



WESTMINSTER
CHRISTIAN SCHOOL

**PARENT/STUDENT HANDBOOK
2023-2024**

TABLE OF CONTENTS

Mission Statement	3	Lost & Found Items	29
Core Values	3	Lunch	29
Philosophy of Education	3	Off Campus Lunch	29
Statement of Faith	4	Parent Conferences	30
Expected Student Outcomes	5	Pets/Animals on Campus	30
Academic Program	6	Phone Directory	30
Access to Students	6	Phone/Email Communication	30
Accreditation Status	6	Pregnancy Policy	30
Address/Contact Info Change	6	Report Cards	31
After School Care	7	School Closings	31
Allergy	7	School Hours	31
Arrival & Dismissal Procedure	7	Semester Exams (HS)	31
Athletic Programs	9	Standardized Testing/ College Preparation	31
Attendance Policy	9	Student Records	32
Calendar	11	Sunday Observance/School Activities	32
Cell Phone Policy	11	Teacher/Student Interaction	32
Cheating/Plagiarism	12	Teaching on Sensitive Topics	34
Complaint or Problem Procedures	13	Technology Use	36
Course Changes	13	Tech. & Internet Policy and Permission/Electronic Devices	37
Dance Policy for High School	14	Internet Acceptable Use Policy	37
Diploma Tracks for High School	15	Social Media Policy	39
Discipleship	15	Textbooks	40
Disciplinary Procedures	17	Transcripts	40
Dress Code	22	Tuition/Fees Policies	40
Driving (Student)	24	Visitors	41
FACTS (formerly RenWeb) - Student Information System	24	Warrior Weekly	41
Field Trips	24	Weapons/Dangerous Items on Campus	42
Fine Arts Programs	25	Work Permits	42
General Compliance	25		
Grade Acceleration	25	<i>Appendix A</i>	
Grade Retention	25	Carpool Traffic Pattern	43
Grading System	25		
Graduation	26	<i>Appendix B</i>	
Guiding Principles for Parent led Social Activities	26	Nut Allergy Awareness Guidelines	44
Homecoming/Warrior Spirit Week	27		
Homework	27	<i>Appendix C</i>	
Illness/Medications	28	Request for Medication Administration	46
Lockers	29		

MISSION STATEMENT

The mission of Westminster Christian School is to advance a loving, transformational, and excellent culture as we launch young men and women into the world for Christ.

CORE VALUES

A Westminster Christian School educational experience is centered upon our desire to seek first the kingdom of God. Our core values provide insight and direction as to how we work out our commitment to seek first the kingdom of God as an organization and in the lives of our students.

Loving

God has lavished His amazing grace on us at the cost of His Son Jesus Christ. At the root level, God calls us to demonstrate love to him and to one another through sacrifice. As Christ laid down his life for us, we are called to do likewise for each other. Westminster Christian School aims for this level of love in the way we care for our students, families, and all who enter our community. Our desire is to love sacrificially with a Christ-centered love.

Transformational

As redeemed people, our hearts, minds, and actions are re-oriented toward bringing Him glory at all times, in all places, and in all things. Every vocation, every endeavor, every thought is infused with purpose and meaning through Jesus Christ. He has made all things new. His Lordship propels every believer to make a difference and impact the world as His redemptive agents of change.

Excellent

As a worshipful response to all that Jesus has done for us, we will offer our best to Him. On a daily basis Westminster will pursue excellence in all things to glorify God, inspire growth in Him, and encourage the faithful advancement of His Kingdom.

Christ-centered

The person and work of Jesus Christ is the foundation of all activity in the past, present, and future. It is through the Bible that we understand fully. The Bible is the Word of God and is, therefore, trustworthy and applicable to all places, people, and times. In His Word God reveals Himself, the nature of man, and the world. In its pages, the Bible directs man in all his relationships and activities. Within the richness of all of these Truths, the story of God's redemptive plan to save His people through Jesus Christ is unveiled. Westminster stands firmly upon biblical truth and is, therefore, centered on Jesus Christ, our Savior and King.

PHILOSOPHY OF EDUCATION

Education at Westminster Christian School is founded upon the Word of God. In His Word, He reveals Himself. In doing so, man's understanding of God, of himself, of mankind, and of the world is renewed. Christian education's purpose is meant to equip students to know, understand and respond to reality in a God-glorifying and Kingdom-oriented manner.

This call to impact the world is built upon the hope of Jesus Christ. As Creator, Redeemer, and Ruler, we believe grace and truth is found in Him and changes everything. It transforms mankind, culture, and kingdoms alike.

It is the parents' responsibility to teach and raise a child. Westminster Christian School has been established to be an extension and resource for the educational process. Therefore, Westminster Christian School believes that the partnership between family, church, and school is essential for the growth and discipleship of students.

Westminster Christian School will employ personnel and methodologies that foster knowledge, understanding and wisdom in students. We are committed to develop graduating students with exceptional academic strength and exemplary Christian character. We will strive to equip each student with the skills, mindset, and faith to impact the world for Jesus Christ.

STATEMENT OF FAITH

Westminster Christian School serves the children of believing parents. This leads Westminster to require that at least one parent (or guardian) is a Christian and is able to explain why and how Jesus Christ is his/her Lord and Savior.

A strong school/parent/teacher relationship built upon the key essential truths of the faith will provide unique strength and blessing for students. While there are differences among evangelical churches over details within the interpretation of doctrines, we believe there are essential beliefs that every believer in Jesus Christ must share. The following essentials of the faith must be affirmed and believed by Westminster Christian School parents and staff:

- God is Holy, pure, and perfect, yet also passionately pursues broken people to love them with a love they have not earned. He is the one true good Father.
- The Bible is the inspired and inerrant Word of God, the only infallible rule of faith and practice.
- There is one God, eternal and self-existing in three persons (Father, Son, and Holy Spirit) who are to be equally loved, honored, and adored.
- All mankind is sinful because Adam, as mankind's representative, fell from his original sinless state. As a result, we are born sinful and totally unable by our own efforts to escape the eternal judgment of death that every sinner deserves.
- All mankind is still made in the image of God, so we are noble, beautiful, and have worth, while at the same time we are broken in every aspect of our being.
- Since the Fall, God has been actively at work redeeming His creation. In the birth, life, death, and resurrection of his son, Jesus Christ, God has declared, secured, and continued the restoration of all things in His Kingdom.
- God, through His Holy Spirit, for no other reason than His own unfathomable love and mercy, saves lost sinners through the atoning death and resurrection of His Son, Jesus Christ.
- Justification (being made right with God) is by faith alone. Through this faith, the undeserving sinner is clothed with the righteousness of Christ.
- The goal of God's salvation is that we would be adopted as His children, set free, and empowered to a life of repentance, obedience, and reliance on the Holy Spirit who works to transform us and restore the image of God in us.
- Baptism is a sign of God's covenant with His people. A covenant, most simply stated, is God's commitment of promise and grace to His people that establishes a beneficial relationship involving both privileges received from God and obligations of devotion and obedience to Him inspired by our love for Him.
- Jesus Christ will return to earth, visibly and bodily, at a time when He is not expected, to restore all things and bring fulfillment to His Kingdom.
- The Gospel of God's salvation in Jesus Christ is to be shared with all people and all nations by all Christians.
- As Christians, we are not only to love the Lord our God with all our heart, soul, mind and strength but also love our neighbor as ourselves. Thus, we are to care about and help those in physical, mental, social, and moral need.

Regarding Key Social Issues – Our Belief

We believe every area of life must be evaluated and understood through the lens of Scripture as affirmed in our Statement of Faith. No cultural movement or societal standard can remove God's authority or truth. There are key social issues today on which Westminster has taken a definitive stand and are non-negotiable based upon our understanding of what the Bible teaches. These include the following:

- Man is made in the image of God; defending and supporting the sanctity of human life, beginning at conception, is imperative. (Psalm 139)
- Marriage is to be defined as a bond between one man and one woman only (Genesis 2:18-25). Therefore, heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex) and all homosexual activity is contrary to this biblical standard.
- God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). It is not acceptable to reject one's biological sex as it is a rejection of the image of God within that person.

Final Authority for Matters of Belief and Conduct

The statement of faith and that of key social issues does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Westminster Christian School's faith, doctrine, practice, policy, and discipline, the school board is the final interpretive authority on the Bible's meaning and application.

If you do not agree with our statement of faith and the statement concerning key social issues, we believe enrolling your child in our school will likely cause him or her confusion. The internal conflict could drive a wedge between you and your child or force your child to choose between our teaching and what he/she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our perspective, it will not be in the best interest of the home or school. Therefore, if your beliefs or lifestyle, as expressed by word or deed, are not in keeping with our statements above, Westminster Christian School reserves the right to deny enrollment at any time.

EXPECTED STUDENT OUTCOMES

By God's grace, Westminster Christian School has set its sights on developing graduates who are characterized by excellence, transformational, and love.

Westminster students demonstrate EXCELLENCE...

- Westminster students have a scholarly knowledge of the Bible and understand it to be God's inspired Word, the foundation of all truth and life
- Westminster students understand and embrace the essential doctrines of the Christian faith
- Westminster students have a comprehensive command of the fundamental processes used in communicating with others (speaking, listening, writing and reading)
- Westminster students are proficient in mathematics and science, can use the scientific method as a means of problem solving, and can see God's created order in the universe
- Westminster students possess appreciation for and skills within literature and the understanding of how they express and shape an individual's beliefs and values
- Westminster students can effectively and ethically use technology to communicate and find, analyze and evaluate information
- Westminster students possess skills and experiences that establish appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality
- Westminster students have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
- Westminster students have creative, versatile and analytic mind supported by a spirit that pursues lifelong learning
- Westminster students solve complex problems by thinking critically and creatively
- Westminster students understand opposing world views and possess the apologetic skills to defend their faith
- Westminster students achieve and display competencies that will enable them to pursue the college and career goals to which they aspire

Westminster students are TRANSFORMATIONAL...

- Westminster students have a personal, saving relationship with Jesus Christ as Lord and Savior
- Westminster students have a strong moral compass that guides their mind, heart, and activity in a manner that glorifies God
- Westminster students have a scholarly knowledge of the Bible and the ability to study and apply scripture to all aspects of life
- Westminster students demonstrate commitment to growth in faith through study, prayer, and fellowship with other believers
- Westminster students display the ability to share their faith to others
- Westminster students have an appreciation for the natural environment and practice responsible stewardship of God's creation
- Westminster students pursue their unique passions and gifts, utilizing their knowledge and skills to transform the culture through Christ displaying excellence in all their endeavors

Westminster students are LOVING...

- Westminster students readily and humbly love others by means of their faith, compassion and service
- Westminster students possess the intelligence and skills needed to build positive, cooperative, and effective relationships with others
- Westminster students display a heart of service motivated by the love for God and humankind
- Westminster students are actively engaged in the church and their community, serving God and others
- Westminster students demonstrate a consistent Christian world and life view by displaying God-honoring attitudes, understanding, and skills in all they endeavor to do and be

ACADEMIC PROGRAM

Westminster Christian School is intended to be a rigorous academic program. Though all students may not necessarily go on to college or university study, program efforts will be focused on preparing students to be accepted at a college or university of their choice. As a rigorous academic program, requirements for graduation are often higher than established by the Illinois State Board of Education.

ACCESS TO STUDENTS

In order to protect a family's right of privacy within the school, only the parent(s) having legal custody, a parentally or legally appointed guardian(s), school administration officials, or designated school personnel in the fulfillment of their respective functions, may have direct access to individual students. In addition, the school is legally obligated to provide information upon request from personnel of the Department of Child and Family Services without prior parental consent. All other access to students must be by parental or legal guardian authorization.

Access without verbal or written authorization by the parent will be provided upon the presentation of a legally issued subpoena or court order or as directed by a properly identified and present law enforcement official serving the community in which the access is requested. Access without the proper authorization, as noted in the above guidelines, will be refused.

Westminster will not deny access to any parent of his/her child unless a legally binding document is submitted identifying denial and/or limitation of access.

ACCREDITATION STATUS

Westminster Christian School maintains full recognition status with the Illinois State Board of Education. Westminster Christian School maintains full accreditation through the Association of Christian Schools International (ACSI) as well as Cognia.

ADDRESS / CONTACT INFORMATION CHANGE

Parents are requested to update demographic information on the school's data management system at factsmgt.com. Parents should also notify the school immediately if there is a change of address, telephone number, work number, emergency number, or other important information.

Students will only be allowed to go home with those people noted in FACTS (formerly known as RenWeb) as Emergency Pick-up individuals. Parents should call the school to approve and confirm their Emergency Pick-up designee.

AFTER SCHOOL CARE

Elementary Students (PreK - Grade 4) – Elementary students will go directly to after school care at 3 p.m. Elementary after school care is held in the elementary area and is available daily until 5:30 p.m. The students are supervised by two employees. Students will participate in a variety of activities, including homework time. All elementary students must be signed out by a parent or guardian each afternoon/evening prior to being released. See cost and availability below.

Middle School Students (Grades 5-8) - After school care for grades 5-8 will begin at 3:15 and will be over at 5:30 p.m. and families will be charged because they will be directly supervised.

Parents are required to enter emergency contact information in FACTS listing those eligible to pick-up their children.

Cost and Availability:

- Cost – \$6.00/hour (1 hour minimum)
- Billing will begin at 3 p.m. for elementary and 3:15 p.m. for grades 5-8.
- **Students must be picked up by 5:30 p.m.** - Overtime fees of \$6.00 will be charged for the first 5 minutes and \$1.00 for each minute thereafter. If unforeseen circumstances arise, the parent is responsible to communicate with the aftercare supervisor.
- Availability - This service will be offered on days when school is in session (excluding ½ days) between the hours of 3 and 5:30 p.m.

Please Note: After care employees only work until 5:30 p.m. If a pattern of late pickup develops, after care privileges may be revoked.

ALLERGY

Westminster Christian School recognizes the increasing numbers of children who deal with life-altering food allergies. Due to the young ages of our elementary school students and their potential inability to watch over their own care regarding allergies, we have established Nut Allergy Awareness Guidelines (See Appendix B) to guide parents, teachers, and students that bring food into our elementary school program.

ARRIVAL & DISMISSAL PROCEDURE

The safe and effective movement of students between the parking lot area and the school building will be the responsibility of the carpool driver. **Under NO circumstances should the driver park and leave their car in the carpool line. If you need to leave your car, please park in an unnumbered parking space.**

All drivers who pick up students in preschool through grade 6 will be given a carpool ID at the beginning of the year. Each family will receive 2 ID cards for their vehicles. These ID cards should be placed on visors to expedite the dismissal process. This will help school staff safely and efficiently dismiss students at the end of the day. Please contact the office if you are in need of additional ID cards.

The elementary recess lot near door #8 has been designated as a playground for student use only, except during drop-off for cars with preschool or kindergarten students. Therefore, parking will be prohibited Monday – Friday from 8 a.m. until 5:30 p.m. (late start days from 8:45 a.m. until 5:30 p.m.)

Arrival Procedures

Any student being dropped off before 7:30 a.m. must enter through Door #1 (upstairs main building). Families with preschool and/or kindergarten students arriving after 7:30 a.m. should drop students off at Door #8 (playground parking lot/lower level).

Middle School/Gym building door will open at 7:30 a.m. Middle school students who arrive before 7:30, should enter through Door #1 and will wait in the main lobby until the MS doors open at 7:30 a.m. On Thursdays, the middle school doors will be open at 8:15 a.m. Students arriving before 8:15 will wait in the main lobby.

Dismissal Procedures

Preschool student pick-up will be coordinated by the preschool teachers.

Elementary students (kindergarten – grade 4) will sit with their class in the elementary lunchroom following dismissal at 2:45 p.m. There will be staff with walkie-talkies both in the elementary lunchroom and upstairs outside on the curb to call students when their carpool arrives. Students are expected to sit quietly during this time to expedite the process. Students may proceed upstairs when their names are called. Pick-up should occur between 2:45 and 3 p.m. in the upstairs parking lot only. Students that are not picked up by 3 p.m. will be directed to after school care and the family will be charged. Parents are required to enter emergency contact information in FACTS (formerly known as RenWeb) listing those eligible to pick-up their children. If emergency contacts are not listed, students will not be released.

Middle School students (grades 5-8) are dismissed at 3 p.m. Pick-up should occur between 3 and 3:15 p.m. Students that are not picked up by 3:15 p.m. will be directed to after school care and the family will be charged. Parents are required to enter emergency contact information in FACTS listing those eligible to pick-up their children. If emergency contacts are not listed, students will not be released. See After School Care section.

High School students (grades 9-12) are dismissed at 3 p.m. Parents and students are required to communicate with each other regarding pick up.

Pick-Up Location

- Preschool students are to be picked up in the lower lot at 2:45 p.m., unless they have older siblings. If they have older siblings, pickup is in the upper lot.
- Elementary students (kindergarten – grade 4) are to be picked up in the upper lot at 2:45 p.m.
- Middle and High school students (grades 5–12) may be picked up in either the upper or lower lot. If picking up in the upper lot, please pull down past the crosswalk, or park in the gravel lot, so elementary pickup is not affected.

Arrival & Dismissal in the Upper Lot (commonly called the "SNAKE"- see Appendix A)

- Enter lot and drive all the way down around the first island.
- **For dismissal, proceed, two cars side by side, all the way up the center aisle around the "Disabled Parking" area.**
- As you pull to the curb, merge into one lane, one car at a time, down the aisle closest to the building, in single file, as far as possible.
- Students should find and **enter your car from this aisle only.**
- **Under NO circumstances should the driver park and leave their car in the carpool line. If you need to leave your car, please park in an unnumbered parking space.**
- Once students are safely in their respective automobile the carpool may depart the parking space **always driving to the north end of the lot** (away from the building) and heading out the exit against the far west edge of the lot (next to Highland Oaks Retirement property).

Drivers Desiring to Park and Enter the Building

- Drivers may park in any available parking space in the upper lot that is not numbered.
- Drivers may park in any available parking space in the lower lot excluding the elementary playground. The elementary playground lot is off limits to vehicles, except for those with preschool and kindergarten students who drop off in the morning before 8 a.m. (8:45 late start). The elementary playground lot is off limits from 8 a.m. through 5:30 p.m. to allow for student use during and after school.
- Drivers are responsible for safely escorting their passengers across traffic lanes and into their cars.

Suggestions for Smooth Traffic Flow for Upstairs Parking Lot

- Be courteous in both your countenance and your driving behavior.
- Drivers should not exit their vehicle in the carpool line. If you need to help your student(s) out of the car or walk your student(s) into the building, please park in an unnumbered parking spot.

All drivers are encouraged to note that Highland Avenue, in front of the school, has been designated a "school zone" and has a posted speed limit of 20 mph when students are present.

ATHLETIC PROGRAMS

All students participating in extracurricular athletics, and their parents, are expected to review the standards outlined in the Athletic Handbook found on our website and/or through our Athletic Department offices. Each student-athlete must satisfy the academic and behavioral standards as outlined in the Athletic Handbook.

ATTENDANCE POLICY

Absences From School

It is essential for academic achievement that students are in class and at school. Even an absence of one or two days can negatively impact progress. Therefore, excellent attendance is strongly encouraged. Some absences are unavoidable. For all others, we encourage parents to always consider if an absence is necessary or avoidable.

Students are always required to sign in and out at the appropriate desk whenever leaving or arriving at school other than normal times. There is no exception to this expectation. Parents must sign out students or must give specific parental permission to the school for students to sign themselves out at the appropriate desk.

Any time a student does not attend school the parent is responsible to notify the school (847-695-0310) before 9 a.m. If we have not heard from the parents by this time, the office staff will attempt to contact the parents as soon as possible.

Elementary School – See School Hours Section

Student attendance will be closely monitored with necessary communication taking place between parents, teachers, and administration as needed.

Grades 5-12 – See School Hours Section

All students are allowed 10 absences per semester.

- On the 6th absence per semester, parents will be notified.
- On the 8th and 9th absences per semester, parents will once again be notified.
- On the 10th absence per semester, student's grade will be lowered by 10 percentage points, which is equal to one full letter grade.

All daily illnesses and vacation days count towards the above totals.

The following are exceptions to this policy, and will not be counted against the total:

- Extended hospitalization with an accompanying doctor's note upon the student's return.
- Doctor appointments that need to be scheduled during the day with an accompanying doctor's note upon the student's return.
- Extended or repeated medical situations (i.e., flu, virus, physical ailments, etc.) – please seek administrative guidance by communicating with your program principal.
- A death in the immediate family.
- Travel related to a specific mission trip. This does not include family vacations but may include once-in-a-lifetime, unforeseen trips.
- College visits for high school students.
- Social/Emotional/Medical concerns documented in a specific Westminster Accommodation Plan.

Makeup Work

Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent. Long-range assignments are due on the assigned date or immediately upon return. All homework and notification of tests and quizzes are available on the Family Portal (formerly known as Parents Web) in FACTS.

Classroom Tardiness

It is in everyone's best interest to maximize the students' learning potential by not missing a minute of the valuable classroom experience.

Elementary School begins at 7:55 a.m. By the time the 7:55 a.m. bell rings, students should be seated in the Elementary Lunchroom outside of their classroom for our community prayer time. We strongly recommend that students be in the Elementary Lunchroom at least five minutes (7:50 a.m.) prior to community prayer time. Any student not present and ready for prayer time is considered tardy. Students who are tardy will need to sign in at the front desk and receive a Tardy Pass before going to his/her classroom. Westminster does record tardies on report cards. Excessive tardiness will necessitate a plan made between the parents and administration to ensure on-time arrival. Elementary students arriving after 8 a.m. will be supervised in the Elementary Lunchroom until their classroom teacher comes to a natural transition and can welcome them into the classroom without disruption. While each morning lesson is different, please know a child's time away from the classroom will not exceed 30 minutes.

In grades 5-12, tardiness is defined as being late by 15 minutes or less for any reason. Students in these grades who are late by more than 15 minutes are considered absent for an entire class period. These absences will count toward the allotted maximum of 10 absences in a semester.

Tardies to Class - Middle/High School (per quarter)

- Tardy 1- 3 No consequence
- Tardy 4 Parents and student will meet with the Dean of Students
- Tardy 5 & 6 Detention (1 hour after school); assigned by administration
- Tardy 7 Out of school suspension; assigned by administration
- Tardy 8 Parents and student will meet with administration

Tardiness and Extracurricular Activity

At the middle and high school levels, a student must be in attendance by 10:15 a.m. to be involved in any school activities that take place that day. Exceptions may be requested for unavoidable absences (funerals, delayed medical appointments, etc.). At the elementary school level, a student must be present in class four hours of the school day to participate in after school activities.

See the Athletic and Fine Arts Handbooks for information regarding absenteeism and extra-curricular activity participation.

College Visitations

Juniors and seniors are encouraged to visit several colleges prior to making their final college placement decision. In order to effectively determine which college is appropriate, it is wise to visit the school, spend time in the college classroom, and meet with faculty, administration, and students at the college. Students in their junior year are permitted up to four college visitation days, and seniors are permitted up to five college visitation days. None of these visitation days is counted against the class attendance requirements.

Juniors and seniors who plan to make a college visit will comply with the following policies:

- Prior to the visit, the parents should call the attendance line to inform the school about the college visit.
- The student is expected to have completed all assignments upon returning to Westminster.

Extended and Excessive Absences

We recognize that sometimes there are circumstances that require an extended absence. If parents anticipate an extended absence, prior approval should be obtained from teachers and the administration. Special exemptions to the attendance requirement will be considered for long-term illnesses when a *doctor's letter of notification is received and clearly outlines that the absences are unavoidable*. Special arrangements may be necessary to make up the missed class time. Any time a student approaches or anticipates exceeding 10 absences in a semester, parents should contact the appropriate principal for evaluation of the situation. Exceptions require a workable plan to be in place prior to exceeding the absence limit. Extended absences related to illness require a doctor's letter of verification, which should be provided to the school prior to exceptions being made. All other requests for consideration of extended absences will be handled on a case-by-case basis.

Early Release – Middle and High School Students

There are three reasons students might engage in early release:

- Athletic away games – middle and high school students
- Work study – juniors and seniors only, with administrative approval
- College class – juniors and seniors only, with administrative approval

High School Early Release:

Early release is a privilege and may be revoked at any time as deemed necessary by the administration, particularly for, but not limited to, discipline issues, excessive tardiness, poor attendance, poor/inadequate grades, and remediation purposes. This release shall not be in effect when the school schedule is changed for any reason, including homecoming week and spirit week. Early release is not allowed on Thursdays at all during the school year. Students will report to a study hall during this time.

Criteria to participate in Early Release:

- Student and parent must read and sign the Early Release Request form
- Student must be on track to meet all graduation requirements
- Student must not have major or excessive violations of school policy
- Student must not have excessive tardiness and must maintain a 90% attendance rate
- Student must hold a level of academic excellence (nothing below a C during anytime of early release)
- Students must sign out every day at the front desk

Leaving Campus / Skipping Class

We take our responsibility to care for students extremely seriously; it is imperative that the school staff knows where students are at all times. Therefore, students who leave school any time before the end of the school day are required to sign out at the appropriate desk. Students are not to leave campus for any reason without prior parental permission. Students are expected to be where their class schedule says they should be at all times. If a student needs to leave class for any reason, teacher permission must be granted.

CALENDAR

A copy of the current school calendar may be obtained through the Family Portal (formerly known as Parents Web) in FACTS or on the school website.

CELL PHONE POLICY

Grades PK-4

- The elementary school does not permit cell phone use before, during, or after school. Students may have a cell phone in their backpack for usage after leaving school grounds.
- If students need to make a phone call before, during, or after school hours, a phone is available at the elementary school reception desk to be used with adult permission.
- Cell phones visible or heard during the school day will be confiscated and left at the elementary school reception desk.
- Parents will be notified, and the cell phone will be released when the parent picks it up.

Grades 5-8

- Students may use cell phones before and after school. The only exception to this is when responding or initiating communication with a parent, and then the student must have teacher/adult permission.
- Cell phones may not be used during class time, lunch, or chapel.
- Cell phones visible or heard during class time, lunch, or chapel will be confiscated and taken to the middle school desk. The confiscated cell phone can be picked up by the student at the end of the day.
- Recurring misuse of cell phones during the school day will result in the loss of cell phone privileges and possible detention.
- Cell phones that are visible during any testing activities will result in a "0" on that test.
- Students must use earbuds/earphones when listening to music before and after school.

Grades 9-12

- Students will be able to use cell phones during the following allotted times: before and after school, passing period, and lunch.
- Smart phones are strictly prohibited in the classroom, outside of exceptions allowed by a teacher (listening to music during work time).
- Violation of the policy will result in the confiscation of the device. It will be taken to the high school office and can be picked up by the student at the end of the day.

CHEATING/PLAGIARISM (Academic Integrity)

We value a culture of creativity, critical thinking, and academic integrity at Westminster. We believe that students should produce original work as a result of their own research and discovery. Because of this, the act of plagiarism, or the use of any tool, person, or artificial intelligence (AI) to create content for them is strictly prohibited. Westminster staff will thoroughly communicate the various forms of cheating/plagiarism at the beginning of the school year to all students in grades 5-12. Any violations of this will be handled by the Dean of Students and faculty in accordance with our disciplinary policies stated below.

Cheating and plagiarism can be identified by, but are not limited to, the following behaviors:

- A student copies another's paper completely or in part
- A student knowingly provides his/her work or answers for another to copy or claim as his/her own
- A student purchases or steals from the Internet an essay and claims it as his/her own
- A student copies passages, ideas, statistics or working from a book, periodical, website or other source and claims it as his/her own without any indication of providing appropriate citation
- A student taking pictures of a quiz, test, etc.

Plagiarism

Preliminary Inquiry:

When a student at any grade level is suspected of plagiarism, a preliminary inquiry will take place. A review committee will independently consider the documents in question. The committee of 3 will include: The Head of School, Elementary Principal/Middle School Program Director and the Dean of Students.

The teacher or individual shall submit a request for review, the student's work, and may also provide a written statement related to the situation to the committee, prior to the meeting, for their review.

Once the written statement and documents are presented, the committee has two days to review and examine them. A meeting is then set up with the teacher or individual to hear about the situation. If deemed necessary, the committee will meet with the student to give him/her an opportunity to speak, providing information in the form of a rebuttal.

The committee will then determine the appropriate response based on the committee's research and investigation of the incident. If there are findings of plagiarism, the next step would be to follow the occurrence process below:

- **First Occurrence:** The occasion will be used as a teaching opportunity to clarify, guide, and build students' understanding of plagiarism.
 - **Consequence:** parent notification, student will redo the assignment for a **maximum of 50% credit.**
 - If the student is a member of NHS, the student will meet with the NHS council and Dean of Students to discuss potential probation or dismissal.
- **Second Occurrence** (regardless of which class plagiarism occurs in): A conference will take place between Westminster staff and the student, where the student will be informed of the infraction.
 - **Consequence:** parent notification, the student will redo the assignment and a "0" will be given on the assignment. The student will receive an out-of-school suspension. Failure to redo the assignment will result in an additional suspension from school.

- **Subsequent Occurrences** (regardless of which class plagiarism occurs in): a conference will take place between Westminster staff and student where the student will be informed of the infraction.
 - **Consequence:** Multiple occurrences of plagiarism (regardless of which class plagiarism occurs) may result in expulsion from Westminster.

Cheating

1. No credit will be earned on the homework/test/quiz.
2. Parents will be contacted.
3. Recurring issues will result in escalating consequences.

COMPLAINT OR PROBLEM PROCEDURES

During the course of the year, misunderstandings or problems can arise. This is often the result of lack of communication between those involved. Westminster's process for dealing with these differences and concerns seeks to be consistent with the teachings found in Matthew 18 by following the proper channels of communication as noted below.

Parent/Student → Teacher → Elementary Principal/Dean of Students →
Head of School → School Board Leadership Team

- All questions, problems or complaints should be brought to the teacher. Though an administrator will listen to a parent's/student's concerns prior to any meeting with the teacher, the administrator's first responsibility is to advise and help a parent/student initiate a dialogue with the teacher.
- If the situation is not cleared up at the teacher level, it should be brought to the appropriate administrator (Elementary Principal/Dean of Students).
- If the situation is not solved at the Elementary Principal/Dean of Students level, the parent/student should meet with the Head of School.
- If the situation is not solved at the Head of School* level, parents/students may reach out to the Leadership Team of the School Board (President and Vice-President) to present their concern both in writing and in person. The concern then will be shared with the entire School Board for their review and action. Though not typical, at the discretion of the Board's Leadership Team, the parent/student may be invited to present the concern in person at a monthly Board meeting.

If after all attempts have been exhausted and resolution is unattainable, the parents and school administration should prayerfully evaluate whether a mutually beneficial and cooperative relationship can be continued and maintained.

COURSE CHANGES

Serious consideration should be given when selecting courses for the upcoming academic year. Requests for scheduling changes after the deadline are not considered unless new and unexpected conditions occur. Approved schedule changes at the high school level may be made through the first five days of the semester without penalty. To request a change, a student must request a Change of Schedule Form from the guidance counselor. This form requires approval from the following: teacher, parent, guidance counselor, and principal, as well as an explanation for the request.

Any course dropped after this time will carry the grade of "WE" (withdraw/failing) or "WP" (withdraw/passing), whichever applies for the semester. Withdrawal after the mid-point of the first quarter will have a grade of "F" unless the student withdraws due to an extended medical illness and has submitted a written medical diagnosis from the student's physician.

DANCE POLICY FOR HIGH SCHOOL

Westminster Christian High School sponsors dances each school year. Our goal, in line with the school's mission and vision, is to teach and disciple students to participate in acceptable mainstream cultural activities in a God-honoring way under the supervision and direction of their parents and Westminster Christian school staff. All dances will be chaperoned by Westminster Christian School staff, faculty, faculty advisors and/or administrator. Dances are an optional social activity; participation is at parents' discretion.

Guest Policy

A Westminster Christian School student may invite one guest who is not a member of the Westminster Christian School community. The guest must be *under* the age of 21 and be registered on the online permission form.

Dress Guidelines

- Modesty should be the governing principle.
- Parents should provide guidance in advance.
- Cleavage must be covered.
- Strapless dresses must be cut straight across in the front and appropriately fitted.
- Slits in dresses must be not more than 4 inches above the knee.
- Dresses must be at least mid-thigh in length.
- Dresses should have no cutouts; no see-through material is permitted.
- Students who are dressed inappropriately may be asked to change or dismissed from the dance at the discretion of Westminster Christian School staff. Parents may be contacted.

Behavior during the dance

- Students must arrive at the dance within 30 minutes of the start time. No one will be admitted after that point.
- No one may leave the dance early unless parental permission is obtained. No one who leaves the dance will be readmitted.
- On-site dances will end by 10 p.m. and off-site dances by 11 p.m.
- All dancing must be appropriate (not provocative or sexually explicit, or prone to physical injury).

Music Selection

- All songs played at dances will have been reviewed and approved by Westminster Christian School personnel prior to the event. No additions will be made to the playlist at the dance.

DIPLOMA TRACKS FOR HIGH SCHOOL

We offer a multi-level diploma track program. Program levels include a High School Diploma, College Preparatory Diploma, & Scholars Diploma. The High School Diploma track allows a student to complete all necessary requirements in order to receive a high school diploma in the State of Illinois and can only be pursued by specific administrative approval after parental meetings that include the appropriate diagnostics and documentation as outlined by the school. The College Preparatory Diploma track, more rigorous than the High School Diploma, should be completed by any student seeking college admission following graduation. Finally, the Scholars Diploma is the most rigorous diploma track available. This track demands the highest level of commitment and sets students who receive this diploma apart as having challenged themselves to the most rigorous course of study available.

Graduation requirements from each of these leveled diploma tracks can be found below*:

Core Requirements:	High School Diploma	College Preparatory Diploma	Scholars Diploma
Bible	3.0-4.0*	3.0-4.0*	3.0-4.0*
Computer Science/Business	0.5	0.5	0.5
Fine Arts	0.5	0.5	0.5
Humanities	0.5	0.5	0.5
Health	0.5	0.5	0.5
Language Arts	4.0	4.0	4.0
Math	3.0a	3.0b	4.0
Science	2.0	3.0	4.0
Social Science	3.0	3.0	3.0
World Language	0	2.0	2.0
Additional Electives	6.0	5.0	5.0
Total Credits:	23	25	27c

* 4 Bible credits required starting with the classes of 2025 and 2026. Total credits required will be adjusted for those classes.

a: this includes a minimum of Algebra, Geometry, and 1 additional math credit

b: this includes a minimum of Algebra 1, Geometry & Algebra 2

c: a Scholars Diploma includes a minimum of 8 courses at the honors level or higher with no semester grade lower than a C-, as well as a minimum unweighted GPA of 3.5

DISCIPLESHIP

WCS Discipleship Framework

The aim of Westminster Christian School is to partner with families and churches in discipleship of their children. Westminster Christian School understands that there is more to a person than his or her academic life and more is required of a student than earning good grades in school. In light of this belief, we desire to work toward the development of the whole student. We view it as our responsibility to partner with parents and churches to nurture a child academically, socially, emotionally, and spiritually, with the ultimate goal of launching students into the world for Christ. The following principles are Westminster's guide to helping each child mature in Christlikeness while developing the whole student.

Discipleship Is Collaborative

All students need intentional discipleship. Though we understand that not all students will have a local church, we believe that discipleship is best accomplished through three collaborative parties:

- **The Family.** First and foremost, the responsibility of discipleship rests on families. Scripture calls parents to teach their children the commands of God (Deuteronomy 6:7) and to bring up children in the discipline and instruction of the Lord (Ephesians 6:4).
- **The Local Church.** Second, the local church continues the responsibility of discipleship as God has entrusted faithful men with his Word so that they will teach others (2 Timothy 2:1-2).
- **The Christian School.** Third, a Christian school serves to support these main facets of discipleship through reinforcing a Christian worldview, providing Bible training, and educating *while reinforcing a lifetime connection to their home and church.*

Teachers As Disciple-Makers

Each teacher at Westminster is partnering with a child's guardians and local church. Your first responsibility is to disciple through educating and/or leading programs.

Every teacher has a unique set of gifts and abilities. Some will focus extra energy on pursuing relationships, creating experiences, or leading student teams. We support and appreciate each teacher's unique passions and gifts and are truly grateful for each of the ways you help each student be a disciple of Jesus.

As teachers and program leaders, core discipleship needs vary with each stage of life. Here is a brief guide to help you as you collaborate to make disciples:

Elementary School Students

The elementary years are critical to a child's development. It is during these years that students are learning about themselves and the world around them. It is of utmost importance that children be raised up according to the following two principles:

- **Rooted in God's Word.** Students need to be built on the firm foundation of the truth as spoken by God in His Word. It is on this foundation that children can know what is right and wrong and be provided a standard for how they interact with God, their family, and their peers. In light of philosophies that are being held and promulgated by society, it is of utmost importance that every child is equipped with knowledge of the truth.
- **Rooted in God's Love.** Students need to feel the security of God's love. There is nothing more important to the ears of a young child than the following phrase, "God doesn't love you for what you do; He loves you for who you are." Parents and churches should aim to give this love to our children as it's been given to us by our heavenly father who demonstrated his love for us while we were still sinners (Romans 5:8). In partnering with the home and church, Westminster teachers want to demonstrate a love for our elementary students that provides them security and grace when they fall short, but also is the framework by which God sanctifies his children and pushes them toward holiness.

It is the aim of Westminster Christian School that Elementary students be prepared for the world by having Truth and Love instilled within them.

Middle School Students

Middle school is one of the most difficult stages of life for most people. It is a time where young boys and girls are transforming into young men and women. Physical, mental, and emotional changes are occurring throughout all four years of middle school. As such, it is of utmost importance that students have these principles impressed upon them through intentional training:

- **Trained In Wisdom.** Wisdom contains three characteristics:
 - First, a knowledge of the facts of reality.
 - Second, an immediate discernment or insight regarding the dynamics of the situation, and
 - Third, the necessary will or resolve to act in line with discernment. It is our aim at Westminster Christian School to train students up in wisdom. Throughout elementary, students will be trained in knowledge of the truth, and in middle school, we desire for students to be able to act wisely with the knowledge that they have gained.
- **Trained in Security and Identity.** As Christians, we recognize that both of these can only be found in Christ. During middle school years, students will be tempted to find identity or security in things like friendships, academics, fine arts, athletics, and much more. While these are good gifts that God gives to his people, they will not offer ultimate eternal identity nor security. Elementary students are trained in knowledge of God's love, and in middle school, we desire for students to find their identity and security in the love that God has shown them in Christ (Romans 8:39).

High School Students

It is our prayer that the students that leave Westminster have been prepared to serve God's kingdom by becoming connected to people and relationships that accelerate their spiritual maturity. Here are three specific areas we seek to help high school students intentionally connect.

- **Connected to their local church and Godly adults.**
- **Connected to their spiritual makeup and calling.**
- **Connected to healthy spiritual relationships.**

DISCIPLINARY PROCEDURES

Westminster Christian School seeks to encourage and mentor student growth in four key areas that will contribute to a safe, healthy and God-honoring community:

- Giving respect
- Growing in self-control
- Striving for integrity
- Seeking and granting forgiveness

At Westminster, we desire to maintain a positive learning environment. To do so, the school must respond to student misconduct. We believe that disciplinary situations are opportunities for students to learn and grow. As a staff, we are committed to seeking God's guidance and wisdom as we work with our students in these matters.

Westminster Christian School will work faithfully to maintain a positive learning environment with the expectation that staff and students will treat one another as image bearers, fairly, and equitably, and with respect.

ELEMENTARY

There are 3 school rules in elementary school:

1. Be Safe
2. Be Respectful
3. Be Responsible

Encouragement, affirmation, and positive feedback as well as consequences will be utilized in the elementary program. Teachers and administration use a biblical worldview when working with students and families. Individual teachers will address their classroom management systems during their Parent Night presentation in August as well as in writing.

Primary Grades

Our overall discipline guidelines for PK – grade 2 will follow a progression. Depending on the age level, progressive responses to inappropriate behavior may include the following:

- Verbal Correction
- Separation from other students
- Loss of privileges
- Call or email to parents
- Referral to the principal

While most concerns should be handled by teachers in a progressing manner, sometimes immediate disciplinary action will be taken for students who demonstrate the following:

- Excessive Disrespect
- Directing Abusive Language, Swearing, Aggressive Behavior or Fighting toward a teacher, adult, or another student, Bullying

In these situations, parents will be contacted, and the student will receive an appropriate, strong disciplinary response from the program principal. In certain circumstances, it may be in the best interest of the school community to immediately remove the student from the day's remaining classes.

Grades 3 and 4

In grades 3 and 4 our disciplinary structure begins to transition toward and prepare our students for the middle school disciplinary model. The distinctive responses and accountability measures for the grades 3 and 4 disciplinary plan are noted below:

Level 1: These may result in a reprimand, restitution, pink slip, conduct detention, or other forms of disciplinary action as approved by administration. These types of behaviors may include (but are not limited to) the following:

- Inappropriate language
- Insubordination or disrespect

- Classroom disruptions
- Demonstrating disrespect for staff or adults
- Disruptive behavior in class or hallway
- Misuse of the Internet or school's technology
- Unapproved use of cell phones and personal technology
- Demonstrating disrespect for the personal space of others/Hands on someone else
- Inappropriate touch/Hands on someone else
- Leaving teacher's supervision without permission
- Dishonesty

Level 2: This type of infraction may result in suspension, probation, or expulsion. Types of Level 2 behaviors include (but are not limited to) the following:

- Possession and/or use of dangerous materials such as fireworks or knives
- Written or spoken threats
- Fighting
- Stealing
- Setting a fire or pulling an alarm
- Destructive behavior or destruction of property
- Bullying - any conduct that is physically, emotionally, or mentally harmful to another student or creates a hostile or intimidating environment that interferes with the educational process
- Racial slurs or racist behavior (including inappropriate humor)
- Cheating - including the giving or receiving of answers on homework, quizzes, tests and essays
- Dishonesty, lying
- Behavior that endangers self or other students/staff
- Repeated or excessive Level 1 behaviors

Students should avoid any behavior that is disruptive to school operations, detrimental to good order, negatively impacts the larger Westminster learning community, or negatively impacts the testimony of Westminster Christian School. Misconduct in the school or at any school function not specifically mentioned above may be subject to disciplinary action up to and including suspension and/or expulsion.

Individual teachers will handle inappropriate behavior in their classrooms. It is expected that most disciplinary problems will be resolved between the student and teachers. Teachers will use the following guidelines when addressing most forms of misbehavior:

First	A personal conversation with student regarding the misbehavior
Second	Contact parents
Third +	Referral to office for Conduct Detention

Pink Slips

Pink Slips can be issued for minor infractions as a warning. Please note, a conduct detention is issued for every two pink slips issued per quarter.

Detention Hall

After school conduct detentions for elementary school will be held each Tuesday and Thursday from 3 - 3:30 p.m. The following is the quarter progression for Conduct Detentions that are cumulative in nature across all classrooms including art, music, physical education, library, and band:

First	30-minute detention
Second	30-minute detention
Third	1-hour detention
Fourth	One day out-of-school suspension
Fifth	Two day out-of-school suspension (Possible Behavior Contract)
Sixth	Consideration of withdrawal

The student will have two dates from which to choose to serve the detention. The student is to take the detention notice home to inform his/her parents and make transportation arrangements. The signed detention form must be turned in at the beginning of the detention time (3:00 p.m.).

No detention may be served without a parent's signature on the detention form. Failure to serve a conduct detention on one of the two dates on the form will result in an additional 30-minute detention.

Detentions are considered a form of disciplinary consequence and should be regarded as such by students in the detention hall. Students will be expected to complete a written assignment or work detail as assigned. Talking, sleeping, eating, drinking or causing any form of disturbance will not be tolerated. Any violation will result in a five-minute extension of the detention time per offense.

GRADES 5-12

Westminster aims to uphold God's holy and righteous standards in all areas of life. The aim of discipline is to shepherd a child back into righteous and holy conduct. Restorative correction is to be done in love with the aim of bringing about repentance that bears the fruit of righteousness. When students make choices against God's holy and right conduct, Westminster will aim to speak truth to convict and direct but do so with love and grace in order to reach the child's heart (Ephesians 4:15). Ultimately, restorative correction, when done out of love, is intended to care for a child's future decisions so that they will Grow-in love, joy, peace, patience, kindness, goodness, faithfulness, and self-control (Galatians 5:22-23).

Biblical Foundations of Classroom Discipline:

1. Just the nature of the law. The law of God is meant to demonstrate His holy and righteous standard. The just nature of the law means that an appropriate consequence will be applied for every person's action.
2. Done in love. The aim of discipline is correction not retribution. While consequences are necessary, forgiveness and restoration are always available to the student. Westminster desires to see transformative change in the lives of students and recognizes discipline and consequences as an instrument that God uses to promote change in a student's life. (Proverbs 13:28)
3. Fostered through relationships. Discipline is built on the foundation of a relationship. Westminster desires to know each child individually. This means knowing their unique circumstances and needs in order to care for them and shepherd their future. (1 Thessalonians 5:14)
4. In partnership with the home. The school serves the home. Discipline is no exception. Our aim is to come alongside parents in the education and growth of their child. When discipline takes place, it is only effective if it is done in partnership with the home. (Hebrews 12:7-11)
5. Limits of school. In some cases, a school is incapable of administering the necessary discipline in a child's life. The home and the church are chief accountability and discipline measures in a person's life. In some cases, the school will recognize their inability to bring about restoration and will need to ask the student to leave the school in order to receive appropriate discipline and restoration elsewhere. This does not mean that forgiveness, love and grace are not extended to the student, but it does mean that the school is not in a position to properly care for the child as they need. (1 John 1:9, Matthew 18:15-17a)

Three levels of discipline

Westminster sees three levels of discipline:

Level 1: Classroom discipline. This is left to the discretion, policies and governance of each individual classroom teacher. While all classrooms are unified in their desire to uphold the foundations of classroom discipline, each class, teacher, and subject are unique and require different rules to function. Classroom teachers will work in conjunction with the home when discipline is in order. Repeated offenses will not be tolerated, and students will be referred to the administration in such cases.

Level 2: The following violations will result in detentions, work hours, loss of privileges or any other consequence that the administration deems necessary.

- Dress code violations
- Technology code violations
- Tardiness
- Disrespect to any staff member of school employee
- In class disruptions

- Skipping class or leaving school without permission
- Skipping detention
- Lying
- Swearing/Profanity

Level 3: The following list, while not exhaustive, will result in suspension, probation or expulsion, in addition to the consequences in Levels 1 and 2. This may include incidents that take place off campus but affect the Westminster community.

- The use, possession or distribution of tobacco.
- The use, possession or distribution of e-cigarettes or other vaping paraphernalia
- The use, possession or distribution of mood- or mind-altering drugs.
- The use, possession or distribution of prescription drugs.
- The use, possession or distribution of alcoholic beverages.
- The use or possession of fireworks or other explosive devices
- Pulling a fire alarm
- Theft
- Vandalizing or misusing school property
- Planning or committing arson
- Bullying, fighting or disruptive behavior
- Repeated classroom disruption
- Repeated lying
- Defiance of staff authority
- Repeated Profanity
- Profane gestures or sexual innuendo
- Inappropriate use of technology
- Sexual immorality
- Sexting
- Gambling
- Racial slurs or racist behavior including inappropriate attempts at humor
- Sexual harassment
- Use of any type of language that is threatening in nature.
- Any behavior that damages the community or Westminster culture.

Financial and/or property restitution may be required for any misbehavior that leads to the damage of school property or of others' property.

Conclusion

It is our goal as a Christian school to work in conjunction with parents to build, teach, and enforce Biblical principles. While students are under the authority of parents in the home, it is expected that they will abide by these commitments while they are a part of the Westminster community. Commitment violations that occur inside or outside of school hours or situations that impair the testimony of Westminster Christian School cannot be ignored. In line with Biblical teaching, behaviors that are not consistent with scriptural standards will have the appropriate consequences. These consequences will be in line with the severity of the infraction.

BULLYING BEHAVIOR (Elementary, Middle, and High School)

Jesus tells us that the greatest commandments are to love God and love others (Matthew 22:36-40, Mark 12:29-31, Luke 10:25-28). Jesus also reminds us that people will know we are his disciples by our love for one another (John 13:34-35). Our primary task is to challenge students to love. There is no room for bullying or similar actions at Westminster Christian School, but rather devotion to love each other. This compels us to protect and support victims, strongly discipline abuse of power, and help all students and parents be a part of creating an atmosphere of care which is free from intimidation, harassment, harm or threat.

Definition

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of (a) physical harm to a school employee or student or damage to the school employee’s or student’s property; (b) substantial interference with a student’s education or with a school employee’s role in education; (c) a hostile educational environment for one or more students or school employees due to the severity, persistence or pervasiveness of the act; or (d) substantial disruption of the orderly operation of the school or educational environment.

“Electronic Act” means without limitation a communication or image transmitted by means of an electronic device, including but not limited to a telephone, wireless phone or other wireless communication device, or computer.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial disruption with the other’s performance in the school environment.

“Substantial disruption” means without limitation that any one or more of the following occur as a result of bullying:

- Necessary cessation of instruction or educational activities
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment
- An electronic act that results in the cessation or interference of the orderly operation of the school environment

Examples of “bullying” may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic “compliments” about another student’s personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting, or belittling
- Non-verbal threats and/or intimidation such as “fronting” or chesting” a person
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics
- Blackmail, extortion, demands for protection money or other involuntary donations or loans
- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Stealing or hiding books or belongings
- Threats of harm to student(s), possessions, or others

Policy

We do not tolerate bullying in our school community.

Procedure

Students who engage in bullying while (a) at school, on school property, on school trips, in school vehicles, at any school function, in connection to or with any school sponsored activity or event, or while enroute to or from school, or (b) by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion.

School employees who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall immediately report the incident to the program School principal or designee. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Students or parents who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall report the incident to the principal or designee as soon as possible, and never later than twenty-four hours after the incident. While later reports are welcome, follow up and discipline are hampered by longer time periods. Any student who is a victim of bullying or who witnesses bullying or has reliable information about a bullying incident will be afforded as much care and protection as reasonably possible with severe consequences for a student or parent who retaliates to the student providing the information. Intentional false reports intended to harm will be treated as a major offense for discipline.

The program principal or designee will be responsible to follow up on reports to determine the need for disciplinary action. If the bullying incident is substantiated, the building principal or designee will require a meeting between the principal or designee, alleged victim and family, and the alleged bully and family within twenty-four hours, with the goal of using partnership to change behavior and encourage reconciliation.

Consequence

The most likely consequence for verified bullying will be suspension and/or expulsion depending on the severity and circumstances surrounding the incident. Repeated instances of bullying or retaliation will result in expulsion.

Plan

The following actions to train, create understanding, and institute these policies will be implemented:

1. Staff will be trained, at least on an annual basis, including these policies and the importance of modeling behavior that encourages genuine care for all and discourages bullying.
2. Student Development Coordinators at the middle and high school levels will serve as another layer of both student and parent follow-up/communication and support.
3. A public reminder to students will be made at least annually.
4. Parents will have the policy presented at least annually through email, website, the parent/student handbook, and/or public forum as deemed appropriate by administration.
5. Administration or designees will regularly review discipline and information to determine if a student exhibits potential bullying characteristics for the purpose of working with that student to prevent bullying.

DRESS CODE FOR STUDENTS (Preschool - Grade 12)

Westminster Christian School (WCS) desires to maintain an environment that reflects a Christian worldview and allows students to learn and grow. Consequently, Westminster will set expectations for student's appearance that will align with Biblical values and foster an environment of learning. Westminster's dress code is designed around 2 main principles:

1. Modesty - WCS believes a student's appearance should reflect his/her identity as a follower of Christ; and therefore, modest dress guidelines is the standard for all students in our Christian school setting. Modesty alleviates the potential for unnecessary distractions in the classroom and respects the learning environment.
2. Casual - WCS desires our students to learn in a relaxed and informal setting, while also meeting certain base standards that respect the learning environment. WCS also understands that there will be situations that necessitate a more professional, formal environment, such as science fairs, mock trials, presentations/projects, fine arts presentations, etc. In an effort to develop life-ready students and prepare them for the future when they may encounter various appearance codes, it will be at the teachers' discretion to require more professional attire for these situations.

It is important to note that the following appearance standards do not reflect morality; but they are preferences and school standards that WCS seeks to uphold. The goal of these guidelines is that they are measurable, consistent, easily understood, and enforceable.

Students are expected to follow the school dress code, including on exam days and while on campus before and after school. Our expectation is that parents will teach, reinforce, and promote these principles in support of the school. If parents have any questions related to the dress code, or specific questions about student dress, please contact an administrator.

Typically, violations of dress code in the elementary school will result in an email or phone call home asking parents to help the student avoid any future dress code violation. For grades 5-12, if a student is found to be out of dress code, an email will be sent home to the parent/guardian as to the specific violation(s) and the student will be required to correct the situation by changing clothes. If a student is not able to correct the violation quickly so that they can return to class, alternative clothing will be provided. Students will be allowed two warnings for a dress code violation. Additional instances will be seen as a sign of disrespect and will result in consequences as outlined in the Disciplinary Procedures section of the handbook.

Guidelines for Westminster's dress code are as follows:

General

- Inappropriate images and messages on clothing are not permitted.
- Cross-gender dressing will not be allowed.
- No undergarments should be visible because of clothing material and/or by the way it is worn.

Shirts, Dresses, Skirts, Tops

- Girls' shirts, dresses, and tops should be modest with necklines revealing absolutely no cleavage.
- All shirts and tops should cover the midriff at all times. If a student's midsection can be seen at any time, the shirt should not be worn to school. Here are two good tests:
 - When you raise one hand above your head, if your midsection can be seen, the shirt is too short.
 - When you bend or sit, if your shirt is too short or tight and rides up to expose your midsection, your shirt is too short.
- Sleeveless shirts, blouses, and dresses are allowed for girls. For elementary students, these should be modest and not have spaghetti straps, unless covered by a sweater or jacket. For grades 5-12, female students are allowed to wear sleeveless shirts if the strap is minimally 2 inches wide and the armhole fits snug around the arm measuring no more than 3 inches from the armpit.
- Hooded sweatshirts are allowed; however, the hood must be down at all times in the building.
- Skirts and dresses should fall no shorter than 2 inches above the knee.
- For Athletic practices: Both boys and girls must wear shirts at all times, both inside and outside of the building. Athletic tank tops for both boys and girls are acceptable for athletic practices. Shirts may not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area.

Jeans, Pants, Shorts

- Shorts: Students may wear shorts of appropriate length throughout the year. For elementary students, shorts should be approaching knee-length. Mid-thigh length is not appropriate. For grades 5-12, shorts should have a minimum of a 7-inch inseam.
- Pants: No pajama-style pants should be worn, except on specifically designated spirit days. However, joggers, harem pants, and athletic-style pants (i.e., pants designed/styled for both fashion and to be worn to practice or games) will be permitted.
- Leggings/fitted yoga pants are allowed for girls. For students in grades 5-12, the top must be long enough all the way around (back, sides and front) to completely cover the rear end and corresponding front of the body, and the top must be loose fitting, not body shape revealing or too tight.
- Jeans which are designed with holes, rips, tears, and frays are allowed; however, to follow the modesty principle and be consistent with the guidelines for skirts/dresses, any holes, rips, tears or frays are not allowed higher than 2 inches above the knee.

Shoes, Hats, Accessories

- Shoes must be worn at all times in the building. Sandals or slides are permitted for middle school and high school students only. Slippers are not permitted, except on designated spirit days.
- Sandals/slides should not be worn by elementary students due to the possibility of slivers or injury presented by outdoor play.
- Hats should not be worn in the school building, except on designated spirit days.
- Headphones/Airpods: Classroom use of headphones, airpods, and the like, is allowed with teacher permission and approval. Use of these devices is not allowed during chapel.

Personal Style

- Hair is to be clean and groomed. If boys' hair, when hanging down naturally, exceeds collar length, it must be pulled back in a ponytail. If a student's hair, when hanging down naturally, covers the eyes, it must be pulled back so that the eyes are visible.
- Hair is to be clean, neat, and not a distraction (e.g., Mohawk, extreme haircuts, unnatural hair colors, etc.).
- Boys are permitted to wear a single stud earring at school. Piercings such as earrings or small nose studs for girls are permitted. Other piercings, tattoos or "body art" are not appropriate, if visible. Piercing of the lip and eyebrow are not appropriate. Students who have such piercings will be required to remove their body jewelry when they arrive at school or put in an invisible spacer during the school day.

Dress at School Sponsored Events

- *For Students:* While greater responsible freedom is given to students in their choice of attire at school events, it is the expectation of Westminster that students will dress in a manner that is respectful, modest, and neat.
- *For Adults:* To be an example and consistent in our community expectations, employees, parents, and vendors are asked to also dress in a manner respectful of the guidelines set forth for students. When attending school functions such as field trips, sporting events, volunteering, coming inside to pick up students, visiting the classroom, etc., dress should be modest and reflect a positive example for students.

Please note that the administration reserves the right to amend the dress code as needed to address new fads and styles that arise within the school year. The administration reserves the right to ask a student to stop wearing or displaying a particular style of dress, hairstyle, or appearance if deemed to be inconsistent with the standards and intent of Westminster's dress code. The administration retains the right to monitor the dress of Westminster students during school functions both on and off campus, and to request compliance from students when necessary. Parents are urged to carefully monitor the clothing worn by their students when they leave for school or school functions.

DRIVING (Student Driving)

Driving by students is a privilege; students must observe the following guidelines in order to be allowed to drive on campus.

- A. All students who drive to school must apply for a parking permit.
- B. All students must park in numbered spaces and follow the designated traffic pattern.
- C. Students may not go to their car during the day without the permission of the administrative assistant at the front desk.
- D. Students must drive safely on campus *at all times*. Special care should be taken during morning drop-off and after school pick up times. **Since we are a PreK-12 school, students are responsible to the community for their driving behavior.**

Failure to abide by the above guidelines will result in a loss of driving privileges.

FACTS (formerly known as RenWeb)

FACTS is our web-based, school-management system. For assistance with FACTS, contact the appropriate program administrative assistant.

FIELD TRIPS

Teachers plan field trips that are designed to achieve instructional objectives.

All volunteer drivers need to complete a *Volunteer Driver Application Form* and have it approved by the administration prior to driving for any school function.

Parents are encouraged to participate in these field trips by assisting in driving and/or supervising the activities. Siblings should not attend as they are potential distractions to effective supervision and oversight. Classroom teachers will confirm their role and communicate all logistics with each chaperone

prior to accompanying the class. At least 1 adult for every 4-5 students is desired to ensure adequate supervision.

All students must wear seat belts and must be secured in a car safety seat, if under the age of 8, while traveling to satisfy state law. Drivers should be aware that their personal automobile insurance coverage is liable for accidents and injuries to persons or property that may occur while voluntarily driving on field trips.

We ask that all volunteer parents on field trips willingly support and follow the classroom teacher's direction.

FINE ARTS PROGRAMS

All students participating in extracurricular fine arts activities, and their parents, are expected to review the standards outlined in the Fine Arts Handbook found on our website and/or through our Fine Arts office. Each student must satisfy the academic and behavioral standards as outlined in the Fine Arts Handbook.

GENERAL COMPLIANCE

Westminster Christian School is recognized by the Illinois State Board of Education. Our school community and principals will be in general compliance with the applicable sections of the Illinois School Code, with relevant case law (including Plyler v Doe), and with 23 Illinois Administrative Code Part 425 to maintain ISBE recognition.

GRADE ACCELERATION

A sincere and conscientious effort is made at the time of admission to place a student at the appropriate grade and age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. The school administration will consider many factors when making a determination regarding accelerating students from one grade level to another. Among these factors are exceptional standardized test scores, outstanding classroom performance, and supporting evidence of social/emotional capacity for grade acceleration. Westminster's goal is to challenge students toward academic excellence and substantive social, emotional, and spiritual development in partnership with parents.

GRADE RETENTION

Retention will only be considered when all strategies for remediation have been implemented and documented, but have failed to prepare the student to enter the next grade level. It is important that any communication and parent conferences involving student failure be ongoing and documented. When a teacher is considering the recommendation of retention, all necessary administrative personnel will be involved in the discussion and decision-making process.

GRADING SYSTEM

Preschool

1 = Continuously demonstrating
2 = Developing
3 = Needs improvement
N/A = Not applicable

Skills Marks for grades K-4

O – Outstanding	N - Needs Improvement
G – Good	U - Unsatisfactory
S – Satisfactory	N/A - No Grade Assigned
	P – Pass (grades 3-5 only)

Academic Marks for grades 3-12

A	93-100	B+	87-89	C+	77-79	D+	67-69	F	Below 60
A-	90-92	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		

Students who receive a final semester grade below 70% are considered in non-mastery status. As a result of this, students may be asked to enroll in a credit recovery course that takes place during the summer. His/her course will need to be approved by Westminster administration.

High school students receive weighted grades for the purpose of computing GPA and Honor Roll. Weighted grades reflect the nature and difficulty of the courses in the curriculum.

	Standard Credit 4.0	Honors Credit 4.5	AP 5.0			Standard Credit 4.0	Honors Credit 4.5	AP 5.0
A	4.0	4.5	5.0		C	2.0	2.5	3.0
A-	3.67	4.17	4.67		C-	1.67	2.17	2.67
B+	3.33	3.83	4.33		D+	1.33	1.33	1.33
B	3.0	3.5	4.0		D	1.0	1.0	1.0
B-	2.67	3.17	3.67		D-	0.67	0.67	0.67
C+	2.33	2.83	3.33		E	0.0	0.0	0.0

Note: In all grade calculations, each letter grade (e.g., B+, B, B-) is considered separately. A “B+” and a “B” are considered different grades and are calculated differently.

GRADUATION

High School

Students are expected to complete all applicable graduation requirements to receive a diploma from Westminster Christian School. Students must attend full-time for both semesters of their senior year in order to graduate. Participation in graduation activities is a privilege earned by meeting school academic and conduct standards.

Only full-time students who have completed all Westminster Christian School academic requirements by senior exam days in May and are considered in good behavioral standing will participate in graduation.

Middle School

Westminster Christian Middle School concludes the school year with a promotion ceremony for the 8th grade class. This celebration serves the purpose of awarding a Certificate of Graduation to each grade 8 student who has satisfactorily completed Middle School at Westminster.

GUIDING PRINCIPLES FOR PARENT-LED SOCIAL ACTIVITIES

The scriptural standard for social activities is the same for all Christians, regardless of their age: "Whether then, you eat or drink or whatever you do, do all to the glory of God." (I Corinthians 10:31)

Social activities are wonderful opportunities to delight in one another and the goodness of life in a manner that brings glory to God. Parents have the joy of leading and establishing a framework for their children regarding God-glorifying social activities.

We encourage all parents to openly communicate with one another to understand the nature of social activities. It is, in the end, the parents' responsibility to discern the appropriateness, safety, and advisability of each social activity their child attends. Yet, we want to offer guidelines that help set a community expectation and standard.

Therefore, we urge all parents, or other adult sponsors, involved in the planning of social activities to prayerfully take hold of the responsibility to:

- ensure that the social activities are age-appropriate
- ensure students are properly chaperoned at all times
- ensure God-honoring conduct among the students

It is our expectation that all activities, both school sponsored and unsponsored, involving Westminster Christian School students adhere to school behavioral expectations as outlined in the Lifestyle Commitment Form. Behaviors that are not acceptable include, but are not limited to, the following:

- Smoking, or otherwise using tobacco
- Using, or being in the possession of illegal drugs
- Drinking alcoholic beverages of any kind
- Participating in behavior which in any way violates local or state laws
- Treating other students or adults in a disrespectful manner (including fighting or bullying)
- Participating in hazing activities. This includes anything that new members of a group are made to do to be a part of the group. This includes anything that is embarrassing, humiliating or degrading.
- Playing or listening to music that is inappropriate; watching movies or videos that are inappropriate
- At school sponsored swimming events, the young men are expected to wear modest boxer-type swim trunks and the young ladies to wear modest one-piece swimsuits, or two-piece swimsuits covered with a t-shirt.
- Inappropriate use of social media

The public display of affection between students is discouraged at school and should be carefully monitored at off-campus activities. Without oversight this issue can quickly become a point of distraction, concern, and conversation in the school environment and, in the end, negatively disrupt the school community.

At that point, the matter will be addressed by the appropriate member of the administration, or staff member, in the best interest of upholding the community standards of the school.

Students attending Westminster Christian School functions are, at all times, expected to respond with respect and obedience to the designated adult chaperones as they seek to implement these established guidelines. We encourage parents to maintain the same expectation for social activities they are sponsoring.

HOMECOMING/WARRIOR SPIRIT WEEK

Homecoming/Warrior Spirit Week at Westminster Christian School is established to provide a focused opportunity to build positive student life, corporate identity, and school spirit. Homecoming/Warrior Spirit celebration planning is under the direction of the administrative team working in conjunction with the high school student government and a faculty sponsor. In all circumstances, expressions of school spirit are expected to demonstrate sensitivity and sportsmanship to ensure a positive and edifying experience for all involved. It is our desire to include the entire K-12 community in the events associated with Homecoming/Warrior Spirit Week, including athletic contests and special events.

HOMEWORK

Homework is an essential part of the academic program of Westminster Christian School. Students should expect a reasonable, age-appropriate amount of homework from a school that is self-described as a college preparatory environment.

Homework is designed to enhance learning, prepare for the next day's class, and expand academic skills. Assignments are expected to be handed in on time and late assignments may receive a lower grade or might not be accepted at all, depending on the discretion of the teacher in accordance with established classroom standards.

Students in grades 5-12 who miss class time to participate in extracurricular activities are responsible to obtain the assignments from the teacher or a classmate in order to be fully prepared for the next day's class.

Homework and formal assessments will be suspended during the weeks of Homecoming, the Middle School Musical, and the All School Musical, with the exception of A/P courses. In class and informal assessments will continue during these weeks.

ILLNESS / MEDICATIONS

- A. If your child has any symptoms of illness, PLEASE DO NOT SEND HIM/HER TO SCHOOL. The cooperation of all parents will result in protection of your child as well as other children in the school. A Pediatrician recommends that a child should be kept home if you notice any of these symptoms:
- Fever 100+ (the student should be fever free without medicine for 24 hrs. before returning)
 - Vomiting or diarrhea in previous 24 hours
 - Unusual fatigue or irritability
 - Sore throat or other obvious infections
- B. The teachers at school will be watchful for any symptoms of illness and will notify you should anything occur at school. Any child becoming ill at school can be isolated from the other children and rest until he/she can be taken home.
- C. If a child has been absent because of a contagious illness or prolonged sickness, a statement is required from a doctor stating that he/she can return to school without endangering other children.
- D. In case of injury, whenever possible, parents are notified immediately. If neither the parent nor designated alternate emergency contact person can be reached, the doctor designated on the student's emergency contact form will be called. If necessary, the program principal will see that your child is taken to the hospital.
- E. Concussions: Upon receiving a concussion diagnosis from a medical professional, a Return to School Plan must be submitted by the student's doctor.
- F. Medication
- A Medication Authorization form must be submitted for any prescription medications used by students during the school day. All medication must be sent to the office in the original bottle/packaging.
 - Per 105 ILCS 5/22-30(c), Westminster Christian School and its personnel incur no liability for injuries occurring when administering any medication including but not limited to asthma medication, an epinephrine auto-injector, or an opioid antagonist, and that the parents or guardians must sign a statement acknowledging this protection.
 - We will not dispense any non-prescription medication to students without parental permission.

Care of Students with Asthma

- Westminster Christian School allows the self-administration and self-carry of asthma medication upon receipt of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually.
- Westminster Christian School requests annually an Asthma Action Plan from the parents or guardians of students with asthma.
- Westminster Christian School requires its personnel who work with students to complete every two years an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

Care of Students with Diabetes

- When Westminster Christian School has a student with diabetes, all school employees receive training in the basics of diabetes care, per Section 10-22.39 of the School Code.
- Westminster Christian School allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature, both of which are maintained in the school files.

- G. Head lice: Westminster Christian School has a nit-free policy. A child that has had head lice will not be permitted back to school until he/she is nit-free. Students will be checked by school staff prior to reentering the classroom.
- H. It is important that the parent's home, work, and cell phone numbers are correct and kept up to date with the school office in the event an illness or injury occurs during the school day.

Medical Records

A record of students' health examinations, immunizations, dental examinations and vision examinations is to be kept and maintained in the student files. Current medical records are due prior to the first day of school and performed and dated within 1 year prior to the date of entering school. This applies to the following grades/situations:

- Physical/Immunizations - Grades Preschool, Kindergarten, 6 & 9, and first time in Illinois school
- Proof of Meningococcal vaccine (MCV) – Grade 12
- Dental Examination - Grades Kindergarten, 2 & 6
- Vision Examination – Kindergarten and first time in Illinois school (except preschool)

Religious Exemptions are accepted if the ISBE Certificate of Religious Exemption form is completed by student's health care provider (a physician licensed to practice medicine in all of its branches, advanced practice nurses, or physician assistants).

Students will be excluded from school by October 15 if the requirements for health examinations and immunizations have not been met.

LOCKERS

A locker for student use is assigned to each student in grades 5-12. It is expected that students will not enter another student's locker. The security of all personal belongings is the sole responsibility of each student. Locks, if desired, are available for high school student use at no charge and can be obtained from the high school office. If a school lock is used and lost or not returned at year's end, a fee of \$10 will be charged to the student's account. We encourage students to use the lockers for essential items needed for school. To avoid even the possibility of loss or theft, items of great value and worth are best kept at home whenever possible. The hallway is not an appropriate place to store belongings.

Lockers should be kept neat and clean. Students are free to decorate the inside of the locker with items and images appropriate for the Westminster Christian School community. Interior decorations must be mounted with removable tape or in another way that does no damage to the locker or its paint.

LOST & FOUND ITEMS

Many items of apparel are left in the school halls, around the playground, etc. Items left behind are placed in the lost and found, either outside the elementary office or in gymnasium. Any items left unclaimed for more than two weeks will be collected and donated to a local charity. Parents are asked to label all gloves, mittens, hats, boots, scarves, and lunch boxes in order that if an item is lost, it may be properly identified and returned.

LUNCH

Elementary students keep their lunches in their classrooms until lunchtime, while students in grades 5-12 store their lunches in their lockers.

Please note there are lunch tables designated as 'peanut free' for those with nut allergies in the designated lunch area. (See Nut Allergy Awareness Guidelines, Appendix B.)

OFF CAMPUS LUNCH

Off Campus Lunch is a monthly privilege granted to seniors who are in good standing. The schedule for lunch dates is established by the high school office. A permission slip, signed by the student's parent, is kept on file.

PARENT CONFERENCES

Parent-teacher conference days are scheduled in the fall. Progress reports are available real-time on the Family Portal (formerly known as Parents Web) in FACTS. Mid-quarter elementary progress reports will be sent home at the kindergarten through grade 2 level only when a student is not meeting grade-level expectations.

Parents may request a personal conference at any time. These should be scheduled by appointment. Parents are encouraged to communicate with teachers before or after school regarding the progress of their student. However, should an issue arise requiring extended discussion or concentration, parents are requested to schedule an appointment.

PETS/ANIMALS ON CAMPUS

Pets/animals are not allowed on campus at any time with the exception of police dogs and service animals. This includes when school is in session or at any other event on campus. This is per Elgin Municipal Code .7.04.220.

PHONE DIRECTORY

A telephone and email directory of Westminster families will be available on the Family Portal (formerly known as Parents Web) in FACTS. Parents may block their own email address, phone number or address via the Family Portal site. The directory will include names, addresses, emails and phone numbers of all parents and students unless these items are blocked. During the registration process, families are encouraged to proofread their identifying information and update as necessary via the Family Portal through the Web Forms tab.

This phone directory is **not intended as a source for solicitation purposes beyond regular school functions**. Please respect this intent.

PHONE / EMAIL COMMUNICATION

School office phones are to be used only with permission. The office staff will be present during school hours to answer the phone. Messages for individual teachers may be left with the office staff. We recommend that direct contact with teachers happen through email. Ideally, teachers and staff will respond to emails and phone messages within a 24-hour period.

PLAGIARISM (See CHEATING / PLAGIARISM)

PREGNANCY POLICY

When the school becomes aware of a student pregnancy, those involved will be asked to discontinue attending classes. This time will allow time for the gathering of facts, discernment of the students' and their parents' perspectives/attitudes/needs, and determination of an appropriate school response. Continued enrollment at Westminster will be conditional upon the approval of the Head of School and School Board. Continued enrollment comes with the following expectations:

- The students will continue to live with the parents or legal guardians under normal circumstances. Married students cannot be enrolled at Westminster.
- Students and parents alike are willing to enter a counseling/working relationship involving the church and the school. The goal is to form a cooperative plan that brings the students back into a proper relationship with the Lord and encourages appropriate behavior moving forward.
- Students involved in pregnancy and their parents must support open, timely, factual communication with the student body and parent community.
- Westminster will help students fulfill academic responsibilities if an indefinite suspension is issued.
- Students involved in pregnancy may be suspended from representing Westminster in school-sponsored performances, including athletics, music, drama, and leadership positions. As the pregnancy progresses, it is likely the student will be asked to pursue homebound instruction primarily for safety considerations.

As much as possible, both the boy and girl (if both from Westminster) will share similar consequences to demonstrate the shared responsibility and accountability for their conduct. This would include directives regarding suspension and homebound instruction.

REPORT CARDS

Elementary grade reporting is available via FACTS (formerly known as RenWeb) on a trimester basis. Middle and high school grade reporting is available via FACTS on a semester basis.

SCHOOL CLOSINGS (Emergency Notifications)

Announcements regarding school closings or emergency situations will be made via our school-wide *Calling Post*. Via *Calling Post*, parents will receive an automated phone call from the school indicating any school closing or emergency situation. This call originates from Oklahoma City, Oklahoma. Additionally, an all-school email will be sent via FACTS and a recorded message may be heard by calling the school.

SCHOOL HOURS

Preschool 3 (T/Th - half day)7:55 a.m. (Tues.) / 8:40 a.m. (Thurs.)- 11:30 a.m.
Prekindergarten 4 (half day)7:55 a.m. - 11:15 a.m.
Prekindergarten 4 (full day)7:55 a.m. - 2:45 p.m.
Kindergarten (half day)7:55 a.m. - 11:30 a.m.
Kindergarten (full day)7:55 a.m. - 2:45 p.m.
Elementary (Grades 1-4)7:55 a.m. - 2:45 p.m.
Middle/High School (Grades 5-12)7:55 a.m. - 3:00 p.m.

Late Start on Thursdays (all grades) – School begins at 8:40 a.m. (Check calendar for exceptions.)

SEMESTER EXAMS (High School)

Comprehensive final semester exams will be given at the end of each semester covering only that semester's work. All students at the High School level are required to take semester exams. Seniors may be exempt from a second semester final exam in a class where the student's second semester average is 93% (A) average or higher. The semester exam may be weighted up to 15% of the semester grade.

Semester exams are administered by each individual teacher during a scheduled time period and must be taken by the student only during this allotted time. Excused absences will need special consideration. The semester exam schedule is published prior to exam week. Students will be required to remain in the classroom until the allotted time period has ended.

STANDARDIZED TESTING / COLLEGE PREPARATION

The focus of our guidance program is to help each student maximize the academic experience at Westminster Christian School while giving direction and preparation for the next step in his/her educational or career path.

Elementary Testing

Achievement tests are given each spring to students in grades 1 - 4. Students in grades 1-4 will take the TerraNova3 battery of achievement tests (or a suitable alternative) during one week in April each school year.

Middle School Testing

Students take part in Measures of Academic Progress (MAP) each year. This adaptive assessment measure students' progress twice each year. These results allow parents and staff to obtain student's individual progress over the course of a school year. In addition, grade 8 students will take the PSAT, a practice for the SAT. Results are reported to the school and are sent home for parental review.

High School Testing

The following standardized tests are given annually to students in grades 9-12:

- **Freshmen** take the PSAT to help with course placement and to establish a baseline for each student.
- **Sophomores** take the PSAT.
- **Juniors** take the PSAT, a practice for the SAT, the qualifying test for the National Merit Scholarship Competition. It is recommended that juniors take the ACT in the spring semester.

All college-bound students are required to take the ACT before graduation. The SAT is also recommended.

Special Accommodations for College Entrance Testing

Students seeking testing accommodations should work with the resource department. Students who seek to attain special testing services and/or accommodations for the ACT, PSAT, or SAT, must satisfy the following requirements:

1. A student must have a current evaluation on file, which has been done within the last three years. This evaluation must include a diagnosis for eligibility for special services.
2. An IEP, ISP or a 4IS Plan (accommodation plan) must be in the student's permanent record file at the time the request is made.

If special accommodations for college entrance testing is needed, please note that the process of requesting and establishing status for special testing services takes multiple weeks to gain approval.

STUDENT RECORDS

Cumulative files for current students are kept by Westminster Christian School and include enrollment papers, academic grades, attendance records, immunization records, standardized test results, discipline reports, and other pertinent information. Information from the cumulative files is not released outside the school without parental permission. For any requests regarding student records, please contact the Director of Admissions, via email at admissions@westminsterchristian.org.

SUNDAY OBSERVANCE / SCHOOL ACTIVITIES

School activities will not be held on Sunday (with the exception of activities that constitute all or part of worship services). Restricted activities include practices, tutoring sessions, or any other activity normally associated with Monday through Saturday school operations involving students. Any exceptions must gain prior approval from school administration.

TEACHER / STUDENT INTERACTION

Westminster's educational philosophy places a heavy emphasis on partnering with parents in the education and spiritual development of their children. Student interaction with teachers occurs in various settings and mediums. Below are guidelines we have shared with our teachers to promote healthy teacher/student interactions.

Knowing Students

Westminster Christian School encourages teachers to know their students well by greeting them warmly, by offering to help them learn in every situation, and by asking questions about their interests, families, hopes, and fears. The proverb, "I don't care how much you know till I know how much you care" pertains to Christian teaching. Teachers are encouraged to engage in the lives of the students, but they should do so under the following guidelines:

- Offer to listen to the student in private, but in view of others.
- Hold personal comments made by students in confidence unless what they say will be harmful to themselves or to others; if sharing a confidence becomes necessary, inform the student that you plan to reveal the information. Communicate with students' parents and the program principal if concerns arise.
- Avoid unnecessarily communicating personal comments of students to others, including colleagues.

- Whenever child abuse is suspected, report the concern to the Head of School or program principal. Teachers should not seek to remedy these situations themselves.
- Notify administrators when personal, social, or family problems are having a negative influence on academic or social behavior.
- If students begin to reveal potentially embarrassing details about their family or a person within your class, offer to discuss that situation later. Do not let prayer requests become laced with overly personal information.
- Avoid situations that might be construed as inappropriate. Meet students in view of others, refrain from touching students inappropriately, and communicate with parents as often as possible while guarding confidences. Teachers should maintain an open door as much as possible when with a student of the opposite sex.

Interacting With Students in the Classroom

Westminster Christian School believes that children are created by God to reflect Him, and that God calls them to be His disciples. Teachers are God's (and the parents') servants as they lead children to follow Him. Guiding and directing them is the heart of discipleship. To carry out that mission, teachers should apply the following principles within the classroom setting:

- Promote and maintain an atmosphere in which students can be disciples-ones who learn.
- Seek to know all of the students' interests, gifts, fears, hopes, family circumstances, and best methods of learning as much as possible.
- Help all students take personal responsibility for their behavior.
- Model discipline in the classroom and school by being well prepared for class, keeping a well-ordered room, and using the authority as a teacher to help students learn.
- Set and maintain clear and high expectations early in the year and in each class for behavior and learning. Use consistent procedures that establish an environment for learning.
- Begin classes promptly, engage students' attention quickly by connecting the lesson to students' lives, and keep students on track with a clear outline and persistent monitoring of the classroom.
- Consider the entire school building as your classroom; accept the responsibility of caring for students in the hallways and on school grounds.

Interacting With Students Outside of the Classroom

When interacting with students outside of school the teachers at Westminster Christian School are expected to:

- Use discernment and wisdom in their interactions with students. All interactions with students should be in accordance with godly wisdom described in James 3:17, "the wisdom from above is first pure, then peaceable, gentle, open to reason, full of mercy and good fruits, impartial and sincere..."
- Share intentions and seek permission from parents/guardians and overseeing administrator(s) for ongoing interactions with a student or group of students, which includes but is not limited to recurring off campus meetings, texting, phone calls, transporting students in a personal vehicle.
- Inform the student that the adult will be able to share interaction(s) with a parent, guardian, or administrator.
- Make every effort to meet with students in groups if choosing to meet off campus, unless there is parental consent to meet individually.
- Meet in a public place if a meeting with an individual student is necessary, unless there is parental consent to the contrary.
- Maintain a record of any ongoing electronic communications with students (i.e., emails, texts, etc...).
- Share student interactions or communications at a parent or administrator's request.
- Report any interactions or information deemed harmful in nature or inappropriate to an administrator and/or parent immediately. Westminster administration holds the right to final discernment on any interaction or communication deemed harmful, unwise or against the mission of Westminster Christian School.
- Follow guidance that one-on-one discipleship relationships should be according to gender (i.e., male faculty, pastor or other godly male to care for male students, female faculty or other godly female to care for female students). Our desire is to connect young men to godly men and young women to godly women.

Interacting With Students Through Technology/Social Media

A schoolteacher's position and reputation are uniquely vulnerable to student and/or parent reports, innuendos, and rumors. Maintaining strong boundaries that minimize questions, concerns or fears regarding teacher-student relationships is imperative.

The following principles, statements and expectations help provide a framework of understanding and discernment regarding teacher-student communication standards.

- At all times, the teacher must maintain an appropriate teacher-student relationship. The teacher must never establish a peer relationship with primary or secondary school-aged students.
- Email communication from non-school accounts is not appropriate.
- Share intentions and seek permission from parents/guardians and overseeing administrator(s) for ongoing interactions with a student or group of students via texting.
- Texting should only be used with parental permission.
- If you are "friends" with a student on a personal social media page or gaming platform, be mindful that you are inviting students into your non-work life and that you represent Christ, His kingdom, and Westminster Christian School.
- Posts or "likes" that potentially diminish the character of oneself, others, or the school must not occur. This includes the use of inappropriate language, slurs/disparaging remarks, or engaging in topics or dialogue not becoming of a Christian in the public square.

TEACHING ON SENSITIVE TOPICS

Policy on Teaching on Sensitive Topics

Westminster Christian School serves over 80 different churches in our community through instructing them in what they believe are the essential beliefs of any Christ-follower. These basic beliefs are clearly outlined in the school's "Statement of Faith" and "Regarding Key Social Issues – Our Belief" sections (page 4). With this statement of faith, there will be no giving of ground or compromise. However, there are many interpretations of non-essential truths that Christians will disagree on. The intention of this document is to put forward a policy, on teaching students in areas of theology, politics, and culture that will honor and dignify students, families, and churches of these varying beliefs. Our mission is to live out the following maxim: "In essentials, unity; in non-essentials, liberty; in all things, love (Rupertus Meldenius)."

There are universal principles which cover all teaching and, specifically, teaching in sensitive areas.

- A teacher should direct students in truth or toward truth. According to the Westminster Christian School Statement of Faith, truth is found in God's Word and fully in the person of Jesus Christ. This is the foundation from which a teacher will guide students. When we go beyond the truth (the Pharisee) or fall short of the truth (the nominal), we fail our primary objective as a teacher in directing students in truth and toward truth. In cases where there is legitimate disagreement between evangelicals, we will point students to their parents and to their church.
- A teacher should leave space for students to work out, discover, and measure beliefs against truth. Oftentimes a teacher's opinion, preference, or belief about truth can be conflated with truth as evidenced in scripture. A teacher should provide an environment where students are pushed toward the scripture and provided time to examine different sets of opinions, preferences, or beliefs against scripture. After time and space has been provided for students, a teacher may, if deemed necessary, provide his or her point of view. This is appropriate when the teacher's viewpoint is conveyed as a perspective and if other perspectives are given a platform as well.
- *Teachers may state their convictions to the class but must not use their position to persuade students to their view or away from any other, either by what is said or by the manner of presentation.*

Theology

Any and all theology or belief systems which are directly contrary to the Word of God will be shown to be false using scripture. However, there are instances in which Bible believing Christians disagree. In such cases, a Westminster teacher will uphold and validate the scripture that supports both sides of the topic in a way that gives both sides dignity and honor. A teacher's personal opinion may be expressed, but only when the teacher feels it will provide value to the lives of students.

Example: The Presbyterian denomination believes in infant baptism. Other Bible believing denominations believe in a believer's baptism. If this topic was discussed in a classroom, a Bible teacher would be equipped to share scripture supporting both principles and leave space for students to reach a personal conclusion. After platforms and scriptures have been given to both sides, a teacher may share his or her perspective, but only if it provides value to the lives of students.

Politics and Culture

Westminster educates students and families from different sides of the political aisle. It is not the role of Westminster to claim either side as right or wrong, as we do not put our faith in earthly rulers or human beings who cannot save. Ultimately, we are called to remember that God's kingdom is not of this world; therefore, as Christ-followers, we are not to view ourselves as citizens of this world (Psalm 146, Philippians 3). However, we are called by God's Word to uphold His standard and His truth through our words and our actions so that He would be glorified through us. In this light, where truth is not being upheld or when sin is being celebrated on either side of the political aisle, teachers will help students process through those topics using God's Word. Teachers who are equipped in God's Word should feel freedom to use scripture in order to guide students in discernment.

We also encourage our teachers to advocate for political positions supported by Scripture and the consensus of our Christian community, such as positions on pro-life, human trafficking, and promoting charity. In order to preserve our non-profit status, we cannot openly advocate for any particular political person or party.

Example: A specific example would be the school's position on abortion. A teacher should feel freedom to speak out against this practice, as children, from conception, are viewed as valuable in God's sight (Psalm 139), the taking of unborn life is murder (Exodus 20:13), and God calls believers to protect the weak and helpless (Psalm 82). Abortion is a policy that directly violates God's Word and provides impetus for God's people to cry out against the policy in order to protect the weak and the helpless. As a 501C3, we will not take a stance on political parties, but we will address practices and policies that overlap with biblical teaching.

We also encourage our teachers to advocate for political positions supported by Scripture and the consensus of our Christian community, such as positions on pro-life, human trafficking, and promoting charity. In order to preserve our non-profit status, we cannot openly advocate for any particular political person or party.

Teaching on Racial Equity or Social Justice (Critical Race Theory)

A Westminster teacher should approach racial equity or social justice in the light of the scripture. God affirms that we should uphold justice as God loves justice (Isaiah 61:8). The Bible also commands that we care for the poor, the widows and the fatherless (Isaiah 10:2). However, Westminster understands that the term "social justice" can have a political bent which moves its purpose or connotation from the truth. A Westminster teacher can affirm areas of social justice which are affirmed by scripture. However, the purposes of Critical Race Theory aims to reach beyond what the Bible upholds should be left for students to wrestle, in light of other passages in scripture.

Example: Social justice reform and Critical Race Theory can have a connection to socialism or a movement toward equality of outcome or even equality of opportunity, *all of which, God's word is silent on*. The Bible does not declare socialism or equality of outcome or even equality of opportunity as an ultimate good or goal. Rather, the teacher should direct students to the love God has demonstrated us through the Gospel of Jesus Christ; for nothing in heaven or on earth can separate us from this. As terms like "systematic racism" and "racial equity" can be politically motivated phrases, a Westminster teacher should not feel it necessary to comment or speak to these phrases other than to push students toward truth as it is affirmed in scripture.

Next, God has created all men in His image. This powerful statement means that men and women of all races are valuable because they are image bearers. The Bible affirms God's love for people of all nations, tribes, and tongues where they are all present in God's kingdom (Revelation 7). As such, a Westminster teacher will affirm people of all races as valuable, worthy of dignity and honor. When teaching on present and historical racism, a teacher should be sensitive to all students in the classroom. These can be opportunities to demonstrate love and care for people groups and individuals who have experienced hatred based on the color of their skin.

TECHNOLOGY USE

Westminster's Philosophy on Technology

Technology is an important tool for students to wield in our advancing world. It should be common for students to be conducting research, connecting with fellow students, and producing highly innovative projects on their personal devices. The aim of Westminster Christian School is to innovatively and effectively train students regarding their devices as they prepare to solve real world problems.

Goals for Technology

- Students will utilize technology as a regular part of each class as they meet learning goals (Matthew 22:37).
- Students will work collaboratively on different platforms (1 Corinthians 12:14, 1 Peter 4:10).
- Students will innovatively meet educational objectives in ways that will foster critical thinking and creativity (Matthew 22:37).
- Students will be information literate as we prepare students to recognize quality, trusted sources of truth (Acts 17:11, 1 Thessalonians 5:21).
- Our desire is for students to incorporate technology as part of their Christian life as they do all things to the glory of God (1 Corinthians 10:31b).
- We aim to help students exercise self-control (and other fruits of the spirit Galatians 5:22-23) in their use of technology, recognizing that technology can distract from the importance of developing relationships and cause a loss of productivity or isolation (Proverbs 18:1-2).
- Violation of the policy will result in the confiscation of the electronic device (Ephesians 4:25). The confiscated device will be given to the program principal until it can be picked up by a parent or guardian.

Parental Responsibility

Ultimately, each parent is responsible for monitoring his or her child's Internet and social media activity. We encourage parents to be actively shepherding their child in his or her use of technology in order to shield their child from unnecessary repercussions that they can fall into. Violation of the policy will result in the confiscation of the electronic device. The confiscated device will be given to the program principal until it can be picked up by a parent or guardian (Ephesians 6:1-4).

During the first week of school, teachers will discuss the Technology Use Policy with students in grades 5 through 12, and they will be asked to sign a technology contract.

Expectations and Limitations

Expectations and limitations related to personal technology usage at Westminster are designed to promote face-to-face relationships as well as build a disciplined mindset toward the reasonable and careful usage of technology.

- Elementary school (grades 1-4): The elementary school does not permit any form of personal technology to be used before, during or after school. This includes, but is not limited to cell phones, laptops, tablets, and gaming systems.
- Middle school (grades 5-8): With the exception of cell phones and smart watches, personal electronic devices should remain at home. Cell phones must not be seen, heard, or used during the school day at any time unless used to contact or respond to a parent with teacher permission. Smart watches must not be heard or used (texting or phone calls) during the school day. Before and after school usage is permitted for individual and private use only.
- High school (grades 9-12): With the exception of cell phones and laptops, electronic devices should remain at home. Laptop use should be limited to school assignments and related classwork. Cell phones and laptops should be for individual and private use only. Students will be able to use their smartphones during the following allotted times: Before and after school, passing period and lunch. Smart phones are strictly prohibited in the classroom outside of exceptions allowed by the teacher (i.e., listening to music during work time, etc.).

Westminster is not responsible for damaged, lost, or stolen personal technology. Technology use and privileges may be suspended for inappropriate use.

Westminster Christian School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and may require the student to share content in the course of such an investigation.

Technology and Internet Use Policy and Permission/Electronic Devices

Technology and Internet access has opened up a world of educational opportunities and offers students a wealth of information. As Christians, we are called to responsibly and carefully utilize technology. Our desire is to teach students the importance of responsibility and accountability when using the Internet. Furthermore, students are taught how to access information in a responsible manner and to be productive when given the freedom to use electronic devices. Our aim is to teach them the potential consequences of technological and Internet use not in alignment with a life of holiness and to train them to examine their use of technology in light of a Christian worldview (1 Thessalonians 4:1-8; 5:22, Ephesians 5:3-4, Proverbs 6:6-8).

We must work together to be vigilant in helping students learn to use technology in a way that fosters their relationship with Christ and advances their critical thinking skills and creativity. Ultimately, Westminster Christian School desires to train students to utilize technology in a way that honors and glorifies the Lord, demonstrates respect to their peers and teachers, and grows their minds intellectually (1 Corinthians 10:23-24, 31b).

In order for each student to receive Internet access at Westminster, he or she will need to commit to the following guidelines:

1. Each student must commit to following the "Technology and Internet Use Policy and Permission/Electronic Devices" (above) and the "Internet Acceptable Use Policy" (below).
2. Each student must have the permission of his or her parent(s) or guardian(s).

It is increasingly important for parents to walk through the following guidelines (Internet Acceptable Use Policy) in order to help their child make wise decisions with technology.

Internet Acceptable Use Policy

For the intent of enhancing the educational program at Westminster Christian School, and in agreement with our educational mission, Westminster Christian School offers internet access to the staff and student body. We are pleased to offer this service and opportunity to our students because we believe it can benefit their educational experience and better prepare them for employment and ongoing educational opportunities. This policy requires that computers, network, and internet resources of Westminster Christian School be used in a manner that is consistent with the school's educational purposes, mission statement and governing principles as established by the Westminster Christian School Board. While the primary purpose is to serve the needs of the students and staff, we must seek to glorify Christ in all we do, including the way in which we use technology.

We reserve the right to monitor and review all data contained in the system to ensure compliance with the policies and rules governing the use of its technology. We reserve the right to refuse access to any and all individuals unwilling to comply with or showing willful disregard to this policy.

Because access to the internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither Westminster Christian School nor its staff controls the content of the information on those other systems. Moreover, users must acknowledge that some of the information available on other systems may be controversial, inappropriate and contrary to our mission, vision and policy. We believe however, that the availability of good, usable and God-glorifying information for educational purposes far outweighs the bad, making these resources worth the risk associated with their availability.

The school's information technology staff will do all it can to limit access to inappropriate material. In the event that a student or staff member is confronted with inappropriate material, we require that the occurrence be immediately reported to an information technology staff member.

- A. Educational Benefits
1. Westminster Christian School's educational objectives align themselves with use of the internet.
 2. Internet access provides students with information important to college choices.
 3. Internet access provides students with the experience necessary for future employment.
 4. Internet access grants students' admission to thousands of resources – libraries, databases, and search engines.
 5. Teachers are able to develop instructional activities that encourage students to explore and learn.
- B. Use of the internet and Westminster Christian School
- Use of the internet requires responsibility and accountability. Students and staff who wish to use the internet at school must agree with and adhere to Westminster Christian School's rules and regulations governing the use of technology. Listed below are the non-negotiable requirements for internet use.
1. Parents must sign a permission form allowing their student to use internet service.
 2. Students and staff must sign a form stating their intention to comply with the internet policies and procedures of Westminster Christian School. Use of the school provided internet is a privilege that is earned by students and staff members who follow expected codes of behavior and conduct as noted in the Student and Teacher Handbooks.
 3. Users are expected to have their own login account. At no time should users give anyone their password or allow anyone use of their account. Users are responsible for the security of their login account and for safeguarding and keeping passwords private. Westminster Christian School will not request nor does it require students to provide passwords or other related account information in order to gain access to student account or profile on social networking websites.
 4. Users shall use all computer equipment and internet access for school-related purposes only. Users may not send or receive anything that violates school codes of conduct or the laws of the United States or the State of Illinois.
 5. Unacceptable uses include but are not limited to:
 - Copyright violations
 - Threatening material or messages
 - Harassing material or messages
 - Materials or messages containing personal information such as names, phone numbers or addresses
 - Obscene or pornographic materials or messages
 - Sexist, racist, or inflammatory messages
 - Material protected by trade secret obtained and copied without written permission of the owner
 - Advertisement of items for sale
 - Gambling
 - Downloading executable programs
 - Downloading of music or movies
 - Unauthorized game playing
 6. When in doubt, a student must ask his/her teacher before proceeding. Any questionable searches or equipment use should be discussed with appropriate school staff before any action is taken.
 7. Users are responsible for reporting any security problem, including the unwitting introduction of a virus or misuse of the system, to school personnel immediately.
 8. Westminster students must report illegal or otherwise unacceptable use of computers to the supervising teacher or the program Principal. Students may not take advantage of, demonstrate, or inform other students of security breaches or loopholes.
 9. Users must follow all applicable copyright laws when using resources found on the internet.
 10. Users must understand the school staff may ask them to relinquish their computers at any time for the benefit of the overall school program even if their allotted time has not expired.
 11. Westminster also prohibits the use of cell phone "hot spots," tethering, VPNs, or any other shared personal Internet connection, including nearby Wi-Fi networks, for the purpose of circumventing the network restrictions. Students must respect the privacy of others and may only access resources they are permitted to use. Students must use only their own username and password; using any other person's account is prohibited.

C. Consequences of Unacceptable Internet and Technology Use

Any attempt to vandalize equipment, introduce viruses, circumvent security systems, install software without authorization, destroy the data of another user, or to view, search or access inappropriate material will result in the loss of privileges for a period of time determined by the egregiousness and frequency of the behavior. Consequences will vary according to the seriousness of the offense, ranging from a suspension of technology privileges to the revocation of technology resource privileges. In cases of serious abuse, by students or staff members, which is deemed intentional, or in cases of ongoing abuse, disciplinary action may be taken by the administration of the school.

Privacy is not guaranteed

The administration and faculty will review files and monitor individual student computer files and Internet activity to ensure and verify that users are behaving in a responsible and ethical manner.

1. Parental Advisory

- Though the administration and staff seek to closely monitor student Internet activity, please be aware that it is difficult to completely monitor and regulate all information that can be sent or accessed by students.
- The school cannot guarantee parents that students will be completely denied access to undesirable materials or the ability to receive undesirable information.

2. Parental Responsibility

- Ultimately, it is the parents and guardians who are responsible for establishing standards for their children to follow as they use the Internet.

Social Media Policy

Westminster students use social networking, social media, and online communication to connect with others, create content, enhance educational resources, and network within and outside the school community. Students will use these resources to treat each other in love and respect as Christ teaches.

Westminster students should:

1. Use good judgment in all situations on social media platforms.
2. Behave in a way that will make others proud and reflect well on Westminster.
3. Assume that all the information you have shared on your social network is public information, regardless of privacy settings.
4. Not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
5. Treat others in a respectful, positive, and considerate manner. Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

While social networking is fun and valuable, we encourage students to always exercise caution when participating in any form of social media or online communications, both within the Westminster community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Westminster community and, as such, are subject to the same behavioral standards and consequences set forth in the Parent-Student Handbook.

Students are expected to abide by the following:

- Students may not use social media sites or other forms of communication to publish disparaging or harassing statements, inflammatory statements, ethnic or racial slurs, or other similar content or pictures. This includes co-curricular events such as athletic events and academic contest rivals, etc.
- Students may not use social media to communicate any type of threat (perceived or actual) toward a member of the Westminster community or the school in general.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- Students may not impersonate an official school social media site that would cause confusion that it is a school-sponsored account.
- Students may not impersonate a Westminster employee in the creation or use of any social media account.
- Students may not impersonate a Westminster student in the creation or use of any social media account.

Notification Regarding Student Accounts/ Profiles on Social Networking Websites

The Principal or designee shall notify students and their parents of each of the following in accordance with the Right to Privacy in the School Setting Act (105 ILCS 75/1 et seq.):

- School officials may not request or require a student or his/her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Parental Responsibility / Social Networking Sites

Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. We encourage parents to monitor student activity on social networking sites such as Facebook®, Snapchat®, Instagram®, and Twitter®.

Students are expected to uphold the Standards of Conduct in their use of social networking sites.

Westminster's network generally does not allow access to social networking sites. However, this does not prevent student access to social networking sites via personal devices.

TEXTBOOKS

Westminster Christian School will provide students all of their classroom textbooks. At the high school level there will be a textbook fee charged at the beginning of the year. These books should be returned at the end of the school year in the same condition that they were received. If a book is lost or damaged, it is understood that the student is responsible for the cost of replacement or repair.

TRANSCRIPTS

Request transcripts through the [Transcript Request](#) form on Westminster's website. Please allow 2 weeks for processing.

TUITION / FEES POLICIES

The Board determines tuition and fees annually. Students may not be able to attend class if tuition payments are not current. Failure to resolve delinquent tuition and/or fees may result in delayed enrollment or re-enrollment. Specific questions regarding tuition and fees may be directed to the business manager.

Financial Policies

Westminster offers the following options: annually, semi-annually, 11 months, and 10 months. Families selecting the monthly payment option will be charged an annual \$50 set-up fee. You will be asked to select payment options of either ACH (automatic withdrawal from checking/savings accounts) or credit card payment. Transaction fees for credit card payments will be added to the monthly invoice.

There will be a 15-day grace period. If any payment (Annual, Semi-annual, and Monthly) is received after the grace period, a \$20 late fee will be assessed.

In consideration of services performed by Westminster Christian School, the undersigned Parent or Guardian agrees to the following conditions concerning tuition and fees:

1. The Application Fee and Commitment Deposit are **non-refundable**.
2. Tuition is to be paid for all times the student is enrolled and earning class credit.
3. If the account is delinquent at the end of a semester, the student may lose his place on the class roster and might not be allowed to take final exams.
4. If a student must be withdrawn from the school because the family is being transferred or moving out of the area, tuition will be prorated through the date on which the student withdraws.
5. If a student is expelled or asked to leave by the school administration, tuition will be prorated through the date on which the student leaves.

6. If a student voluntarily leaves the school to enroll in another school, tuition will be prorated through the date on which the student leaves.
7. If a student damages or destroys school property, parents will assume responsibility.
8. A student may not begin attending class until a financial agreement is signed and all fees and tuition currently due are paid.
9. If an account becomes delinquent, the responsible party will be contacted by the Business Manager to discuss a plan to pay the balance.
10. Late fees for unpaid balances are assessed by the FACTS Tuition Management System and are to be paid by the responsible party.
11. If a tuition and fees account is delinquent, the responsible party will pay all collection costs and understand that the student's records (including report cards and transcripts) will be held until the account is paid in full. In the event of a dispute between the responsible party and Westminster arising from or related to the payment or non-payment of tuition or fees that cannot be resolved within thirty (30) days from notice from one party to the other party, said dispute shall be resolved by legally binding arbitration, in accordance with the then current Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The responsible party and Westminster understand that this arbitration process shall be the sole and exclusive remedy for any such tuition or fee dispute and expressly waive their right to file a lawsuit in any civil court against one another for such dispute, except to enforce an arbitration decision. Any costs incurred in arbitration shall be paid equally by the parties.

Financial Assistance

Financial assistance is available to families with students in full-day kindergarten through grade 12 on an as needed basis.

- All families requesting financial assistance will need to complete a FACTS Financial Assistance Application each year. This application can be found through your current FACTS account or on our website.
- Current year tuition must be paid up to date in order to apply.
- Families who receive financial assistance are expected to serve a total of 40 hours over the school year. Information will be provided regarding volunteering opportunities. Parents will keep track of their family's volunteer hours digitally and submit them before the end of the school year.

VISITORS

All visitors, including alumni, are to wear a nametag while on campus.

For parents visiting the school – upon checking in and recovering a visitor badge, you will be directed to the appropriate school office. For the safety of students and protection of institutional hours, visits to the classroom must be scheduled in advance or gain approval from the appropriate principal.

Prospective students may visit the school upon prior arrangement by the parent with the admissions director. Prospective students are expected to meet all behavioral expectations of Westminster Christian School. They must check-in with school office upon arrival, be assigned a host or hostess for their time on campus and notify the office upon their departure from campus.

WARRIOR WEEKLY

All school communication is emailed once a week via the Westminster Christian School Warrior Weekly. Parents and students are encouraged to read this weekly correspondence.

WEAPONS/DANGEROUS ITEMS ON CAMPUS

Possession of a weapon, look-alike weapons, and/or dangerous items on the Westminster Christian School campus by any faculty, staff, student, or visitor will be treated as a serious violation of school policy.

- Possession of firearms is grounds for expulsion for a student found in possession of a firearm anywhere on school grounds, on school transportation, or at school-sponsored events.
- Possession of other dangerous weapons on school grounds is prohibited. Prohibited dangerous weapons include items such as, but not limited to, knives, daggers, martial arts weapons, metal knuckles, and air guns. Possession of these items is grounds for expulsion.
- Students are prohibited from having look-alike weapons or toy versions of weapons on campus. In many cases, these simulated weapons may meet the definition of a dangerous weapon because they expel a projectile. Possession of these items is grounds for expulsion.
- Students will receive discipline if they act with malice and display an item that appears to be a firearm, even if the item is not in fact dangerous. This type of behavior is ground for expulsion.

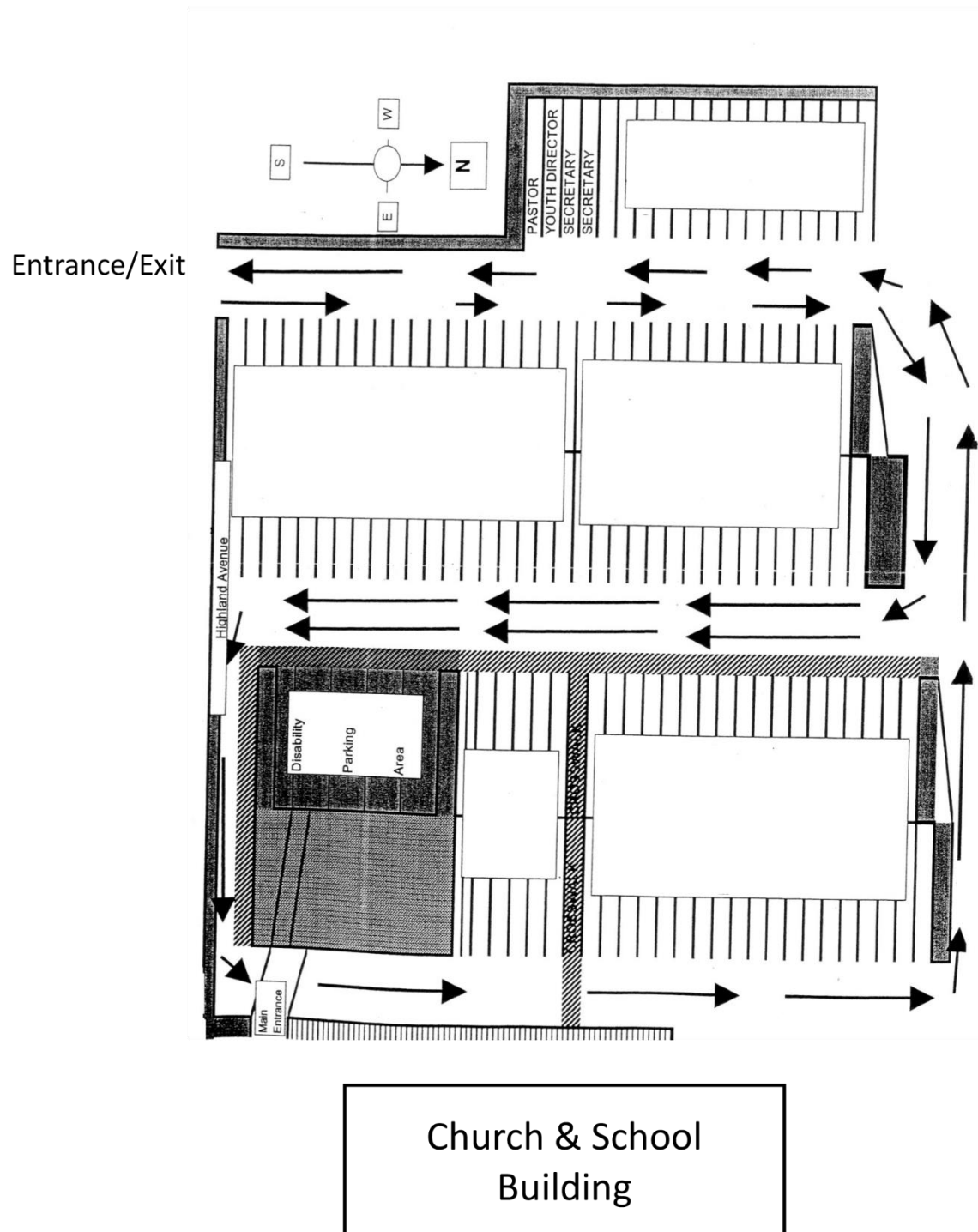
In the event that a report of a weapon on campus is made and/or a weapon is discovered in the possession of an employee, student, or visitor on campus the following procedure will apply:

1. In all incidents where a weapon is observed or reported, local law enforcement will be notified immediately to help assess the level of threat and/or danger.
2. The person reported to be in possession of the dangerous item will be immediately detained by the school administration and made available to local law enforcement for further assessment of the situation.
3. Parents of a student reported to have possession or responsibility for the weapon will be notified in a timely manner.
4. If a weapon is found without the owner being in the immediate area, Westminster personnel will secure the area. This includes but is not limited to monitoring vehicles, lockers, offices, and classrooms. Westminster personnel or appropriate administrator(s) will remain with the weapon until law enforcement arrives or gives other directions to follow.
5. In all cases, the student reported to be in possession of a dangerous item on campus will be sent home after meeting with local law enforcement.
6. In the event expulsion is not the final outcome, the student reported to be in possession of a dangerous item will not return to Westminster Christian School campus until school administration has cleared the student to return. This determination will be made in conjunction with input from law enforcement and, as necessary, a professional assessment indicating the student in question does not pose a threat to the school community.

WORK PERMITS

Students under the age of 16 seeking employment need to be issued a student work permit through the school's guidance office. Please contact the High School Office for specific information required prior to the issuance of the student work permit.

THE "SNAKE" Carpool Traffic Pattern



APPENDIX B

NUT ALLERGY AWARENESS GUIDELINES

Our plan for nut allergy awareness and oversight is built upon two foundational characteristics that define our school.

1. Safe environment for children
2. Loving community of Christ-followers

Safety of children

Westminster Christian School recognizes the increasing numbers of children who deal with life-altering food allergies. The Center for Disease Control and Prevention articulates the issue in relationship to schools this way: "Food allergies are a growing food safety and public health concern that affect an estimated 4%–6% of children in the United States. Allergic reactions can be life threatening and have far-reaching effects on children and their families, as well as on the schools or early care and education (ECE) programs they attend. Staff who work in schools and ECE programs should develop plans for preventing an allergic reaction and responding to a food allergy emergency."

(<http://www.cdc.gov/healthyschools/foodallergies/index.htm>, Center for Disease Control and Prevention)

According to a study released in 2013 by the Centers for Disease Control and Prevention, food allergies among children increased approximately 50% between 1997 and 2011. Estimates indicate 1 in every 13 children (under 18 years of age) is dealing with a significant food allergy in the U.S. That is roughly two in every classroom. (<http://www.foodallergy.org/facts-and-stats>, Food Allergy Research & Education)

Students in our school have nut allergies and we welcome new students every year that deal with this issue. Life-threatening consequences can occur from a simple handshake, touching a table where a nut product was eaten, touching a water fountain push bar used by an unwashed hand or even from airborne allergens. It is a unique, though not uncommon, issue that requires a school's thoughtful and active oversight.

Loving Community

At Westminster Christian School, we value one another. We heed God's call to serve one another and look to others' best interests. Our community is marked by selflessness and generosity toward one another. As a school, we take seriously our call to be *in loco parentis*, "in the place of a parent", referring to the responsibility of a person or organization to take on some of the functions and responsibilities of a parent. It is a legal responsibility, but also one that mirrors God's charge to His people to care for one another. We seek to establish a safe place to live and work during the day.

Westminster has developed nut allergy awareness guidelines to care for the children in its "household". Students are with us up to 7 hours per day. Coming to school is not like visiting a church, grocery store, or movie theater for an hour or so. This is, in many ways, a student's home-away-from-home. We must establish "house rules" that protect all who live within the walls. We have students who have significant allergic challenges. Westminster needs to respond to this issue as one might respond to building an appropriate home environment. Establish guidelines of necessary care that responsibly protects every child in the school.

The Guidelines

These guidelines are intended for elementary school students and are meant to deal with circumstances and situations where student involvement is expected, required, unavoidable or assumed. Some examples of these include all-class parties, lunch, elementary school programs, field trips, and before/after care. Typically, activities that are voluntary and/or encompass grades outside of the elementary school will require parents of students with allergies to make the necessary choices and take the necessary precautions for their child. Some examples of these would include snacks/food that come with participation in all-school musicals, concessions at all-school events and the Back-to-School picnic

Our *Nut Allergy Awareness Guidelines* allows for students to bring food to school containing nuts. However, we do ask that these students eat at appropriately designated tables and graciously act in a manner that seeks the best interest of those who cannot eat or be around such foods. If your child does not suffer from these kinds of allergies, your kind and thoughtful willingness to pack nut-free lunches for your own child as much as possible, though not required, would be a wonderful support to other families. Our hope and prayer is that families will rally together to help us as well as extend great care to other parents with students who have these threatening health concerns.

Our *Nut Allergy Awareness* plan includes the following expectations and policies:

1. The lunch area will have both open table seating and tables reserved for those preferring/needing a nut-free eating space.
2. Each school classroom will be a nut-free space. No food made with nut-products will be knowingly eaten or exposed in the classroom.
3. Classroom/Group events that involve food during school operation hours will only include food/treats that are nut-free. This would include birthday celebrations, class or holiday parties, Friday fun treats, before/after care snacks, and special evening programs and gatherings for elementary school families.
 - a. Sealed pre-packaged, nut free items that have the ingredients listed on the package best meet our expectations. No homemade food, please.
4. It is very important to read labels each time. Foods are not safe if the label has statements or contains ingredients such as:
 - “May contain traces of peanut/tree nut...”
 - “Made on equipment used in manufacturing or processing nut products...”
 - “Made in a facility that manufactures or processes nuts...”
 - Peanuts, peanut oil, and peanut flour.
 - Chocolate, seeds, and coconut because those items are usually processed with nuts.

In the lunch areas:

1. Foods brought in from our lunch vendors each day and found in any vending machine are not guaranteed to be nut-free or prepared in nut-free environments. Parents of children with nut allergies are advised to provide lunches that conform to their child’s needs.
2. All tables and seating in the lunchrooms will be cleaned daily prior and after every elementary school lunch with a disinfectant wash.
3. Trash cans are available and left open for easy and no-touch disposal of trash during lunch. Cleaning supplies and any needed eating utensils will be made available by the lunch supervision team, as needed or requested.
4. Disinfectant wipes from a container will be made available for students to use on their hands and face before leaving the table.

Other provisions:

1. Students with life-threatening allergies may store their lunches in a separate location from other lunches during the day, if requested.
2. Students with allergies should take personal responsibility and cautionary approaches for use of any vending machine.

For those dealing with life-threatening and/or life-altering food allergies to nuts, we must acknowledge this plan does not and cannot guarantee a nut free environment. Yet, we have developed these guidelines as evidence of our clear commitment to establishing a safe and supportive school environment that is both strong and balanced in its approach.

If you have any questions about these guidelines or have additional needs, please direct them to the appropriate program principal or administrative assistant.

APPENDIX C

Request for Medication Administration 2023-2024 (To be completed by parent or legal guardian and submitted to the elementary office)

Student's Name _____ Birth Date _____

Address _____ Phone _____ Grade _____

Parent's Name _____ Daytime Phone _____

Emergency Contact Information _____

Medication to be administered _____

Dosage to be administered _____

Time or interval at which each dosage is to be administered _____

Name of physician authorizing administration _____

Address _____ Phone _____

Date to begin administration _____

Date to cease administration _____

Notes: _____

I request that Westminster Christian School administer the above medication to my child in accordance with my request and the physician's statement of need. I agree to notify the school in writing of any changes in my child's condition with respect to the administration of medication or with any changes to the information provided on this form. I understand that it is my responsibility to send an appropriate supply of medication to school in its original container. Medication provided to the school in any container other than the original will not be accepted. I understand that Westminster Christian School and its personnel incur no liability for injuries occurring when administering any medication including but not limited to asthma medication, an epinephrine auto-injector, or an opioid antagonist, and that parents or guardians must sign a statement acknowledging this protection.

Parent/Legal Guardian's Signature

Date