insure that the case has been looked at closely and this is the correct discipline. Failure to fulfill the given consequence(s), even at a parent’s request, will result in further disciplinary action up to and including an additional disciplinary referral and/or suspension.

We strongly encourage the parent/guardian to utilize the information within the form to review with their child the inappropriateness of their action and encourage more appropriate behaviors. Should the parent/guardian have a question or concern about the disciplinary referral they should first contact the teacher who administered the form.

**Suspensions**

If a student does choose to violate these standards and is suspended the following consequences will occur:

1. The student will be required to either stay at home or serve the suspension at school. This determination will be made by the principal and parents.
2. The student shall not attend any extra-curricular event on days suspended.
3. The student may be required to do some in-school or out-of-school research and/or work related to the violation.
4. All academic work must be done during the suspension, but students will not receive full credit.\*\*
5. Athletes who are suspended will not be allowed to participate in the next game and perhaps for the remainder of the season, depending on the infraction.
6. Students in leadership positions in various sports and clubs will be required to give up those leadership positions if they are suspended. Based upon the nature of the offense, they may or may not remain in the sport/club.
7. Field trip privileges may be revoked for the remainder of the year. This will be decided on a case-by-case basis.

**PRESCHOOL HANDBOOK**

**POLICIES AND PROCEDURES**

 **The preschool section of this handbook contains specific guidelines that apply to preschool grades K2 through K4. Please remember that there is other information stated within this handbook that will also apply to preschool parents and students.**

 **Session Information**

We are a preschool, not a drop-in day care center. Therefore, **school instruction begins at 8:00 am each morning and students are expected to be here for morning opening**. This allows for no distraction to the rest of the class and for continuity in teaching. ***Please remember that students that arrive after 9:00 am miss out on important classroom education and activities***. We thank you for your understanding and cooperation.

**Hours of Operation**

The Preschool is open from 8:00 am until 2:45 pm, Monday through Friday. Preschool operates on the same schedule as the rest of the school, with various holidays and teacher work days scheduled off. To know the exact days that the Preschool is closed, please check the WECS annual calendar. You will also be notified through your child’s class. Before school care is included with preschool tuition and is available beginning at 6:30am, and after school care is available, for an additional fee, from 3:00pm – 6:00pm. West End Christian School, Inc. also has a summer program available. More detailed information is sent home before the end of each school year.

 **Office Hours**

WECS school office is open Monday through Friday, 7:30am–3:30pm. Our summer office hours are 9:00am–2:00pm, Monday through Thursday and closed on Friday.

 **Authorized Pick-up Policy**

Please make sure that anyone you have given permission to pick up your child is **prepared to present a photo I.D**. The office will confirm with the teacher that the person is on your authorized list BEFORE your child is released. Anyone authorized to pick up must be 18 years or older.

 **Absences/Holidays**

No credit is given for illness or holidays. In addition, any family waiving the immunization requirements for their child due to personal or medical reasons, must have the proper paperwork submitted to the office (religious exempt form or doctor’s explanation) and will be obligated to pay tuition even if the child is asked to remain home from school (as per direction from public health authorities) during an extended period of time because of a communicable disease outbreak (such as measles, mumps, etc.) where no immunization protects the child from contracting the disease.

 **Snacks and Lunches**

Nourishing snacks must be provided for both the morning and afternoon, along with 2 drinks. Lunches may be provided or purchased from the cafeteria. If your child is not purchasing lunch from the cafeteria, each child is asked to bring a lunch from home that is ready to eat or does not take longer than 2 minutes to heat up. If the child has allergies, please be sure their teacher knows so they are not given anything that they cannot have.

 **Allergies/Food Issues**

Food allergies/issues are very serious. Therefore, if your child has food allergies/issues, please pack/order their lunches accordingly. Due to the safety of the children, all snacks provided must be acceptable for consumption. We do not serve peanuts or peanut butter; however, **WE ARE NOT A PEANUT FREE** **SCHOOL**.

**Discipline**

Discipline is handled as each unique situation demands and is always done lovingly and gently. It is our desire to promote and secure the development of a positive, healthy self-esteem. The teachers demonstrate kind and loving positive-reinforcement techniques, as well as strive to reinforce good attitudes and behavior.

 Unacceptable behavior is handled in a low-key discussion between teacher and child. The child may then be redirected to another activity. If the behavior continues to be repeated, and especially if the well-being of the child or his/her classmates is in jeopardy, then the child may be removed from the activity in progress.

 The child may be escorted to the director's office if the behavior becomes continually disruptive in the classroom. The teacher or director may notify parents if this becomes necessary. If a behavior occurs that is aggressive in nature or poses a direct threat to another child, the situation will be dealt with appropriately, communicating with the parents.

 Suspension, at the Director’s and Principal’s discretion, may be a result of serious behaviors. We use a “sad note” or letter to notify parents of any disciplinary issues. Similarly, we use our special notes to communicate the child’s positive progress in the area of concern.

 **Parent/School Communications**

**Photo Release**

If you do not want your child photographed you may not want your child to participate in class parties, school programs, and class pictures where other parents may be photographing the event.

Teachers are not allowed to post pictures of students on their personal social media. Please notify the director if you notice pictures on a teacher’s personal social media pages.

 **Parent Conferences**

Parent conferences will be held at the discretion of the preschool department head.

 It is in the best interest of your child that parents and teachers communicate freely with one another. It is important for the staff to understand situations at home, which may influence the typical behavior of the child. Please feel comfortable in discussing with the teacher and/or Director anything which will help to make your child’s time with us the best possible experience. When talking informally with a teacher about your child, please be sensitive to what your child hears. A phone call might be better.

We want to make school a warm, loving and accepting place for your child and you. If you have a problem with your child's teacher, please discuss it with her or the Director, not with other parents. We are servants of Christ and are here to serve you and parent communication should be gossip-free. Please remember, there is an "open door policy" with the Director.

**Change of Address/Phone Number/Emergency Pick-up**

Please submit in writing to the office, any changes of address, phone number(s), carpool arrangements, emergency contacts, etc. In addition, please inform the office and the teacher of new people bringing or picking up your child.

 **Website**

Please check our website for monthly events, lunch menus, and other updates at [www.wecs-hopewell.com](http://www.wecs-hopewell.com)

 **Events**

Please refer to the school calendar and class newsletters for current and upcoming events. We love to celebrate birthdays! Please communicate with your teacher to coordinate plans day and time. If you are unable to attend your child’s special day, send in a camera with your special treat; the teacher will be happy to take photos for you.

 **Please remember that younger or older siblings cannot be taken out of class to attend a field trip.**

 **HEALTH**

 Immunization records or religious exemption from immunizations must be submitted to the school office before the start of school. All students must be able to participate in all in/outdoor activities. There is no provision for students needing special care. Keeping your child healthy is important to us! Please do not send your child to school if he/she is ill or has any abnormal symptoms. As your child arrives for school, a brief "health check" may be given at the door. Please do not leave until the child is greeted and admitted by his/her teacher.

 If a child is ill while at school, the parent will be called in order that the child be picked up. We have a 30-minute pick up from time of call policy. If you are unable to arrive within that 30-minute time frame, you must provide a 2nd and 3rd contact person so that your child may return home as quickly as possible, for their sake as well as the others in the class. YOUR CHILD WILL NOT BE ADMITTED TO THE CLASS IF ANY OF THE FOLLOWING SYMPTOMS OF ILLNESS ARE PRESENT:

 · Cold/flu

· Fever of 100.00 or higher

· Runny nose with thick or colored secretions

· Watery/inflamed eyes, conjunctivitis

· Sore throat

· Earache

· Constant cough

· Diarrhea or vomiting

· Marked drowsiness or dizziness

· Draining sores, burns or abscess

· Rash (until cause is diagnosed and determined by a physician to be non-contagious)

 A child will be sent home if he/she appears to have any symptoms of illness during the day. We will make every effort to contact the child's parent, and if unavailable, the first noted emergency contact(s) would be called. The child must be picked up within 30 minutes of notification.

 Allergies are not contagious, but may make your child feel less than normal, as will some medications. Even if your child shows no definite signs of illness but is unusually irritable, tired, or fussy, please consider how his/her behavior will affect the class and his/her school experience. By staying home to rest, the development of an illness or the spread of a contagious childhood disease, such as chicken pox, may be prevented.

 **NOTIFY THE OFFICE IMMEDIATELY IF YOUR CHILD HAS A COMMUNICABLE DISEASE** -MUMPS, CHICKEN POX, CONJUNCTIVITIS, STREP THROAT, ANY RASH ETC. Parents and staff members must be notified of the exposure. The preschool will send a note home giving the date of the exposure and the condition. **Before returning to school after an absence, the child needs to have been free of symptoms and fever for at least 24 hours**. Some illnesses may require release from the doctor. Please notify the office of any lice infestation.

 **Medication**

If your child has an allergy or is recovering from an illness (and is no longer contagious) but still requires medication, it may be given at school if:

 a. The medicine is a prescription drug prescribed to the child who is receiving the medication or an over the counter medication received in the original container.

b. It is accompanied by a medication form (available in the office) filled out by the parent giving the school permission to administer medicine giving the amount and time of each dose (a specific hour must be given –not, for example, “every 4 hours") **and signed by the physician.**

c. The medicine form must be filled out and included with the medicine.

 **Preschool (K2, K3, & K4) Clothing**

For comfort and safety, please have your child wear comfortable clothing and tennis shoes. Keep in mind that your child will be climbing, painting, digging, sitting in the sand, playing, and helping himself/herself when toileting (where appropriate). We emphasize having a good experience with materials rather than keeping special clothes spotless. Clothes with many buckles, buttons, belts, and straps are hard for little hands to maneuver. Overalls are difficult when it comes to “potty time”. Children can manage boxer-type shorts, jeans, cords, or pants with ease. Please help your child toward independence in dressing by selecting clothing he/she can manage. Expensive or special jewelry is not appropriate. For safety sake: tennis shoes are required. No flip-flops, sandals, crocs,or boots are allowed. Please mark removable clothing (sweaters, jackets, hats, gloves, etc.) with your child’s name. An extra full set of clothing is required for both warm and cold weather (2 sets total) in case of spills or accidents. Privacy is taken into consideration if an accident occurs and we will do all we can to save your child from any embarrassment.

**Share Items/Toys**

Each room is well-equipped with age-appropriate toys. We ask that children DO NOT bring toys from home to school. All classes have a special time set aside for each child to share something from home – these times will be announced as they occur. Please note that WAR TOYS, GUNS, MODERN WEAPONS, OR VIOLENT-TYPE TOYS ARE NOT ACCEPTABLE AT SCHOOL.

 **Naps**

Naps are taken in the afternoon from 12:00-2:00pm. Information on necessary nap items is provided by your child’s individual teacher. Cots are provided by the school and a purchase of a Kinder-mat or other similar mat to sleep on is not necessary. Nap items will be sent home each week to be washed unless your child has an accident. Please return clean nap items (placed in a pillow case) at the beginning of each week labeled with your child’s name. One small, soft toy/stuffed animal is allowed for nap time only. Please note that the toy cannot make any noise.

 **Required Records**

Students entering the preschool program must have turned in to the office all up-to-date immunization records, and a copy of their birth certificate. Religious exempt forms in lieu of immunization records is accepted and may be obtained from the school office. Students may be denied attendance if these records are not turned in to the school office in a timely manner.

 **Age Allowances for Entrance into Preschool Program**

 **K2**

Students must be 2 when entering K2. The K2 teacher will work with students on potty training.

 **K3**

Students must be 3 years of age by September 30 and COMPLETELY potty trained before entering the K3 program. The student must be able to use the restroom independently, including getting on and off the toilet and cleaning themselves when they are finished (wiping, washing hands, etc.). If a child proves not to be potty trained they will be placed in the K2 classroom until they are completely potty trained.

 **K4**

Students entering the K4 program must be 4 years of age by September 30. There are no exceptions.

**CODE COMPLIANCE STATEMENTS**

**RELIGIOUS EXEMPTION**

In compliance with the Code of Virginia, Section 63.2-1716, West End Christian School is religiously exempt from licensure and is classified as a “religiously exempt child day center”.

**STAFF QUALIFICATIONS**

West End Christian School, Inc. requires all daycare staff members to love working with children. Excellent communication, writing, and speaking skills are a must. Current high school students are required to be 16 years of age or older, must maintain a minimum 78 overall grade average with no failing grades in any subject, and must obtain two recommendations from their teachers for employment. Employees over the age of 18, who are no longer attending high school, are required to have a high school diploma or GED. Because West End Christian School provides a safe and nurturing environment for all students free from crime, violence, drugs and abuse, all prospective employees and volunteers are required to submit to a background check. Employees and volunteers are also required to attend church regularly and sign the WECS statement of faith.

 **FACILITIES**

West End Christian School daycare operates at 1600 Atlantic Street, Hopewell, VA 23860. The building structure consists of brick and cinder block and is two stories. The daycare center is located on the first floor with entrance on the west side of the building at the door nearest the gate by the playground. There are six rooms that are utilized for daycare – room numbers 124, 125, 126, 127, 128, and 129. Rooms 125, 126, and 128 have a bathroom in the room with a door that can be closed, as well as one larger bathroom (one for boys and one for girls) each with multiple stalls and/or urinals. Room 125 serves as the main room for before and after school care and the summer daycare program. A kitchen is not available for use in the WECS daycare. Our playground consists of two sets of swings (both wooden, one for students in grades 1-5 and the smaller set for K2 through K5), a large, metal playground structure, a small, plastic playhouse and a larger wooden playhouse (attached to the small set of swings) with playground mulch serving as ground cover surrounding the play areas.

 **ENROLLMENT CAPACITY**

The maximum enrollment capacity for WECS daycare is 78 students from ages 2 years through 12 years, 11 months. Maximum capacity for total children in attendance is 300 (as directed by the local building inspector).

 **FOOD SERVICES**

 Students in preschool/daycare are required to bring their own snacks. During the regular school calendar year (August through May), students have the option to purchase hot and cold foods (lunches, drinks, snacks) from the cafeteria (the cafeteria is licensed to operate and has passed inspection). During the summer months, all daycare students are responsible for bringing in their own snacks, drinks, and lunches.

 **STAFF HEALTH REQUIREMENTS**

Staff employed at West End Christian School daycare MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file.

 **PUBLIC LIABILITY INSURANCE**

West End Christian School daycare is covered by public liability insurance which provides coverage in the event that someone brings bodily harm suffered during the operation of West End Christian School Daycare as a result of negligence. Details are posted.

 **HAND WASHING PROCEDURES**

Handwashing is the most important means of interrupting the transmission of communicable diseases among daycare staff and children. All daycare staff and students at West End Christian School must wash their hands before they themselves or the students eat lunch or snack, when serving food and after handling unclean surfaces, and after toileting and diapering children. Daycare staff and students must also wash their hands after contact with any bodily secretions (e.g., nasal, oral secretions, etc.).

 **PROCEDURES FOR APPROPRIATE SUPERVISION OF CHILDREN**

West End Christian School maintains compliance with staff/child ratios, staffing and supervision requirements as outlined in the Code, and development and implementation of procedures to ensure safety of children. Supervision includes First Aid certification, a minimum of three staff members who have participated in training by the State in *Mandate Reporters: Recognizing and Reporting Child Abuse and Neglect*, and a minimum of three staff members who have participated in the *Health Screening for Child Care Professionals*. All staff members are required to send any unrecognized person who is picking up a child to the director to have their I.D. matched to the current list of authorized people listed by the parent on the Student Data Sheet. If that person is not listed, the parent will be called to obtain permission for the person to be allowed to pick the child up. Staff members are not allowed on their cell phones – any communication can be done in-house through two-way radios or on the school’s phone. New daycare staff are also provided training at the beginning of each school year with continued training held periodically throughout the year.

**DAILY SIMPLE HEALTH SCREENINGS**

West End Christian School has established and implements procedures for daily simple health screenings and exclusion of sick children. A minimum of three staff members have taken the *Health Screening for Child Care Professionals* through the State of Virginia. The simple health screenings: exclude children from illness, prevent infections, prevents the spread of communicable diseases and vaccine-preventable diseases, immunizations, and OSHA health and safety practices, so the staff member can report them properly.

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Children’s Last Name and grade(s)

WECS Family Handbook

We, the undersigned, have read the WECS Family Handbook for the 2019-2020 school year and agree to support the school with regard to the policies herein.

We also agree to allow our child(ren)’s picture to be used anonymously in WECS publicity/advertising. (You may opt out of this by writing opt out sentence below your signature.)

Parent Signature Date

Student Signature Date

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Student Signature Date

Student Signature Date