

West Side Christian
School
Parent Handbook
2016-17



BEYOND BELIEF

INTRODUCTION

The information given in this handbook is not all encompassing, but it covers many of the important areas that will help in making West Side Christian School the best place possible for all of our students. We want our students to have the best opportunity to learn and play in a safe and Christian environment. By reading through this information with your son/daughter you can help reinforce the information given and help us meet our objectives for this new school year. Be sure to visit us at school. Let us know if you have questions or concerns. By communicating and working together as students, parents, and staff we can maximize our efforts in giving our students a quality Christian education.

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STUDENT EXPECTATIONS – ATTENDANCE

Students are expected to be in school each day that school is in session unless illness, accident, or some other family situation occurs. Students are not permitted to leave the school property during the school day unless verbal or written permission is given by a parent, the student is accompanied by the parent, or some other emergency situation has occurred.

Excused absences

Absences that are excused include the following: illness, family vacations, funerals, necessary medical or dental appointments, or any type of family emergency. The office must be notified of a student's absence by 9 a.m. so that all students can be accounted for. All non-reported absences will be recorded as unexcused.

Pre-excused absences for non-academic reasons while school is in session are strongly discouraged by the school. However, parents may request that the school excuse a student provided the request is made at least 5 days prior to the date of the absence by using a *Parent Requested Absence* form. These forms must be requested from and returned to the school office.

MIDDLE SCHOOL STUDENTS (6-8) must sign in (if arriving late) and sign out (if leaving for any reason) in the main office and bring a note to the homeroom teacher indicating the reason for the absence.

ELEMENTARY STUDENTS (K-5) must bring a note from the parent if the student will be absent from the classroom for an appointment that is scheduled during school hours.

Penalties for unexcused absences:

1. Elementary: phone call to the parent and appropriate discipline
2. Middle School: phone call to the parent and appropriate discipline (may include time made up for time missed)
3. Tardies: Tardies are recorded and dealt with by the teacher. Excessive tardiness is disruptive to the learning process for both the student and the class. Excessive tardiness will be dealt with by the teacher and/or administration.

ELEMENTARY LEVEL (K-5):

- Three tardies lead to a phone call from the teacher reminding the parent of the student's obligation to be at school on time.
- Three additional tardies (6) lead to a phone call to parents from the office.
- Continued tardiness will lead to a phone call from the principal and a meeting with the parents.

MIDDLE SCHOOL LEVEL (6-8):

Three tardies during the semester leads to the use of STEP 1 under the *Steps for Improving Inappropriate Behavior* and each tardy that follows will be handled under the guidelines of the remaining four steps.

Make-up work for absences:

Excused: The student has the number of days absent plus 1 (for illness, funeral, or family emergency) to make up the work missed. The teacher will do everything possible to help the student make up the work. For a family vacation of at least 3 days, the student has 5 school days to make work up after returning from the vacation. Students will be responsible (with parents) for work missed. Teachers are not obligated to spend time with the student or prepare work for the student prior to the student leaving for the vacation. The student and the parent have the responsibility to find out what the missed work is and turn the work in to the teacher in the time allowed.

Unexcused: The teacher may use judgment in this matter but is under no obligation to have the student make up a missed assignment, test/quiz, or some other activity due to the student's unexcused absence. There could be a zero credit given in the student's record for work missed during an unexcused absence.

STUDENT EXPECTATIONS – DRESS CODE

The West Side Christian School Board has approved the following Dress Code Guidelines:

- 1. If there is any doubt about what you will wear to school, please, as a Christian student, don't wear it!**
2. Shorts / skorts must reach the student's fingertips when arms are at their sides (all grade levels).
3. Excessively tight fitting clothes which compromise modesty will not be permitted. Yoga pants are prohibited unless a student is wearing a top over the yoga pants that reach student's fingertips when arms are at their sides.
4. "Crop tops" or any clothing that exposes the belly are prohibited.
5. Skirts must be knee length.
6. Boys must wear shirts that have sleeves.
7. Girls in K-5th grades must wear modest shirts/blouses. Girls in 6th-8th grades must wear modest shirts/blouses that have sleeves. They must cover the torso.
8. Hats may NOT be worn in the school building during the school day (exception: special student government sponsored day).
9. Clothing that advertises tobacco or alcoholic products, drug items, gang related items (symbols), rock group, or has offensive slogans or any other inappropriate sayings or symbols on it is not allowed at school at any time.
- 10. The goal of the Dress Code is to promote modesty, cleanliness and Christian propriety. If, in the judgment of any staff member, clothes are considered inappropriate, a student will be asked to make arrangements for changing the clothes (having appropriate clothes brought to school). The decision of the principal or his/her representative of what is appropriate is final and not up for debate. Students will not be allowed back in the classroom until the WSCS dress code guidelines are met. The student is responsible to make up any school work missed due to the infraction.**

STUDENT EXPECTATIONS – SCHOOL PROPERTY

1. Students are expected to stay on school property during the school day unless the parent provides a written excuse to leave the school grounds or the student is picked up by the parent.
2. Students are expected to keep desks and lockers clean. Stickers and posters are not permitted on desks or lockers. Student lockers are used to store books and any school related clothing. Magnets may be used to hang mirrors, note pads, schedules or anything else related to reminders for school. Locks should not be placed on any lockers.
3. Students are expected to keep the hallways, classrooms, and the playground clean by putting trash in the wastebaskets.
4. Bathrooms are to be kept clean. Students should not spend unnecessary time in the bathrooms.
5. Middle school students will have access to locker rooms for the purpose of changing clothes for gym class or after school sports. The locker rooms will NOT be used as clothing storage areas. Articles of clothing left in the locker room will be confiscated by the custodian and ultimately donated to a cause if they remain unclaimed. Please be aware that students from many other schools use the locker rooms during athletic events. Students should do their part to keep the locker rooms clean.
6. Students are expected take care of school loaned textbooks. Any books that are misused or lost will be paid for by the student. Students are responsible to pay for any property damage that they cause.
7. Students may use an office phone only in an emergency situation and with adult permission. School phones should not be used to make personal calls (i.e. stay after school to watch a game, go to a friend's house, etc.).
8. Sidewalks should be used whenever possible when walking to and from the school building.
9. Students are not permitted to chew gum while at school.
10. Elementary students (K-5) are not permitted to use vending machines. Middle School students are to use these machines in an honest and responsible manner.
11. Students should WALK (not run) through the hallways and use the appropriate hallways when walking through the building. Students will use the correct door entrances when entering and leaving the building.
12. Students should not be in classrooms (particularly the technology lab, art rooms, library, band room, music rooms, spare rooms, etc.) without permission and proper adult supervision.

STUDENT EXPECTATIONS – con't

1. Students may ride BICYCLES to school. Once at school, the bicycle must be parked and locked in a bicycle rack and left alone during the school day by everyone, including the owner.
2. Roller blades, skateboards, and wheeled shoes are not permitted at school. If it is necessary to bring one of these items to school for use after school (outside the school setting), they must be kept in a locker or given to the student's homeroom teacher during school hours.
3. Taking personal electronic devices to school is strongly discouraged due to the risk of loss, damage, or theft. Cell phones, electronic games, and personal listening devices are not allowed during school hours. These can be a distraction to the school learning atmosphere. Students that possess cell phones with parental permission must turn them off and store them in their lockers during school hours. The school will not be held responsible if one of these items is lost, stolen, or damaged. Students that have inappropriate objects at inappropriate times will have them confiscated until a parent picks them up.
4. In an effort to maintain the safety of all students, weapons of any kind are NOT permitted at school. Students can be expelled from school in accordance with our school Weapons Policy for possessing weapons with the intent to do harm. (see Weapons Policy)
5. Students are not allowed in the technology lab without a staff member present.

PLAYGROUND / RECESS

1. Students must stay on the school grounds during recess breaks. Students are expected to stay away from the following areas: the wooded area to the north of the baseball diamond, Westend CRC parking lot, Grand Rapids Public School property to the west, areas where cars and buses are parked, and any of the streets around the school building.
2. Students should use common courtesy and respect for other students and school property at all times. Bullying will not be tolerated. No pushing/shoving, tackling, holding, grabbing, fighting, or hitting will be allowed.
3. Students will use all playground equipment in a safe manner.
4. Students will not climb on fences, dumpsters, or any part of the school building.
2. Hard balls (baseballs, 12"softballs, rubber coated hard balls, golf balls, etc.) are not permitted on the playground. Softball games may be played on the ball fields.
3. Snowball throwing will be permitted in the designated areas of the soccer field.
4. Students must inform a staff person about misbehavior on the playground, injury, or any other item that requires adult assistance. Staff members, parent volunteers, and 5th grade safeties will assist in the supervision of the playground.
5. RECESS FLAGS:

Green Triangle Flag	=	Outdoor Recess
Red Triangle Flag	=	Indoor Recess
Green Rectangle Flag in the winter	=	Sledding Allowed

NOTE: Flags are not to be touched by students.

6. Elementary Discipline Procedures: Student misbehavior will lead to the loss of recess privileges. Students may be sent to the **yellow bench** (located in the hall by the Teachers' Lounge) if any of the above rules have been violated.

STUDENT EXPECTATIONS – BUS SAFETY

In order to insure that riding the bus is a safe and positive experience for each student, it is necessary that rules and regulations be adopted and enforced. No student should conduct himself/herself in any manner that jeopardizes the safe operation of the bus. Any distraction or disturbance which draws the driver's attention away from the road could result in an accident causing injury and possible death to other persons. The driver's authority on the bus is absolute. As Christians, we expect our behavior to be exemplary so others may see and hear Christ in us. It is for this reason that the students have the following responsibilities:

1. All students must remain seated after the bus is in route. **No changing seats!**
2. Obey the bus driver at all times and report promptly to the bus supervisor or principal when instructed to do so by the driver.
3. Practice classroom conduct (except for ordinary conversation) while using the school bus.
4. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
5. Be at the designated pick up point at least 5 minutes prior to the scheduled pick up time to insure that you will not miss the bus. The driver is responsible for the maintenance of the schedule and cannot wait for tardy students.
6. Stay off the traveled roadway at all times while waiting for the bus.
7. Wait until the bus comes to a complete stop before attempting to get on or off the bus.
8. Leave the bus only with the consent of the bus driver.
9. Enter or leave the bus only at the front door after the bus has come to a complete stop except in the case of an emergency.
10. Front cross stops, if necessary, must be handled in the following manner:
 - a. Make certain the bus is completely stopped.
 - b. Get off the bus, proceed to a proper distance in front of the bus, within sight of the driver, and wait for the proper signal for crossing.
 - c. Upon the signal by the driver, look both to the right and the left and proceed across the street in front of the bus if there is no traffic coming from either direction.
 - d. **Never go behind the school bus.**
11. Keep hands and head inside the bus at all times.
12. Inform the driver when absence is expected from school (parents).
13. Report to the bus driver any damage to the bus that is observed by you.
14. Eating and drinking and gum chewing is not permitted on the bus.
15. Be courteous and obedient to your bus driver. Your help will enable your driver to make your school bus ride safer.

BUS DISCIPLINE

All behavior which destroys property, jeopardizes the safety of students, driver, other persons or vehicles, or is not in accordance with appropriate Christian behavior will result in the termination of bus service for that ride or the next subsequent ride will be forfeited. If the infraction occurs on the way home, the student will either be brought back to school and forfeit that ride or forfeit the subsequent ride. All infractions will be reported to the bus supervisor or principal who will enforce that policy as stated. The bus supervisor or principal also reserves the authority to suspend a student's bus privileges for a longer period of time if the misbehavior requires such action.

WEAPONS POLICY

West Side Christian School will not tolerate behavior which creates unsafe conditions or behavior that is a threat to personal safety.

A student who possesses a dangerous weapon or commits arson in West Side Christian School or on a WSCS bus, or at any school function will be suspended from school immediately. A dangerous weapon is defined as a "firearm, knife, iron bar, brass knuckles, or any other devices likely to inflict bodily harm." The length of the suspension is to be determined by the principal. Suspension could become an expulsion. This is to be done with approval of the School Board executive committee.

POLICY ON DRUGS and ALCOHOL:

A student apprehended in possession of an illicit or controlled substance(s) or alcohol during the school day or at school functions shall normally be subject to discipline as follows:

- A. The student will immediately be placed in the custody of the Principal or his appointed representative.
- B. The Principal will immediately contact the student's parents and a designated member of the board.
- C. Following this there will be a conference attended by the student, the parent, and the Principal which will include discussion of the discipline to be taken for the offense. The discipline may include suspension from school, action plan by the family to help correct the problem, and/or expulsion from the school. The student will be placed on probation in accordance with terms set by the Principal and the Board.
- D. The distribution or sale of either alcohol or illicit or controlled substance at school functions will result in immediate expulsion and notification of the police.

POLICY on TOBACCO:

Any of our students may be suspended from school for possession or use of tobacco on or near the school premises or during any school function. Parents will be notified by the Principal and appropriate disciplinary action will be taken.

DISCIPLINE PROCEDURES

It is the responsibility of the administration and staff members to maintain discipline and the climate for good instruction in our school. The students are expected to obey the rules established in the classroom and the school rules that relate to behavior outside the classroom (hall, bathroom, playground, bus, etc.). Students are expected to obey and respect all school staff (bus driver, custodian, secretary, aide, principal, student intern, etc.). We expect parent cooperation and support when consequences are necessary.

Generally, discipline is in the hands of the teacher with the principal assisting whenever frequency or severity of discipline violations indicates additional help is needed. In order to train children to live by an internalized set of values which are Christian in nature, seek to benefit other students and create a good atmosphere for instruction.

STEPS FOR IMPROVING INAPPROPRIATE BEHAVIOR

1st Step: After school detention (3:20 – 4:05pm)

- A. A written notice is sent home to be read and the signed by the parent; the signed note is to be returned by the student to the staff member who issued it
- B. No student will be dismissed from a detention without proper concern being taken for that student's transportation home
- C. A detention takes priority over any afterschool activity

2nd Step: After school detention (see 1st Step)

3rd Step: After School Detention: 3:20 – 4:05pm

- A. See 1st Step
- B. A staff member will make phone contact with the parent to review the student's conduct and the parent will be informed of the discipline to be used if the student receives a 4th detention (see 4th Step) during the current semester

4th Step: In-School Suspension: one (1) day isolation from classmates and teacher served in school

- A. The student will be assigned to an isolated area in the school setting and be assigned school work to complete during the school day (8:35–3:15pm)
- B. The student is responsible for making up any school work missed on the day of the in-school suspension
- C. The principal will inform the parent of the in-school suspension and the discipline to be used if the student receives a 5th detention (see 5th Step) during the current semester

5th Step: Out-of-School Suspension: a minimum of one (1) day out of school

- A. The student is responsible for making up any schoolwork missed on the day(s) of the out-of-school suspension

B. The principal will inform the parents about the suspension and will schedule a meeting with the parents, students, and the homeroom teacher. This meeting will be used to discuss the student's behavior during the semester

C. Other consequences related to Step 5 include but are not limited to the loss of privileges: athletic participation, music concerts/performances, activity programs (skating parties, gym nights, in-school specials, etc.), 8th grade party, and other school related activities. In order for the student to lose some of these privileges (class trip, 8th grade party, and the like) the student would be involved with the 5 steps each semester

D. Discipline beyond the five (5) steps will be worked out by the principal with the parents and the student

ASSIGNMENT COMPLETION GUIDELINES FOR MIDDLE SCHOOL STUDENTS

OBJECTIVES: 1. Students are expected to complete assignments.
2. Students are to recognize the importance of preparing work properly for class.

GUIDELINES: If a student fails to complete assignments the following steps will be used to help reinforce the student's responsibility to complete assignments.

1. The student will attend an after school study session in **the after school detention room** on Monday, Wednesday, or Thursday until the assignment is completed. The assignment must be acknowledged as satisfactory by the teacher who gave the assignment.
2. Attendance at these sessions will take precedence over any athletic or other school activities that are scheduled during the after school hours.
3. Each time a student receives **5 after school study sessions**, the student will receive an **after school detention**. The **after school detention** will become part of the steps used to improve student behavior.

COMMUNICATION

1. The school **Parent Bulletin** is sent home each **Tuesday**. This contains information about school happening (important dates and times of events.).
2. Staff members will send home periodic **teacher classroom newsletters** (information about teacher goals and classroom expectations and activities). Elementary teachers tend to send home newsletters weekly and middle school teachers send newsletters home quarterly or as needed.
3. Staff members will make other written or phone communications whenever necessary.
4. Look for student work to come home.
5. West Side Christian mails out a school newsletter called "***The Echo***" about three times per school year that gives information about various West Side School events, activities, and programs.
6. We invite parents to communicate with us whenever necessary (or not necessary) so that we can do the best job possible in serving our school family's needs.

MINIMUM STANDARD REQUIREMENTS IN WRITING/COMPLETING ASSIGNMENTS FOR WEST SIDE CHRISTIAN STUDENTS

West Side Christian Students are expected to meet the following minimum requirements for assignments handed in:

1. Name written on the first line on the right hand side of the paper (Grades 2-8)
2. Date of the assignment written below the name (Grades 3-5)
3. Date the assignment is due written below the name (Grades 6-8)
4. Written or writing assignments not typed will be written in the cursive handwriting style in pencil (Grades 4-8)
5. All assignments, quizzes, tests, projects, etc. will be **neatly done** before handing the work in (no eraser marks, extra pencil/pen marks, paper wrinkles, unnecessary rips or holes in the paper, food, etc.) (Grades K-8 expectation levels may vary by grade level)
6. All written work (assignments, tests, quizzes, reports, projects, etc.) will be **done correctly** before handing the work in (write on lines, proper margins, print/cursive/type according to grade level and assignment expectations, complete ideas/sentences, correct spelling, correct punctuation and capitalization, generally good grammar skills applied as learned at grade levels, etc.) (Grades K-8 expectation levels will vary by grade level)
7. Teachers will give full credit only for completed assignments. Incomplete assignments, assignments turned in late, or assignments not turned in at all are subject to a reduction in credit penalty for the assignment. (Grades K-8 expectation levels will vary according to grade level)
8. Standard markings will be used in grading written work (see the chart on the next page)
9. Students in Grades 4-8 will be given a study binder to keep track of academic expectations (assignments, tests/quizzes, projects, reports, etc.)
10. **HOMEWORK EXPECTATIONS:** The amount of homework (Tests/Quizzes, outside reading, assignments, memory work, etc.) varies according to the academic level of the student and his/her grade level. Most of the academic requirements for students take place during the 6 hours that are part of the school day. It may not always be possible to complete all the work in the school so some may have to be finished at home (i.e. test preparation, Bible memory, an assignment, a project, spelling words, etc.). As students move from the elementary grades (K-3) into the upper grades (4-8) more is expected of the students. Depending on the student's ability and grade level, students will want to spend some time daily on items (review notes, prepare for tests, memory work, etc.) to remember things for future recall. The homework "rule of thumb" says to take the grade level and multiply that number by 10 and that will give a guideline for homework outside of class per night. (Example: 2nd x 10=20 minutes/8th x 10=80 minutes). Each school year is a building/preparation for the next. The higher the grade level, the higher the expectations for students. Parents can help by supporting students (setting aside a time and place to study and encouraging and helping as needed). Teachers will do their best to make student expectations clear, time expectations reasonable, due dates fair, and give reminders and help to students.

WEATHER

School cancellation - Snow/Ice days:

Announcements are made on the radio and TV about school cancellations between 6:30 and 8:00 AM. On rare occasions the announcement may be made the evening before on the later news/weather report. Parents should listen for the name West Side Christian School in determining whether school has been canceled or not. Cancellations/closings are also listed on our school website at www.wscsgr.org and sent out to those on our email list.

When school is cancelled due to weather or other circumstances, all after-school events are also cancelled (i.e. athletic events). Evening event cancellations will be an administrative decision and will depend on the circumstances.

Noon Hour / Recess:

Elementary students are expected to go outdoors at break times. Parents should make sure that students wear appropriate clothing for forecasted weather conditions. Middle school students must spend their noon hours outdoors, in the gym (intramurals), library (study), or computer lab. Temperature, wind chill, etc., could prevent students from being outdoors. Elementary students are notified to come in the building if weather deems it necessary. There is a flag system that indicates if they are to stay in at recess and noon hour.

Tornado watch/warning procedures:

1. During the school day, all students will be kept at school during a Tornado WATCH or Tornado WARNING. Parents may **NOT** pick up students during a Tornado WARNING. Parents may come to school to be with their children, however, this sort of travel is not encouraged during a WARNING. Although it is not encouraged, parents may pick up their children during a WATCH. Only a parent may pick up a student. The parent must personally talk to the child's teacher and report the picking up of the child to the personnel in the school office.
2. In the event of a WATCH at dismissal time, the students will be dismissed as usual. All after school activities would be canceled.
3. In the event of a WARNING, students will take cover in the safest places in the school building as recommended for our school under such weather conditions. This would mean that if there is a warning at dismissal time, all students and staff would be kept in the school building.
4. In case of either a WATCH or a WARNING, all evening activities scheduled at school would be canceled. The activity would take place only if the WATCH or WARNING is lifted two hours prior to the time that the activity is scheduled to begin.
5. If a tornado watch or warning occurs before school hours, school would be canceled. If school is in session and a watch or warning occurs prior to 11:30 a.m., the afternoon preschool and kindergarten classes would be canceled.

Note: West Side Christian is required by state law to have at least 6 fire drills and 2 tornado drills per school year.

TECHNOLOGY

WEST SIDE CHRISTIAN SCHOOL ACCEPTABLE USE POLICY

I. Introduction

West Side Christian School encourages and promotes the use of electronic technologies in educational endeavors. Access is provided to information resources in a variety of electronic formats. Users may access current and relevant resources, be provided the opportunity to communicate in a technology rich environment, and be assisted in becoming responsible, selfdirected life long learners.

Use of technology at West Side Christian School is a privilege, not a right, extended to students, faculty, staff and WSCS families to enhance learning and exchange educational information. Each user of technology will read and adhere to the Technology Acceptable Use Policy in order to be granted permission for technology assess. Each user of the Internet will also be required to sign the Internet Acceptable Use Agreement form.

II. West Side Christian School Responsibilities

West Side Christian School is responsible for the management of the structure, hardware and software technologies that is used for educational purposes. These include:

- provide technology resources that support the mission of the school
- maintain and repair equipment
- select software
- define, assign, and remove the privileges/responsibilities of users
- assign and remove user accounts
- provide training opportunities on the use of the technologies
- maintain the Technology Acceptable Use Policy
- maintain the Internet Acceptable Use Agreement Form
- provide staff supervision during student internet access

III. User Privileges

Users have the following privileges:

- use all authorized technology for which they have received training to facilitate learning and enhance educational information exchange
- access information from outside resources to facilitate learning and enhance education information exchange
- access the Internet to retrieve information

- use electronic mail, News Groups, and mailing lists for educational purposes

IV. User Responsibilities

Users have the following responsibilities:

- utilize school technology to facilitate learning and enhance educational information
- properly use and care for hardware and software maintain the privacy of passwords
- maintain the integrity of the electronic mail system, report any violations of privacy and make only those e-mail contacts that facilitate learning and enhance information exchange
- refrain from knowingly installing computer viruses on school equipment
- adhere to copyright guidelines in the use of hardware and software, and in the transmission or copying of text of files on the Internet or from other sources
- obtain permission from the program administrator to bring in any software and use it on school equipment
- keep hardware and software from being relocated, removed from the school premises, or modified without permission from the program administrator
- refrain from using technology for personal or private business, for product advertisement or political lobbying, making any financial commitments on the internet, or for any illegal activities
- refrain from intentionally searching for, viewing, or distributing inappropriate materials
- refrain from malicious use of technology to disrupt the use of technology by others, to harass or discriminate others, or to infiltrate unauthorized computer systems
- adhere to guidelines pertaining to plagiarism of the unwritten consent from the author from which it was derived
- make sure all food and drink is kept away from the computers and related equipment

V. Disciplinary action for violation of policy

Users violating any part of the Technology Acceptable Use Policy may face disciplinary action, including, but not limited to:

- Loss of technology privileges
- Steps 1-5 of the **Discipline Procedures** outlined in this handbook

MISCELLANEOUS INFORMATION

Progress Report:

Progress reports for grades 1-8 are sent home four times per year. Kindergarten reports are sent home each semester. The middle school sends home midterm reports four times (halfway through each marking period). Parent/teacher conferences are scheduled during each semester.

Illness During School Hours:

If a student becomes ill during the school day, the parent will be notified. The school will not release a student unless there has been authorized consent.

Media Center:

The media center has books, magazines, and pamphlets for assigned study and recreational reading. Students must pay for lost books. Fines are also charged for overdue materials. Students are responsible for keeping their library card throughout the year.

Music Performance:

Choirs, orchestra, band and small group ensembles perform at various times/places throughout the year. Student attendance is mandatory at these performances.

Prayer Group – Moms in Touch:

Prayer support for our school is essential. One way this is accomplished is through groups of parent meeting on a regular basis to pray for the needs of our school community. The time and place are announced periodically in the Tuesday home bulletins. Whether you join these groups or not, always remember to pray for God's guidance in Christian education and for our efforts on His behalf in the lives of our children **Supplies:**

The elementary and middle school students receive a list prior to the beginning of the new school year that indicates the supplies needed for the school year.

Textbooks:

The school furnishes textbooks to all students. This is a major investment, and we expect all books to be properly handled. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for and replaced immediately. Books are distributed in usable condition. If your book needs repair, speak to your teacher and have it repaired. Pencils or large amounts of paper in textbooks will ruin them.

Working Together:

If you have any questions regarding your child, please call his/her teacher. They would appreciate this very much. If we work together, we can achieve success in helping our children. Any other questions you might have are also welcome.

Steps to Problem Solving

With many staff members and parents working together, occasionally problems will arise. Open communication between parents and school is something we have grown to expect. In fact it is within the context of this "open communication" that problems will be solved. If you find yourself upset over an incident that happened at school, we expect you to follow the following procedures: (based on the principles of Matt. 18:15-17)

- 1st : Contact the staff person who is closest to the situation. If the situation is unresolved...
- 2nd : Contact the Principal. If the matter remains unresolved, contact an Education Committee board member.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter

may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; treat him as you would a pagan or tax collector.” Matthew 18:15-17

Academic Programs for Grades 6,7 & 8:

Grade 6	Bible	Math
	English	Physical Education
	Science	Band/Orchestra
	Spelling	Art
	Reading	Music
	Social Studies	Spanish
	Exploratory	Computer
Grade 7	Bible	Math
	English	Physical Education
	Science	Band/Orchestra
	Spelling	Art
	Reading	Music
	Social Studies	Spanish
	Exploratory	Computer
		Choir
Grade 8	Bible	Math
	English	Physical Education
	Science	Band/Orchestra
	Spelling	Art
	Reading	Music
	Social Studies	Choir
	Exploratory	Computer

Chapel:

Chapel is held each Thursday and provides the middle school students with an opportunity to worship together. The purpose of chapel is to have deeper involvement in worship than we can have in the classroom. Realizing that we can worship God in many different ways, we plan to have a variety of chapel experiences. Students are expected to be courteous to those who have come to worship with us. Chapel planning will take place early in the school year.

Elementary students have chapel on Thursdays twice a month.

ATHLETICS:

We feel that athletics are an integral part of the teaching/learning process at WSCS. It is our goal to graduate students who are thinking, feeling, and believing young people and who have learned what it means to live, work, and play with Christian integrity. Because this is how we hope to see our students develop, we encourage maximum participation in our athletic program. We offer two levels of involvement, intramural and interscholastic sports. Interscholastic sports (competition with other area Christian Schools) includes 7th and 8th grade. At West Side our athletes are student athletes. The name student athletes reminds us that academics are considered top priority by everyone at West Side, and that a student's athletic experience provides the opportunity for learning self-confidence, discipline, teamwork, and leadership within the context of a Christian environment. Announcements regarding tryouts for teams will be posted on the bulletin board near the gym.

Interscholastic Sports:

Fall	Soccer (boys/girls) Golf tournament (boys/girls)
Winter	Basketball (boys/girls) Swimming (boys/girls) Volleyball (girls) Wrestling (boys)
Spring	Softball (girls) Baseball (boys) Tennis (boys/girls) Track (boys/girls)

Students who participate in interscholastic athletics are official representatives of their team, their school, their family, and God. It is a privilege to participate. The privilege may be taken away if the student is irresponsible in his/her behavior or as it relates to school work (see Steps under discipline). Students may also be ineligible to participate for displaying attitudes considered unfit for a representative of our school. Ineligibility can be administered for students caught smoking, abusing controlled substances or using drugs or alcoholic beverages during a sport season. Students may be penalized for abuse of these items during the school year even if they are not involved in a particular sport.

Intramurals:

Various sports are offered during the noon hour on Monday, Tuesday, Thursday, and Fridays to students in grades 6, 7 and 8. Although students are not required to participate, they are strongly encouraged to do so.

Student Government:

West Side Christian School encourages students to become involved in decisions that effect student life. In order to help the faculty in this regard, our Student Government plays an active role in student life. The Student Government group is composed of one representative from each homeroom in grades 6 & 7. An election is held to elect 8th grad class officers: President, Secretary, and Treasurer. Two members of the middle school staff direct the program.

MEDICATION POLICY WEST SIDE CHRISTIAN SCHOOL

In the spring of 1997 the West Side Christian School Board adopted a new Medication Policy designed to clarify guidelines for the administration of medication. These guidelines will insure that the medication is used and distributed in a safe, correct, and appropriate way by the students and staff.

Medication is defined as both prescription and non prescription medication taken by mouth, taken by inhaler, which are injectable, applied as drops to eye or nose, or applied to the skin.

Section 380.1178 of the Michigan School Code states:

“A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil’s parents or guardian, and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages, as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.”

A copy of the West Side Christian School Medication Policy is available in the school upon request by a West Side Christian School parent. The policy outlines the guidelines, procedures, and responsibilities of the staff, parents, and students in the administration of the medication.

Parents who have children who will be receiving medication while at school are expected to get a medication form from the school office and fill in the necessary information, sign the form, and return it to the school office. The school must have a medication form on record in the office before medication is dispensed. Parents have two options for the administration of the medication:

1. The student may self-possess and self-administer the medication.

Definition: Self-Administration means that the student is able to consume or apply prescription and nonprescription medication in a manner directed by the physician/dentist without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

2. The parent will request an administrative designee to administrate the medication. (This happens in the school office).

West Side Christian School adopts policies and guidelines in order to help insure safety of the children and staff of West Side.

CRISIS MANAGEMENT PROCEDURES

Dear Parents and Guardians:

Your child's safety is our top priority. We have prepared emergency procedures for all hazards that might endanger students while in school.

Our safety planning now includes the terrorism alerts issued by the U.S. Department of Homeland Security and the State of Michigan. School districts will be in direct contact with emergency management officials in Kent County to coordinate planning if an alert is issued.

While our district is prepared to take appropriate action in the event of any potential hazard, we have developed specific safety procedures in response to the highest level of terrorism alert, *Imminent Threat Alert* which warns of a credible, specific and impending terrorist threat against the United States. A national *Imminent Threat Alert* may not signal the same level of alert in Kent County, if emergency management officials do not believe our area is targeted for terrorist attack.

In the event that emergency management officials notify our schools of an Imminent Threat Alert for Kent County, we will:

REMAIN OPEN during normal school hours until regular dismissal and provide regular transportation, unless otherwise directed by emergency management officials. Our school buildings may be the safest place for your child. All after-school activities will be canceled. If schools must be closed, we will follow established procedures for school closings.

CLOSE SCHOOLS before or after school hours. All activities and events scheduled for any district facility will be canceled until further notice. Once schools have been closed as a result of a Severe Threat-Red Level, normal school operations will remain closed until authorized to reopen.

How can you help?

1. Report any recent changes in your child's emergency contact information.
2. Please, do not call the schools. School phone lines must remain open for communication with emergency management officials.
3. Tune in to local radio television. We will use local media to update information as it becomes available.

Thank you for your cooperation. Working together, we can maintain a safe environment for your children.

CODE RED (LOCK DOWN) PROCUDRES

In the event of an armed or threatening intruder in the building, the following procedures will be followed:

1. **Principal** will announce **CODE RED** over the P.A. system

“THIS IS A CODE RED”

2. **Secretary** will call 911

3. **Teachers** are to:

- Lock doors / Close already locked doors☐
- Turn lights off☐
- Close blinds / Close curtains☐
- Quiet students☐

4. **Students** are to:

- Move out of vision / windows☐
- Students in hallways, lobby, etc. are to seek shelter in closest classroom or office☐
- Students in restrooms are to remain in restroom and quietly seek position in stalls with stall doors locked☐
- Students in gym, recess areas, library, etc. are to seek most available shelter in that area (behind wall, in locker room, against wall, lie flat, out of sight and as quiet as possible)☐ ☐ Sit quietly / pray☐

5. **Principal** will announce **“ALL CLEAR”** when the area is safe again.

Special Services:

Psychological Educational Services

Upon request, psychological and/or educational diagnostic tests will be administered through the Christian Learning Center.

Learning Lab

Our resource teachers work with those students who have been diagnosed with a learning disability.

Social Worker

A social worker is available to our students (one day per week).

Speech Consultant

Elementary students have the regular service of a speech consultant to help those students who are having difficulty.

Health Services:

- A. Vision screening is given annually to pupils in preschool and grades 1, 3, 5, and 7.
- B. Audio screening is given annually to pupils in preschool, Kindergarten, and grades 2, 4, and 6.
- C. Scoliosis screening takes place in grades 7 and 8.

CONCLUSION

The information given in this handbook is not all encompassing, but it covers many of the important areas that will help in making West Side Christian School the best place possible for all of our students. We want our students to have the best opportunity to learn and play in a safe and Christian environment. By reading through this information with your son/daughter you can help reinforce the information given and help us meet our objectives for this new school year. Be sure to visit us at school. Let us know if you have questions or concerns. By communicating and working together as students, parents, and staff we can maximize our efforts in giving our students a quality Christian education.