WESTSIDE
Christian School

2026 – 2027

Family Handbook

Updated 10/23/2026

Principal's Note

Welcome to Westside Christian School! It is a blessing to have the opportunity to serve families in Dane County and other surrounding communities. The theme for the 2026-2027 school year is "Live Worthy". Colossians 1:10 gives us some background to our theme, "...so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God."

We use this theme and the supporting Bible verse in our weekly Chapel services on Wednesdays and also reference it throughout the week.

The Westside staff looks forward to partnering with each family to meet every child's educational needs. We take our responsibility of educating children very seriously and will work to do our best to serve your child. Our mission is "to prepare students for academic success and lives of Christian service through a curriculum and total school program founded on the Word of God." We want everything that happens at Westside to center on Jesus and his amazing gift of salvation. This goes beyond the student body to all the families at Westside. We hope and pray that you witness it and feel a part of our family and the message we have to offer.

Westside's educational offerings are unique for a private education in a variety of ways. We have a very active and exciting music program that allows students individual lessons during the school day. Through Chapel and worship services, students are able to then display their God-given talents. Westside has special services for students that may need a boost in certain academic areas. We also offer sports programs and other clubs. Most importantly, through dedicated teachers and hard-working staff, Westside offers an opportunity for your child to be surrounded with a message of Christ's forgiveness and love each and every day. We are here to support you as a parent as you seek to raise your child in some very uncertain times.

This handbook has a great deal of information about our school and how it operates. If you have questions about any of it, please contact me so that we can openly discuss it.

As members of the Westside family look out for each other, help each other, and pray for each other, we will be doing that on a regular basis for you and your family. We would also ask that you do the same for the teachers and staff of Westside. We look forward to growing in God's grace with you this year.

Blessings,
Daniel L. Plath, Principal
Westside Christian School

Table of Contents

Table of Contents **2**
Staff Directory **4**
Mission & Vision **5**
What We Believe 5
Mission Statement 5
Worship **6**
Church 6
Chapel Service 6
School Governance **7**
Enrollment Policies & Guidelines **7**
Tuition and Financial Responsibility **9**
Code of Conduct **12**
Discipline Policy **15**
Home & School Cooperation **20**
Homework 22
Parent Teacher Conferences 22
Attendance **23**
Attendance Policy 23
Tardiness 23
Absences 23
General Information **24**
Home/School Communications 25
Changes to the School Calendar 25
School Closings 26
School Hours 27
Extended Care Program 29
School Lunch 29
Dress Code for Students in Grades K – 8 ..... **30**
Curriculum **32**
Academic Standards 32
Student Services **33**
Special Needs Scholarship Program 33
Therapy Services 33
Elective Music Program **34**

Extracurricular Activities **35**
Student Health & Safety **36**
Emergency Operations and Student Safety 36
Building Community **38**
Parent Teacher Organization 38
Volunteer Procedures 39
Family Educational Rights & Privacy Act **41**
Technology: Acceptable Use Policy **42**
Appendix A **44**
Sycamore Parent Portal Agreement **44**
Appendix B **46**
Additional Extended Care Program Information **46**
Appendix C **49**
Family Handbook Disclosure of Information & Agreement **49**

(Revision Date: 7/4/2026)

Staff Directory

School Leadership		
Daniel Plath	Principal	Dan.Plath@Westside-Christian.org
Adam Bohl	Assistant Principal	Adam.Bohl@Westside-Christian.org
Jessica Bohl	Early Childhood Director	Jess.Bohl@Westside-Christian.org
Valerie Weiss	Director of Student Services	Valerie.Weiss@Westside-Christian.org
Jack Murphy	Athletic Director	Jack.Murphy@Westside-Christian.org
Faculty		
Sue Martalock	Pre-K3 (Mornings) | K – 8 Art (Afternoons)	Sue.Martalock@Westside-Christian.org
Raul Ramos	4K Teacher	Raul.Ramos@Westside-Christian.org
Jessica Bohl	Kindergarten	Jess.Bohl@Westside-Christian.org
Ashley Renstrom	1st grade	Ashley.Renstrom@Westside-Christian.org
Jessica Kjenstad	2nd grade	Jessica.Kjenstad@Westside-Christian.org
Beth Plath	3rd grade	Beth.Plath@Westside-Christian.org
Malia Faessler	4th grade	Malia.Faessler@Westside-Christian.org
Levi Schriefer	4th grade	Levi.Schriefer@Westside-Christian.org
Hannah Zabel	5th grade	Hannah.Zabel@Westside-Christian.org
Adam Bohl	Middle School Word of God	Adam.Bohl@Westside-Christian.org
Dr. Tammy Mielke	Middle School ELA	Tammy.Mielke@Westside-Christian.org
Sarah Durkee	Middle School ELA	Sarah.Durkee@Westside-Christian.org
Emily Schriefer	Middle School Science	Emily.Schriefer@Westside-Christian.org
Jack Murphy	Middle School Social Studies	Jack.Murphy@Westside-Christian.org
Karl Kuschel	Middle School Math	Karl.Kuschel@Westside-Christian.org
Julia Wood	Physical Education | Health | Guidance	Julia.Wood@Westside-Christian.org
Emma Nolte	School Music Director	Emma.Nolte@Westside-Christian.org
	Elective Music Program Coordinator	EMPcoordinator@Westside-Christian.org
Administrative Staff		
Dana Miller	Administrative Assistant	Dana.Miller@Westside-Christian.org
Dana Veers	Office Assistant	Dana.Veers@Westside-Christian.org
Lynnda Ehlke	Receptionist	Lynnda.Ehlke@Westside-Christian.org
Gaby Knight-Barazarte	Extended Care Coordinator	Extended.Care@Westside-Christian.org
St. Andrew Leadership		
Pastor Clinton Kreuziger	Pastor	Clinton.Kreuziger@St-Andrew-Online.org
Mark Kjenstad	Minister for Nurture	Mark.Kjenstad@St-Andrew-Online.org
Naomi Laabs	Minister for Worship	Naomi.Laabs@St-Andrew-Online.org
Amy Hutter	Administrative Assistant	Amy.Hutter@St-Andrew-Online.org

Classroom Aides: Anneliese Diercks, Emily Herzog, Ellen Goetz, Laura Sawall, Natalie Spillman, Deb Wasmer, Julie Wegner, Kalah Thomas, Lauren Figi, Kori Earl
Paraprofessionals: Rachel Kamin, Andria LaCount, Ali Schroeder, Sandy Stoecker, Allison Noonan
Extended Care supervisors: Emily Godwin, Joe Ritter
School Council: Justin Johnson (Chairman), Mark Westphal (Secretary), Casey Weiss (Treasurer), Adam Figi, Jonathan Fricke

Mission & Vision

History of Westside Christian School

In the mid-1990s, the members of St. Andrew Lutheran Church began acting on a vision of expanding its ministries to include a Lutheran elementary school. For many years, workgroups explored several aspects of the school, and planning began. In the spring of 2000, we brought a school developer on board to work with the staff and further the development of the school. In the fall of 2001, the vision became reality. On August 22, 2001, Westside Christian School (WCS) opened its doors for the first time, ready to provide high-quality, Christian education to children and their families. Westside Christian School continued to be blessed with more students over the years. The "fields were ripe" (John 4:35) for growth, and a new wing, including five new classrooms and a Science Lab, opened in the fall of 2021.

What We Believe

Our primary purpose is to assist parents in their God-given responsibility to *"...bring [their children] up in the training and instruction of the Lord"* (Ephesians 6:4). Christian education is Christ-centered education. The Savior and His love for us are at the center of all we say, think and do. The Word of God provides the framework in which everything is taught and done. It serves as the source of absolute guidance and truth. We have faith in the Lord's command and promise when he says in Proverbs 22:6, *"Train a child in the way he should go, and when he is old he will not turn from it."(NIV84)*

At WCS, spiritual matters are more than a class period or a daily devotion. Lessons from the Bible are an integral part of everything we teach and do.

WCS is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). It is important to us that you have a clear understanding of how we may share these truths of God's Word with your child. Our religious beliefs, including the doctrinal declarations, are stated at the WELS website, available at www.wels.net/about-wels/what-we-believe.

Mission Statement

Westside Christian School exists to prepare students for academic success and lives of Christian service through a curriculum and total school program founded on the Word of God.

Westside Christian School Accreditation

In 2005, we conducted a self-study of all school programs. In 2012, WCS was accredited by WELS School Accreditation (WELSSA) and Wisconsin Religious and Independent School Accreditation (WRISA). Since then, Westside continues to maintain accreditation through a self-study and re-accreditation review every five years. The most recent re-accreditation took place in 2022. This process ensures our programming is top-quality and meets the high standards our parents expect and our students deserve. Each year we also submit a report that explains how we are progressing on our goals. This process is an ongoing cycle of examining our practices and determining new ways that we can grow and strengthen our ministry.

Worship

Church

Gathering around the Word of God on a regular basis is important for the spiritual growth of the whole family. Parents are encouraged to set aside time each day for family devotion and prayer. Coming together as Christians in a church setting allows us to spur one another on in love and feed our souls with God's Word. All families are encouraged to attend church on a regular basis. St. Andrew Lutheran Church welcomes all families to join them in worship, especially those who do not have a church home. Visit St-Andrew-online.org to learn more about St. Andrew.

Chapel Service

A chapel service is held every Wednesday in the sanctuary (the church area) of our building. This is another opportunity for all to gather and hear the Word of God. We invite parents, congregational members, family, and friends to join us!

Mission Offering

Jesus said in Mark 16:15, *"Go into all the world and preach the good news to all creation."* In order to carry out this command and provide an opportunity for children to give out of love for their Lord and the Church, WCS gathers a special mission offering collected at the Wednesday chapel service.

School Singing Opportunities

The psalmist declares in Psalm 98:1, *"Sing to the Lord a new song, for he has done marvelous things."* The children of WCS will have opportunities to do just that. On selected dates, various groups of children will beautify our worship through song at St. Andrew during Sunday services, WCS Wednesday morning chapel services, and the Children's Christmas service. A singing schedule is given to parents at the start of the school year. We encourage all children to be present when they are scheduled to sing. We understand if you have a conflict with your home church. If you know that your child will not be in attendance, please notify his/her teacher.

School Governance

School Council

Westside Christian School's School Council serves as its governing body. While the School Council is accountable to the St. Andrew Board of Directors (BoD), the BoD delegates the authority for oversight of WCS and the ability to set school-related policies to the School Council. The School Council is made up of five members, three of which hold officer roles: chairman, secretary, and treasurer.

The advisory members of the School Council will include: the WCS Principal, the St. Andrew Pastor, and one faculty member. The School Council meets monthly.

The current School Council is made up of the following:

Justin Johnson(Chairman)
Mark Westphal (Secretary)
Casey Weiss(Treasurer)
Adam Figi
Jonathan Fricke

Twice during the school year, parents are invited to attend an open School Council meeting. The dates for the open meetings will be announced in the school newsletter.

Enrollment Policies & Guidelines

Enrollment Policy

WCS is a high-quality, accredited, Christian school for children from Pre-K3 through 8th grade. We look forward to partnering with parents as we focus on the academic, spiritual, social, and emotional needs of all students that we serve. We are passionate about our mission and thrilled to share the joy of Jesus with our students.

WCS values quality teaching and our goal is to deliver a rigorous, personalized education within a caring, Christian community, which includes teaching our students about God's Word and their Savior.

Our school is mission oriented, offering enrollment to the community without regard to church membership. WCS does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, or in athletic and other extracurricular opportunities. We welcome all students who respect our core beliefs.

The children of continuing families and St. Andrew members are given enrollment priority during our yearly enrollment period early in January. If openings remain, they are made available to others in the community. Priority for new applications is given to St. Andrew families and siblings of current Westside students.

All families wishing to enroll must submit an application using our secure, online tuition management and enrollment tool called Sycamore School. No application will be accepted until payment of the enrollment fee has been made and all required documentation, including prior school records, have been provided. Students may be enrolled in a probationary period.

WCS administration will apply the following standards in determining application acceptance and continued school enrollment:

- Parents of new students must commit to participate in the next scheduled God's Gifts at Westside workshop to become familiar with the beliefs and teachings of our school.
- Receipt of the new student's permanent records from all previous school(s) attended. Westside reserves the right to decline an application following review of these records. WCS reserves the right to determine a different grade placement if personal observation and/or testing warrant it. This would be done in full consultation with the child's parents.
- Children enrolling in kindergarten must be five years old before September 1 of the enrollment year.
- Continued enrollment and re-enrollment of each student is subject to student and parent adherence to the policies outlined in the Family Handbook.
- WCS recognizes the need to offer Christian education to all students, including those with special needs and those who have implemented specialized service plans. WCS will evaluate each situation individually to ensure that we have the resources and capability to meet the needs of the student. The Principal and Student Services Director will consult with the family before the child's acceptance, with the desire to provide an education that will be in the best interest of the student.

Transfer Procedures

Prior to accepting new students to WCS, we will:

- Review prior year and/or prior school report cards and standardized test results.
- Meet with the parents or guardians.
- Review IEP or other special learning plans, if applicable.

Individual classroom teachers may also give additional assessments or screeners to help understand the strengths and needs of new students.

Nondiscrimination Policy

WCS practices a nondiscrimination enrollment policy reflecting the words of our Lord in 1 Timothy 2:3-4, *"This is good, and pleases God our Savior, who wants all men to be saved and to come to a knowledge of the truth."* In alignment with WELS doctrine and applicable federal and state laws, WCS does not discriminate based on gender, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletics, or other school-administered programs.

High School Diploma Policy

WCS does not offer instruction to high school students (grades 9 – 12) and does not grant a high school diploma. As a member of the WELS, Westside does partner with Lakeside Lutheran High School in Lake Mills, WI and Luther Preparatory School in Watertown, WI for grades 9-12.

Withdrawal Policy

A new enrollment for a school year already in session may happen at any time during a school year. Enrollment for the subsequent school year begins in January for all new and continuing students. For the sake of our students and the orderly running of the school, it is an expectation that once your child is enrolled (i.e., you have signed the Tuition Agreement in Sycamore), he/she is enrolled for the entire school year and tuition will be paid in full. Therefore, for all current, continuing, and new enrollments, **in the event of a student withdrawal, parents or guardians are financially responsible for paying tuition for the entire school year (current and/or subsequent), less any applicable voucher or credit(s).**

Westside will issue a final invoice to collect the tuition owed within 30 days of receiving notification of a student withdrawal or on other terms agreed to by the School Council.

WCS does understand that there are situations that may necessitate a withdrawal. For example, a qualifying life event (e.g., significant health issue, relocation) is an acceptable reason for withdrawing a student from WCS. Westside may waive the policy in these situations. If the reason for withdrawal is financial or related to transportation issues, families are required to work with WCS first to try to find a solution. If a solution cannot be found, and withdrawal becomes necessary, the family may be absolved from some or all of their remaining financial responsibility.

If tuition has been prepaid beyond the child's last day of school, WCS will use Sycamore to reimburse any remaining tuition for the current school year. This will be done either electronically or by check, depending on the payment method chosen by the parent during enrollment. Any refund due is typically issued within 30 business days of the date the notice is given.

Parents who intend to withdraw their child during the school year are reminded to review the Terms and Conditions outlined in the signed contract completed at enrollment. (Refer to Appendix A for the complete Sycamore disclosure and agreement).

The School Council will review the circumstances leading to a student withdrawal, including any request for waiver of the policy requiring families to pay the full tuition amount.

Tuition and Financial Responsibility

Tuition Policy

Tuition amounts and tuition schedule options are located on the WCS website. The initial tuition payment will be due at the beginning of the school year, which is typically in August. Tuition payments and invoicing are managed through Sycamore. In addition to establishing online payment via Sycamore, parents also use the tool to set up payment schedules, review invoices, and view payment history among other things. Payment schedules include: 1 time (August), 2 times (August and January), or 10 times (monthly, August-May). Enrollment may be terminated if tuition payments are not received on time.

Prorated Tuition Policy

Tuition for enrollment beginning beyond the first day of school is prorated by quarter. We do not charge for the quarter(s) the child did not attend, but we do charge for the quarter in which the child enrolled. So, for example, a child who enrolls within the first quarter of the school year will pay the full tuition amount.

However, a family with a child who enrolls within the second quarter of the school year will pay only three quarters of the tuition amount—for quarters 2, 3, and 4.

Financial Responsibility Policy

The financial responsibility of parents or guardians of students enrolled at WCS requires payment of all tuition and fees expected for the school year in accordance with the following guidelines:

- Payment in full of each invoice amount is expected in accordance with each family's schedule, which was selected by the family upon enrollment.
- Any remaining balance is subject to a late fee.
- Unpaid monthly charges for school lunch, Extended Care, and/or the Elective Music Program will result in jeopardizing a student's participation in those programs. (Refer to Appendix B for information regarding charges associated with the Extended Care program.)
- Families with accounts which have become more than 30 days past due will be contacted by the school treasurer to establish a plan for payment of the overdue balance. An overdue balance that is not paid within the parameters of the established payment plan may affect the student's eligibility for certain programs (e.g., Extended Care, Elective Music Program) or his/her enrollment status at Westside. **We expect that Westside parents understand that the operations of the school and the services we provide rely on the faithfulness of parents to pay tuition in full and on time.**
- If a family finds itself in a time of financial strain that jeopardizes timely payment of tuition and fees, early communication with the Westside treasurer and the school principal is strongly encouraged.
- Each family's account must be kept up to date to be considered for re-enrollment before the next school year.

St. Andrew Member Tuition Subsidy

- Applies to children enrolled at Westside in *4K through grade 8.*
- Subsidy is applied, per qualifying student, for families who are St. Andrew members
- Subsidy is equal to 25% of a student's base tuition amount.
- This subsidy does not apply to before or after school care charges.

Tuition subsidy from other church homes

Church homes that do not have a school ministry may offer a tuition subsidy for their members to send their children to WCS. It is the parent's responsibility to let Westside know that their church home offers a subsidy. Once made aware of the subsidy, Westside will work directly with the church to collect the subsidy dollars and apply them to the family's Sycamore account.

Multi-Student Discount

- Applies to children enrolled at WCS in preschool (Pre-K3 and 4K) through grade 8.
- Discount of 10% is applied for each child, and after deduction of St. Andrew Member Tuition Subsidy (if applicable). This discount does not apply to the oldest child.
- Multi-student discount does not apply to Extended Care or Wrap Around Care charges.
- Discount is only available to families who pay full tuition at Westside for one other child in the household, not including the St. Andrew Member Tuition Subsidy (if applicable).

Financial Aid

Financial aid may be available for certain families. Financial aid is not available for wrap-around care or for PreK students. Financial Aid application forms are sent to families who indicate on their child's enrollment that they are interested in applying. Existing WCS families begin the process with re-enrollment in January

each year. Families new to WCS begin the process following acceptance of the child's enrollment application. God has blessed us with the financial resources to grant financial aid to families who could not otherwise afford to send their students to Westside. It is the job of the financial aid review committee to be God-pleasing stewards of these limited funds and distribute them wisely and for his glory.

School Choice

WCS participates in the Wisconsin Parental Choice Program (WPCP). This is a state funded program that provides eligible families a voucher to fully cover their child's tuition. In order to qualify for the program, families must meet income, residency, and prior year attendance (if applicable) requirements.
Applications for the Wisconsin Parental Choice Program (WPCP) are accepted annually during the application window set by the Wisconsin Department of Public Instruction (DPI). Families must complete the application and provide all required documentation by the deadline.
Vouchers are limited, and applying early is encouraged. If the number of applications for WPCP vouchers from students residing in a particular public school district exceeds the number of available vouchers, the DPI will conduct a random drawing. Additionally, if more students select WCS on their WPCP application than the number of available seats at WCS, a random drawing will be conducted by the DPI to determine which students receive a voucher for enrollment at WCS.

For more information on the WPCP, parents should contact the WPCP director or the school principal.

Appeal

Families whose applications for the WPCP are rejected have the right to appeal. Families may appeal the decision no later than April 30. To appeal, families must submit their appeal in writing to the principal, including the denial notice, a description of the error, and any supporting documentation (if applicable). Upon receiving the appeal, the WCS School Council will review the application and promptly provide a written decision to the family. The school's decision regarding the appeal is final.

SNSP

WCS participates in the Wisconsin Special Needs Scholarship Program (SNSP), a state-funded program that allows eligible families with a student who has a disability to receive a voucher to attend WCS. To qualify for the SNSP, the student must have an Individualized Education Program (IEP) or services plan that is currently being implemented or was developed within the last three years, and there has not been a more recent evaluation that determined the student no longer had a disability.
Applications for the SNSP are accepted during the application period set by the Wisconsin Department of Public Instruction (DPI). Families must complete the application and submit all required documentation by the deadline. If the number of applicants exceeds the number of SNSP seats available at WCS, parents will be notified of their student's place on the waiting list.
For more information about the SNSP, including detailed eligibility requirements, application instructions, and seat availability, families should contact the SNSP director or the school principal.

Code of Conduct

Expectations of Privacy and Personal Property

Our school facilities are used by many other programs of WCS and St. Andrew Lutheran Church. As Christians, we certainly recognize that what belongs to another person is theirs and is not to be taken, borrowed, or harmed without their consent. Every effort will be made to teach that truth to all students along with the love of Jesus that motivates our God-pleasing actions.

It should be noted, however, that materials provided by Westside, such as books, Chromebooks, desks and other furniture are the property of St. Andrew, and not of the student. WCS reserves the right to conduct searches without a student's or parent's consent if they have reasonable suspicion that a violation of school rules is occurring. Any such suspicion and subsequent search shall be documented by the teacher and/or principal. Any items found that cause reason for concern or further action may be removed or held temporarily. If this process is required, parents or guardians of the student(s) involved will be notified.

It is not reasonable to expect that items of value will be safe simply because they are in the student's desk or backpack. Every attempt will be made by the staff to keep all student supplies safe and intact. Please discourage your child from bringing items of value to school and especially from storing them in their desks, backpacks, or on the coat racks. Under no circumstances is the school responsible for the security of personal property of students that is left unattended or on school grounds.

Drugs/Alcohol/Tobacco

According to state law, no student, staff member, or visitor is permitted to use any tobacco products on school grounds at any time. Alcohol and illegal drugs are also prohibited on school grounds. Students violating this policy may be suspended from school. Unauthorized use or distribution of prescription medication or over-the-counter medication at school or on school property may also be grounds for expulsion.

Electronic Devices

Possession of an electronic device by a student is a privilege, which may be revoked by any student who fails to follow the school policies or misuses his/her privilege. Students are permitted to possess a cell phone, personal music or video gaming device, or other personal electronic devices during the school day or during school activities; however, the device must be silenced and remain in the student's backpack during school hours (7:40 AM – 3:30 PM). Students are not permitted to use personal devices during lunch or recess.

If a student is found in violation of this policy, their personal electronic device will be collected and stored in the teacher's desk or Principal's office for the remainder of the day. The student may pick up their device at the end of the school day and his/her parents or guardians will be notified.

Parents should not call, email, or text their child directly during the school day nor should students be texting parents. If a message is urgent and needs to be received by the child during school, parents should call the school office (608-831-8540) and the message will be delivered.

Immoral Conduct Policy

"Immoral conduct" is defined as conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any pupil.

Immoral conduct includes, but is not limited to:

- The intentional use of school or church equipment or property to download, view or solicit, seek, display and/or distribute pornographic material.
- The use of profanity, obscene, lewd or coarse language, behavior, or materials.

Violation of this policy may be subject to disciplinary action up to and including dismissal from school.

The school reserves the right to examine, at any time, and without prior notice or consent, all directories, emails, images, audio and visual files, and other information (business related or personal) stored on computers and /or other media that belong to the school to safeguard against the intentional or unintentional exploitation of the children.

Anti-Bullying and Non-Harassment Policy

Purpose: Our aim is to maintain a safe, respectful learning and work environment where students and staff conduct themselves in a manner that reflects Christian values. All forms of harassment or bullying are strictly prohibited as they disrupt the school community and cause harm. Our response to such behavior will focus on repentance, change, and the immediate cessation of these actions.

Definition: Bullying or harassment includes intentional, harmful, and repetitive actions, whether physical, verbal,indirect, psychological, or electronic, that are directed toward another person. This policy applies to behavior occurring on school grounds, buses, and school events, and extends to off-campus incidents involving students if substantiated and deemed impactful to the school environment as defined by school administration and/or the school council.

Types of Bullying:

- Physical: Acts such as hitting, shoving, damaging property, etc.
- Verbal: Name-calling, teasing, threats, spreading rumors, etc.
- Indirect: Using others to intimidate or sharing inappropriate content.
- Psychological: Actions causing fear or anxiety.
- Electronic: Inappropriate messages or posts on social media or other digital platforms, text messages or emails.

Prohibition: Activities threatening the physical or emotional safety of anyone within the school community are not tolerated. Initiation rites and violent threats are expressly forbidden.

Reporting: All members of the school community should report incidents promptly to the administration, either verbally, in writing, or anonymously. Reports should include detailed information about the incident.

Faculty/Staff Action: Teachers or staff witnessing bullying must intervene immediately and report the incident to determine if further investigation is needed.

Student Actions: Students who feel bullied are encouraged to respond assertively, document the incidents, and report to a trusted adult if it continues.

Protection from Retaliation: Retaliation against those who report bullying is strictly prohibited and will result in disciplinary action.

Consequences:

1. First Offense: Meeting with administration; no punitive action.
2. Second Offense: Detention and meet with parents and administration.
3. Third Offense: One-day suspension.
4. Fourth Offense: Three day suspension.
5. Fifth Offense: Student may be recommended for dismissal.

The school reserves the right to adjust or bypass these steps as warranted by the offense and involve law enforcement if necessary. Consequences will be enforced only after a thorough investigation.

Prevention and Education: The policy will be discussed with students annually, emphasizing the importance of reporting incidents and standing up for oneself and others. Faculty and staff will receive regular training on supervision and handling bullying effectively.

Academic Integrity Policy

Students are expected to demonstrate honesty and integrity while in attendance at WCS. Each student is expected to do his/her own work. This includes test taking, homework, class assignments, and the original creation of essays, papers, and scientific research. All work submitted by students should be a reflection of their own effort and ability. If another person has contributed to the work, they should be given credit for their contribution or cited as a reference.

The following behaviors include examples of academic misconduct:

- Using notes or online information on an assignment when it was not permitted.
- Stealing or selling tests or other curricular materials.
- Tampering with another person's work.
- Allowing a friend to copy notes or a test.
- Copying sections of information online and claiming it as your own (i.e., plagiarism). "Plagiarism" is defined as taking credit, whether it was intentional or not, for another person's or source's (print or non-print) ideas or words without proper citation or credit.
- Any use of Artificial Intelligence (AI) to complete any assignment, unless allowed by the teacher.

Any behavior which could be defined as cheating represents a violation of trust. Students who cheat should expect to be confronted by their teacher. For a first offense, students may be given the opportunity to redo an assignment, but it may also result in a penalized grade. For any further offenses, he/she will be subject to a "0" on the assignment, as well as notification of his/her parents.

Expected Behavior of Students During Events and Field Trips

We expect that all students will display God-pleasing actions and behavior at all extracurricular and co-curricular events, including special programs, athletic events, or on field trips or class trips. We expect parents/guardians of our students to be responsible for their children during school-sponsored events (e.g., band and choir concerts, sporting events, drama productions, etc.). Students are not allowed to attend school-sponsored events without parental/guardian supervision. It is acceptable for a parent/guardian to make an arrangement with another adult to take responsibility for his/her child during the event. Staff members or other chaperones may be present; however, it is not meant to replace the parent's/guardian's role and responsibility in monitoring student's behavior. If an event does not require adult supervision, WCS will notify parents/guardians and ask for consent to release their child's care to the chaperones designated by Westside for the event. Children without signed parental consent will not be allowed to attend.

The use of cell phones is discouraged during events (e.g., while watching a school play or sporting event). The use of cell phones is prohibited during chaperoned events (where parents are not present) and while on field trips.

When attending an event or field trip, please encourage your child(ren) to obey directives regarding the designated areas they are permitted to be in, show respect for all adults and students, display Christian conduct, and show good sportsmanship. Students should understand that, at all times, they are representing WCS, as well as their parents, chaperones, teachers, and especially their Savior.

Violation and Disciplinary Action

Violation of WCS's Code of Conduct policies may result in disciplinary action, which could include detention, revocation of privileges, suspension, and/or expulsion.

Reporting Procedure

If a student, adult, or staff member believes they have not been provided equal opportunity in any manner, or if they become aware of any bullying or harassment, they should immediately report that conduct to the principal.
Students, administrators, and staff members are all responsible for reporting any form of bullying or harassment. WCS will promptly investigate and attempt to resolve any concerns. The identity of those involved will be kept confidential to the extent possible under the circumstances. Written documentation of the incident will be taken.

Discipline Policy

Support Structure

Jesus, the Master Teacher, expects all of his people to be an example of Christian love. We expect students to display consideration for their fellow students in work and play and to treat all those placed above them with respect, according to the guide of the Fourth Commandment. This conduct is expected at all times, whether they are in school, church, on the playground, attending a school event, etc.

The Bible is the guide used for discipline in our school. The school approaches children with the Law of God, hoping to show them their sin and lead them to repentance. Likewise, penitent children are comforted with the Gospel; the assurance of God's loving forgiveness.

WCS assumes the role of the parent when the children are left under its care. We encourage parents to speak with their child's teacher regarding situations that may affect the child's behavior and character in school. If any misunderstanding or problem should arise in regard to discipline, we expect the parents to first discuss it with their child's teacher in a manner which is becoming to a Christian. Discipline that is done out of love is not punishment, but correction.

School-wide supports

- All students will receive explicit instruction for expected behaviors and rules in any common areas of the school (i.e., bathrooms, atrium, hallway, playground, gym). Students will have time to hear the rules and practice expected behaviors. These behaviors are taught, modeled, practiced, and reinforced throughout the year.

- All environments within the school are designed with student learning, social/emotional development, and behavior expectations in mind, anticipating any potential issues and creating alternative adjustments if necessary.
- Teachers and the school principal will track school-wide data for behaviors that require additional support using a Google form.
- The school principal, child's parents, and applicable teachers or staff members will be involved in creating a plan for any behaviors that apply to the following:
    - Frequent or persistent issues that do not improve over time with additional classroom support.
    - Behaviors severe enough that they warrant a school suspension.
    - Any behaviors that continually affect the learning or safety of another child.

Classroom supports

- Teachers will identify classroom rules, behavior expectations, routines, and processes (e.g., where and when to sharpen pencils, how to leave the classroom, when and how to participate in group discussion, etc.). Students need time to hear the rules and practice expected behaviors multiple times throughout the year.
- Classroom teachers have an ongoing emphasis on building relationships and creating a classroom community that supports one another in Christian love. All students and teachers recognize and honor the strengths and abilities of each person as a unique child of God.
- Teachers will create supports within the classroom for managing social/emotional learning or student behaviors that do not involve shaming or calling out the student in front of his/her peers when correction is needed (e.g., a buddy classroom to take a break, behavior plans that are only between the teacher, student and his/her family and not publicly posted).
- Continuous improvement of classroom instruction is always a focus for effective educators. That includes knowing the students as individuals, setting goals for all learners based on their strengths and needs, and making sure that all students grow academically, spiritually, socially, and emotionally.

Teachers have their own set of classroom guidelines under the umbrella of the school-wide plan. These guidelines are given to the parents at the start of the school year. This allows the parents a chance to discuss the classroom guidelines with their child and their child's teacher. The first step for any disciplinary action will involve a call and email to parents to notify them of the situation and request for their involvement.

We sincerely hope and pray that no discipline ever needs to go beyond the teacher. Parents will be partners in establishing a supportive plan for their child if a situation with a student requires additional correction beyond what has been supported in the classroom. If any behavior or misunderstanding regarding discipline of a student should arise, we expect that parents will discuss it with their child in a manner that is pleasing to the Lord.

The disciplinary action of the student will be determined by the principal, in certain cases. In some instances, the principal may require the child to be picked up by the parent. The principal may also suspend the child if necessary. If the behavior warrants a school suspension, or if the offense is continually affecting the learning or safety of other students, a meeting between the parent, classroom teacher, and principal will be organized to create a better plan of support. A contract and specific behavior plan for the student will be put in place. Failure to abide by the established plans may lead to expulsion.

Since we are sinful human beings, let us approach our problems with prayer and Christian love, always allowing God's Word to lead us to peaceful and proper solutions.

If a student's behavior demonstrates repeated refusal to follow school policy or classroom rules, endangers or harms another student or staff member, or is a continuous disruption to the learning environment of the school and/or classroom, then further action will need to be taken to restrict the student's privileges and could also impact his/her status as a student at Westside.

Potential action to resolve conflict that does not involve probation, suspension, or expulsion could include, but is not limited to, the following:

- Modified school schedules and/or removal from specific classes.
- Behavior intervention plans.
- Loss or restriction of privileges, including after-school activities, clubs, or sports teams.
- Before or after school detention to make up incomplete work.
- Recommendation and/or referral for counseling or other outside support services.

The parents or guardians of the child will be given notice of any student behavior that may be considered for probation, suspension, or expulsion. Parents will be included in the discussion to determine next steps for that child. If a suspension is necessary, the School Council, along with the classroom teacher and principal, will decide the length of the suspension and if the student's reinstatement into school could be conditional or probationary. This determination will be reported to the School Council. The principal also reserves the right to immediately suspend a child if an offense is dangerous to the other children or serious enough to warrant quick, decisive action. If the principal suspends a child, this action will be explained to the School Council and will also be reported to the School Council.

A student may not participate in any extracurricular activities during the suspension period. Any classwork assigned during the suspension period is expected to be completed by the child upon return to school.

Expulsion may be necessary if a child persistently disrespects the rules and teachers placed over him/her, and if all other options to correct the child's behavior have not resulted in a change. Expulsions will be handled by the principal and School Council and will be reported to the School Council.

After-School Detention

It is important for a student to accept responsibility for his/her actions. The purpose of after-school detention is to correct persistent behavior problems of non-compliance with school policies. Parents will be given at least a day's notice before a detention is to be served. Students who have repeated detention for issues that remain unresolved may be suspended from school.

Suspension and Expulsion Policy

The principal may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specified class or classes. The student is prohibited from participating in any extra-curricular activities while serving a suspension. The discussion which follows the suspension will establish what subsequent action, if any, should be taken. All schoolwork missed by a suspended student must be made up.

Suspension and/or expulsion of a child may be considered in response to the following list of behaviors.

- Possession of weapons or other items that could potentially be harmful to others in the school or on school grounds.
- Possession, consumption, distribution, selling, or being under the influence of alcohol and/or other drugs in the school, on school grounds, or at school sponsored events or activities.
- Verbal abuse, cyber bullying, and any other action exhibited through online platforms which threatens the safety and well-being of another individual, or which creates a hostile or offensive environment.
- Bullying, harassment, and any other intentional action by an individual or group of individuals to inflict physical, emotional, or mental harm or suffering on another person or group, or that threatens another individual's safety and well-being.
- Physical fighting and any acts of violence against another person, including bodily harm, intimidation, or coercion.
- Sexual assault.
- Stealing from staff, school and/or church property, or from another student.
- Cheating.
- Severe or repeated behavior that is disruptive enough to interrupt the learning environment at the school or interferes with the ability of the teacher to teach effectively.
- Repeated truancy, disobedience, or disregard for school policies, including refusal to follow dress code policy.
- Vandalism of school or church property.
- Any other severe behavior that threatens the safety of, or endangers, students or staff members.

All employees are to assist in preventing the above behaviors at school and are required to report any incident that might indicate a staff member or student is in violation of school policy. All reports will be investigated. A person making a report of any of the above behaviors may request that their identity remain confidential. The principal and/or other assigned person investigating the action will discuss with the student and their parent/guardian how such a request may affect the school's ability to investigate and resolve the situation. WCS will protect an individual's confidentiality whenever possible to ensure the health and safety of all students and staff.
WCS realizes this list will not include all behaviors that may be subject to appropriate action for behavior that does not comply with the philosophy of education in place. If the school administrator or governing body deems a student's behavior is in violation of the policies in place for the well-being and safety of other students, WCS reserves the right to discontinue the student's enrollment if the child refuses to be instructed in and/or follow school policies, despite multiple attempts by staff members at guiding and correcting the child.

Expulsion

If a student has been suspended for more than 5 days within the academic year, a formal meeting with the parents, teacher(s), and principal must be held to determine if a better plan can be managed with the resources and staffing available at the school. If suspension, discussion of the problem on the basis of God's Word, and any subsequent action do not resolve the issues, the situation might deteriorate to the point that expulsion from WCS is necessary. In extreme cases, expulsion may take place immediately. Decisions regarding expulsions will be made by the School Council.

If an expulsion decision is made, the written notice must:
- Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school and the student involved.
- Explain all the options for behavioral and/or disciplinary interventions at the disposal of the school with the available resources and staffing have been attempted in order to assist the student in correcting the behavior.

- Express how the student's continued presence in the classroom environment would:
    - pose a threat to the safety of other students, staff, or members of the school community **OR**
    - substantially disrupt, impede, or interfere with learning in the classroom or other operation of the school.

Notice of Suspension or Expulsion

In the event of a suspension or expulsion, the following procedure of notice shall be followed:

- If behavior warrants possible suspension or expulsion, a teacher will refer a student to the Principal. The principal will investigate the situation, consulting with the teacher and speaking to the student(s) involved and contact the parents of the student being suspended to inform them of disciplinary action.
- A suspension letter, documenting the incident and disciplinary action, will be provided to the parents, including the day on which the suspension will be held.
- The original copy of the letter will be placed in the student's file.
- The School Council will be notified of any suspension or expulsion of students.

Appeal Process

Throughout the year, situations may arise that cause parents to question a decision or policy made by the school. We encourage parents to first bring their concerns to the teacher involved if there are any disagreements with school policies or feelings of discontent regarding the way the situation was handled. If that is the case, the following steps should be taken:

> Step 1: If problems persist or the parents/guardians feel that it was not adequately handled, the matter may be brought to the principal. The principal will discuss the matter with all involved members and determine the appropriate response. The steps needed to resolve the conflict will be provided to the family in writing. If the situation warrants further action or remains unresolved, the principal will notify the School Council.
>
> Step 2: If the parents/guardians feel that the matter still needs further action, the parents or guardians must provide written notice of their intent to appeal the decision to the School Council at least 30 days prior to the next School Council meeting.

If necessary, the School Council will review the conflict with all parties involved and attempt to resolve the situation. This may involve meetings with the involved student(s), parent(s), teacher(s), and/or principal. The School Council will then determine appropriate action needed to resolve the conflict which will be provided to the family in writing. After the matter is brought to review, the School Council's decision is final.

Behavior Improvement Plan Process

Students and parents at Westside Christian School are expected to uphold the values of our Christian community, as they are outlined in the Family Handbook. It is expected that students demonstrate respect and responsibility in their conduct and Christ's love towards others in all interactions.

In cases where a student's behavior requires additional support beyond classroom interventions, a Behavior Improvement Plan (BIP) may be implemented. The BIP aims to address specific behavioral challenges and ways to make measurable improvements. It is important to note that continued enrollment at Westside Christian School is contingent upon a student's progress and adherence to the BIP.

It is expected that a student will not be permitted to remain on a Behavior Improvement Plan with limited success or improvement for an extended period. Consistent and measurable progress towards behavioral goals is essential for continued enrollment at Westside Christian School. It is important to note that even if a student has a BIP in place, additional disciplinary measures such as detention, suspension, and up to expulsion may be utilized for any behavior as outlined for all students in the Family Handbook.

Quarterly Review by School Council

The parents or guardians of any student still on a Behavior Improvement Plan at the end of each quarter will be required to meet with the School Council and a pastor from St. Andrew. This meeting allows for a comprehensive review of the student's progress, history of behavior, and parental involvement in demonstrating their commitment to supporting the student and the school staff, as well as their adherence to the core values and beliefs of the school. Failure to meet with the Council in a timely manner at the end of the quarter will demonstrate an unwillingness to support the student and school in the improvements required to fulfill the BIP. The School Council will evaluate each case individually, considering the student's progress, any recent incidents, and parental collaboration. Continued enrollment at Westside Christian School is contingent upon the student's improvement and alignment with our school's values. If a student's behavior fails to improve, if the school is unable to meet the student's needs, or if there are safety concerns for any students enrolled at Westside Christian School as a result of the behavior, the student's enrollment status will be assessed. The School Council reserves the right to discontinue a student's enrollment, or re-enrollment decisions for an upcoming school year, based on the above factors as well as the impact of the behavior on the school community.

Conclusion

Our behavior and discipline policies are grounded in Christian values, aiming to support all students in their academic and personal growth while maintaining a safe and respectful learning environment. We seek active collaboration with parents or guardians to nurture responsible behavior and resolve disciplinary challenges in accordance with our Christian beliefs. Through prayer and Christian love, we approach disciplinary issues seeking peaceful and proper solutions guided by God's Word, and with a balance of law and gospel.

Home & School Cooperation

The Lord bound the home and school together as a unit with identical aims when he said in Deuteronomy 6:6-7, "*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."* Parents must remain faithful in their responsibility. Parents and teachers must join hands so that this work can be done efficiently and effectively; preparing children to meet their Lord.

Throughout the year, situations may arise that cause parents to question school operations. Any disagreement with school policies or feelings of discontent should be dealt with according to our Lord's directive in Matthew 18:15-18 and in keeping with the spirit of the Eighth Commandment. We encourage parents to bring their concerns to the teacher involved. If problems persist, the matter may be brought to the principal. If the situation warrants further action, the principal will notify the School Council. It is never wise to display negative feelings in front of a student or to talk to other people before taking the matter to the teacher.

When we as parents, students, teachers, and the School Council work together, WCS will be a fortress of Christian education and academic training that will give glory to God.

Expectations of Christian Teachers

- Teachers will demonstrate a genuine love for children and respect children as individuals.
- Teachers will possess the knowledge and understanding of the ways that individuals grow and develop.
- Teachers will show the ability to develop and adapt effective lessons that are reflective of the needs of diverse groups of learners within the content areas of instruction.
- Teachers will understand and support the mission, philosophy, purpose, and goals of WCS and St. Andrew.
- Teachers will maintain positive relationships with students, staff, and families through joyful service and active participation in the school and church community.
- Teachers will possess a drive to do everything they can to ensure that all children succeed socially, academically, emotionally, and spiritually.
- Teachers will demonstrate commitment to spiritual and professional growth.
- Teachers will build a positive culture of community within the classroom and establish Christ-centered values and expectations.

Expectations of Christian Parents

- Parents will train and guide their child spiritually by encouraging their child to attend worship, to pray together, and to have devotions as a family.
- Parents will make sure that regular school attendance is a priority.
- Parents will help their child to complete assignments and encourage their child to ask questions when they are struggling.
- Parents will model considerate and encouraging relationships and encourage their child to do the same.
- Parents will support and work closely with all teachers to support the academic growth of their students.
- Parents will lovingly take their concerns or misunderstandings directly to the teacher involved before discussing it with anyone else.
- Parents will uphold their financial commitment to WCS by adhering to their chosen tuition agreement.
- Parents will support WCS through the giving of time, talents, and treasures.

Expectations of Christian Students

- Students will work hard and strive to fulfill their God-given ability in all that they do.
- Students will complete all assignments thoroughly.
- Students will ask questions and work to find solutions to their problems.
- Students will work to stay organized and maintain responsibility for his/her own items.
- Students will be in class and ready to begin learning every day by 8:00 AM.
- Students will listen to others and show respect for adults and students.
- Students will wear dress code appropriate clothing and maintain a neat and clean appearance.
- Students will not use a cell phone during the school day.
- Students will be considerate, courteous, and Christ-like in their daily interactions.

Homework

The amount of homework a student receives is different at each grade level. Student work habits, skill levels, and ability to finish work in class will also affect the amount of homework or time spent completing

homework. Teachers communicate homework expectations to students and parents in many ways—through notes, web pages, homework sheets, and/or assignment notebooks.

Responsibilities of Staff

- Assign meaningful homework that reinforces classroom lessons and provides feedback.
- Avoid tasks that might be considered busy work.
- Give clear instructions.
- Ensure that students have received academic instruction on the content of homework, make sure they understand the directions, and that they will be able to complete it generally alone. It cannot be guaranteed that a parent or guardian will be available or prepared to help.
- Contact parents if a pattern of late or incomplete homework develops.

Responsibilities of Parents

- Keep in contact with your child's teacher if his/her work habits change.
- Review your child's work regularly. Let the teacher know if you have any concerns about class work.
- For younger students, check their backpack and folder each day. In grades 3 – 8, monitor your child's organization and the daily list of assignments in their assignment notebook.
- Be supportive when your child gets frustrated with difficult assignments.
- Stay in contact with your child's teacher to stay informed about your child's learning progress.
- Request missed work or assignments when a child is sick or before planned absences.

Responsibilities of Students

- Write down assignments in a designated notebook or planner.
- Ask questions about homework if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed and turned in on time.
- Request missed assignments.

Parent Teacher Conferences

During the first and third quarters, teachers will meet privately with the parents of each of their students. This meeting allows the teacher to discuss the child's spiritual, academic, social, and physical development. If a problem or concern arises regarding a child's progress prior to a parent-teacher conference, the teacher will notify the parent. Likewise, parents should feel free to contact their child's teacher outside of class time to schedule a special consultation. Please use care when discussing your child's progress with him/her and with your child's teacher.

ATTENDANCE

Attendance Policy

Class time is very important to each student's academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend school regularly. All students between the ages of six (6) and eighteen (18) must be in attendance full-time according to Wisconsin State Law (statute 118.15(1)[a]). The law includes private schools in the demand to facilitate compliance with the state's compulsory attendance laws. (Wis. Stat. § 115.001(3)(r)) When children are tardy or absent, they miss out on valuable learning and social experiences that often cannot be replaced by completing extra assignments. All students are expected to attend school regularly and be on time. The school doors open at 7:40 AM. School hours are from 8:00 AM until 3:15 PM for preschool through 5th grade students and 7:50 AM until 3:15 PM for 6th grade through 8th grade students.

Tardiness

Students are expected to be in their classrooms and ready for school by 8:00 AM (7:50 AM for middle schoolers). Teachers will take attendance at the start of each day. Late arrivals and absences are kept track of in Sycamore. If a student is tardy more than five times a quarter, the teacher or principal will contact the parent(s) to discuss the issue and determine a plan to resolve it. If a student comes late, the parent must check in with the school office to sign the child in for the day. Failure to do so may result in an unexcused absence.

Absences

When it is necessary for a student to be absent due to illness or emergency reasons, a parent/guardian must report it by calling the designated Attendance Line (608-620-7103) as soon as possible, and to indicate the reason for the student's absence so that the school can maintain accurate records.

The following will be approved as excused absences:

- If a student is ill to the extent that he/she is not in proper physical or mental condition to attend school.
    - For any student who has more than ten absences due to illness in a given year, the Principal may request that the family provide a written statement from the student's health care provider as sufficient proof of the physical or mental condition of the child.
    - Any student who is absent for five consecutive days or more must provide a written note from the student's health care provider to be allowed to return to school.
- Upon a parent's or legal guardian's prior written permission, a child may be excused from school for family vacations or other reasons, provided a child has not been absent for more than ten days in a school year.
- Serious illness or medical condition of a member of the immediate family.
- Tardiness due to inclement weather may also be excused.
- A student's dental, doctor, chiropractor, psychologist, or other medical appointment.

We encourage parents to schedule family vacations and medical appointments outside of school time; however, when this is not possible, the teacher should be notified at least *one day* in advance of an appointment, and at least *one week* in advance of a vacation. If no prior notification is given, a note or email from the parent explaining the reason for the absence is required.

When a child misses school for any reason, he or she will be responsible for making up any missed work at the discretion of the teacher. Absence from school does not excuse students from their schoolwork. Each classroom teacher will set his/her expectations regarding the timeliness of submission of the missed coursework while a student was absent.

Wisconsin State law (statute 118.15 (3)[c]) explains that *"parents are authorized to excuse their student from school attendance for any or no reason, up to a maximum of ten school days in a school year, provided they notify the school in writing prior to the absence."* All absences beyond ten (10) days would be deemed unexcused and treated accordingly.

Chronic absenteeism occurs if a student exceeds 10 absences in a given school year, as this is in violation of Wisconsin state law. Chronic absenteeism has been highly correlated with low student achievement and can be a strong predictor of whether a student will fail to be promoted to the next grade level or graduate. We recognize that things come up for families during the school year that make this unavoidable in some situations. We are committed to working with all families and welcome the opportunity to discuss any questions or concerns you may have regarding your child's attendance.

Habitual Truancy

Habitual truancy refers to a student who is absent from school without an acceptable excuse for part of or all of 5 or more days on which school is held during a semester [118.15 & 118.16(4)]. A student is deemed truant when he/she is absent from school without an acceptable excuse for part of or all of any day(s) on which school is held and during which the school has not been notified in writing of the cause of the student's absence by the parent/guardian. If habitual truancy occurs, the school will meet with the family to identify the cause(s) of attendance problems and create an attendance improvement plan to identify supports within the school and community that can assist the student and family. All students who are classified as being habitually truant are in violation of Wisconsin law.

If a student has been habitually truant or chronically absent from school, the following process may be necessary:

- A notification will be sent by mail to alert the family to the issue.
- A conference will be arranged with the family to discuss the child's attendance. We will work together to find solutions that address the attendance issue.

The student's attendance will be monitored closely for improvement following the notification and/or conference with the family. Further action may be taken, including but not limited to suspension, if improvement is not achieved.

General Information

Faculty

Teachers at WCS School hold Bachelor of Science degrees in Elementary Education. All faculty members either hold Wisconsin State Teaching Certificates or are pursuing them. In addition, our teachers enroll in professional development courses each year to find new ways to better serve our students and their families at WCS.

Background Check Policy

Schools participating in the Private School Choice Programs or Special Needs Scholarship Program (collectively "programs") must conduct a criminal background check for any individual at the school's legal entity who is defined as an employee under Wis. Stat. § 108.02 (12) and is directly or indirectly related to the school's educational programming (ref. Wis. Stat. §§ 115.7915, 118.60, and 119.23 and Wis. Admin. Code PI 35, 48 and 49). Schools are also required to complete background checks for any drivers of alternative vehicles (e.g., parent drivers for field trips).

While State Statutes do not require background checks for volunteers, Westside's policy is to conduct background checks on any volunteer who has direct, independent contact with students at WCS and those chaperoning overnight class trips.

Home/School Communications

Our main communication tool is Sycamore School. Teachers use this tool to list assignments, post end of quarter grades, and take attendance. Parents use Sycamore not only as a source for student-specific and classroom information but also to find information that applies to all students and families (e.g., school calendar, etc). Please ask your child's teacher to give you more information if you have any questions about Sycamore.

Home visits are made to all new students' homes over the summer to help acquaint the family with WCS. Teachers will share a classroom handbook that outlines policies, behavior expectations, homework to expect, how and when to connect with them if you have questions or concerns, and any other relevant information that might be specific to the individual classroom.

During the school year, each classroom also creates and shares a newsletter each week. This is in addition to the school-wide newsletter. Teachers may also use Google Classroom to post assignments or lessons and give feedback to students, websites like Class Dojo or Seesaw to share student work or pictures with families.

Each week, the *Wave Weekly* is emailed to all families who have registered an email with Sycamore. This school newsletter is also available on our website. Families should read it carefully, as it contains pertinent information regarding our school that affects your child. If you would like to submit a school-related article for one of the publications, please do so by emailing the WCS Administrative Assistant, Dana Miller, at dana.miller@westside-christian.org. Articles are due by 12 PM every Thursday.

Changes to the School Calendar

WCS will remain open in accordance with the adopted school calendar except under the following conditions:

- Emergency situations.
- Severe weather conditions, which will be reported to parents and local news outlets.
- Changes to be made in the calendar during the year, as a result of a need for an increase in maintaining our hours of instruction requirements. These changes would be communicated to families after approval by the School Council and principal.

School Closings

The safety of our children and their families is our priority when experiencing severe weather. In the event that WCS will be closed due to inclement winter weather, we will be listed on the following radio and TV stations:

FM Radio		AM Radio	TV Stations
92.1	102.5	1070	CBS / Channel 3 / WISC-TV / Channel 3000
94.9	104.1	1310	NBC / Channel 15 / WMTV
96.3	105.1		ABC / Channel 27 / WKOW
101.5	105.5		

WCS will be listed independently of the surrounding school districts. If school is closed, all related school activities (e.g., athletics, clubs, etc.) are canceled.

WCS has very little control over how our school is listed in the news media. We are usually listed under "W"; however, sometimes we are listed under "M" as "Middleton – Westside Christian School". Please watch all listings or check other sources for the information.

Depending on the severity of the weather conditions, staff may not be in the building to take phone calls. Please watch/listen for notification regarding WCS on local TV and radio stations, as well as Sycamore, our website, the WCS Facebook page, Friends of Westside Facebook Group, WCS emails via Sycamore, and via an emergency text alert to mobile numbers listed in Sycamore.

If parents feel it is unsafe to transport their children due to weather conditions, they are encouraged to keep them at home or pick them up early. If you keep your child home, please report this using the Attendance Line.

2-Hour Late Starts

If the road conditions are expected to improve in the early morning, Westside may implement a late start. The following modifications to the school day will happen if a late start is issued:

- Grades K – 8: School begins at 10 AM.
- Preschool: School begins at 10 AM for children staying until 3:15 PM only (i.e., those enrolled in the wrap-around program).
- School Lunch: School lunch will be provided to those who need it; however, we may need to modify the menu.
- Morning Extended Care: We do not offer morning Extended Care on days with a 2-hour delay.

Traffic (drop-off and pick-up)

One of the many ways that we remain committed to student safety is implementing and continually evaluating our traffic flow at the start and end of the school day. To provide a safe and efficient process, please familiarize yourself with our pick-up and drop-off routines and comply with the traffic safety expectations.

Drivers must follow general driving safety guidelines at all times in our parking lot. This includes maintaining a low speed, looking around the car before driving, and not using phones while operating the vehicle.

School Hours

The following are the school hours for the school year:

- *Preschool Program:* 8:00 – 11:30 AM; *Preschool Wrap Around Care:* 11:30 AM – 3:15 PM
- *Kindergarten – Grade 5*: 8:00 AM – 3:15 PM
- *Grades 6 –* 8: 7:50 AM – 3:15 PM

All classrooms will be open to students beginning at **7:40 AM** to allow time to unpack and prepare for the school day. Class begins at **8:00 AM**.

Students are expected to be out of the building by 3:30 PM, unless they have classroom duties that have been pre-arranged by the teacher, scheduled practices beginning no later than 3:30 PM, or are enrolled in the Extended Care program. Loitering is not permitted on the school grounds. (Refer to Appendix B for more information on the Extended Care program.)

Grade Promotion and Retention

All students at Westside are promoted to the next grade level after completing one academic year. Exceptions may be made in some situations if the parents, teachers, and principal believe that retention may be in the student's best educational interest. Retention decisions will be made after careful consideration of a student's academic performance, age, and maturity. These rare exceptions will only be made after *all* the following criteria have been met:

- The student has been identified during the school year to be at risk of failing as a result of academic struggles or significant absenteeism. A student who has a D+ average or lower, or is showing a repeated pattern of incomplete work in any academic area for a consistent period of time, is considered at risk in that subject area.
- The parent has been notified of the child's specific struggles in the content area and has had ongoing communication with the classroom teacher during the school year.
- The teacher(s), parent(s), and principal have met to discuss the area(s) of concern. A plan of support will be created and implemented and may include any of the following:
    - Accommodations that the classroom teacher will implement.
    - Additional differentiation or interventions that other staff members will provide.
    - Specific accommodations that could be made in class for assignments, homework, quizzes, and/or tests.
    - Tutoring or other outside support the parent(s) will be able to provide.
    - Additional assessments or consultations that will be conducted by doctors, therapists, or other outside service providers to further analyze areas of concern.
    - The plan of support will include a timeline for a follow up meeting. This meeting will be set at least 6 weeks later to analyze the effectiveness of the plan and/or to create new goals.

Student Supervision

WCS expects all students to be under assigned adult supervision when they are in school, on school grounds, and if they are engaged in school sponsored activities. Anyone assigned this type of supervision of students is expected to act as reasonable, responsible adults while providing for the safety of the students in their care. If parents are on site with their children after school beyond 3:30 PM for any reason, the parent/guardian is responsible for their child(ren)'s behavior.

During the school year, the front entrance to the school will be supervised by school personnel 20 minutes before classes, beginning at 7:40 AM. Students are never permitted to be waiting unattended at the exterior doors, standing in the atrium, or left sitting in the hallway before that time. No student supervision will be provided by any staff members before 7:40 AM, unless the student is enrolled in the Extended Care program. There will always be supervision of students during the day when they are participating in scheduled activities until school dismissal.

At the end of the school day—from 3:15 - 3:30 PM—students are supervised by staff members as they leave the building. There will be no outdoor supervision after 3:30 PM. Children who remain in the building after that time will be placed into Extended Care. This includes if the child is signed up for after school sports, clubs, or music activities.

If a student who is not already enrolled in the Extended Care program arrives at school prior to 7:40 AM or is still at school after 3:30 PM, the family is charged the enrollment fee and for the care provided. If the student is already enrolled in the Extended Care program but is not signed up for care at that time, this is counted as a "No call day" and the family is charged in accordance with the Extended Care policy.

Parents are encouraged to make arrangements to arrive promptly at the end of the school day to pick up their child(ren) or coordinate carpooling if necessary. WCS holds no liability for children on the premises who are not enrolled in the Extended Care program before 7:40 AM or after 3:30 PM.

WCS Security

The front doors are unlocked during the school year from 7:40 – 8:05 AM and from 3:00 – 3:35 PM. To gain entrance at other times (including Extended Care drop-off and pick-up) please use your facial recognition or QR code. During the school day, you may use the button at the door to request access. No student may enter the building before 7:40 AM unless they are enrolled in Extended Care for that morning. Students who need to leave the school grounds for any reason during school hours need written permission from their parents. Parents or guardians must sign the child out at the main entrance. In addition, guests and volunteers are required to sign in and out at the main entrance. Parents in need of security access should contact the WCS Administrative Assistant or stop by the Welcome Center to obtain one.

If a family requests that their child will be picked up by an adult that was not pre-authorized in Sycamore, the request must be given in writing to the school, with the name and contact information of the designated individual, as well as the parent/guardian approved date(s) of the desired pick up. The authorized adult must sign in at the Welcome Center as a visitor and show identification before being given access to the school and/or being allowed to take a child(ren) with them.

Visitor Policy

The school administrative assistant and principal are both at the entrance to the school in the morning to greet families and escort guests, if needed. At least two staff members are present at the end of the school day for this purpose as well.

To gain entrance to the building at other times of the day, guests and visitors will be required to use the call button at the front door. The front door is the only entrance that allows access to the building during school operation hours. All other doors are kept locked and are checked throughout the day. Visitors must sign in and out at the main entrance. They will be escorted to their designated location as well as to the exit at the end of their visit to sign out.

Extended Care Program

WCS realizes some parents may need to drop off their child(ren) early or may not be able to pick up their child(ren) after the regular school hours. The Extended Care program is an excellent option for working parents. Children spend time playing, working on homework, doing crafts, and helping with various projects. Extended Care is available before school from 7:00 – 7:40 AM. The Extended Care hours after school are from 3:15 – 5:30 PM. Refer to Appendix B for all information regarding the Extended Care program.

School Lunch

Westside offers a school lunch program. It is brought to the school in warmers by TnT Catering of Middleton. The school lunch program provides quality, well-balanced menu choices. All ordering must be done 2 days prior to the service date. Any changes in the order can be made up to 2 days prior to when the meal is served.

If your child does not bring a lunch and one cannot be brought to them by their lunch hour, WCS will make sure that your child is fed. There will be a charge added to your Sycamore account on days when your child is served lunch that was not previously ordered.

Food Brought from Home for Lunch

Parents and students are responsible for proper packing and care of snacks and lunches brought from home. Perishable food items like luncheon meats, eggs, and yogurt can be unsafe to eat by lunchtime if packed in a paper bag. Use an insulated box or bag instead. Make sure to pack the insulated lunchbox with at least two cold sources (e.g., freezer packs, frozen water bottles, frozen juice boxes).

Playground Equipment

WCS will supply the necessary equipment needed for recess, playtime, and physical education. For the safety of the students and their equipment, no toys or other equipment (e.g., skateboards, electronic games, etc.) should be brought from home.

Damages to School Property

The Lord has blessed WCS with a beautiful facility to carry out its ministry to children and their families. Teachers, students, and families will want to show their appreciation of this gift by maintaining it with care. Willful or careless damage to the building, desks, books, technology or other contents will be assessed and charged to the one who caused it.

Supplies

School supply lists are made available in June. Each list details items needed for students and classrooms. Please purchase only the items on the list.

Transportation Reimbursement

Westside is located within the Middleton Cross Plains Area School District (MCPASD). The school district does not provide transportation to Westside. Certain families are eligible for transportation reimbursement from the school district in which they reside. To be eligible for reimbursement, the student must:

- Reside two (2) miles or more from Westside Christian School.
- Live within the MCPASD, the Waunakee School District, or the Madison Metro School District.
- Have at least one child enrolled in 4K through grade 8 at Westside.

Furthermore, the MCPASD allows transportation reimbursement for ALL Westside students who reside within the MCPASD because there is not a sidewalk leading to our facility. WCS provides these three school districts with the information on our eligible students. Families receive a mailing from the school district in which they reside and can submit for reimbursement within the guidelines outlined by each school district. Families should contact the school district in which they reside with questions. **It is the responsibility of each family to indicate the school district in which they reside within Sycamore upon enrollment.** Failure to indicate

your school district correctly may result in your family not being able to receive transportation reimbursement.

Dress Code for Students in Grades K – 8

WCS's dress code is an important element in maintaining our school's image, culture, and high academic standards. As a reflection of our love for God, the dress code should give a clear witness of our faith and modesty standards. The dress code should also be conducive to a teaching and learning atmosphere and ensure each student's safety and the safety of others. The following dress code guidelines were established to assist in achieving the goals mentioned above.

Tops

The following solid-colored tops of any color are acceptable:

- Long or short-sleeved polos. Note: A WCS navy polo is required for most field trips.
- Oxfords.
- Sweaters *without* hoods.
- Sweatshirts *without* hoods.

Bottoms

The following are acceptable for pants:

- Solid colored.
- Colors: khaki, navy, black, or gray
- May contain *some* spandex, but a loose fit is required.

The following are acceptable for shorts, skirts, and skorts:

- Solid colored, or plaid
- Colors: khaki, navy, black, gray, white, or plaid.
- May contain *some* spandex, but a loose fit is required.
- Mid-thigh in length (at least 5" from the bend of the knee)
- Solid-colored leggings, tights, or shorts must be worn underneath skirts.

Not allowed:

- Blue denim (e.g., no blue jeans).
- Sweatpants and athletic style bottoms

Dresses and Jumpers

- Solid-colored dresses or jumpers of any color or plaid are acceptable.
- Sleeveless dresses or jumpers must have a dress code compliant shirt underneath.
- Solid-colored leggings, tights, or shorts must be worn underneath.
- Mid-thigh in length (at least 5" from the bend of the knee)

Shoes

- To ensure children can play freely and to help prevent injury at recess, tennis shoes, boots, or other closed-toe shoes are strongly encouraged.
- Sandals with heel straps are allowed.

- Shoes with heels are not allowed.

Apparel with Logos

We understand it is difficult to find clothing without logos of any kind; therefore, small logos (less than 2" x 2") are allowed.

Makeup

Makeup is allowed in moderation for girls.

Hair/Hats

Hair must be neat, clean, and well groomed. Any changes in hair color must be a natural color. Hats are to be worn outside only.

Jewelry

- Jewelry may be worn in moderation.

Casual Days

Casual Days will be on the first Friday of each month. They will be listed on the annual school calendar for reference. If there is no school on the first Friday, there will be no casual day that month.

The following is acceptable only on Casual Days:

- Sweatshirts with hoods ("hoodies").
- Blue denim jeans or athletic style pants.
- Bottoms of any color or pattern, including blue denim jeans and loose-fitting athletic style pants.
- Shirts, sweatshirts, and sweaters with patterns, any size logo, and/or hoods.
- Flip-flops for grades 5 – 8 only.

Notes: *Casual Days still call for modesty. (i.e. Shorts/ skirts length still need to be mid-thigh)*

Spirit Days

Spirit Days occur every Friday of the school year. Standard dress code rules apply, however, students may wear Westside, Lakeside Lutheran, or Luther Preparatory School branded tops.

Reinforcement Policy

Parent enforcement of the dress code is critical in helping maintain the school image, culture, and an environment free of distractions for our teachers and students. Should dress code questions arise, we encourage parents and/or students to talk with any teacher or administrator. It is each parent's responsibility to ensure that your child is dressed appropriately for school each morning.

In the event a teacher or staff member feels the dress code has been violated, the process below will be followed:

- First violation: A verbal warning is given to the student by his/her teacher and the teacher emails the parent(s).
- Second violation: A verbal warning is given to the student by his/her teacher and the principal emails the parent(s).

- Third violation: The student must meet with the principal and is required to change. If the student does not have dress code appropriate clothing some will be provided to them. The principal will also email the parent(s).
- Fourth violation and beyond: Students are required to sit in the principal's office until the parent arrives with a change of clothes. This may also result in a detention.

WCS reserves the right to adjust the policy as needed. Common sense, combined with a desire to glorify God, will hopefully result in good choices. When there are differences of opinion concerning school clothing, the judgment of the WCS administration will be respected.

Curriculum

A more detailed explanation of the subjects taught can be found on the WCS website at westside-christian.org.

Academic Standards

We must ensure that all children have equal access to high-quality academic programs. The standards are not a curriculum that we follow, but they do provide us with clear statements about what students must know and are able to do. This is essential in making sure we offer opportunities to support all children in the knowledge and skills necessary for their future success. For this reason, WCS has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998.

Grading Scale

100	A+	85-86	B-	74-76	D+
95-99	A	82-84	C+	72-73	D
93-94	A-	79-81	C	70-71	D-
90-92	B+	77-78	C-	69 and under is an F.	
87-89	B				

Grades are kept in Sycamore. In addition to parent teacher conferences that happen during the first and third quarters, parents can always request a meeting with a teacher if they are concerned about their student's progress. Each student's progress is officially recorded in a report card that is issued on Sycamore following the end of each quarter. Parents electronically sign the report card to acknowledge they have seen it.

Participation in Physical Education and/or Recess

If a student comes to school but is not able to participate in physical education class and/or recess due to illness or injury, it is important that the parent/guardian write a note of excuse to the student's classroom teacher. If the student cannot participate in physical education and/or recess for more than three days, a note from a licensed practitioner (physician assistant or nurse practitioner working under a licensed practitioner) is needed. Lack of appropriate footwear (i.e., tennis shoes) for P.E. class will result in an unexcused absence from the class with the opportunity to complete a make-up assignment.

Field Trips

Field Trips are part of the educational curriculum and are designed to support the curriculum and introduce students to learning opportunities beyond our campus. Since field trips are learning situations, they are counted as a school day and attendance is generally required.

Prior to scheduled trips, an authorization form signed by a parent is required. Students without a signed form are not allowed to go on the field trip and must stay at school. Handwritten notes and phone calls are not accepted in place of a signed authorization form. Certain field trips require an additional fee which must be paid for the student to participate.

Whenever possible, transportation for field trips is by bus. If it is necessary to use transportation provided by vehicles, parents will be notified.

Chaperones may be needed for field trips; all chaperones must comply with all volunteer requirements.

Student Services

Special Needs Scholarship Program

Westside Christian School is committed to providing high-quality, Christian education for all students that we serve. This includes students with formally identified special needs and learning differences. All students will participate in our regular education classrooms, with accommodations provided by the general education teacher, a paraprofessional assistant, and/or our Student Services Director.

Methods of instruction/intervention may include the following:

- In-class academic support in the form of small group intervention given by a general education classroom teacher.
- Pull-out academic support in the form of small group intervention given by a paraprofessional assistant or Student Services Director.
- Intervention programs include:
    - Fountas & Pinnell Leveled Literacy Intervention System
    - Orton-Gillingham
    - Bridges Math Intervention
- Differentiated assignments or homework
- Providing extra time for assessments, tests, or quizzes.

Therapy Services

Westside Christian School is able to offer the following services to students with identified special needs, according to their IEP or services plan:

- Speech and Language
- Occupational Therapy
- Physical Therapy

Student Support Team Process

The Student Support Team (SST) process is when a teacher or group of teachers, the principal, the Student Services Director, parents, and/or therapists or other outside specialists meet to find ways to address the unique needs of an individual student. This may occur when a student has significant attendance struggles, or if the current academic programming, behavior support, or any other services provided for a student have not been sufficient in meeting a need for that child.

WCS works closely with Aspire Therapy and Middleton Cross Plains Area School District for student support with screening of students, speech therapy, occupational or physical therapy, and staff training.

The SST process assists teachers and parents with:

- Identifying student strengths, needs, and challenges.
- Brainstorming ideas to support students.
- Reviewing information about students and discussing ways to meet those needs in the regular classroom.
- Coordinating school efforts to meet student needs.
- Assisting with referrals for evaluation.
- Developing a modification or accommodation to the curriculum and a support plan for the student.

If you have concerns about your child, contact your child's teacher or the Student Services Director. When a student is referred to the school's SST, the parent/guardian will be notified and invited to the SST meeting. If a support plan is created for a student, it will include specific, measurable goals, an outline of modifications to the academic plan for the student, and the responsibilities of all involved adults. A follow-up meeting will also be scheduled to revisit the student's progress after the changes have been implemented.

Elective Music Program

WCS's Elective Music Program (EMP) helps students maximize their music potential through quality instruction and encourages students to use their God-given musical gifts in worship and secular settings.

Private music lessons for band (brass, percussion, woodwinds), guitar/banjo, piano, strings (e.g., violin), and voice are available on-site by independent instructors at an additional cost. Private lessons are scheduled according to instructor availability, space availability and the students schedule. Every effort is made to try and minimize students missing core classroom instruction. Private lessons may require that the family provide an instrument for their student.

All music electives include the opportunity to participate in our Wednesday Chapel services and recitals. Westside offers the following music electives:

Piano Program (kindergarten – grade 8)

Learning to play the piano is a skill that can last a lifetime. WCS' piano program gives students the opportunity to develop that skill. Weekly lessons last a half-hour. Piano students engage in private lessons* and participate in two performances per year.

Band Program (grades 4 – 8)

Our band program consists of brass, percussion, and woodwind instruments. Band students receive a full band experience as well as benefit from private lessons*. Performances include the winter and spring concerts and the Lakeside Fine Arts Festival. A minimum of two years piano experience prior to registering is recommended but not required.

Guitar and Banjo Program (grades 4 – 8)

WCS's guitar and banjo program offers lessons that are custom-tailored to the interests and abilities of the individual student. Guitar/banjo students engage in private lessons* and participate in two performances per year. A minimum of two years piano experience prior to registering is recommended but not required.

Strings Program (kindergarten – grade 8)

Students in the strings program may select to take lessons in violin, viola, or cello. Strings students engage in private lessons* and participate in two performances per year. A minimum of two years piano experience prior to registering is recommended but not required.

Voice Program (grades 4 – 8)

Voice students engage in private lessons* and participate in a winter and spring concert as well as the Fine Arts Festival (grades 5 – 8). They are also expected to participate in the WCS Praise Choir. Students will learn proper breathing techniques, voice control, sight reading, expression, and most of all a love for music. A minimum of two years piano experience prior to registering is recommended but not required.

Extracurricular Activities

Student Eligibility

All students interested in joining any extracurricular activity must meet the following requirements to be considered eligible:

- The student must have parent permission to participate.
- The student must demonstrate Christian conduct both inside and outside of the classroom.
- The student must be passing his/her classes to be eligible for participation, to demonstrate his/her commitment to working at their God-given ability.
- The family must have agreed to the athletic waiver in Sycamore upon enrollment.

The student's coach, club leader, or activity supervisor will work with the parents and classroom teacher to ensure that a student is completing class work satisfactorily. Students will be notified if they are considered ineligible and can work with the teacher to make up any work required in their classes to be able to participate. These students may be permitted to practice with the team, if the parent/guardian and the teacher have agreed. Any student who has been suspended from school for any reason is also immediately suspended from all extra- curricular activities.

Attendance and Participation in Extracurricular Activities

Excessive absences or the inability to participate in P.E. class due to illness or injury may affect a student's eligibility to participate in extracurricular activities, including club meetings and athletics (practices, games, and tournaments). Decisions regarding participation will be made by the principal and faculty in partnership with club leads, team coaches and the athletic director. Students who miss school on the same day as a club meeting or team practice may not participate that day.

Praise Choir

Praise Choir exists for students in grades 4 – 8 to glorify God in worship during both our Chapel services and St. Andrew worship services. Students practice once each week from 3:00 – 3:30 PM. We understand that many families worship at other locations on Sunday mornings. We ask students who join the Praise Choir to fully commit to actively participating in rehearsals and singing at St. Andrew, at both services, according to the dates on the school calendar.

Athletics

WCS offers an organized athletic program, typically for students in grades 5 – 8 though some sports may allow children in 4th grade to participate, as well. The goal of the program is to develop students' athletic knowledge and skill. Teamwork, dedication, and Christian sportsmanship are stressed at all times. Basketball, volleyball, cross country, and track and field events are scheduled with the Madison Area Independent School League (MAISL) and area Christian and private schools. The formation of teams in each sport depends on participation and requires a qualified volunteer coach.

Clubs

Volunteers from St. Andrew and Westside give of their time to support various after-school clubs. The clubs may differ year to year depending on participation and a volunteer leader. Examples of clubs we've offered in past years include: Forensics, STEM, Art, Chess, Crochet, Game, Yearbook. If you have a hobby or interest that you would like to share with our students, please contact the school to discuss your idea.

Student Health & Safety

Emergency Operations and Student Safety

WCS has an Emergency Operations Plan (EOP) that was completed and approved through a collaboration of efforts from school staff, parent-led Safety Intervention Team members, St. Andrew church board members, and the Dane County Sheriff's Office.

In recent years, concerns have intensified across the nation surrounding school safety and security. Not surprisingly, parents, teachers, and children alike can feel overwhelmed by the troubles of this world. But, as Christians, we also believe that God is at work in all situations. We need to consciously guard our hearts and minds and guide our children to look to him when fear strikes.

We also know that we live in a sinful world, and God equips us to proactively keep our homes and schools as safe as possible. A critical component of a successful school safety plan is the effectiveness of response in and outside the classroom to an incident in our building or the surrounding area.

Weather changes, fire, accidents, intruders, and other events that threaten student safety are scenarios that must be planned and trained for by our students and staff—not because we expect them to occur, but because we want to be prepared if they do. The purpose of WCS's EOP is to inform everyone of the safety and security protocols we use in response to incidents or emergency situations in an effective way.

As a school, we practice the response protocols outlined in the EOP throughout the year (e.g., fire/tornado drills, lockdown/evacuation drills). Following Wis. Stats. 118.07(2), once each month, without previous warning, WCS shall conduct a drill for all students in the proper method of departure from the building in case of a fire. At least twice annually, without previous warning, WCS shall also hold a drill for all students to practice the proper method of evacuation to a safe location in case of a tornado or other hazard. At least twice annually, without previous warning, WCS will also practice evacuation or other appropriate action in case of a school safety incident. The public and private school safety drill shall be based on the school safety plan adopted under sub. (4). A safety drill may be substituted for any other drill required under this subdivision.

We have security cameras throughout the interior and exterior of the building and monitor guests closely. All teachers and staff are certified in CPR and use of the AED. We invite the Dane County Sheriff's Office to our

building once a year to deliver appropriate training for school and church staff. A Dane County Deputy Sheriff also makes occasional visits to the school to talk to staff and visit classrooms. We are blessed to have a close working relationship with our deputy liaison.

Immunization Records

Immunization records for each student are obtained through the Wisconsin Immunization Registry (WIR). If a new student is from out of state, or if WCS is unable to locate the child's record in the WIR, the parents are required to provide WCS with an official copy of their child's immunization record before their child will be allowed to start school. Waivers must be submitted to Westside using the current Wisconsin Department of Health Services Student Immunization Record form (F-04020L). These records become a part of the student's permanent school record.

Student immunization records are required on or before the first day of school. Students must have the immunizations required by the State of Wisconsin or a waiver on file prior to entrance into school. Parents are responsible for working with their child's health care provider to fix any errors on their child's immunization record.

Medications

All medications must be supplied by the parent. Medications are kept in a secure location and may only be dispensed by the teacher. Children may not carry or self-administer medication. The only exception is that students in grades 3 – 8 may carry cough drops with them to use as needed.

Prescription Medication

A written, signed statement from the parent/guardian must be on file at the school authorizing school personnel to administer any medication. The statement must include:

- Student name, date of birth.
- Medication name, dose, frequency, time/conditions, duration.
- Reason for medication.
- Name of practitioner.

Prescription medications must be supplied by a parent or guardian in the original container with the student's name affixed.

Non-Prescription Medication (over-the-counter)

A written, signed statement from the parent/guardian must be on file at the school authorizing school personnel to administer any medication. The statement must include:

- Student name, date of birth.
- Medication name, dose, frequency, time/conditions, duration.
- Reason for medication.

Non-prescription medications must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.

Some common over-the-counter medications are kept on hand at school (i.e., ibuprofen, acetaminophen, antihistamine) and may be administered to a student, per dosing guidelines on the package, if the parent has consented to this in Sycamore. These medications are in pill form only. Parents will be notified in writing if WCS faculty or staff administers any of these medications.

Cough Drops

Students in grades K – 2 may not carry cough drops with them at school. However, they may bring cough drops to school with a note from a parent/guardian and the cough drops will be dispensed by the classroom teacher. Students in grades 3 – 8 are allowed to carry cough drops with them at school. A student should bring only enough cough drops to use that day. Throat lozenges in sucker form (i.e., sore throat pops) are NOT allowed.

When to Keep Your Child Home from School

From time to time there are health concerns that arise that require guidelines as to when a child can return to school. In general, the 24-hour rule should be followed in the following examples:

- Keep your child home for 24 hours until the fever has resolved without using fever reducing medications such as Tylenol or Advil.
- Keep your child home for 24 hours until diarrhea, nausea, or vomiting has resolved.
- Keep your child home for 24 hours after the initial dose of prescribed antibiotics.

As always, check with your child's doctor if symptoms are prolonged or if morning behavior is unusual for your child (e.g., not hungry, overly lethargic).

Other illnesses lasting longer than three days should be treated by a doctor with a recommendation on when to return to school.

Classroom Quarantine

In the event of an outbreak of any illness at school, including head lice, Westside reserves the right to quarantine a classroom. If online learning is initiated, the distribution of Chromebooks to families that need them will be coordinated. Families will be notified of a quarantine situation via emergency text and email. If online learning becomes necessary, communications will happen at that time.

Building Community

Westside Christian School is a ministry of St. Andrew Lutheran Church. As such, we want to know all members of our students' families. For these reasons, we hold a variety of special family-friendly events and offer volunteering opportunities that help parents (and extended family members) get to know the school better.

Parent Teacher Organization

Throughout the school year, the PTO sponsors several special events that help parents and extended family get to know more about the school—and vice versa! Some events from past years include Back to School Night, Grandparents' Day, Pastries with Parents, Movie Night, Father-Daughter Dance. The PTO also coordinates a clothing exchange, honors our staff with Staff Appreciation Week, and provides materials for classrooms.

Volunteer Procedures

As a school, we believe that volunteering demonstrates many important things to our children. For one, it shows our children that we hold an interest in their education and a commitment to their school. It also demonstrates the way Christians respond with service to their community. Most importantly, it fosters the

culture of family that we have worked hard to create and will continue to develop at WCS. It is an expectation that each household volunteer a minimum of 5 hours during the school year.

If a volunteer will have direct, independent contact with students at WCS (e.g., one-on-one reading outside the classroom), chaperoning an overnight class trip, or if they are transporting children in their vehicle, they must first submit to a background check. Volunteers may help in the classroom, volunteer as coaches, or work behind the scenes (e.g., room parent, cutting and collating classroom materials). No matter what the job, volunteers help make WCS the special place it is.

Parents may earn volunteer hours for the following activities:

- Volunteering in the classroom.
- Working with individuals or small groups of children.
- Volunteering at school-sponsored events.
- Making copies or completing take home tasks for teachers.
- Volunteering in the lunchroom.
- Coordinating after-school clubs.
- Coaching athletic teams.
- Volunteering as a chaperone on field trips.
- Volunteering for a specific Westside PTO position (e.g., president, treasurer, event coordinator).
- Acting as a room parent for your child's classroom.
- Sitting on a Westside PTO committee.

Families can access the digital version of the Westside Christian Key Dates Calendar on the website to find out the dates for each event during the school year. Reach out to the School Administrative Assistant if you would like more information on volunteer opportunities or Westside PTO.

Donating your volunteer hours to another family is not permitted. Volunteer hours may be earned for the current school year within the effective dates of July 1st through June 30th of each year. Any family with circumstances prohibiting their ability to perform their volunteer hours must contact the principal.

Students in 8th grade have the opportunity to attend an end-of-year extended class trip. There may be separate requirements for volunteering for fundraising activities for those trips.

Sharing of "directory" information with volunteers

Volunteers may need access to directory information (e.g., phone numbers, email addresses, home addresses) to do their job. Any volunteer made privy to directory information is required to keep the information confidential and use it only for approved volunteer-related activity.

Some families choose not to share their email addresses for a variety of reasons. To maintain confidentiality, volunteers who need to email a group of parents may only blind copy (BCC) recipients when sending email communications.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA), outlines requirements regarding the privacy of student records. The staff and administration of WCS respects and honors the legal rights of all parents/legal guardians and students in the educational process via this act. FERPA governs release of records maintained by a school and limits access of those records to the public by complying with the following conditions:

- Parents have the right to review education records maintained by the school. Requests to inspect records should be directed to the school principal.
- Parents may seek amendment of the student's educational records that are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests to amend should be directed to the principal.
- Specific procedures are in place for education records to be released to other schools or organizations.
- A parent must consent to any disclosures of personally identifiable information contained in their student's educational record.

Limited reports on behavior or other incidents about students are kept for internal use only. These are not available for families to review with a records request.

WCS maintains the right to disclose educational records to other school staff, including teachers, who have been determined to have legitimate educational interests in the records in order to provide the best learning environment for a student. In some cases, WCS may disclose personally identifiable information from a student's education records if sent to another school in which the student seeks or intends to enroll. In compliance with FERPA, WCS forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

FERPA allows WCS to share, without consent, "directory" information such as a student's name, address, telephone number, and date of birth. Parents may select to not disclose directory information at any time. The setting is adjusted in Sycamore, and parents are given instructions on how to do it in advance of the start of each new school year. If enrollment happens during the school year, parents are given two weeks to adjust the setting in Sycamore.

Refer to the U.S. Department of Education's A Parent's Guide to FERPA at studentprivacy.ed.gov/resources/ferpa-general-guidance-parents for full details.

Technology: Acceptable Use Policy

Use of Google Accounts

WCS uses a variety of devices to aid and assist student learning. Each classroom has access to iPads and/or Google Chromebooks.

Damage to school-owned technology will be repaired or replaced at the expense of the student responsible for the damage.

Each student in grades 1 – 8 has an individual Google Apps for Education account. Students in grades 1 – 4 have access to the internet, Google Drive, and other apps the teacher or administrator allows. Students in grades 1 – 4 do not have Gmail accounts or access to chat rooms. Students in grades 5 – 8 have access to the internet, Google Mail, Google Drive, and other applications the account administrators add to aid learning. These accounts are owned, operated, and controlled by the school and Google Education. Student accounts are removed upon exit from the school after notification by the administrator. This takes place following the start of the next school year.

To prevent the spread of computer viruses and other malware, the students are asked to use this account when moving assignments and other data back and forth from home and school.

Technology is a privilege, not a right. The guidelines below are provided to remind all technology users of their responsibilities. Computers and the internet provide access to computers and people all over the world. Some material is not appropriate for Christians. However, much of the information is educationally beneficial, and we believe in the importance of students making Christian choices regarding the type of material they access.

Internet Use Should Be Safe and Monitored

Safe internet use is practiced using the following guidelines:

- Students will use the internet only to research specific information, not for browsing.
- A staff member must be present at all times while the internet is in use.
- Students are not to access inappropriate sites; if one comes up, the supervising staff member must be notified.
- Common courtesy and Christian values are to be observed.
- Copying commercial software is a violation of copyright laws.
- Use of the internet for commercial activity, financial gain, or illegal activity is not permitted.

Protection of the Student Is an Important Concern

We use the following guidelines to protect students' privacy:

- Passwords are set up by the school. Each child's password is known to both student and teacher. Parents may ask for the password, so they can access their child's account.
- The school reserves the right to change a password whenever necessary to preserve the security and protection of the child and their account.
- This account may be used at home with parental guidance. Parents are asked to supervise the child's use of the account at home so that the child does not use the account in an inappropriate manner. The account is to be used for school purposes only.
- A Chrome-based filter is in place on the Chromebooks to further protect students from harm.
- The school will monitor each student's account periodically.

Email and Electronic Communication is Allowed for School-Related Uses

Email accounts are allowed for some students through Google Apps for Education. Electronic mail and Google Chat can be useful for group work and the submission of assignments. Students are taught internet and email safety and are encouraged to use these lessons. Electronic mail is not private. The school has access to all electronic mail communication. Parents are encouraged to monitor what the student is doing at home.

Any student using email or other electronic communication for inappropriate reasons will have it turned off. If electronic communication continues to be a problem the student will lose access to their Google account.

All questions can be directed to the classroom teacher, or the administration of the school.

Inappropriate use of the devices and internet will result in a cancellation of that privilege. The faculty will determine what qualifies as “inappropriate use.” Their decision is final.

Parents agree to having knowledge and understanding of the “Technology: Acceptable Use Policy” during the registration process in Sycamore and sign the Chromebook User Agreement at the start of the school year.

Appendix A

Sycamore Parent Portal Agreement

Sycamore Parent Portal Terms and Conditions

Agreement with Sycamore School and Stripe

The Responsible Party ("You" or "Parent/Guardian") agrees to be bound by the terms of this payment agreement until all financial obligations owed to Westside Christian School ("School") and billed through the Sycamore portal are satisfied in full. Payments initiated through the Sycamore portal are processed by Stripe, Inc. (“Stripe”), a third-party payment processor, and are deposited directly to the School. Sycamore provides the online portal through which You enter payment information and initiate payments; Sycamore does not process, receive, hold, or remit any funds and is not a party to any payment transaction. Your use of Stripe’s payment services is also subject to Stripe’s Services Agreement and Privacy Policy. Any tuition or fee refunds, adjustments, or financial aid credits are handled directly by the School. All transactions involving funds must comply with applicable U.S. federal and state laws.

Payment Authorization & Processing Terms

You authorize the School, through its payment processor Stripe, to initiate scheduled payments from the designated bank account (ACH) or credit/debit card (including Visa, Mastercard, and American Express) listed on your account to fulfill amounts owed for tuition, fees, and related incidentals. This payment authorization continues upon re-enrollment for subsequent academic years in accordance with current Sycamore School policies.

Card and ACH transactions initiated through the Sycamore portal are processed by Stripe on agreed-upon due dates (or the next business day if a due date falls on a weekend or banking holiday). Scheduled electronic drafts (Autodraft) and ACH transactions are submitted in accordance with banking lead times. A returned payment fee may be assessed by the School for any item returned unpaid by your financial institution. Any modifications to payment methods, card details, or banking information must be submitted through the Sycamore Parent App or portal at least two (2) banking days prior to the scheduled due date. This agreement is a payment arrangement between You and the School and does not constitute a lender-borrower agreement.

Invoiced Amounts & Account Adjustments

Invoiced amounts and fee schedules are due as indicated on official electronic invoices issued through the Sycamore platform. If You authorize the School to modify tuition rates, fees, or billing schedules during the academic year, the total balance due and installment payment amounts will adjust accordingly. The School will provide notice of billing changes, and You remain obligated to complete payments until all updated amounts are paid in full.

Service Termination & Re-enrollment

If You and the School mutually agree to terminate your enrollment agreement, processing changes or cancellations must be submitted to the School at least ten (10) calendar days prior to the next scheduled electronic payment draft.

Governing Law & Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the state in which Westside Christian School resides. Any legal claims, disputes, or administrative questions arising under or related to this Agreement shall be subject to the exclusive jurisdiction of the state and federal courts serving the School's primary operating location, unless otherwise specified under Sycamore Leaf Solutions Terms of Service.

Payment Sources & Currency

All payments made through the Sycamore portal must be drawn on a U.S. financial institution and funded in U.S. Dollars. Any check presented may be converted to an electronic ACH debit entry for processing. Payments are considered fully collected only after funds have cleared the financial institution.

Data Privacy, PCI Compliance & Security

Credit card and bank account information entered through the Sycamore portal is transmitted directly to Stripe and is not stored or processed on Sycamore's systems. Stripe is certified as a PCI-DSS Level 1 Service Provider and is responsible for safeguarding payment card and bank account data. Sycamore Education maintains physical, technical, and administrative safeguards to protect the personal information it does hold in compliance with applicable privacy regulations. Non-public personal information collected during enrollment and use of the portal is utilized solely to provide school management and payment portal services. Sycamore does not sell personal information and protects user data in accordance with Sycamore's Privacy Policy and Data Processing Addendum (DPA).

Appendix B

Additional Extended Care Program Information

This handbook appendix has been prepared as an additional resource regarding the Extended Care Program.

The Extended Care Program is a service provided by Westside Christian School for the convenience of families who must drop off or pick up their children outside of the designated school hours. Our staff provide a safe, caring environment for children in this program.

Extended Care Hours

Before school care is available beginning at 7:00 AM for families who must drop off their child(ren) before 7:40 AM (preschool – grade 8) on a scheduled school day. After school care is available for families with children in preschool – 8th grade who are unable to pick up their child(ren) by 3:30 PM on a scheduled school day.

Registration

Families register for Extended Care by completing a registration form and paying a one-time $50.00 registration fee, per family, per school year. Families who know they will use Extended Care register and pay the fee at the beginning of the school year. Families who use Extended Care but are not already registered are charged the registration fee upon their first use of the program.

Extended Care is a prepaid service. Reserving a place in Extended Care for your child involves completion of the next month's Extended Care calendar as well as payment for those reserved dates. Families with more than one child in care need to complete one calendar for each child. Completed calendars need to be submitted no later than the due date given at the time the calendar is released each month. This allows the Extended Care coordinator time to plan for proper staffing. All charges for Extended Care are billed via Sycamore.

Please note any after school activities (e.g., sports practice, after school club, music lesson) on the Extended Care calendar so that the teachers will know where your child is and what time to expect them in Extended Care.

Weekly reservations may be made, if necessary. Contact the Extended Care Coordinator to find out if space is available.

Extended Care Charges

The $50.00 registration fee helps to cover the cost of snacks, games, and other items needed for the students in the program.

Before-school care for preschool – grade 8 is available from 7:00 to 7:40 AM. A $5.00 charge will apply for anyone arriving at any time before 7:40 AM. Children are dismissed to their classrooms at 7:40 AM.

After-school care is available from 3:15 – 5:30 PM for students in preschool – grade 8. A healthy snack and drink will be provided. A $3.25 charge is applied every 30 minutes as follows:

3:15 – 3:45 (or any part thereof) $3.25
3:15 – 4:15 (or any part thereof) $6.50
3:15 – 4:45 (or any part thereof) $9.75
3:15 – 5:15 (or any part thereof) $13.00
3:15 – 5:30 (or any part thereof) $16.25

Credits to the account will be given only for student absence due to illness, school closing due to weather, or notification of cancellation 24 hours in advance. No other refunds or adjustments will be given unless an unforeseen, extenuating circumstance has come up. A written request will need to be submitted to the Extended Care coordinator (email is preferred) for consideration to receive a credit.

Unpaid balances are not allowed. A family's enrollment in the Extended Care program may be jeopardized if a consistent pattern of unpaid balances develops. Should a financial problem arise, the family should contact the Extended Care coordinator.

If there is a credit remaining on an account at the end of the school year, a refund may be requested if the family is not continuing at Westside the next school year. This refund will be calculated, minus $5.00 to cover the administrative fee from Sycamore, and will be refunded via check. For families continuing in the fall, the credit will remain on their account and will be applied toward the registration fee and/or care for the next school year.

Procedures

Parents, or a pre-authorized adult, must witness their child being signed in for before-school care and out from after-school care.

Occasionally, after-school care may be set up on the day it is needed if the family calls school or emails the Extended Care coordinator by 10:00 AM *and* there is space available. Requests for same day care received after 10:00 AM will be assessed a "No Call" charge (see below).

Any student still waiting for a parent at 3:30 PM will be placed under the supervision of the Extended Care program, and the family will be charged accordingly, including the $50.00 enrollment fee if one has not already been charged.

"No Call" Policy and Late Pick-Up

If a child needs to be placed in Extended Care unexpectedly or if the parent arranges the care after the 10:00 AM deadline, the family will be charged a "No Call" fee of $25.00, per child, per occurrence. In cases where the parent has no control (e.g., severe weather conditions, unavoidable traffic delays) grace may be given; however, parents are expected to call the Extended Care staff (608-831-8540, option 5) to keep them informed of the situation, if possible.

Late pick-ups (i.e., after 5:30 PM) will be charged a fine of $1.00 per minute, per child. In addition, such pick-ups may jeopardize the continued use of the Extended Care program.
If your child will be absent for Extended Care, please call the school or email the Extended Care coordinator to let them know. To verify the whereabouts of your child, it is important that our staff is made aware of any schedule changes.

Parents will be called if a child is not picked up after 15 minutes of the documented pick-up time. If you are running more than ten minutes late to pick up your child, please call the Extended Care staff to inform them.

Extended Care daily schedule

Before School: 7:00 – 7:40 AM

- Quiet time only. Students may read, study for tests, work on homework, color, or look at books.
- Computer use is not allowed
- Dismissal to classrooms at 7:40 AM.

After School: 3:15 – 5:30 PM

3:15 – 3:30 PM - Student check-in.
3:30 – 4:00 PM - Free play outside, weather permitting.
4:00 – 4:30 PM - Snack. If your child needs more to eat, please send a snack for them from home.
4:30 – 5:00 PM - Quiet time for homework or other quiet activities.
5:00 – 5:30 PM - Free play and social interaction, including group board games, occasional videos, and choice activities.

General Information

No handheld video games, cell phones, or toys/games brought from home are allowed in before-school or after-school care. Students remain in their school clothes during Extended Care. Written parent permission must be provided for a student to change clothing for an activity taking place after Extended Care.

Students will be offered a choice of healthy snacks which vary from day to day. The snack list will be posted on the Extended Care bulletin board.

Any discipline issues will be handled by the provider and discussed with the parent that day. Should the incident be severe, the Extended Care director may get involved and parents may be called. Please discuss any concerns with the caregiver.

Staff contacts

Extended Care Director – Raul Ramos | Raul.Ramos@Westside-Christian.org
Extended Care Coordinator (scheduling and billing) – Gaby Knight-Barazarte | Extended.Care@Westside-Christian.org

Appendix C

Family Handbook Disclosure of Information & Agreement

Parents/Legal guardians, please read the following statements carefully and sign below to indicate your agreement.

- I hereby affirm that I have read the Family Handbook and discussed its policies with my student.
- I certify that I consent to and will submit to all governing policies of Westside Christian School (WCS), including all applicable policies in the Family Handbook.
- I agree that, as a parent/legal guardian, I will not knowingly and/or actively endorse, promote, advocate, or support practices or activities that are not consistent with the doctrine and teachings of the Wisconsin Evangelical Lutheran Synod.
- I understand that the standards of Westside Christian School do not tolerate profanity, obscenity in word or action, dishonor to God and his Word, disrespect to the personnel of WCS, or continued disobedience to the established policies of the school.
- I understand that the services of WCS are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time.
- I understand that this Family Handbook does not contractually bind WCS and is subject to change without notice by decision of the Westside School Council.
- Admission to Westside Christian School is a privilege, not a right, and admission for one academic year does not guarantee automatic admission for future academic years.

By enrolling your son/daughter in Westside Christian School, you understand what will be taught and you are giving us permission to spiritually serve your son/daughter in this way. It is also understood that your son/daughter is expected to worship with our campus family as we come together for Chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him! It is also understood that your son/daughter will abide by the Christian and moral standards as prescribed to us in God's Word and outlined in our Family Handbook.

Again, we are so appreciative to be able to serve your family. We thank you for partnering with us as we carry out our mission to you to prepare students for academic success and lives of Christian service that is founded on God's Word. May God bless our partnership!

Parent/Guardian Signature: _____

Date Signed: _____