



WESTSIDE
Christian School

2018 – 2019
Family Handbook

PRINCIPAL'S NOTE

Dear Parents and Families,

Welcome to Westside Christian School! It is such a blessing to serve families from all around Dane county with a high-quality, Christian education. Our theme for the 2018-19 school year is **Real. Present. God.** This theme was chosen with a focus on Psalm 46:1, *“God is our refuge and strength. A very present help in trouble.”* Through the gift of faith, we know God will always be present in every aspect of our lives. We pray that we can reinforce that understanding with every student who attends our school this year.

The staff and I appreciate the opportunity to be partners in your child’s educational experiences. Our mission as a school is to prepare students for academic success and lives of Christian service. We acknowledge the great gift and responsibility that we have been blessed with from our Savior. We hope that you always feel a part of the Westside family and welcome your feedback throughout our journey together.

We are here to help your child grow in their academic abilities through focused instruction with qualified, dedicated teachers. We incorporate small and large group activities, have 1:1 Chromebooks in all classes (grades 1 - 8), and support the development of a child’s social-emotional and physical learning. We offer a robust music elective program and organized sports teams. However, we also believe that part of what makes us unique is our focus on guiding your child spiritually. We know raising children to keep Christ at the center of their lives is likely one of the main reasons you made the choice to send your children to Westside Christian School. Having that foundation at a young age will help our children mature in their faith, learn how to live with Godly character, and develop the skills and abilities necessary for the future. As we hear in Proverbs 22:6, *“Train a child in the way he should go and when he is old, he will not turn from it.”* We are here to support you as parents and pray for your family. As we guide your children in their education, that also includes strengthening their understanding of God’s word, from preschool through eighth grade.

This handbook has information about our school. Please use it as a reference throughout the year. If there are any questions that you have that are still unanswered, please reach out so that we can assist you.

As I start my first year as principal of Westside Christian School, I am so thankful to you for your warm welcome, prayers, and continued support for me and the rest of our staff. We pray that God blesses our work in service to Him.

In Christ’s love,

Meredith Pucci
Principal, Westside Christian School

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Updated December 2018

SUMMARY OF CORE BELIEFS & VALUES

Why is “family” important to you?

- Because family is where you first experienced love?
- Because family is where you learned values...the difference between right and wrong?
- Because your family is a place where you and your child(ren) can feel safe, accepted, and “at home”?
- Because family is the place where you heard about Jesus and God’s love for you?

Regardless of the past, family can be that kind of place in the future. Westside Christian School (WCS) is here to help.

Like your home, WCS is a place where children learn and grow in all kinds of ways. Like your home, this is a place where they will continue to learn to fold their hands and bow their heads and talk to God. This is a place to learn Bible stories. This is a grace place. This is a place where Jesus lives.

Even if home has been less than you wanted it to be, WCS is a place for you, too. Since you’re reading this, it’s obvious that you want to build a solid home built on Jesus Christ and his Word. We want to help.

In 1997, St. Andrew Lutheran Church envisioned this school as a way to provide an excellent education to children and to help parents build strong, Christ-centered families. It doesn’t matter what type of family you are: single parent, blended, or traditional “mom and pop” variety. All families need Jesus. All families need strengthening and equipping to face the attacks of the world and the onslaught of Satan. The battle is over the basic building block of society: the family. Your family. The victory is ours—that’s Jesus’ good news. His word is our strength—that’s Jesus’ promise.

WCS is blessed with dedicated and gifted leaders and teachers. In this handbook you’ll learn more about our approach to education, spiritual growth, and the Christian home. The teachers, though, are still your best resource. Talk with them.

WCS is just one way we serve families. If you’d like to learn more go to St-Andrew-online.org, sign up for our newsletter, *The Weekly*, visit us for a worship service, or give me or Pastor Kelly a call. We would be happy to hear your concerns and help you search for God’s plan for your family.

In Christ’s love,

Pastor Randy Hunter, Lead Pastor
St. Andrew Lutheran Church

MISSION & FOCUS

History of Westside Christian School

In the mid 1990s, the members of St. Andrew began acting on a vision of expanding its ministries to include a Christian day 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.

Accreditation

In 2005, we conducted a self-study of all school programs. This led to our accreditation by the Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA), a sanctioned member of the National Council for Private School Accreditation (NCPSA). In 2012, WCS was accredited by Wisconsin Religious and Independent School Accreditation (WRISA). Re-accreditation by all three organizations took place again in 2017.

Every five years our school will apply for re-accreditation. 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.

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.

Focus

Jesus said in Matthew 28:19-20, **“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”**

Our school responds to his command by educating children and their families in the following areas:

- *Academic success.* We offer a high quality, Christ-centered curriculum, where students will use their God-given talents to the best of their ability.
- *Life of Christian service.* We instill in them a love for God and his Word, while cultivating a desire to live a life of service to him.
- *Nurture.* We help them grow in their faith and knowledge using the Word of God.

CHRISTIAN SCHOOLS IN THE WELS

The Wisconsin Evangelical Lutheran Synod (WELS) has a long tradition of high academic quality in its elementary schools. The WELS has operated elementary schools for over 150 years. Currently, WELS congregations and associations of congregations operate 403 early childhood

centers, 313 elementary schools, 25 high schools, and 2 preparatory schools across the nation. WELS is the fourth largest private/parochial school system in America.

In 2005, the WELS accreditation process earned membership in the National Council for Private School Accreditation (NCSPA). This is another voluntary standard of excellence to help parents know their child receives the best possible education.

High academic excellence is reflected in the number of children enrolled in these schools. Currently, these schools have a total of over 41,000 students in preschool through grade 12. The WELS has provided excellent instructors to these schools by training its own teachers since 1884. On average, students attending Lutheran schools tend to outperform their peers in other schools on national achievement tests. Westside Christian School is proud to continue the rich tradition of Christian academic excellence.

Lakeside Lutheran High School

Westside Christian graduates are well prepared to attend both public and private high schools. One option for high school is Lakeside Lutheran in Lake Mills, and bus transportation is available from Westside Christian. Lakeside Lutheran is one of the top ranked Christian high schools in Wisconsin and offers a challenging and comprehensive curriculum. Motivated by the love of Jesus, Lakeside Lutheran High School partners with families to educate, encourage, and equip students for life and for eternity.

Lakeside Lutheran graduates can be found in hundreds of fields of work—doctors, lawyers, accountants, bankers, web developers, movie producers, researchers, construction workers as well as pastors and teachers. The program of Christian education gives students the values, knowledge and skills to succeed in this life and teaches the truths of God’s Word that build faith in the Savior and confidence in the life to come. For more information contact Lakeside Lutheran online www.llhs.org or call 920-648-2321.

PURPOSE & PHILOSOPHY

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.”

SCHOOL OBJECTIVES

Spiritual

It is our desire that through a Christ-centered education:

- The students will understand that, because of their sinful nature, they need a Savior. “All have sinned and fall short of the glory of God” (Romans 3:23).

- The students will be comforted knowing that they have forgiveness through Christ. **“He is the atoning sacrifice for our sins, and not only for ours but also for the sins of the whole world”** (1 John 2:2).
- The students will have a desire to share their faith with others. **“We cannot help speaking about what we have seen and heard”** (Acts 4:20).
- The students will live a life of love for God and his Word. **“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us a fragrant offering and sacrifice to God”** (Ephesians 5:1,2).
- The students will see the blessings of participating in the mission of their church. **“And let us consider how we may spur one another on toward love and good deeds”** (Hebrews 10:24).

Academic

It is our desire that through a Christ-centered education:

- The students will recognize that God has uniquely blessed them, and they will use their gifts to the best of their ability. **“We have different gifts, according to the grace given us”** (Romans 12:6).
- The students will see the wonder of God not only in religion, but also in all areas of the curriculum. **“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness”** (2 Timothy 3:16).
- The students will be able to differentiate between the absolutes of God’s Word and the uncertain nature of human knowledge. **“Your Word is truth”** (John 17:17).
- The students will obtain the necessary skills to make them valuable members of society.
- The students will have learning experiences that foster good study habits, critical thinking skills, and problem-solving techniques.

Social

It is our desire that through a Christ-centered education:

- The students will have respect for their fellow students, teachers, school staff, and parents in all settings.
- The students will understand their role and responsibility as Christian citizens.
- The students will recognize God as the source of all governments and consider it a joy and privilege to obey the laws of our land and serve in the community. **“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established”** (Romans 13:1).

Physical

It is our desire that through a Christ-centered education:

- The students will have proper respect for their body. **“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?”** (1 Corinthians 6:19)
- The students will gain an understanding of physical development, well being, and safety.
- The students will make every effort to reach their God-given physical potential.

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 the Word. All families are encouraged to attend church on a regular basis. St. Andrew invites all families to join them in worship, especially those who do not have a church home.

Morning Worship Service

A chapel service will be held each Wednesday at 8:30 AM 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 conducts an organized mission program. Each school quarter, a special mission is chosen as the recipient of our weekly offering collected at the Wednesday chapel service.

School Singing Opportunities

The psalmist declares in Psalms 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 Lutheran Church during Sunday services, WCS Wednesday morning chapel services, the Children’s Christmas Program held at the Middleton Performing Arts Center, as well as the WCS Closing Service. A singing schedule will be 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 POLICIES

Nondiscrimination

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.”** 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.

Enrollment Guidelines

The children of members of St. Andrew Lutheran Church are given enrollment priority during our yearly early enrollment period in January. If openings remain, children of families who are

members of other churches or who are looking for a church home are considered for enrollment into WCS.

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

- Parents of new students must participate in the God's Gifts at Westside Christian School workshop to become familiar with the beliefs and teachings of our school.
- Continued enrollment and re-enrollment of each student is based on the policies outlined in the Family Handbook and quarterly reports of each student's progress.
- Children enrolling in grades 1 – 8 will be admitted upon receipt of their permanent records from previous school(s) attended. 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.
- WCS also recognizes the need to educate children with special needs (e.g., mental or emotional problems, behavioral problems, and special education). Children with special needs will be enrolled on a case-by-case basis. WCS will evaluate each situation to ensure that we have the resources and capability to meet the needs of the student.
- Children enrolling in kindergarten must be five-years-old on or before September 1.

Tuition

Information about tuition schedules can be found on the WCS website (Westside-Christian.org). The initial tuition payment will be due at the beginning of the school year. Enrollment may be terminated if tuition payments are not received on time. Tuition payments and invoicing are managed through an online tuition management tool called TADS. In addition to establishing online payment via TADS, 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).

Prorated Tuition

Tuition for enrollments 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 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. And so on.

New Family Referral Program

Our current school families are often the best ambassadors for WCS! A New Family Referral program has been created with the hopes that we welcome additional families to continue sharing Jesus and our mission to this community.

How this program works:

- You spread the word about WCS and connect us with a family that is interested in setting up a tour.
- Once the family you referred enrolls their child(ren) at Westside, they will be asked to fill out a referral form. After 30 days of their child(ren)'s attendance at Westside, your family will receive a referral credit* to be applied to your family's tuition balance. (Please note, refunds for tuition already paid will not be issued. Rather, credit will be applied toward your family's tuition for the following school year.)
- There is no limit to the number of families that you may refer; however, your family may not receive credit(s) exceeding your yearly tuition amount.

- Only one referral form is allowed per new family. The credit amount may be split between referring families, if more than one family contributed to the referral. Westside will use the information provided by the new family on the referral form when issuing the credit.

The student referral program runs through the end of the fiscal year. It does not apply to students currently enrolled at WCS. The St. Andrew Board of Directors will review this policy for renewal annually.

* Referral Credit

- \$100 per month (August – May) for each month the new family has a child enrolled full-time at Westside. For example, if your referral results in the enrollment of a full-time (30 or more hrs/week) student for a full school year, your family will receive a total credit of \$1000.
- \$50 per month (August – May) for each month the new family has a child enrolled part-time at Westside. For example, if your referral results in the enrollment of a part-time (less than 30 hrs/week) student for a full school year, your family will receive a total credit of \$500.

Tuition Contract Pledge

Parents agree to pay all tuition and fees required in accordance with the financial policy of WCS, including the following:

- Monthly payments are due in full on each family’s pre-selected schedule.
- Any remaining balance is subject to a late fee.
- Families with accounts which have become more than 30 days past due will meet with a representative of WCS.

Each family’s account must be paid up to date in order to be considered for re-enrollment for the next school year.

Financial Aid

Financial aid may be available for certain families. Applications for financial aid are submitted via TADS following enrollment. Please note that TADS charges a non-refundable fee to process the request. Existing Westside families begin the process with re-enrollment in January each year. Families new to Westside begin the process following acceptance of the child’s enrollment application. Contact the Administrative Assistant if an access code is required to access the financial aid tool.

2018 – 2019 Westside Christian School Dress Code For Children in Grades K – 8

(Revised September 2018)

Westside Christian School’s (WCS) 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	Bottoms
<p>The following <u>solid-colored</u> tops are acceptable:</p> <ul style="list-style-type: none"> • Long or short-sleeved <u>collared</u> polo or button-down oxford shirt. • The following are allowed with a dress code appropriate shirt worn underneath: <ul style="list-style-type: none"> ○ Sweaters (cardigan, crewneck, v-neck, turtleneck, sweater vest, no shrugs). ○ Sweatshirts (fleece, crewneck, v-neck, partial-zip or full-zip, no hoods). • For layering purposes, turtlenecks and t-shirts may be worn under collared shirts, sweaters, or sweatshirts. Turtlenecks and non-WCS logo t-shirts are not to be worn on their own. <p><i>Note: WCS logo clothing made available through Friends of Westside is allowed. Note: a WCS navy polo is required for most field trips and school sponsored events.</i></p>	<p>The following are acceptable:</p> <p>Pants:</p> <ul style="list-style-type: none"> • Colors: khaki, navy, black, grey, or white • Twill, chino, cotton, or corduroy khaki-style pants: <ul style="list-style-type: none"> ○ Pleated or plain front. ○ Cuff or no cuff. ○ Cargo pockets or slight flair acceptable. • Khaki-style capri pants are acceptable for girls. • Loose-fitting cotton pants (only grades K – 4). <p>Shorts:</p> <ul style="list-style-type: none"> • Colors: khaki, navy, black, gray, white, or plaid. • Should be no more than 4” above the knee. • Pleated or plain front. • May have cargo pockets.
Dresses, Jumpers, Skirts, and Skorts	
<ul style="list-style-type: none"> • Dresses, jumpers, skirts, and skorts should be no more than 4” above the knee regardless of whether or not <u>solid-colored</u> leggings, tights, or shorts are worn underneath. Knee socks or regular socks may be worn. <ul style="list-style-type: none"> ○ Solid-colored or plaid dresses and jumpers are allowed. ○ Khaki, navy, black, gray, white, or plaid skirts, or skorts are allowed. • Non-collared dresses are allowed so long as they cover the collar bone and have sleeves. Jumpers must have a dress code appropriate shirt underneath. 	
Shoes	
<ul style="list-style-type: none"> • To ensure children are able to play freely and without 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 getting more difficult to find clothing without logos of any kind. In an attempt to widen the choices available, small logos (less than 2" x 2") are allowed.

Make-Up, Hair, Hats, & Jewelry

- Make-up is allowed in moderation for girls; however, heavy eye shadow and dark lipstick are unacceptable.
- Hair/Hats: Hair must be neat, clean, well groomed, and remain a natural hair color. Hairstyles must be kept in moderation. Hats and hoods are to be worn only outside.
- Jewelry may be worn in moderation. Excessive jewelry, dangle or hoop earrings, or earrings for boys are not allowed. For physical education class and athletic competition, the rules do not allow participants to wear jewelry of any kind.

Gym Clothes

- All grades 5 – 8 students need to wear a P.E. uniform and tennis shoes for gym class. Having gym uniforms and appropriate shoes for class is comparable to having your textbooks and assignments ready for other classes.
- **P.E. uniforms may not be worn outside of gym class.**

P.E. Uniform

- WCS branded P.E. t-shirt.
 - Solid-colored, loose-fitting, navy or black athletic **shorts** that fall no more than 4" above the knee. Shorts with or without the WCS logo may be worn. Solid-colored navy or black **sweatpants** may be worn instead of shorts. Logo policy applies.
 - Tennis shoes with socks.
- P.E. t-shirts will be available for purchase through the WCS Administrative Assistant.
 - If you have questions or concerns about P.E. uniforms, please contact Principal Meredith Pucci.

Casual Days (found on the school calendar)

The following are acceptable on casual days only:

- Denim jeans, athletic, warm-up, and nylon pants.
- Shorts, skirts, skorts, dresses, and jumpers no more than 4" above the knee (any color or pattern); tights, leggings, or shorts containing patterns or graphics may be worn underneath.
- Shirts, sweatshirts, and sweaters with patterns, any size logo, and/or hoods.
- Clothing containing sequins, jewels, or glitter.
- Flip-flops for grades 5 – 8 only.

See items below that are not permitted on casual days.

Items Not Permitted Under the Dress Code (even on casual days):

- Clothing containing sheer, lace or other “see through” fabrics even if there is a shirt or other garment underneath.
- Excessively baggy and/or tight clothing including but not limited to skinny jeans, leggings (worn only as pants), lycra, spandex, yoga pants/tops.
- Clothing showing your collar bone, stomach, shoulders, and/or back.
- Clothing containing language and/or images that could be construed as offensive or inappropriate.
- Clothing containing holes or frayed cuffs.
- Excessive jewelry, dangle or hoop earrings, or earrings for boys.
- Shoes with heels.

Reinforcement

Parent reinforcement 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 for clarification in advance of a child wearing questionable clothing. It is each parent’s responsibility to ensure that your child is dressed appropriately for school each morning. This includes ensuring that proper clothes are packed/worn for grades 5 – 8 students on P.E. days.

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 the principal emails the parent(s).
- **Fourth Violation and Beyond:** Student is required to sit in the principal’s office until the parent arrives with a change of clothes.

A record of dress code violations is kept on file for all violations that occur during the school year.

It is very difficult to draft a dress code policy that encompasses all current and future fashion trends. As a result, WCS reserves the right to adjust the policy as needed. We understand no dress code policy will provide an answer to every potential choice faced by parents and students. 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 faculty and staff will be respected.

Should medical or other extenuating circumstances arise where abiding by the dress code becomes challenging, please talk with the WCS principal to explore options.

HOME/SCHOOL COMMUNICATIONS

Communications from WCS

Our main communication tool is called SchoolSpeak. Teachers list assignments, our end of term grades are listed, newsletters are emailed and posted, attendance is taken, parents report any student absence, in addition to other uses. Please ask your child's teacher to give you more information if you have any questions regarding SchoolSpeak.

Home visits are made to all new students' homes over the summer to help acquaint the family with WCS.

Key dates for the following school year (e.g., first and last days of school, Christmas and spring break) are published to the calendar on SchoolSpeak in January. A complete calendar, including all special events, is published in June.

Attendance

Class time is very important to each child's success in school. All students are expected to attend school regularly and be on time. The school doors open at 7:40 AM. Students are expected to be in their classrooms and ready for school by 8:00 AM. If a student arrives at school after 8:00 AM, the parents must check-in with the school office to excuse the child. If a student regularly comes to school late, this will disrupt their learning as well as the learning of others.

If a student will be absent from school, parents are asked to notify the school office through their families SchoolSpeak account. We encourage parents to schedule medical appointments and family vacations 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.

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. Students will be given two days for each missed day to complete their work. Absence from school does not excuse students from their school work. If no prior notification is given, a signed note from a parent explaining the reason for the absence is required.

To be promoted to the next grade level, a student must attend at least 90 percent of the days of instruction. The number of actual days of instruction in the school year may vary depending on in-service days and/or inclement weather days.

Tardiness

The school doors open at 7:40 AM. The school day begins at 8:00 AM. Students are expected to be in their classrooms and ready for school by 8:00 AM. Teachers will keep track of tardies. A student will accumulate tardies for the period of one semester. The parents are contacted after the child has been tardy eight times to discuss the issue and determine a plan to resolve it.

School Hours

The following are the school hours for the school year:

Kindergarten – Grade 8: 8:00 AM – 3:00 PM

Preschool: Mornings are 8:15 – 11:30 AM; Lunch Bunch is 8:15 AM – 12:15 PM; Full day is 8:15 AM – 3:00 PM

The kindergarten through grade 8 classrooms open at **7:40 AM**, the Pre-K3 and 4K classrooms open at **7:55 AM**. Students are expected to leave by **3:15 PM**, unless they have classroom duties, scheduled practices, or are enrolled in the Extended Care program. Children not picked up by 3:15 PM will be placed in Extended Care. This is counted as a "No call day," and the family is charged the no call fee of \$25.00. Please refer to the Extended Care Program handbook for more information.

No loitering is permitted on the school grounds. Students on the property before 7:40 AM and after 3:15 PM must be in the care of their parent or enrolled in the Extended Care program. Westside Christian School holds no liability for children on the premises before or after these times.

WCS Security

The front doors are unlocked during the school year from 7:40 – 8:30 AM and from 2:50 – 3:30 PM. To gain entrance at other times (including Extended Care drop off and pick up) please use your access card/fob. During the school day you may use the call button at the front door to request access. Students in grades K – 8 should not enter the building before 7:40 AM if they are not enrolled in Extended Care. Pre-K3 and 4K may not arrive before 7:55 AM if they are not enrolled in Extended Care. 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 Welcome Center. In addition, guests and volunteers are required to sign in and out at the Welcome Center. **Parents, if you do not have an access card/fob and need one, see the WCS Administrative Assistant at the Welcome Center to obtain one.**

School Closings

The safety of our children and their families is our priority when experiencing severe weather. Please watch/listen for notification regarding Westside Christian School on local TV and radio stations, as well as SchoolSpeak, our website, the Westside Christian School Facebook page, Friends of Westside Facebook Group, and WCS emails via SchoolSpeak. As a policy, we do not have morning delays or early release. 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 reporting tool in SchoolSpeak or by calling the school.

Christian Discipline

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 Word of God 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	Classroom supports
<ul style="list-style-type: none"> • All students will receive explicit instruction for expected behaviors and rules in any common areas of the school (i.e., bathrooms, lunch room, atrium, hallways, recess). 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 and will mutually agree on a plan for any behaviors that apply to the following: <ul style="list-style-type: none"> ○ Frequent or persistent issues that do not improve over time with additional classroom supports. ○ Behaviors severe enough that they warrant a school suspension. ○ Any behaviors that continually affect the learning or safety of another child. 	<ul style="list-style-type: none"> • Teachers will identify classroom rules, behavior expectations, routines, and processes (i.e., 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 (i.e., 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 has to go beyond the teacher. If a situation with a student requires additional correction beyond what has been supported in the classroom or if the issue has been on-going, the child may be asked to call home to inform parents of any inappropriate behavior. Parents will be partners in establishing a supportive plan for their children when necessary, with the intent for the child's repentance of sin and asking forgiveness for their actions.

If any behavior or misunderstanding regarding discipline of a student should arise, we expect that parents will discuss it with their children 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 mutually 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.

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 operation. 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 board. 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 school board work together, WCS will be a fortress of Christian education and academic training that will give glory to God.

Responsibilities of Parents

Recognizing teachers as special gifts from God to his church, parents will:

- Receive them as servants of Jesus Christ for their children.
- Accord them the honor and love which we owe them as servants of Christ.
- Support their work among us with our prayers and personal assistance.
- See to the punctual and regular attendance of their students.
- Aid them in maintaining Christian discipline.

We are to honor them, assist them, and encourage them in all we say and do.

Parent-Teacher Consultations

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.

Classroom Visits

Parents are welcome to visit our classrooms and see education in action. Parents may participate in the classroom activities or just come and observe. Informing the teacher prior to a visit is not necessary; however, if the teacher is notified ahead of time, he/she may prepare ways to involve the parent during the visit.

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 Westside Christian School.

CURRICULUM

Religion

One of the key components of WCS curriculum is the *Christ Light* Religion series which is used in grades 1 – 4. *One in Christ* Religion series is used for grades Pre-K3 – Kindergarten and grades 5 – 8. This curriculum covers Old and New Testament Bible stories in an exciting, colorful and memorable way. Each lesson has a key truth that is discussed and applied to our lives in a powerful and meaningful way. Lessons focus on age appropriate topics relating to guidance the Lord has given us in his Word. This curriculum will give students a strong rooted base in God's Word, allowing them to make wise, Christian choices throughout life.

Language Arts

All students must learn to read, write, speak, listen and use language in effective ways throughout all content areas to be prepared for college and career success. Our Language Arts program carries out that need by providing students opportunities and experiences in reading, writing, spelling, phonics, and handwriting, as well as speaking and listening skills.

Students develop a desire for reading through instruction that uses high-quality literature, poetry, short stories, and narratives. WCS strives for students increase their vocabulary and comprehension skills, while developing the ability to read critically. Most importantly, strong reading skills enable students to read and study God's Word and to differentiate between God's truth and the teachings of the world.

We teach students to be proficient writers using various writing methods, through a writing workshop approach to teaching. Students are given opportunities to write short stories, reports, poetry, essays, and journals. Students develop public speaking skills through experiences in show and tell, class presentations, and forensics.

Handwriting Without Tears is our handwriting curriculum for students in kindergarten through grade 5. This program encourages engaging, multi-sensory methods of teaching in developmentally appropriate ways to help students become successful writers.

Mathematics

A solid mathematics curriculum is critical for success in our ever-changing world. The math curriculum at WCS gives students a firm foundation in arithmetic, algebra, geometry, and data interpretation. This foundation is constructed through daily instruction and review, allowing concepts to be mastered. Students will also be engaged in hands-on activities and learning experiences applicable to real life situations

Singapore Math

Singapore Math is a teaching method based on the highly regarded national math curriculum used in Singapore. The method involves teaching students to learn and master fewer mathematical concepts in greater detail and teaching these concepts using a three-step learning process. The three steps are concrete, pictorial, and abstract. In the concrete step, students engage in hands-on learning experiences using concrete objects such as chips, dice, or paper clips. In the pictorial step, students draw pictorial representations of mathematical concepts. In the abstract step, students solve mathematical problems in an abstract way by using numbers and symbols. Singapore Math emphasizes the essential math skills recommended in the National Council of Teachers of Mathematics Curriculum Focal Points, the National Mathematics Advisory Panel, and the proposed Common Core State Standards, though it generally progresses to topics at an earlier grade level than indicated by those US standards.

History/Social Studies

At WCS, the study of history is the study of “His Story,” the Lord’s creation. Students gain a broad perspective of our world through the study of world, United States, and Wisconsin state history. Other components include instruction in government, civics, economics, and geography.

Instruction and activities in each of these areas is structured to help students develop the following skills: critical thinking, decision making, understanding cause and effect relationships, and comparing fact and opinion. Activities used to foster this development include reading charts, graphs, maps, and daily discussion of current events. The goal of these experiences is to give our students the necessary tools to be active citizens in God’s world.

Science

The science curriculum at WCS allows children to see the wisdom and skill of our Creator. Unit lessons are taught at all grade levels covering physical, earth, life science, and the human body. Through the use of quality textbooks and hands-on-learning, the students are actively engaged in experiments, projects, and presentations. These opportunities allow them to develop skills such as observing, comparing, hypothesizing, predicting, measuring, testing, and interpreting for a better understanding of the world our Lord created.

Fine Arts

The fine arts curriculum seeks to develop students’ art and music appreciation as well as their art and musical skills. Students are exposed to a wide variety of artists and their unique styles and classical works. Opportunities for students to work with different art mediums increase their knowledge and appreciation of art.

WCS Art Program

The WCS art program is based on the belief that God has given every child the need to express themselves visually in an environment that encourages active participation and exploration of ideas, images, and perceptions through a variety of art materials and processes. The program engages students in experiences designed to develop artistic skills and visual awareness and give them opportunities to use their God-given abilities to praise their Lord.

Within the overall curriculum structure, assignment specifics are developed and/or modified for each grade in accordance with the State of Wisconsin and national art standards. The assignments are devised to foster inventive and imaginative thinking, develop skills with various art materials, and challenge students to deal with issues that deal with space, composition, and imagery.

In March, we host an Art Gala in conjunction with national Youth Art Month. Our Arts celebration gives an opportunity to display and perform our visual, musical, and writing gifts.

WCS Music Program

The music program at WCS develops in students an appreciation and understanding of music, allowing them to glorify God through their voices and musical instruments. Numerous opportunities are available for students to learn music theory and apply that knowledge. Music recognition is taught through listening to selections from various composers. Students actively grow in their musical gifts through movement, rhythm instruments, and singing. Further opportunities to expand musical skills are available through the piano, band, and guitar programs.

Plays and musicals are also a part of the WCS fine arts curriculum. Students will have opportunities to participate in plays as well as help design sets and stages. A performance is scheduled each year.

Computer Science

The development and use of modern technology continues to change and shape our lives. In order to be proficient in this technological age, computer education at WCS School begins in grade 3. Students have opportunities to use educational software that supplements all areas of the curriculum. The computer curriculum allows students to develop skills such as word processing, spreadsheets, internet research, and visual presentations using Chromebooks. Teachers also use software programs that help them improve their lessons and classroom instruction.

Physical Education

Physical education classes at WCS help students gain an understanding of physical development, well being, and safety. Classes and activities develop basic locomotion and coordination skills as well as an interest in lifetime sports. An emphasis is placed on Christian sportsmanship and helping students reach their God-given physical potential.

ELECTIVE MUSIC PROGRAM

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

Piano Program

Learning to play the piano is a skill that can last a lifetime. WCS gives students in Pre-K3 – grade 8 the opportunity to develop that skill through a school piano program. Weekly lessons last a half-hour. For more information, please contact our school piano program director, Karen Hunter, at karenhunterpiano@gmail.com.

Band Program

Our band program offers weekly lessons and group band sessions for children in grades 4 – 8 on the following instruments: flute, trumpet, clarinet, French horn, saxophone, trombone, percussion, baritone, and oboe. The different instruments are demonstrated to those interested in the program during the first part of the school year.

Performances include the Winter Concert, Lakeside Fine Arts Festival, Spring Concert, school chapel services, and others. Contact Brian Hildebrandt at brianhildebrandt77@yahoo.com or (920) 650-8277 for more information.

Guitar and Banjo Program

WCS's Guitar and Banjo Program offers lessons for grades 4 – 8 that are custom-tailored to the interests and abilities of the individual student.

Registration for the school guitar and banjo program takes place at the beginning of the fall and spring semesters. If there are still openings, students may enroll throughout the school year by contacting our guitar instructor, Jon Povich, at jpovich@gmail.com.

Voice Program

The voice program at WCS is offered to children entering grades 4 – 8. Lessons are given weekly for 30 minutes. A minimum of two years piano experience prior to registering is recommended but not required. Students will learn proper breathing techniques, voice control, sight reading, expression, and most of all a love for music. Voice students will participate in a minimum of two performance opportunities per year. For questions or registration please contact Melissa Dyer at melissadyer74@gmail.com or (608) 217-7751.

Praise Choir

Praise Choir exists for students in grades 4 – 8 to glorify God in worship in both our chapel services and St. Andrew worship services. Students practice each Wednesday morning from 8:00 – 8:20 AM. Contact Kim Gnewuch at kim.gnewuch@westside-christian.org or (608) 347-0551. We encourage families to attend church at their home congregations but welcome them when their class sings at St. Andrew. We do require those who sing in Praise Choir to commit to singing once a month at St. Andrew, at both services, according to the dates on the school calendar.

EXTRACURRICULAR ACTIVITIES

Athletics

WCS offers an organized athletic program for children in grades 4 – 8. 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, soccer, cross country, and track and field events are scheduled with area Christian and private schools.

Forensics

Our forensics program competes against other schools. Students also have the opportunity to perform in various public speaking categories such as poetry, storytelling, demonstration, etc.

Fine Arts Fair at Lakeside Lutheran High School

The Fine Arts Fair at Lakeside Lutheran High School in Lake Mills offers an opportunity for our music students to celebrate their gifts through performance evaluation. Children may choose solos and/or ensembles.

Other Extracurricular Activities

Other extracurricular activities at Westside Christian School include the following:

- Spelling Bee
- Meet Math
- Science Fair
- History Fair
- Geography Bee
- After-school enrichment program (e.g., chess, engineering, coding, stage)

STUDENT PROGRESS

Report Cards

Students' progress will be officially recorded and available on SchoolSpeak following the end of each quarter. Parents electronically sign the report to acknowledge they have seen the report card.

STUDENT HEALTH

Immunization Records

In order for Westside to comply with Wisconsin Statutes, parents must provide Westside with a paper copy of their child's current immunization record. This is done via the enrollment process in TADS. Waivers must be submitted to Westside using the current Wisconsin Department of Health Services Student Immunization Record form (F-04020L). In addition, Westside requests that parents keep their child's vaccination history updated in SchoolSpeak. These records become a part of the student's permanent school record.

Westside suggests that parents use the Wisconsin Immunization Registry to obtain a history of their child's immunizations (dhs.wisconsin.gov/immunization/wir.htm).

Student immunization detail is to be filled out electronically by the parents each year before Kick-Off Night on SchoolSpeak. Students must have the immunizations required by the State of Wisconsin or a waiver on file prior to entrance into school.

Medications

All medication must be supplied by the parent. Medication will be kept in a secure location.

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.

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. Medications must be supplied by parent in the original container with the student's name affixed. This includes cough drops.

Cough drops

Students in grades K – 4 may not carry cough drops with them at school. 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 5 – 8 are allowed to carry cough drops with them at school. A student should bring only enough cough drops to use that day.

Common diseases are listed below. Each listing includes the time period from exposure to the first sign of illness, followed by direction concerning the exclusion of the child from school. For those diseases marked with an asterisk (*), the child will be readmitted to school upon receipt of a written certificate from a physician. Use this list as a guideline for days absent from the most common communicable diseases. If you are in doubt about anything, call your family doctor.

Chicken Pox

10 – 21 days; to be excluded for at least seven days upon onset of skin eruptions and all blisters have crusted over.

Conjunctivitis (pink eye)

1 – 3 days; to be excluded until there is no discharge from eye or crust on eyelid, and the eye appears normal.

Fever

To be excluded until fever of 100.4° F or greater has subsided for 24 hours without use of fever-reducing medication.

Head Lice

7 – 10 days; to be excluded until one medicated shampoo or lotion treatment has been given and all nits removed.

Impetigo, Scabies, Ringworm*

To be excluded upon recognition of disease; until treatment begins.

Influenza

1 – 3 days; to be excluded until fever has subsided for 24 hours without use of fever-reducing medication.

Measles (rubeola)

7 – 14 days; to be excluded for four days from the day of rash onset.

Pertussis (whooping cough)*

7 – 21 days; to be excluded until completion of five days of antibiotic therapy.

Rubella (German measles)

14 – 21 days; to be excluded for seven days from the day of rash onset.

Streptococcal (Sore Throat)

1 – 3 days; to be excluded for 24 hours from time antibiotic treatment began.

Vomiting

If a child is vomiting, the parents will be asked to pick up the child. If your child has thrown up within the past 12 hours, please keep your child home from school.

BUILDING COMMUNITY

Westside Christian School is a ministry of St. Andrew Lutheran Church. As such, we want to know all families of our students. 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.

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 per student during the school year. Families can view the calendar on SchoolSpeak to find out the dates for each event during the school year. There is also a link titled “Volunteer Opportunities” in SchoolSpeak under Quick Links. This lists the details behind what’s needed at each event and allows for families to easily sign up for their household volunteer hours.

Volunteering

All volunteers at WCS are screened and trained in volunteering according to school policy (see below). Volunteers may help in the classroom, volunteer as coaches, or work behind the scenes with cutting and collating classroom materials. No matter what the job, volunteers help make WCS the special place it is.

Friends of Westside Events

Throughout the school year, Friends of Westside, our friends, family, and faculty support organization, holds several special events that help parents and extended family get to know more about the school—and vice versa! Some of our events include Back to School Night, Grandpeople Day, Pastries with Parents, Movie Night, Father-Daughter Dance, Middle School Event, and the End of the Year Picnic, coordinating a clothing exchange, honoring our staff with Staff Appreciation Week and The Giving Tree to provide materials for classrooms. For information about any of these events and meetings, please see our Friends of Westside table on Kick-Off Night and/or the Volunteer Opportunity link on School Speak.

Background Screening

The teachers, students, and staff greatly appreciate the time volunteers are willing to share here at WCS. Volunteers add greatly to the educational experience of our students, shining Jesus' love through their actions.

The tremendous responsibility WCS has to its school children, their families, and our community necessitates background information from all volunteers and staff who work one on one with children. This includes WCS faculty/staff, coaches, music teachers, tutors, study hall room monitors, etc. As required by our accreditation agency, all volunteers are asked to complete a volunteer background information disclosure form. These forms will then be used to complete a background check. Thank you for your service and sharing His love with our students and families.

GENERAL INFORMATION

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 to parents before school from 7:00 – 7:40 AM for children in grades K – 8 and 7:00 – 7:55 AM for preschool children. The Extended Care hours after school for all children is from 3:00 – 5:30 PM. Refer to the Extended Care Handbook for more information.

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, or other contents will be assessed and charged to the one who caused it. School-owned textbooks must be covered to prevent excessive wear.

Gifts and Donations

WCS purchases the necessary items needed for instruction through its operating budget. Those who wish to give a cash gift to the school may do so by contacting the principal.

Hot Lunch

A daily “home cooked meal,” prepared by our own in-house chef, is available to your child for a minimal cost. Monthly meal menus are distributed to each family via email and will be available

on SchoolSpeak. If you have any questions, please contact our lunch director, Stephanie Grow, at wcslunch@westside-christian.org.

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 (skateboards, electronic games, etc.) should be brought from home.

School Newsletter

Each Monday, the *Wave Weekly* is emailed to all families who have registered an email with SchoolSpeak. The newsletter is also available on our website. Please 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, Stacy Bernd, at stacy.bernd@westside-christian.org. Articles are due by 12 PM every Thursday.

Supplies

A school supply list is distributed each June with the summer letter. The list details the items students need for the school year and is also available on SchoolSpeak. Please purchase only the items on the list. Prior to the end of the school year, WCS offers the opportunity for parents to purchase school supply kits for the following school year, customized by our teachers for each class.

Telephone

Students who have been given permission by their teacher are able to use the telephone for emergencies and unforeseen circumstances.

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 have 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 TADS upon enrollment. Failure to indicate your school district correctly may result in your family not being able to receive transportation reimbursement.

Cell Phones and Electronic Devices

Students at WCS are permitted to have cell phones, though student use of cell phones and other electronic devices is strictly prohibited during the instructional school day.

Students may possess cell phones, or similar electronic devices. However, students observed using cell phones, or electronic devices during the instructional day, except for cases of 911 emergencies and **approved use either by classroom teacher or school office**, will forfeit their privilege to have such devices.

The use of cell phones includes making phone calls, receiving phone calls, ringing or other sounds, playing music, games or videos, text messaging, use of cell phone cameras, or any other electronic function. **Cell phones will remain off, and in backpacks at all times** to avoid any student infractions. Upon any infraction of the policy, cell phones will be confiscated immediately. Phones confiscated will only be **released to parents**.

The instructional day is defined as the time period between a student's arrival on campus and departure from campus. **The instructional day also includes lunch and snack periods, recess(es), class changes, and while waiting for a ride home.**

Extended Care is subject to the same policy, and students must receive permission to use their phones for text, video, and communication purposes.

On the first infraction, the phone will be confiscated, and the student will be issued a warning. Phones confiscated will only be **released to parents**. After the first infraction, the student will need to check the phone in to the supervising teacher when signing into Extended Care and will take it home when they leave.

Technology: Acceptable Use Policy

Use of Google Accounts

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

Each student in grades 1 – 8 has an individual Google Apps for Education account. Student in grades 1 – 4 have access to the internet, Google Drive, and other apps the teacher or administrator allows. These students 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 Apps 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 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 is to 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:

- An initial password is set up by the school allowing parents or students access to change and create their own passwords. 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 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.

Note that electronic mail is not private. The school has access to all electronic mail communication. Parents are encouraged to check in with 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 TADS.