



**WESTSIDE**  
Christian School

**2023 – 2024**  
**Family Handbook**

# PRINCIPAL'S NOTE

Welcome to Westside Christian School! It is such a blessing to serve families from Dane county and neighboring communities with a high-quality, Christian education. Our theme for the 2023-24 school year is "Connected." God connects himself to us through his Word. Through his Word we learn that the most important connection any of us can have is to Jesus. This is clearly illustrated in John 15:5 when Jesus says, "I am the vine; you are the branches... apart from me you can do nothing." We will build on this theme during weekly Chapel services and encourage students to incorporate what they've learned into their everyday connections at school, home, church, and the community.

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 K – 8), and support the development of a child's social-emotional and physical learning. We offer a robust elective music 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 child to Westside Christian School. Having that foundation at a young age helps 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.

We appreciate your prayers and continued support for Westside Christian School this coming year. As a staff, we pray that God blesses our work in service to him and that all of our students learn and grow in their academic knowledge, but most importantly in the wisdom and understanding that comes from studying God's word.

In Christ's love,  
Meredith Pucci  
Principal, Westside Christian School

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# WELCOME FROM PASTOR HUNTER

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](http://St-Andrew-online.org), sign up for our newsletter, *The St. Andrew 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

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Updated July 2023

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Extended Care teachers: Marcia Reinke, Colleen Stender

School Council: [Dan Kremer](#) (Chairman), Mark Westphal (Secretary), [Andy Bindl](#) (Treasurer), Casey Weiss, Ben Carlson

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\* Called Workers - Teachers (and St. Andrew ministry staff) are not hired, but "called" by the people of St. Andrew to teach the gospel on their behalf. In times past, God directly called people to minister or serve with his Word. Today, God works through his people to call those who will minister or serve others with his Word. Since all subjects at WCS are taught in the light of God's Word, when a new teacher is needed, St. Andrew calls qualified candidates from within our church body. It is then up to that teacher to remain in his or her call or accept the call to teach at WCS.

# MISSION & VISION

## 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. 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.*”

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.

The following basic outline describes what we believe and teach as a school 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.

We believe...

- The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. (2 Peter 1:21, 1 Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)
- There is only one true God. In the Bible, God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called “Triune.” These three persons in one God are all God. (Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, 1 John 2:2, Romans 15:13)
- At the beginning of time God created heaven and earth and all creatures. He did this in six days—he spoke his almighty Word to create all things. He made everything out of nothing. Man and woman are God’s special creation. (Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)
- The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God’s command. This brought on them the judgment of God. Since that time, all people are conceived and born in sin, desire to

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do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

- The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)
- Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for every one's salvation. After rising from the dead, Jesus ascended into heaven. On the Last Day he will return to raise all the dead and judge all people who are still living. (I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)
- God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only through faith. (Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)
- Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. We are all sinful and, therefore, need the spiritual rebirth given through baptism. (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)
- Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal, Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)
- God wonderfully and immutably creates each person as male or female. These two distinct and complementary genders together reflect the image and nature of God. (Genesis 1:26-27)
- The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25, 1 Corinthians 6:18; 7:2-5)
- God offers redemption and restoration to all who confess and forsake their sin, seeking his mercy and forgiveness through Jesus Christ. (Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)
- All human life is sacred and created by God in his image. (Psalms 139)

The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

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## **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.

## **Vision**

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.

## **Core Values**

- *Christ-centered.* We believe that the Bible is the inerrant Word of God. We strive to apply the truths of Scripture by keeping Jesus’ message of love and grace at the heart of all that we do. Through Bible stories, chapel, memory work, and daily devotions, we pray that our students learn about our gracious God who won salvation for all sinners. Our teachers are committed to preparing all students for the future, both academically and spiritually. *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work”* (2 Timothy 3:16-17).
- *Empathy.* Because we seek to imitate Jesus, we strive to understand the views, feelings, and opinions of others, and show compassion to them. Our teachers hope to demonstrate love to our students and inspire them to show care and concern for each other through daily interactions, creating a welcoming environment, and supporting each student individually. *“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you”* (Ephesians 4:32).
- *Building community.* We believe that our community of parents, teachers, and students will support each other, pray for one another, welcome new families, participate in school events, and study God’s word together. Fostering an active community that believes in working together for the good of our school will benefit our students and help us encourage one another as brothers and sisters in Christ. *“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another”* (Hebrews 10:24-25).
- *Collaboration.* Success in any school or team depends on the collective effort of the group. At WCS, our students not only learn to work together in a team or club, during the school day they learn to collaborate with each other, listen to ideas, clearly share

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their thinking, and learn from each other. *“Two are better than one, because they have a good return for their labor”* (Ecclesiastes 4:9).

- *Service to others.* Jesus has been generous to us, so we are generous in serving others with our time and talents. We hope to instill in our students a desire to support each other in positive ways, foster their individual talents, and share their own unique gifts in leadership and service to our loving God. *“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms. If anyone speaks, they should do so as one who speaks the very words of God. If anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ”* (1 Peter 4:10-11).
- *High expectations.* God has called us to give glory to him in everything we do, giving thanks to him for his great mercy. Our teachers set high expectations for their students and support children as they strive to do the best with the gifts God has given them. We inspire students to grow in their love of learning, to analyze and think critically, and to encourage each other as they grow in their academic abilities and knowledge of God and his Word. As a staff, we also set high expectations for ourselves. We believe in collaboration with each other, continuous learning, and the pursuit to grow and improve in all that we do. *“So whether you eat or drink or whatever you do, do it all for the glory of God”* (1 Corinthians 10:31).

## **Objectives**

In order to support us in our mission and vision, we believe our core values will help us to reach the following objectives:

- We will provide a caring and welcoming environment for all students.
- We will provide opportunities for the faith of students and their families to be strengthened by the Holy Spirit.
- We will encourage and pray for each other in our walk with God.
- We will strive to create strong relationships with all families that reflect Christ’s love for us.
- We will partner with parents in the important work of bringing up God’s precious children to know and love him as their Savior, and to grow spiritually, academically, socially, and physically.
- We will support our teachers and provide ways for them to learn and grow.
- We will continually pursue academic excellence for students in all areas of our curricular programming that centers on God’s Word.
- We will guide students to collaborate with each other, listen to ideas, clearly share their thinking, and learn from each other.
- We will provide individualized and differentiated support for students.
- We will continue to innovate in all areas of our academic programming.
- We will offer extra-curricular, athletic, and enrichment activities to students to enhance their learning and growth in various ways.
- We will maintain a safe environment in a facility that supports us in our goals.
- We will continue to reach out to our community by offering Christian Education and sharing the peace we can find in our Savior.

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# SCHOOL GOALS

## 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. *"...for 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. *"As for us, 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. *"Follow God's example, therefore, as dearly loved children and walk in the way 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 to each of 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. *"Let everyone be subject 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 bodies are temples 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.

# **CHRISTIAN SCHOOLS IN THE WELS**

The 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 362 early childhood centers, 284 elementary schools, 27 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 nearly 47,000 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. WCS is proud to continue the rich tradition of Christian academic excellence.

## **Lakeside Lutheran High School**

WCS 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 WCS. 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.

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 at [www.llhs.org](http://www.llhs.org) or call 920-648-2321.

### **Luther Preparatory School**

Luther Preparatory School (LPS) is a four-year preparatory high school owned and operated by the WELS. Its primary purpose is to train and encourage young people for the pastoral and teaching ministry in the WELS. In carrying out that purpose, LPS offers a curriculum that focuses on history, mathematics, science, English, foreign languages, music, and religion. LPS also offers a wide variety of co-curricular activities in music, performing arts, and athletics. For more information, go to [www.lps.wels.net/](http://www.lps.wels.net/).

### **Westside Christian School Accreditation**

In 2005, we conducted a self-study of all school programs. In 2012, WCS was accredited by 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](http://St-Andrew-online.org) to learn more about St. Andrew.

### **Morning Worship 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 participates in the mission program administered by the Lakeside Federation. 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, and the Children’s Christmas Program held at the Middleton Performing Arts Center. 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 will delegate 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 for Service and Outreach, and one faculty member. The School Council meets monthly.

The current School Council is made up of the following:

[Dan Kremer](#) (Chairman)

Mark Westphal (Secretary)

[Andy Bindl](#) (Treasurer)

Casey Weiss

Ben Carlson

Two times during the school year parents are invited to attend the School Council meeting. Dates for these 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 8<sup>th</sup> 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 honor our core beliefs.

The children of continuing families and St. Andrew Lutheran Church 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 TADS. 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.

WCS participates in the Wisconsin Parental Choice Program (WPCP) and the Special Needs Scholarship Program (SNSP). Available seats in both programs are determined by the school each year and are based on the number of seats in each classroom. Children with special needs will be enrolled on a case-by-case basis. WCS administration and teachers will meet

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with the family to evaluate our resources and capability to offer the best education for each student.

### **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.”* 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.

### **Transfer of Records Policy**

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.

### **High School Diploma Policy**

WCS does not offer instruction to high school students (grades 9 – 12) and does not grant a high school diploma.

### **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 TADS), 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.

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 TADS 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 B for the complete TADS disclosure and agreement).

## 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 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). 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 C 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**

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**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 St. Andrew member children enrolled at WCS in 4K through grade 8.
- Subsidy is applied, per qualifying student, for families who are members of St. Andrew Lutheran Church.
- Subsidy is equal to 25% of a student's base tuition amount.
- This subsidy does not apply to Extended 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 TADS account.

#### **Multi-Student Discount**

- Applies to children enrolled at WCS in preschool (Pre-K3 and 4K) through grade 8.
- Discount is applied after deduction of St. Andrew member scholarship (if applicable) and in order from oldest to youngest child—first child (oldest) 0%, second child 10%, third child 15%, fourth(+) child 25%.
- Multi-student discount does not apply to Extended Care charges.
- Discount is only available to families who pay full tuition at Westside for one other child in the household.

#### **Financial Aid**

Financial aid may be available for certain families. Financial aid is not available for wrap-around care. 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. When that happens, God promises to bless us with more (John 13:17).

## **Wisconsin Parental Choice Program**

WCS participates in the Wisconsin Parental Choice Program (WPCP). The WPCP is a state funded program that offers families that qualify a voucher to cover their child's tuition in full.

We encourage current WCS families and those new to the school whose child may qualify for the WPCP to apply for the program. If your child qualifies and receives a voucher, this will allow our financial aid resources to be allocated to other students in need of tuition assistance. Please note that if your child qualifies for the WPCP but you do not apply for the program, your family may not be eligible to receive financial aid through WCS.

### ***Application and Appeal Process***

A student may apply for the WPCP if he or she meets the following program requirements:

- He/She must live outside of Milwaukee County and the Racine Unified School District.
- The student must meet the prior year attendance requirements (if applicable) and the grade level entrance points.
- The family must meet the outlined income eligibility levels.

Applications are deemed ineligible if the family does not meet prior year attendance requirements, income eligibility, and residency requirements. Enrollment in the statewide voucher program in 2022-2023 is expected to be limited to 5% of a given school district's student population. If there are more applications for a voucher through the WPCP from students residing in a particular public school district than there are seats available in the grade level, the Department of Public Instruction will conduct a random drawing. If more students select WCS on their application through the WPCP than the number of choice seats available, the Department of Public Instruction will conduct a random drawing to determine who receives the voucher at WCS.

WCS does not discriminate against a student who may have special needs; however, we encourage families to meet with the school to determine if we are able to provide appropriate services to the child with minor adjustments. Parents can also contact the Middleton-Cross Plains Area School District to determine if there are any services the public school district can provide to students enrolled at WCS.

If a WPCP applicant wishes to appeal a rejected admission application, the parents should contact the WCS Administrative Assistant and the Principal. Their request will be brought to the attention of the School Council for review at one of their meetings. The parents or guardians must provide written notice of their intent to appeal at least 30 days prior to the School Council meeting. After the matter is brought to review, the School Council's decision is final. WCS will accept appeals and corrections up until April 30.

## **Special Needs Scholarship Program**

Westside Christian School participates Special Needs Scholarship Program (SNSP). This program allows a student with a disability to receive a scholarship to attend our school. All students will participate in our regular education classrooms, with accommodations and

changes to instruction provided by the general education teacher as much as possible. We work with Aspire Therapy and Middleton Cross Plains Area School District to provide services to students in our school for speech, occupational or physical therapy, as needed.

Any student who has an Individualized Education Program (IEP) or a services plan could be eligible. The student's IEP or services plan must be currently implemented or have been developed within the last 3 years, and no recent evaluation would have been done that determined the student is no longer eligible for services. Unlike the WPCP, eligibility is not based on a family's income.

A student's most recent IEP or services plan will be reviewed for each child that applies to the program. An Agreement of Services Plan will be written and signed by both the principal and the child's parents/guardians to specifically outline the services and modifications that the school is able to offer, as well the services that will not be met (if applicable), to help guide the best instructional methods and program for each child.

### **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.

## **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 Lutheran Church, 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.

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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. 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.

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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**

WCS strives to create a respectful, safe, and secure learning environment for all students and families that we serve. WCS prohibits all bullying and harassment. Bullying and harassment are defined as aggressive or unwanted behavior among children that may be physical and/or verbal in nature and that is repeated or has the potential to be repeated over time. This could include:

- Bullying.
- Threatening behavior (physically or verbally).
- Sexual comments or jokes that target a specific person or group of people.
- Physical abuse.
- Verbal abuse.
- Derogatory terms, racial slurs, or other insults.
- Unwelcome sexual advances or harassment.

All forms of harassment in cyberspace, referred to as cyberbullying, are also unacceptable and are viewed as a violation of this policy.

Any student who engages in bullying or harassment of another student, or retaliates against a student for reporting of such behavior, is subject to immediate discipline that may include detention or expulsion after investigation of the incident.

If the reporting student/family does not find that their concerns have been handled to their satisfaction, they should report the matter to the Principal. If it is still unresolved, they may appeal to the School Council.

### **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.

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- 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 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 encourage 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	Classroom supports
<ul style="list-style-type: none"><li>• 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.</li><li>• All environments within the school are designed with student learning,</li></ul>	<ul style="list-style-type: none"><li>• 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.</li><li>• Classroom teachers have an ongoing emphasis on building relationships and</li></ul>



social/emotional development, and behavior expectations in mind, anticipating any potential issues and creating alternative adjustments if necessary.	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.
<ul style="list-style-type: none"> <li>Teachers and the school principal will track school-wide data for behaviors that require additional support using a Google form.</li> <li>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"> <li>Frequent or persistent issues that do not improve over time with additional classroom supports.</li> <li>Behaviors severe enough that they warrant a school suspension.</li> <li>Any behaviors that continually affect the learning or safety of another child.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>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).</li> <li>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.</li> </ul>

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 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.

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 consideration 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

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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 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:
  - o pose a threat to the safety of other students, staff, or members of the school community **OR**
  - o 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 persists 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.

# 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 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 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 Lutheran Church.
- 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 he/she 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 everyday 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.

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- 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	Responsibilities of Parents	Responsibilities of Students
<ul style="list-style-type: none"> <li>• Assign meaningful homework that reinforces classroom lessons and provides feedback.</li> <li>• Avoid tasks that might be considered busy work.</li> <li>• Give clear instructions.</li> <li>• 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.</li> <li>• Contact parents if a pattern of late or incomplete homework develops.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep in contact with your child's teacher if his/her work habits change.</li> <li>• Review your child's work regularly. Let the teacher know if you have any concerns about class work.</li> <li>• 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.</li> <li>• Be supportive when your child gets frustrated with difficult assignments.</li> <li>• Stay in contact with your child's teacher to stay informed about your child's learning progress.</li> <li>• Request missed work or assignments when a child is sick or <i>before</i> planned absences.</li> </ul>	<ul style="list-style-type: none"> <li>• Write down assignments in a designated notebook or planner.</li> <li>• Ask questions about homework if necessary.</li> <li>• Set aside a regular time for studying.</li> <li>• Find a quiet, well-lit study area.</li> <li>• Work on homework independently whenever possible, so that it reflects student ability.</li> <li>• Produce quality work.</li> <li>• Make sure assignments are done according to the given instructions and completed and turned in on time.</li> <li>• Request missed assignments <i>before</i> planned absences.</li> </ul>

## 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 school 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 2<sup>nd</sup> grade students, 8:00 AM until 3:15 PM for students in grades 3 and 4, and 8:00 AM until 3:25 PM for students in grades 4 – 8.

### *Tardiness*

Students are expected to be in their classrooms and ready for school by 8:00 AM. Teachers will take attendance at the start of each day. Late arrivals and absences are kept track of in Educate. If a student is tardy more than five times a quarter, the 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:

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- A notification will be sent by mail to alert the family to the issue. Refer to Appendix D for a sample letter.
- 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.

### **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 have had ongoing communication with the classroom teacher during the school year.
- The teacher(s), parent(s), and principal have met to discuss 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.

## **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,

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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 called Educate. Teachers use this tool to list assignments, post end of quarter grades, and take attendance. Parents use Educate 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, lunch menus, etc). Please ask your child’s teacher to give you more information if you have any questions about Educate.

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, and Flipgrid to share videos or have students collaborate with each other.

Each week, the *Wave Weekly* is emailed to all families who have registered an email with Educate. 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, Stacy Bernd, at [stacy.bernd@westside-christian.org](mailto:stacy.bernd@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 Educate, our website, the WCS Facebook page, Friends of Westside Facebook Group, WCS emails via Educate, and via an emergency text alert to mobile numbers listed in Educate.

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.

For the safety of all children coming to and from school, Westside Christian School has established areas that must be free from vehicular traffic. It is imperative that drivers observe these safety zones and under no circumstances use these zones for parking or for the drop-off or pick-up of students. (Refer to Appendix E for a map of the parking lot and a traffic flow diagram.)

All cars exit the parking lot down the center lane. 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:* Mornings are 8:00 – 11:30 AM; Full day is 8:00 AM – 3:15 PM
- *Kindergarten – Grade 2:* 8:00 AM – 3:15 PM
- *Grades 3 & 4:* 8:00 AM – 3:20 PM
- *Grades 5 – 8:* 8:00 AM – 3:25 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 C for more information on the Extended Care program.)

### **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 key code. During the school day, you may use the call button at the front 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 Welcome Center. In addition, guests and volunteers are required to sign in and out at the Welcome Center. Parents in need of key code 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 Educate, 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.

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### **Visitor Policy**

The school administrative assistance 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 Welcome Center. 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 is from 3:15 – 5:30 PM. Refer to Appendix C for all information regarding the Extended Care program.

### **School Lunch**

Westside offers a school lunch program. It is prepared on-site and served by employees of Taher Inc. The school lunch program provides quality, well-balanced menu choices. Each morning, students needing a school lunch will be asked to select from two entrees. Students taking school lunch receive one helping of the main entrée and may take unlimited trips to the fruit and vegetable bar. Students may select to take an extra helping of the main entrée for an additional fee.

Our teachers and staff assist parents of younger students by monitoring backpacks for lunch brought from home. While we will do our best to help ensure that children do not sign up for a lunch they do not need, parents will be charged for each school lunch requested during the morning selection period. The selection period ends at 9 AM. Students arriving to school after 9 AM may still take the school lunch; however, there may not be an option as to which entry is available for them.

#### *Peanut and tree nut aware*

The kitchen is "peanut and tree nut aware"; meaning that Taher will not knowingly handle peanuts or tree nuts in the kitchen. Taher has reached out to their vendors in the past and all of their suppliers have proper HACCP documentation in place; meaning that their peanuts and tree nuts are produced on separate lines in their facilities. None of their products "should" contain peanuts or tree nuts, but they aren't listed as "Peanut Free" because they can't take that liability.

If a parent has questions about a menu item, or if there is a particular item on the menu that their child should not be served, they should contact Taher directly.

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#### *One-time fee*

To help offset the cost associated with outsourcing the lunch program and to help pay for new appliances that are needed to accommodate our growing school, there will be a one-time \$25 fee per family that will be charged when a student first uses the program. For example, if a child takes a school lunch right away in August or early September, the family will see the \$25 fee on their September invoice. If a child does not take a school lunch until November, the charge will be invoiced then. This fee is in addition to the cost of each meal. The need for this fee will be reviewed annually. School lunch will appear as a line item on each month's invoice.

#### **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

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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.

## 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.
- Heathered patterns are acceptable.

### Notes:

- *A dress code compliant shirt must be worn underneath sweaters and sweatshirts.*

### *Bottoms*

The following are acceptable for pants:

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

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

- Solid colored, plaid, or heathered patterns.
- Colors: khaki, navy, black, gray, white, or plaid.
- May contain *some* spandex, but a loose fit is required.
- Fingertip length or longer.
- Solid-colored leggings, tights, or shorts must be worn underneath skirts.

### **Not allowed:**

- Blue denim is not allowed (e.g., no blue jeans).
- Sweatpants and athletic style shorts/pants are not allowed.

#### *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.
- Fingertip length or longer.

#### **Not allowed:**

- Exposed collar bone, shoulders, and/or back.

#### *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.

#### *Gym Clothes (students in grades 5 – 8)*

- All students in grades 5 – 8 must change into P.E. clothes and tennis shoes for gym class. Having gym clothes and tennis shoes for P.E. class is comparable to having your textbooks and assignments ready for other classes.
- P.E. clothes may not be worn outside of gym class unless P.E. is the child's last class of the day.
- P.E. clothes should be stored in a bag designated for this purpose.

P.E. compliant clothing includes:

- WCS branded navy P.E. t-shirt.
- Loose-fitting athletic shorts, sweatpants, or joggers.
- Tennis shoes with socks.
- Shorts must be fingertip length or longer.
- Solid-colored bottoms are preferred; however, heathered patterns and stripes are allowed.
- Small logos (less than 2" x 2") are allowed.

P.E. t-shirts are available for purchase (\$10) through the WCS Administrative Assistant.

#### *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. Heavily applied makeup is not acceptable.

#### *Hair/Hats*

Hair must be neat, clean, and well groomed. Hats and hoods are to be worn only outside.

#### *Jewelry*

- Jewelry may be worn in moderation.

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- For P.E. class and athletic competition, the rules do not allow participants to wear jewelry of any kind.

### *Casual Days*

Casual Days typically fall on the first Friday of each 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.
- Clothing containing sequins, jewels, or glitter.
- Flip-flops for grades 5 – 8 only.

Notes:

- *Sleeveless dresses or jumpers still must have a shirt underneath.*
- *Tights, leggings, or shorts must still be worn underneath skirts, dresses, and jumpers.*
- *Shorts, skorts, skirts, dresses, and jumpers still need to be fingertip length or longer.*
- *Pajamas may not be worn on casual days. They are reserved for “Pajama Day” events.*

### *Spirit Days*

Spirit Days fall on Fridays that are not already designated as a Casual Day. Students must wear a Westside branded top to be allowed to wear casual bottoms.

The following is acceptable on Spirit Days:

- Any Westside branded top, including sweatshirts with hoods (“hoodies”).
- Bottoms of any color or pattern, including blue denim jeans and loose-fitting athletic style pants.

Notes:

- *All “Notes” under the Casual Days section apply.*

### *Not Permitted*

The following are not permitted at any time, not even on Casual or Spirit Days:

- Clothing containing sheer, lace or other “see through” fabrics designed to show skin.
- Excessively baggy and/or tight clothing including but not limited to leggings or jeggings (worn only as pants), lycra, spandex, and yoga pants/tops.
- Clothing showing cleavage, stomach, shoulders, collarbone, and/or back.
- Dresses, jumpers, skirts, or skorts shorter than fingertip length.
- Skirts, dresses, or jumpers without tights, leggings, or shorts underneath.
- Sleeveless dresses or jumpers without a shirt underneath.
- Clothing containing language and/or images that could be construed as offensive or inappropriate.
- Clothing containing holes or frayed cuffs.

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- Excessive jewelry.
- Shoes with heels.
- Clothing that exposes undergarments.
- Hats, caps.

#### *Reinforcement Policy*

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.

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

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.

## CURRICULUM

### **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+
95-99	A
93-94	A-
90-92	B+
87-89	B
85-86	B-
82-84	C+
79-81	C
77-78	C-
74-76	D+
72-73	D
70-71	D-

69 and under is an F.

Grades are kept in Educate. 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 Educate following the end of each quarter. Parents electronically sign the report card to acknowledge they have seen it.

### **Honor Roll**

Westside Christian School's Honor Roll system is a way to recognize exceptional academic effort and achievement on behalf of students in grades 5 - 8. At the end of each quarter students will be recognized for their academic achievement. Students who earn all A's and B's in every subject earn "Honor Roll" status. Students who earn all A's in every subject earn "High Honor Roll" status.

### **Presidential Award for Educational Excellence**

Students in grade 8 have the opportunity to earn the Presidential Award for Educational Excellence. To earn this award, students must meet specific requirements, however the Principal reserves the right for final discretion in choosing recipients. To be eligible, students must earn "High Honor Roll" status for all four quarters of their 8th grade year. They must also have demonstrated high achievement in the areas of English/Language Arts (ELA) or Mathematics on state standardized tests and/or have multiple faculty and staff

recommendations that reflect the student's outstanding achievement and growth despite not quite meeting the criteria above.

### **Word of God**

*“Start children off on the way they should go, and even when they are old they will not turn from it” (Proverbs 22:6). “Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up” (Deuteronomy 11:19).*

One of the key components of WCS’s curriculum is the Christ-Light Bible series which is used in grades K – 8. Preschool students use One in Christ curriculum. These curriculums cover Old and New Testament Bible stories in an exciting and memorable way. Each lesson has a key truth that is discussed and applied to our lives in a powerful and meaningful way. Lessons for grades 7 – 8 focus on age-appropriate topics relating to guidance the Lord has given us in his Word. This curriculum will give students a strong base rooted in God’s word, allowing them to make wise, Christian choices throughout life.

### **English Language Arts**

*“But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect” (1 Peter 3:15).*

A clear understanding of the English language is important to the success of all areas of the curriculum and in everyday life. Our language arts program carries out that need by providing students opportunities and experiences in reading, writing, spelling, phonetic skills, grammar, penmanship, and public speaking.

Students develop a desire for reading through instruction that uses high-quality literature, poetry, short stories, informational texts and narratives. WCS strives to have 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 writer’s workshop approach to writing. Students are given opportunities to write short stories, reports, poetry, essays, and journals. Grammar is taught and stressed throughout all grade levels. Students develop public speaking skills through experiences in show-and-tell, class presentations, and forensics.

Zaner-Bloser is our handwriting curriculum for students in preschool through grade 4. This program encourages engaging, multi-sensory methods of teaching in developmentally appropriate ways to help students become successful writers. Penmanship skills are maintained and stressed in all areas of the curriculum. Our overall goal is that students will be able to write and speak effectively in order to articulate the sure hope they have in Christ.

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English grammar is taught using the Shurley Method, a system that teaches the solid foundation of grammar in a unique and effective way. Students use rhythm and a set of specific questions to classify sentences orally, identifying each sentence part as well as the overall sentence structure. They learn how all sentence parts fit together to make sense and express an idea. This method provides constant review, gives immediate feedback, and utilizes all learning styles.

## **Mathematics**

*“But everything should be done in a fitting and orderly way” (1 Corinthians 14:40).*

As Christians, students at WCS strive to give God glory in all they do. A solid mathematics curriculum is critical for success in our ever-changing world and allows students to point to God as the giver of those gifts. The math curriculum at Westside Christian School not only 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 (grades K – 5) 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 NCTM Curriculum Focal Points (National Council of Teachers of Mathematics), the National Mathematics Advisory Panel, and the Common Core State Standards, though it generally progresses to topics at an earlier grade level than indicated by those US standards.

### *All Things Algebra*

All Things Algebra (grades 6 – 8) is a teaching method based on the national math curriculum in the United States. The curriculum prepares students for high school mathematics. The method includes guided notes to help students develop note taking skills. Students begin working with Algebraic concepts in 6th grade and continue to develop their Algebraic thinking during 7th and 8th grade.

## **History/Social Studies**

*“For everything that was written in the past was written to teach us, so that through endurance taught in the Scriptures and the encouragement they provide we might have hope” (Romans 15:4).*

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At Westside Christian School, the study of history is the study of “His story”—the Lord’s creation and his continued active role in it. Students gain a broad perspective of our world through the study of the four strands of social studies: citizenship and government, economics, geography, and history. Students learn about their community, state, country and world.

Instruction and activities are structured to help students develop the following skills: critical thinking, decision making, understanding cause and effect relationships, and differentiating fact from opinion. Activities used to foster this development include reading charts, graphs, maps, and 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**

Westside Christian School teaches that science is a gift of God, and he gives the study of science to us as a means to discover the world in which we live. Whether we study Biology, Physical Science, Chemistry, or Earth Science, it all focuses on God and his creation. As it is written in Psalm 89:11, *“The heavens are yours, and yours also the earth; you founded the world and all that is in it.”*

Westside Christian School encourages the study of science as a means to show the beauty, majesty, and intricacy with which God created the world. Westside Christian School does not use science as a way to contradict or disprove what God says in His Word. When we do not understand how something works, we believe that God is larger than us. As God said through Isaiah: *“For my thoughts are not your thoughts, neither are your ways my ways, declares the LORD. As the heavens are higher than the earth, so are my ways higher than your ways and my thoughts than your thoughts”* (Isaiah 55:8). When we do teach concepts that are against the Bible, we do it to prepare students to defend their faith when questions arise. As the encouragement from Peter says: *“Always be prepared to give an answer for the reason for the hope that you have. But do it with gentleness and respect”* (1 Peter 3:15).

Through the LabLearner Science Curriculum, students in grades K – 8 participate in pre-laboratory exercises, laboratory experiments, and post-laboratory activities.

### **Fine Arts**

*“Praise the Lord. Praise God in his sanctuary; praise him in his mighty heavens. Praise him for his acts of power; praise him for his surpassing greatness. Praise him with the sounding of the trumpet, praise him with the harp and lyre, praise him with timbrel and dancing, praise him with the strings and pipe, praise him with the clash of cymbals, praise him with resounding cymbals. Let everything that has breath praise the Lord. Praise the Lord”* (Psalm 150:1-6).

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.

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In April, we host a Fine Arts week. This celebration of the arts gives students an opportunity to display and perform their visual, musical, and writing gifts.

#### *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 use space, composition, and imagery.

#### *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 by creating and performing. Music recognition is taught through listening to selections from various composers and genres. 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, guitar, strings, and voice programs. K-8 music makes use of the Quaver Music Program.

#### *Plays and musicals*

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.

### **Spanish**

*“Therefore go and make disciples of all nations,”* (Matthew 28:19).

*“Go into all the world to preach the gospel to all creation”* (Mark 16:15).

Spanish is included in the curriculum at WCS to introduce students to a foreign language. The words of Jesus recorded in Matthew tell us, *“Therefore go and make disciples of all nations”* (Matthew 28:19). From these words, we encourage students to learn the basics of another language and culture that is growing immensely in our country and communities.

Instruction and activities will include a mix of reading, listening, speaking, and writing. Through consistent practice of group work, cultural readings, and presentations, students are able to build vocabulary skills. Students will learn to communicate through different modes, approaching elementary and intermediate level abilities.

## **Technology**

*“Go into all the world to preach the gospel to all creation.” (Mark 16:15).*

Our technology curriculum allows students to critically create a variety of resources using digital tools to collaboratively construct knowledge, produce creative artifacts, communicate with others, and make meaningful learning experiences. They will develop skills such in typing, coding, and visual presentations. Students will use online tools to construct knowledge, share and collaborate with others, conduct online research, and solve problems. Teachers also use online programs that help them improve their lessons and classroom instruction. Most objectives included in the curriculum are intended to be integrated into regular classroom instruction and are not taught in a separate technology class. Students have opportunities to use educational programs that supplement all areas of the curriculum.

## **Physical Education**

*“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies” (1 Corinthians 6:19,20).*

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

In all of our activities the children are encouraged to build one another up as 1 Thessalonians 5:11 commands, *“Therefore encourage one another and build each other up, just as in fact you are doing.”*

### *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.

## **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:

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- 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,

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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. Private lessons are scheduled at a time agreed upon by the student's instructor, classroom teacher, and parent. 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). Students will learn proper breathing techniques, voice control, sight reading, expression, and most of all a love for music. A minimum of two

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years piano experience prior to registering is recommended but not required.

Contact the Elective Music Program Coordinator ([EMPCoordinator@Westside-Christian.org](mailto:EMPCoordinator@Westside-Christian.org)) with questions or to register your student for lessons.

\* Additional costs for private music lessons apply.

## 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 their commitment to working at their God-given ability.
- The family must have agreed to the athletic waiver in TADS 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 extracurricular 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 each Tuesday afternoon from 3:00 – 3:30 PM. We understand that many families worship at other locations on Sunday mornings. However, since this is a voluntary choir, 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.

## **Athletics**

WCS offers an organized athletic program, typically for students in grades 5 – 8 though some sports may allow children in 4<sup>th</sup> 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: 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-lead 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

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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 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 ALICE (Alert, Lockdown, Inform, Counter, Evacuate) 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 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 TADS. 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 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). The following is a general listing of common health concerns and illnesses, their symptoms, and recommendations for return to school:

- Common Cold – Symptoms include stuffy nose (clear drainage), sneezing, and mild cough. Child may attend unless not able to focus on learning or participate in activities, including outdoor recess.
- Conjunctivitis (pinkeye) – Symptoms include red/irritated eyes, drainage of mucous, and drainage of pus. Child should be kept home until there is no more discharge from

## **Westside Christian School Family Handbook**



the eye.

- COVID-19 – Symptoms are similar to flu, cold, and seasonal allergies, with the additional symptom of new loss of taste or smell. Public Health Madison Dane County (PHMDC) recommends testing if symptoms are present, and Westside will communicate PHMDC [quarantine and isolation recommendations](#) to those who are ill. Westside will follow any state or local mandate established to mitigate the spread of COVID-19 (e.g., facemask [orders](#)).
- Diarrhea – Symptoms include three or more loose stools in 24 hours. Follow 24-hour rule.
- Earache – Symptoms include trouble sleeping, ear tugging, and poor appetite. Follow 24-hour rule.
- Fevers – Child should be kept home until fever-free (99° F or lower) for 24 hours without the use of fever reducing medication.
- Flu – Symptoms include fever (100° F or higher), body aches, and fatigue. Follow 24-hour rule.
- Hand, Foot and Mouth Disease – Symptoms include rash on hands, feet or mouth, sore throat, vomiting, diarrhea. Keep home if child has fever or if they are not able to avoid close contact with others. Follow 24-hour rule.
- Head Lice – Symptoms include itching scalp, especially behind ears and back of neck. However, many children have no symptoms. Child should be kept home until a treatment of medicated shampoo or lotion has been applied and there are no nits (eggs of a lice) to be found.
- Impetigo, Scabies, Ringworm – Symptoms include small red pimples, fluid-filled blisters, and crusted yellow scabs. It is often found around nose and mouth. Child should be kept home until treatment has begun and measures are taken to cover the affected areas from coming in contact with others.
- Strep Throat – Symptoms include swollen lymph nodes, fever, chills, sweats, and decreased appetite. Follow 24-hour rule.
- Vomiting – Child should be kept home until no vomiting has occurred for 24 hours.

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 headlice, 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.

#### **Field Trip Safety Guidelines**

In order to make field trips safe for everyone involved, WCS staff have established the following guidelines for those who help drive students to and from the designated places while on field trips and/or chaperone students on any trips.

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- Since space and/or seating may be limited, only those drivers/chaperones who have made arrangements with the teacher may attend. If a parent is volunteering as a chaperone, his/her younger children are not able to come along unless first coordinated with the classroom teacher and principal.
- It is assumed that all drivers and chaperones will be parents of the students unless teacher approval is given.
- All drivers and chaperones of multi-day class trips must complete and sign a Volunteer Participation Form prior to participating, and this form must be on file in the school office.
- All drivers must have a valid driver's license and adequate insurance. Wisconsin law states that the driver's insurance would serve as the primary insurance, and the church's insurance would serve as a secondary insurance.
- Do not place children in air-bag seats.
- If you are driving students as part of the trip, you must require all occupants to wear a seat belt. As the driver, it is also expected that you will follow all driving laws, not exceed the speed limit, and not engage in activities while driving which may cause distraction or unsafe behavior including, but not limited to, texting or other use of a handheld cell phone.
- Be sure everyone is buckled—one per seatbelt. This includes booster seats for children up to 8 years old, 80 pounds, or shorter than 4' 9" tall.
- Stay together as a group when traveling to and from the destination. Follow the designated route chosen by the teacher in charge. Do not make stops that have not been approved by the teacher.
- Make every attempt to stay with the caravan of vehicles going on the trip.
- Insist the children visit quietly in the vehicle. Keep a watchful eye and a listening ear on them at all times—even the ones in the back. The children must not stick anything out the windows. Let the children know what you expect of them as riders in your vehicle.
- All the school's policies are in effect on field trips, and chaperones are expected to help the teacher(s) maintain good Christian order. Do not be afraid to be firm. Please report any incidents to the teacher or principal.
- Responsible supervision of the children is needed during all activities. This includes keeping the children with the leader and trying to keep the children on task.
- Support the teacher's decisions during the entire trip. Understand that the teacher is fully responsible and will make decisions he/she feels are best for the whole group. Consult the teacher concerning the schedule of events and restroom use.
- Cell phones can be very useful when traveling together. It would be helpful for the drivers to exchange their cell phone numbers in case of an emergency. However, once the group has arrived at its destination, common courtesy would dictate that all cell phones be turned off or silenced. If a call must be made or taken, please do so in a manner that is the least disruptive to everyone.
- Westside's policy is to conduct background checks on any volunteer who has direct, independent contact with students at WCS, are chaperoning overnight class trips, or are transporting children in their vehicle.

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Going on a field trip with any number of students is a huge responsibility. Working together we can explore God's world outside of the classroom in a fun and safe manner.

## 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.

### *Friends of Westside*

Friends of Westside (FOW) is our friends, family, and faculty support organization. Throughout the school year, FOW 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, 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.

### **Volunteer Policy**

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.

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- Volunteering as a chaperone on field trips.
- Volunteering for a specific FOW position (e.g., president, treasurer, event coordinator).
- Acting as a room parent for your child's classroom.
- Sitting on a FOW committee.

Families can view the calendar on Educate 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 FOW.

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 1<sup>st</sup> through June 30<sup>th</sup> of each year. Any family with circumstances prohibiting their ability to perform their volunteer hours must contact the principal.

Students in 7<sup>th</sup> and/or 8<sup>th</sup> grade have the opportunity to attend an end-of-year 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 chose 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.

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 Educate, 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 Educate.

Refer to the U.S. Department of Education's A Parent's Guide to FERPA at [studentprivacy.ed.gov/resources/ferpa-general-guidance-parents](http://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. Student 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:

- 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 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 TADS and sign the Chromebook User Agreement at the start of the school year.

# APPENDIX A

## Additional Preschool Information

This handbook appendix has been prepared as an additional resource for preschool families.

## MISSION & OBJECTIVES

The primary purpose of Westside Christian Preschool is to assist parents in carrying out their God-given responsibilities regarding parenting. Just as our Lord recognized the value of little children when he said in Mark 10:14, *“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these,”* we at Westside Christian Preschool realize the importance of education during the early years of children’s lives. This program is specially designed to provide a Christian environment that fosters the spiritual, mental, emotional, social and physical growth of the individual child.

Westside Christian Preschool prepares children for success in kindergarten. Furthermore, we offer a continuation of the child’s education into kindergarten at Westside Christian School.

### Preschool Objectives

#### General

The objectives of Westside Christian Preschool include the following:

- To provide for growth in Christian knowledge.
- To share the Gospel message with unchurched children in the community.
- To prepare children for entrance into kindergarten.

#### Specific

More specific objectives relating to the above general objectives include the following:

- To lead children, through the power of the Holy Spirit, to trust and believe in Jesus Christ as their Savior from sin.
- To teach children to speak to God in prayer and to put their faith into action.
- To lead children to appreciate the wonders of God’s creation and his great love in sending Jesus Christ as the Savior from sin.
- To help children grow in the use of language and communication skills necessary for the learning of reading, writing, and mathematics.
- To help children become aware of and have an interest in the world around them.
- To provide opportunities to work with all kinds of materials for fostering creative expression.
- To help children feel a sense of security, belonging, and full acceptance.
- To teach children how to live happily with and show concern for others.
- To help children develop love and tolerance for all people.
- To develop in children a sense of pride in their school, church, home, and community.
- To give children many opportunities to work and play cooperatively in a group.

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- To help children develop coordination and motor control.

## LICENSING AND ACCREDITATION

Westside Christian Preschool is licensed by the State of Wisconsin Department of Health and Family Services. A copy of the Licensing Rules for Group Child Care Centers (HFS 46) is available for parent review in each preschool classroom along with the most recent licensing results. We are accredited in our 4K classroom to align with the rest of the school.

### Required Forms

As a condition of licensing, the following forms are required to be on file for each preschool student before he/she may attend school:

- Immunization record.
- Enrollment and Health History form.
- Health History and Emergency Care Plan.
- Child Health History form.

These forms are available on the Westside website or from the teacher. Parents must complete and return these forms prior to the first day of class or no later than at the time of drop-off on the first day of school.

### Curriculum

- *Religious training.* Bible history lessons, prayers, songs about Jesus.
- *Language arts.* Communication skills, conversation, Show & Tell time.
- *Story time.* Special crafts and projects based on books read aloud.
- *Reading readiness.* Alphabet awareness, writing of name.
- *Math readiness.* Shapes, sizes, counting, patterning.
- *Science.* Preschool level experiments, “hands-on” experiences.
- *Social studies.* Families, careers, etc.
- *Arts and crafts.* Many seasonal activities.
- *Music.* Listening to music, singing, using rhythm instruments.
- *Physical education.* Activities relating to gross motor skills, cooperative play, socialization skills, outdoor play.
- *Field trips.* Two field trips will be taken during the school year. A consent form will be sent out prior to each, and there may be a nominal fee charged for some field trips.
- *Health and Safety*

# STAFF INFORMATION

## **Credentials**

The Westside Christian Preschool lead teachers will have a minimum of a 2-year degree in Early Childhood or a related field, pass a First Aid course and background check, and be a member of the Wisconsin Evangelical Lutheran Synod.

## **Continuing Education**

Teachers will attend WELS teachers' conferences throughout the year and will be encouraged to take additional early childhood education courses as part of their professional development plan, in accordance with the State of Wisconsin requirements.

# CHAPEL SERVICE & MISSION OFFERING

Your child's mission offering (4K through 8th grade) will be collected during special chapel services held in the church sanctuary every Wednesday morning beginning at 8:20. Envelopes for the weekly offering will be distributed to each family at the beginning of each week.

Pre-K 3 students attend a children's devotion weekly with the Pastor, as the Chapel service is a bit too much for them. Pre-K 3 students do not have offering envelopes.

# CLASSROOM INFORMATION

## **Home Visits**

Home visits will be held before the school year begins. Your child's teacher will visit your family, collect the necessary forms, and answer any remaining questions.

## **Orientation Night**

An orientation night will also be held before the first preschool session to familiarize you and your child with the preschool setting. All family members are welcome to attend.

## **Size**

Class size is limited to 15 students in Pre-K3 (1 teacher and 1 educational assistant) and 20 students in the 4K class (1 teacher and 1 educational assistant).

## **Age Requirements**

Pre-K3 Class – Children who are 3 years old before September 1 are eligible for enrollment into this class.

4K Class – Children who are 4 years old before September 1 are eligible for enrollment into this class.

Westside Christian Preschool requires that a child entering Pre-K3 be toilet trained or nearly done with it, and a child entering 4K must be toilet trained completely, prior to attending preschool.

### **Sign-In Procedures**

Each child has a hook labeled with his/her name outside of their classroom. Have your child hang their backpack and outerwear on their hook. Before entering the classroom, parents must initial and record the time of drop-off. Bring the preschool folder into the classroom and place it in the designated mailbox or file.

### **Pick-Up Procedures**

Parents must notify the teacher in writing if anyone other than who is listed on the Enrollment and Health History form is picking up the student.

Children will be individually dismissed from the classroom to their parents' care. Parents must sign and record the pick-up time in the daily log.

### **Student Absence**

According to the State of Wisconsin Licensing Rules, all preschools must establish a written policy regarding, "the notification of a parent or guardian when a child is absent from the school without notification." Therefore, Westside Christian Preschool requires a parent or guardian to call the school no later than thirty (30) minutes prior to the start of the school day if a child will not be present at preschool for health or other reasons. If a child is not present, and a phone call has not been received by the teacher, the teacher will attempt to contact a parent or guardian in order to establish that the parent or guardian is aware of the absence.

### **Health Issues**

You may be called to pick up your child if he/she appears to have symptoms of illness during the school day. In such a case, your child would be isolated from the others, and you would be contacted. If you could not be reached, we would call the alternate contact number indicated on your child's emergency card. Paramedics will be called in case of an emergency. UW Hospital is the closest source of emergency care and will be used when timing is critical.

We may not dispense medications. If your child becomes ill, please keep him/her at home. If your child develops a communicable disease, please notify your child's teacher immediately.

### **Discipline**

"Discipline," as we define it, means to make children disciples of Christ, the model teacher. Therefore, the word "discipline" is not to be used interchangeably with "punishment." We discipline children through the proper use of the Law and Gospel, thus developing in the children self-control, self-esteem, and respect for the rights of others.

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The set of “disciple-making” activities which the teachers use at Westside Christian Preschool will aim towards establishing and maintaining classroom conditions which facilitate efficient and effective instruction. The teachers will not use any form of corporal punishment, verbal abuse, or any other prohibited punishments as listed in HSS 55.34(2). Redirection and separation from the group is used for guiding child behavior. Separation from group for 3-4 minutes maximum depending on age of child is used when appropriate.

### **Crying, Fussing, or Distraught Children**

If a child is crying, fussing, or distraught, our first concern is to attempt to determine the cause of the distress. There are many reasons a child may feel this way including hunger, thirst, illness, fatigue, or missing their parent. Crying can be a natural way for children to communicate under these circumstances. We will encourage them to use their words to tell us why they are distressed. We will stay with the child and attempt to soothe them with calm words while attempting to engage them in classroom activities and social interactions. If the child remains upset, we will contact the caregiver for advice or to have them pick up the child. If we determine they are ill, we will call the parent to pick up the child.

### **Parent Participation**

There are many opportunities to volunteer in the classroom and serve as chaperones on field trips throughout the year. Please limit the time you spend with your child at drop-off to 5 minutes. When your child realizes that you are not available, he/she will accept the teacher’s guidance more readily.

Two parent-teacher conferences will be scheduled during the course of the year. However, if you are concerned about your child’s progress at any time throughout the year, please contact your child’s teacher. She will be willing and happy to schedule a time to meet.

### **Preschool Snack Time**

Parents will take turns providing weekly snacks for the class. Napkins and utensils will be provided. Special accommodations will be made for children with food allergies or other dietary needs.

When providing snacks for the class, you may choose to provide 100% fruit juice for the children to drink. Milk is provided to preschool students each day at no cost. A handout with suggested snack items will be given out at the beginning of the school year.

Students may bring a birthday treat to school. Please plan in advance with the classroom teacher.

### **Lunch**

Milk is provided for free by Westside Christian Preschool. Lunch is served at 11:30 AM in the classrooms. Parents may pack a lunch for their student or participate in the school lunch program.

**Supplies**

While most supplies are provided, a short supply list will be given to you. One of the items on this list is a backpack for your child to use to transport projects, notes, and Show and Tell items. Please also include a seasonal change of clothing, including underwear, in case of an accident.

**Dress Code**

Preschool students are not required to follow the dress code of Westside Christian School. Tennis shoes are strongly recommended as footwear for safety and comfort, as the wood chips in the outdoor play area become stuck in open toed shoes.

**Pets**

We have no classroom pets.

# APPENDIX B

## TADS Agreement

### *TADS Terms and Conditions*

**Agreement with TADS:** The Responsible Party (You) agrees to be bound by the terms of this TADS agreement until the amount owed Westside Christian School (School) and TADS are paid in full. Funds collected by TADS as agent for the School are remitted to the School. Any refunds will be handled by the School. All transactions involving funds must comply with provisions of U.S. and Minnesota law.

**TADS Payment Terms:** I authorize TADS to initiate payments from the account or card listed on my account to satisfy the amount owed to the School or to TADS for fees. This authorization will continue upon re-enrollment for subsequent years at the School in accord with the then current TADS Terms and Conditions. TADS will complete credit card and/or ACH payments from the account or card listed (or subsequently provided account or card) on the dates agreed (or the following business day if the agreed upon day falls on a weekend or legal bank holiday). TADS will initiate transactions on the due date and ACH transaction one banking day prior to the due date. A returned item fee will be charged to the account for each returned item. Any changes to the credit card and/or ACH payment must be communicated and agreed to by TADS two banking days prior to the due date. This agreement shall in no way be construed to be a lender-borrower agreement between the parties.

**Invoiced Amounts:** Invoiced amounts will be due as indicated on the invoices. Invoicing and fees will be assessed as indicated in this document.

**Changes to the agreement:** If You authorize the School to change the amount due them during the term of this TADS agreement, the total amount due and the installment payments will change to reflect the adjusted charges. The School may provide You a copy of any changes, but You will be bound to continue payments until the amount due and fees are paid in full without notification by TADS or the School. Inconsistencies in the information on the application will be resolved in invoices sent to You by TADS. Changes in the information will be incorporated when available for communication.

**Termination:** If You and the School agree to terminate your mutual agreement, TADS will process any change provided it is submitted at least 10 days before scheduled payment date.

**Arbitration:** Arbitration in Minnesota. Any dispute or claim arising or related to this TADS Agreement, its performance, breach, or interpretation (including issues about its validity or enforceability), shall be exclusively (except as provided below) resolved by final binding arbitration before the American Arbitration Association (AAA), utilizing its Commercial Arbitration Rules in conformance with the Federal Arbitration Act (Title 9 of the United States Code). One arbitrator shall be selected using AAA procedures. The arbitrator shall use all reasonable efforts to minimize discovery and to complete the arbitration proceedings as expeditiously as possible. The Arbitrator shall render a written decision within thirty (30) calendar days of the hearing. The arbitrator will not award attorney's fees, or punitive,

incidental, consequential, treble or other multiple or exemplary damages, and the parties hereby agree to waive and not seek such damages. The arbitration shall be held in Minneapolis, Minnesota; both parties hereby give their irrevocable consent to jurisdiction of courts of or in the State of Minnesota, as well as processes of the AAA in Minnesota. Awards shall be final, binding and non-appealable (except on the minimal grounds required under the Federal Arbitration Act or other applicable law). All awards may be filed with one or more courts, state, federal or foreign having jurisdiction over the party against whom such award is rendered or its property, as a basis of judgment and of the issuance of execution for its collection.

**Funding source:** Any form of payment presented to TADS by You must be drawn on a U.S. financial institution.

**Checks:** Receipt of a check from You will be used as authorization for the check to be used as a source document for an Accounts Receivable Entry, whereby the check may be converted to an ACH debit entry for presentation to your financial institution. Any check returned unpaid by your financial institution may be collected electronically through ACH as a Re-Presented Check Entry. Payments are considered collected when items have cleared.

**Notice of Privacy Policy:** TADS provides tuition management services for institutions. While providing these services, TADS receives non-public information from their customers. This information is used only in providing such services. From time to time, TADS may share this information with You, our banking partners or with the School to enable the transaction. TADS does not sell any of this information, but may be reasonably required to disclose it under applicable law. TADS maintains appropriate safeguards on the information.

# APPENDIX C

## 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 – 8<sup>th</sup> 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 TADS.

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 TADS, 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 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

## **Westside Christian School Family Handbook**

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 (608-831-8540, option 5).

### **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 – Ellen Soukup | [Ellen.Soukup@Westside-Christian.org](mailto:Ellen.Soukup@Westside-Christian.org)

Extended Care Coordinator (scheduling and billing) – Gaby Barazarte-Knight |  
[Extended.Care@Westside-Christian.org](mailto:Extended.Care@Westside-Christian.org)

# APPENDIX D

## Sample Truancy Letter



**WESTSIDE**  
Christian School

<Date>

Parent/Guardian of: <Student Name>

Dear Parent/Guardian,

In accordance with Westside Christian School's Attendance Policy, a student may be excused by the parent/guardian for up to 10 days per school year. This letter is to inform you that your child, <name>, has been absent <#> days so far this school year.

We understand that some absences cannot be avoided; however, class time is very important to each student's academic success in school. While teachers are able to provide homework when students miss school, many group tasks, class discussions, and projects that are a significant part of the learning experience simply can't be duplicated or made up after an absence. To give students the best opportunity to reach their potential both academically and socially, they must attend school regularly.

Our regular procedure is to keep parents informed of accumulated absences throughout the school year. All absences must be reported to school by a parent/guardian via the Attendance Line (608-620-7103).

We may be able to provide additional support for your student or family. We encourage you to work with Principal Meredith Pucci or your child's classroom teacher to improve attendance, and ultimately your child's success in school.

If you have any questions, please contact me at (608) 831-8540.

Sincerely,

Meredith Pucci  
Principal, Westside Christian School

### Westside Christian School Attendance Policy (in compliance with WI State Law)

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 school in the demand to facilitate compliance with the state's compulsory attendance laws. (Wis. Stat. § 115.001(2)(c)) 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. School hours are from 8:00 AM until 3:15 PM for preschool through 3rd grade students and 8:00 AM until 3:25 PM for students in grades 4 – 8.

LOVE GOD. LOVE EACH OTHER. SERVE THE WORLD.

Westside-Christian.org | 6815 Schneider Road, Middleton, WI 53562 | (608) 831-8540

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### 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 un-excused 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

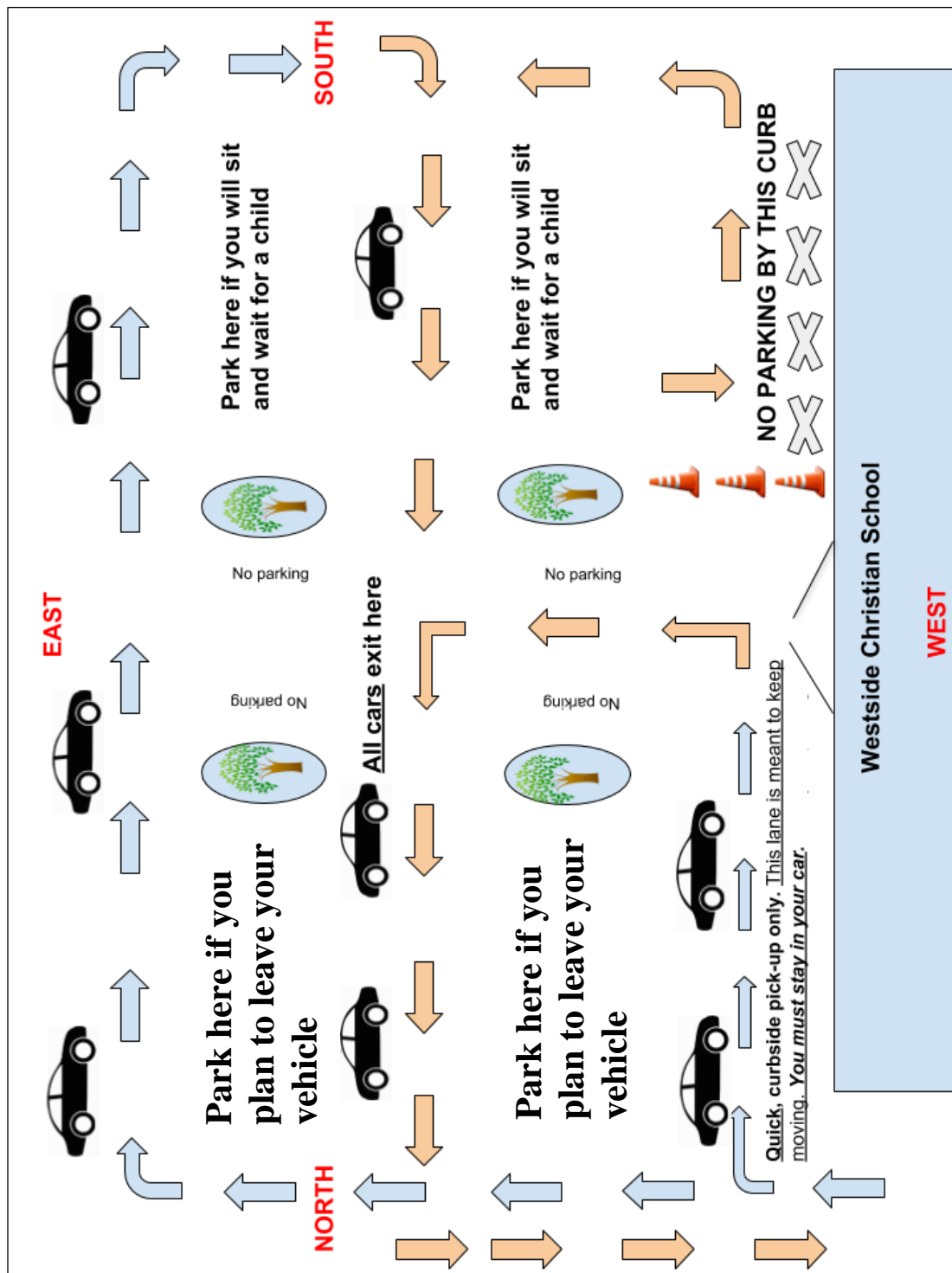
Habitual truancy refers to a student who is absent from school without an acceptable excuse for part of or all of 5 or more days on which school is held during a semester. [118.15 & 118.16(4)]. A student is deemed truant when he/she is absent from school without an acceptable excuse for part of or all 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.
- An Attendance Improvement Plan will be developed at the conference focusing on those solutions.
- Your child's attendance will be monitored for improvement and a 30-day Review Conference will be arranged that, again, requires your involvement.

# APPENDIX E

## Map of Parking Lot & Traffic Flow



### KEY

- Blue arrows = Entering the parking lot
- Orange arrows = Exiting the parking lot

# APPENDIX F

## 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: \_\_\_\_\_

Westside Christian School Family Handbook