



Parent & Student Handbook

West Side Christian School

"However, I consider my life nothing to me, if only I may finish the race
and complete the task the Lord Jesus has given me --
the task of testifying to the gospel of God's grace."
Acts 20:24

2017-2018

INTRODUCTION

West Side Christian School is committed to providing quality Christ-centered education for all students. The information given in this handbook is not all encompassing, but it covers many of the important areas that will help in making West Side Christian School the safest and best place possible. Guidelines are necessary for the proper management of the school. We ask for your cooperation in following the guidelines outlined in this directory. We ask you to pray for WSCS as we work in God's Kingdom, equipping students to serve Christ in God's world.

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Statement of Purpose and Beliefs

The Mission of West Side Christian School is to provide a quality, Christ-centered education that teaches children of the West Side Christian Community about every aspect of God's creation from a Reformed Christian perspective in a distinctly Christian environment, preparing them spiritually and academically to live as Christ's servants.

The Standard of West Side Christian School shall be the scriptures of the Old and New Testament confessed to be the infallible Word of God as these are interpreted in the historic confessions (The Heidelberg Catechism, The Belgic Confession, and the Canons of Dordt). The Bible is the only complete standard of truth which relates fundamental truths about man's character, challenges us to righteousness, offers important principles of wisdom, and spells out Ten Commandments that guide our moral and religious lives. The entirety of the Christian life should be extended from and completely permeated with the Scriptures. A Christian's home should be disciplined, their church worship meaningful, their personal life exemplary, and their education completely Christ-like. This threefold partnership; church, home and school creates a strong and sturdy foundation upon which a Christ-honoring life can be built. The matter of Christian learning is a difficult task accomplished by no one person or institution but is the function of an entire Christian community which looks upward to an eternal goal. In Ephesians 4:11-16, the Holy Bible clearly states that Christ gives us the blessings of true knowledge and purpose.

This goal of providing our children with a Christian education is entirely dependent on a partnership between the families, the church, and the school. Our common beliefs must mutually support and reinforce the responsibility we each have to raise our children in the fear of the Lord.

The following beliefs undergird our teaching:

1. The foundation of all life is God's Word, the Holy Bible. This is the infallible, inspired Word of God which is used as the supreme authority.
2. The Holy Bible is pertinent and essential to all ages. Therefore, it must be used to give guidance to the youth in the society and time in which they live.

3. All of life is religious, relative to God and His Word. The primary task of our school, therefore, is to train our students academically so they will glorify God.
4. The Christian School is a realization of the Christian view of life; the school unites a person's faith and daily living.
5. Each child is an image bearer of God. As such, he is a unique individual whose talents must be developed so that the child's life is used in the service of God's kingdom here on earth.
6. Christian Education will be accomplished by the teaching of Christianity as a separate subject. However, this alone is not sufficient. The teachings of Christ and the Bible must permeate the total program of the school.
7. The primary responsibility for the training of covenant youth rests with the parents. The Christian school shares this task with the Christian parent.

Because of our beliefs, we must strive to live a life that grows more and more Christ-like each day. According to the Scriptures, Christians, because of being in Christ, through the sanctifying work of the Holy Spirit, imperfectly yet naturally:

- reflect evidence of the Holy Spirit who lives within them, such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Gal. 5:22);
- "put on" compassion, kindness, humility, gentleness, patience, forgiveness, and supremely, love (Col. 3:12-14);
- seek righteousness, mercy and justice, particularly for the helpless and oppressed (Prov. 21:3; 31:8-9; Micah 6:8; Matt. 23:23; Gal. 6:10);
- love and side with what is good in God's eyes, and abhor what is evil in God's eyes (Amos 5:15; Rom. 12:9, 16:19);
- uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Psalm 8:3-8; 139:13-16);
- uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage solely between a genetic man and genetic woman (Heb. 13:4);
- reject sexual immorality, such as the use of pornography (Matt. 5:27-28), premarital sex, adultery, homosexual behavior and all other sexual relations outside the bounds of marriage between a genetic man and genetic woman (Rom. 1:21-27; 1 Cor. 6:9; Gen. 2:24; Eph. 5:31);
- be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37);
- give faithful witness to the Gospel (Acts 1:8; 1 Pet. 3:15), practice good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; 1 Pet. 2:11), and live lives of prayer and thanksgiving (1 Thess. 5:17-18; James 5:16; Titus 2:8).

THE GOALS OF WEST SIDE CHRISTIAN SCHOOL

West Side Christian School is an academic community
which equips the whole Christian student
for service in Christ's Kingdom.

1. **Spiritually**

...to enable each student to know God as Creator, Savior, and Lord so each may marvel at His greatness, experience His forgiveness and personal love, and learn to serve Him willingly.

2. **Academically**

...to enable each student to know as much as possible about God's world so each may be sent out with knowledge and understanding to work in it as a restorer and/or healer.

...to enable each student to know the importance of learning, catch a love for learning, and develop the necessary skills for lifetime learning.

3. **Emotionally**

...to enable each child to know himself/herself and find the peace of self-acceptance, the excitement of stretching to reach one's full potential, the joy of sharing his/her gifts, and the strength to stand firm against temptation.

4. **Physically**

...to enable each student to know that his/her body is a temple of the Holy Spirit to be kept healthy and strong for the work God has planned for each to do and to learn skills for lifetime recreation.

...to enable each student to know physical changes and differences as necessary and beautiful parts of God's creative plan.

5. **Socially**

...to enable each student to know the happiness of belonging to God and His family and the responsibilities of the family membership.

...to enable each child to know he/she also has responsibilities to a larger, global community.

STAFF AND BOARD DIRECTORY

PHONE 616.453.3925 FAX 616.453.4150 WEBSITE WWW.WSCSGR.ORG EMAIL SCHOOL@WSCCHRISTIAN.ORG

ADMINISTRATIVE STAFF

Principal: An Kurosu

Business Manager: Gord Bylsma

TEACHING STAFF

Preschool: Kelly Zeck
(Director of Early Childhood)
Kristi Elliott
Ashleigh Dean
Katelyn Egnatuk

Young 5's: Alisha Myers

Kindergarten: Delia Roberts
Hannah Litwiller

1st Grade: Alison Groenboom
Lynda Looman

2nd Grade: Ellen Koster
Lori Pott

3rd Grade: Melissa VanTil
Jessica Veldhuizen

4th Grade: Kim Kryger
Amanda Vibber

5th Grade: Mikaela Geers
Joy VanderVennen
(Leadership Team)

6th Grade: Aaron Elzinga
(Leadership Team)
Monica VanWienen

ADMINISTRATIVE SUPPORT STAFF

Secretary: Sue VanderMeer

Office/Library: Linda Mulder

TEACHING STAFF (CONT.)

7th Grade: Jeremy Kamper
Jonathan Oosterman

8th Grade: Marilee Marsman
Matthew Falk

Physical Education: Drew VanderWal
Mary Jo Nanninga

Art: Betsy VanGoor

Music/Choir/Band: Idelle Wagner

Orchestra: Connie Meekhof

Spanish: Jenna VanDyke

SUPPORT STAFF

Dir. of Nature-based &

Outdoor Education: Janet Staal

Custodian: Brian Townley
Rich VanderMeer

Technology: Kimberly Gill
Danae Chudy

Dir. of Educational Support

Services & Inclusion: Maria Bultsma
 RTI Coordinator/
 Academically Talented: Julie Louwerse
 Paraprofessionals: Amy Hobbie
 Kim Mast
 Mary Jo Nanninga
 Karen Postmus
 Julie Rodenhouse
 Jill Verbeek
 Morgan Waller

Early Childhood Aides: Jessica Heckman (4s)
 Teresa Kooyer (NB 4s)
 Jan Reidsma (Young 5s)

Athletic Director: Mary Jo Nanninga

Communications: Heidi Weesies

Social Worker: Stephanie Zwart

Assistants
 Cara Renzema
 Andrea Andrew
 Kyle VanWienen

SCHOOL BOARD

President Chad Groggel
 Vice-President Eric Miedema
 Secretary Sara Soukup
 Members Nina VanHeulen
 Jeff Kobza
 Jay Gibson
 Cara Kuipers
 Annette Roorda
 Nate Versluis
 Scott Miles
 Chris Dutler

TRANSPORTATION

Dir. of Transportation: Nella Kosiara
 Bus Drivers: Jenith Verbeek
 Robert Velderman
 Case Van Kempen
 David Bouwkamp
 Brian Myers
 Mary Kay Townley
 Joel Dykstra
 Sue VanderMeer

Sub drivers: Carol Ebels
 Pauline Wallinga

GRAND RAPIDS PUBLIC SCHOOL

Occ. Therapist: Marty Trumbull

Speech Specialist: Marcia Bour

Title I Tutor: Bev Wilcox

LITTLE SPROUTS CHILD DEVELOPMENT CENTER

Director/Lead Teacher Chelsea VanVels
 Assistant Director/Lead Teacher Amalia Mulder

2017-2018 WSCS SCHOOL CALENDAR

August	21,22&23	Staff meetings
	23	Pig Roast/Dedication Ceremony/All School Open House
	28	First day of school for 1 st – 8 th HALF DAY
	28	Kindergarten & Young 5s Morning Orientation
	29	First full day for Kindergarten & Young 5s
September	6	Preschool Parent Night (pm)
	7 & 8	Preschool Visit Days
	7	Elementary Parent Orientation (pm)
	11	First day of Preschool
	12	School pictures – Preschool, grades 4-8
	13	School pictures – Preschool, Young 5s, Kindergarten, grades 1-3
	22	Half Day- Staff Retreat
	27	Middle School Mid-terms
	28	West Side Fun Run & 5K (pm)
October	7	WSCS Fall Family Festival
	17 & 18	Young 5s, K-8 Parent/Teacher Conferences
	18	School picture re-take day
	19 & 20	No School - CEA Teacher Convention / Staff PD
November	3	End of First Quarter
	10	Report Cards
	16,17,18	8 th grade play
	22, 23, 24	Thanksgiving Break – No School
December	2	WSCS Christmas Marketplace/ Book Fair
	6	Middle School Mid-terms
	20	HALF DAY – dismiss at 12:00 for Christmas Break
	21-Jan 2	Christmas Break – No School
January	3	School Resumes
	11	Early Childhood and Kindergarten Preview Night
	13/20	Staff CPR/First Aid Training
	15	No School / Staff PD day
	26	End of First Semester/2 nd Quarter; Special subject grades due

February	2 14,15 16,19 28	Report cards PreK – 8 th Parent/Teacher Conferences No School – Mid-winter break Middle School Mid-terms
March	3 10 ____ 29 30-4/6	WSCS Sportcard/Collectibles Card Show WSCS Auction Middle School Preview Night- TBD End of 3 rd Quarter Spring Break- No school
April	13 23-27	Report cards Fine Arts Week - TBD
May	9 18 28 5/30 – 6/2	Middle School Mid-terms Grandparents Day Memorial Day – No School 6 th Grade Camp
June	1 6 7	End of 4 th Quarter; Special subject grades due 8 th Grade Graduation; Last day for K & Young 5's Last day for 1 st -7 th (half day); Report Cards

MARKING PERIODS	MID-TERMS	REPORT CARDS	SPECIALS GRADES DUE
1 st – November 3	September 27	November 10	January 26
2 nd – January 26	December 6	February 2	June 1
3 rd – March 29	February 28	April 13	
4 th – June 1	May 9	June 7	

DAILY SCHEDULE

MIDDLE SCHOOL SCHEDULE		8:30	First Bell
8:30	First Bell	8:35	Tardy Bell
8:35	Tardy Bell	8:35-10:15	Classroom Activities
8:35-9:26	1 st Period	10:15-10:30	Break
9:29-10:15	2 nd Period	10:30-12:00	Classroom Activities
10:15-10:25	Break	12:00-12:15	Lunch in Classrooms
10:30	Tardy Bell	12:15-12:44	Noon hour
10:30-11:16	3 rd Period	12:49	Tardy Bell
11:19-12:05	4 th Period	12:49-2:00	Classroom Activities
12:08-12:56	5 th Period	2:00-2:15	Break
12:56-1:06	Lunch in Homeroom	2:15-3:15	Classroom Activities
1:06-1:11	Clear	MS WEDNESDAY REVISED SCHEDULE	
Building	Classrooms/	8:30	First Bell
1:11-1:32	Noon hour/ Intramurals	8:35	Tardy Bell
1:37	Tardy Bell	8:35-9:19	Chapel
1:37-2:24	6 th Period	9:22-10:02	1st Period
2:27-3:15	7 th Period	10:02-10:17	Break
ELEMENTARY SCHEDULE		10:17-10:57	2nd Period
		11:00-11:40	3rd Period

11:43-12:25	4th Period	AM Recess:	10:15-10:40
12:25-12:35	Lunch	Tardy Bell:	10:45
12:35-1:02	Noon hour/Intramurals		
1:07	Tardy Bell		
1:07-1:47	5th Period		
1:50-2:30	6th Period		
2:33-3:15	7th Period		

Extended morning break on Fridays

West Side Christian School Communication Policy

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

Matthew 18:15-16

The parents, staff, administration and school board of West Side Christian School are expected to use the Biblical principles established in Matthew 18 to resolve any concerns, issues or grievances.

Procedural Guidelines for Communicating Concerns, Issues or Grievances with Staff

1. All communication should begin with the staff member with whom he/she has a concern, issue or grievance.
2. If no resolution is reached, either the parent or the staff member may request a meeting with the Head of School (HOS). The meeting will be attended by both the parent and the staff member. The HOS will not speak about matters involving a staff member without that staff member present or without the staff member being made aware of a discussion.
3. If no resolution is reached with the HOS, the parent may request that the HOS contact the president of School Board to arrange a meeting with the full School Board or the Executive Committee of the School Board. The meeting with the School Board will be attended by the HOS, staff member and parent. The School Board and its individual members will not speak about matters involving staff members without the HOS and staff member present or without the HOS and staff member being made aware of a discussion.

Procedural Guidelines for Communicating Concerns, Issues or Grievances with the Head of School

1. All communication should begin with the Head of School (HOS).
2. If no resolution is reached with the HOS, a parent or staff member may request that the HOS contact the president of School Board to arrange a meeting with the full School Board or the Executive Committee of the School Board. The meeting with the School Board will be attended by the HOS, staff member and/or parent. The School Board and its individual members will not speak about matters involving the HOS without the HOS present or without the HOS being made aware of a discussion.

General Rules for Communications

1. The steps outlined above must be followed in order. A subsequent step will not be taken until the previous step has been completed.
2. Any request for a meeting should be handled promptly and granted within 30 days of a request being made, unless all parties agree to other terms.
3. If a decision is required, that decision should be made and communicated within 30 days of a meeting, unless notice is given to all parties that additional time is needed.
4. All decisions of the School Board or Executive Committee of the School Board shall be considered final.

PRINTED COMMUNICATION

1. The school **Parent Bulletin** is sent through email each **Tuesday**. This contains information about school happening (important dates and times of events).
2. Staff members will send home periodic **teacher classroom newsletters**.
3. Staff members will make other written or phone communications whenever necessary.
4. Look for student work to come home.
5. West Side Christian mails out a school newsletter called **"The Echo"** about three times per school year that highlights information about various West Side School events, alum, activities, and programs.
6. Report cards are sent home at each quarter. Parent-Teacher conferences are scheduled twice a year.

ATTENDANCE

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

Excused tardies/absences: Absences that are excused include the following: illness, family vacations (Note: the office and teacher should be notified about pre-planned family vacations or min-trips at least *5 school days* before the scheduled trip. Parent Requested Absence Forms are obtainable from the office or the website.), funerals, necessary medical or dental appointments, or any type of family emergency. The office must be notified of a student's absence by 9 a.m. so that all students can be accounted for. All non-reported absences will be recorded as unexcused.

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

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

ELEMENTARY STUDENTS (K-5): Parents must notify the teacher if the student will be absent from the classroom for an appointment or other event that is scheduled during school hours. The parent will meet the student at the office. Students may NOT exit through other doors.

Penalties for unexcused absences:

1. Elementary: phone call to the parent and appropriate discipline
2. Middle School: phone call to the parent and appropriate discipline (may include time made up for time missed)

ELEMENTARY LEVEL (K-5):

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

MIDDLE SCHOOL LEVEL (6-8):

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

Make-up work for absences

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

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

BEFORE SCHOOL

- Supervision of students will be provided beginning at 8:15 am.
- All students are to enter school via their designated doors
 - Elementary students are to go out to the playground, unless inclement weather rules are in effect.
 - Middle school students may remain in the middle school hallway until the bell.
- When arriving at school, bicycles should be parked and remain parked until dismissal time. Please remember to lock your bikes.

AFTER SCHOOL

- Please make "play dates" for your children from home so your children are clear as to what their plans are at the end of the school day before they come to school. Students are not allowed to make play plans from school using the classroom or office phones. If they ask, they are told that they must go home as their parents have expected, and to make their plans from home.
- The playground is not supervised after school. Students staying after school must be attended by an adult.
- Students are all expected to be off grounds by 3:20pm unless participating in or watching an athletic competition. Younger students are not allowed to stay at school when a sibling has practice since there is no supervision available except for the students involved in the "practice".

DURING ATHLETIC EVENTS

- Students below Grade Five should be supervised by a parent or another adult.
- Students should make advance arrangements to attend an athletic event. Students are not to use the phone to obtain the parent's permission to stay for after school activities.
- Students attending an event in the gym are to remain in the gym.

PERSONAL DIGNITY

Harassment or abuse of students or staff violates Christian and legal principles. Students should report such harassment so that the matter can be dealt with in a timely manner. Harassment, including verbal abuse, will result in corrective discipline and possible suspension. THREATS against the welfare of students or staff or against the school are taken seriously and may be grounds for expulsion. Staff members follow state guidelines for reporting suspected abuse to the authorities.

CHAPEL AND GATHERING TIMES

1. Parents are welcome to join us for chapels.
2. All school Chapels are held five times per school year – at the beginning of the year, Thanksgiving, Christmas, Easter, and the end of the school year. Information on these dates is sent home in the Parent Bulletin.
3. Students in Grades K-2 and 3-5 join for singing and worship in weekly Gathering Time on Fridays.
4. Elementary chapels are held once a month and are led by our students.
5. Middle school Chapels are in the Band/Music room every Wednesday from 8:35-9:19am.

BUILDING RENTAL POLICIES

Please check the school office to sign up for gym rentals, get a copy of the rental policy and guidelines, and information about rental rates. The band/music room is NOT available for rental starting August 1, 2017.

BUS SAFETY

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

1. All students must remain seated after the bus is in route. **No changing seats!**
2. Obey the bus driver at all times.
3. Be respectful to the bus driver and other students/adults on the bus.
4. Be at the designated pick up point at least 5 minutes prior to the scheduled pick up time to insure that you will not miss the bus.

5. Stay off the traveled roadway at all times while waiting for the bus.
6. Wait until the bus comes to a complete stop before attempting to get on or off the bus.
7. Enter or leave the bus only at the front door after the bus has come to a complete stop except in the case of an emergency.
8. Front cross stops, if necessary, must be handled in the following manner:
 - a. Make certain the bus is completely stopped.
 - b. Get off the bus, proceed to a proper distance in front of the bus, within sight of the driver, and wait for the proper signal for crossing.
 - c. Upon the signal by the driver, look both to the right and the left and proceed across the street in front of the bus if there is no traffic coming from either direction.
 - d. **Never go behind the school bus.**
9. Keep hands and head inside the bus at all times.
10. Inform the driver when absence is expected from school (parents).
11. Eating and drinking and gum chewing is not permitted on the bus.

BUS DISCIPLINE

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

POLICY ON TOBACCO, DRUGS, and ALCOHOL:

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

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

ALLERGEN POLICIES

FOOD ALLERGY POLICY

If a student has a *severe* allergy to a food item, we request that parents of other students in that classroom follow the guidelines for allowable foods in that room or area.

PET POLICY

Because, many students suffer from asthma and allergies, please do not bring any pets into school at anytime. Pet dander is nearly impossible to remove from carpeting, and may adversely affect the health of these students.

PRESCRIPTION MEDICATION POLICY

1. For students taking oral medication in school, the following steps need to be taken.
 1. The parents/guardian needs to request the school in writing of their desire to have medications administered at school in compliance with label instructions, and:
 2. Has brought medication directly to the school office in a properly labeled container; or,
 3. Has given the medication to an adult staff person in a properly labeled container; or,
 4. The pharmacy from which the medication was purchased may deliver the medication directly to the school office.
2. Procedures for administering medication:
 1. The administrator will designate one or more persons to administer all medication in the building.
 2. The person administering medication will do so in the presence of another adult.
 3. Medication is administered in an appropriate time and place so as to preserve the dignity of the student.
 4. Permanent written record is kept of all medication administered, using the prescribed form.
 5. Medication is kept in a locked container, drawer or cabinet.
 6. The student's physician must have prescribed the medication and submitted written instructions for its administration. Administration of medication must cease at the written request of the parent/guardian or at the end of the time period of the prescription.
 7. Changes in the medication dosage may only be made according to the written instructions of the student's physician.
3. Noncompliance of policy and rules will lead to discontinuation of administration of medication at school.
 1. Parent/Guardian will be notified of students observed with or taking medication apart from the policy and rules.
 2. Where conditions are not followed, staff may refuse to continue the administration of medication.
4. Students taking inhaled and injection type prescribed medications will follow procedures established on an individual basis.

Health Services

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

GENERAL RULES OF CONDUCT

1. Students must remain on school property throughout the school day unless the parent provides a written excuse to leave the school grounds (permission slip for exploratories and field trips will be provided) or the student is picked up by the parent.
2. Students are expected to keep desks and lockers clean. Stickers are not permitted on desks or lockers. Student lockers are used to store books and any school related clothing. Magnets may be used to hang mirrors, notepads, schedules or anything else related to reminders for school. Tape should not be used on lockers. Locks should not be placed on any lockers.
3. Students are expected to keep the hallways, classrooms, and the playground clean by putting trash in the wastebaskets.
4. Bathrooms are to be kept clean. Students should not spend unnecessary time in the bathrooms.
5. Middle school students will have access to locker rooms for the purpose of changing clothes for gym class or after school sports. The locker rooms will NOT be used as clothing storage areas. Articles of clothing left in the locker room will be disposed. Please be aware that students from many other schools use the locker rooms during athletic events. Students should do their part to keep the locker rooms clean.
6. Students are expected take care of school loaned textbooks. Any books that are misused or lost will be paid for by the student. Students are responsible to pay for any property damage that they cause.
7. Students may use an office phone only in an emergency situation and with adult permission. School phones should not be used to make personal calls (i.e. stay after school to watch a game, go to a friend's house, etc.).
8. Sidewalks should be used whenever possible when walking to and from the school building.
9. Students are not permitted to chew gum while at school.
10. Elementary students (K-5) are not permitted to use vending machines. Middle School students are to use these machines in an honest and responsible manner.
11. Students should WALK (not run) through the hallways and use the appropriate hallways when walking through the building. Students will use the correct door entrances when entering and leaving the building.
12. Students should not be in any classroom (particularly the art room, library, band room, music rooms, spare rooms, etc.) without permission and proper adult supervision.
13. Roller blades, skateboards, and wheeled shoes are not permitted at school. If it is necessary to bring one of these items to school for use after school (outside the school setting), they must be kept in a locker or given to the student's homeroom teacher during school hours.
14. Electronic devices – cell phones, headphones, iPods, or any other electronic devices – are not to be in use by students during the school day without special teacher permission. If your student needs to take any of these items to school, s/he must turn it off and keep it in a

locker. Teachers will take any items in use and bring them to the office where the item will remain until the parent comes to pick it up from the principal.

15. Knives or any other objects that have a potential threat to the health and welfare of others are not to be taken to school (e.g. glass bottles, fireworks, or any other incendiary or explosive devices).

PLAYGROUND / RECESS

1. Students must stay on the school grounds during recess breaks.
2. Students should use common courtesy and respect for other students and school property at all times. Bullying will not be tolerated. No pushing/shoving, tackling, holding, grabbing, fighting, or hitting will be allowed.
3. Students will use all playground equipment in a safe manner.
4. Hard balls (baseballs, 12"softballs, rubber coated hard balls, golf balls, etc.) and metal bats are not permitted on the playground.
5. Students must inform a staff person about misbehavior on the playground, injury, or any other item that requires adult assistance. Staff members, parent volunteers, and 5th grade safeties will assist in the supervision of the playground.
6. Elementary recess flags (located near 4th grade classrooms):

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

DISCIPLINE

Discipline procedures at West Side Christian School are followed with love for the student and a goal of helping the student develop into a responsible and self-disciplined follower of Jesus Christ. When students exhibit inappropriate behavior, the staff will admonish with love, helping the students face consequences, modify behavior, and restore relationships.

Most behavior can be handled quietly by the staff members talking with the students. If misbehavior persists, or if the behavior is seriously inappropriate, further actions will be taken and the principal and parents may be notified. Any discipline plan will involve concrete objectives for the student and cooperation on the part of students, teachers, and parents. Teachers will work to have consequences be appropriate for each situation. In general, students are asked to explain what they did wrong, what they could have done differently, what they will do next time, and what can they do to make it right.

EDUCATION SUPPORT SERVICES

West Side Christian School seeks to support and celebrate the gifts and abilities of all of God's children. Because of our commitment to providing quality, Christ-centered education, West Side Christian School offers educational support services for those learners who may benefit from additional support in meeting their individual goals. WSCS acknowledges learning differences and provides a variety of programs to meet the learning needs and challenges of God's children. Our

programs include inclusion services, services for students with academic talents, and small group or 1:1 interventions and academic support.

If you have questions/concerns about the services we provide, please contact Maria Bultsma, Director of Educational Support Services and Inclusion: mbultsma@wschristian.org

DRESS CODE

We love God and promote His Kingdom in all areas of life, including the clothes that we wear. While fashion changes, the reason for being in school does not. School clothing should be modest, functional, and God pleasing. We rely on teacher and parental cooperation in maintaining a positive and respectful learning environment, which is supported by dressing appropriately to school. If there is any doubt about what you will wear to school, please, as a child of God, do not wear it.

1. Shirts must fall below the waistline and show no skin at the mid-torso region nor cleavage regardless of movement (i.e. crop tops).
2. Shorts must be fingertip length when standing with relaxed arms.
3. Skirts may not be shorter than three inches above the knee.
4. Excessively tight fitting clothes which compromise modesty will not be permitted. Yoga pants/leggings are prohibited unless a student is wearing a top that reaches student's fingertips in the front and back when arms are at their sides.
5. Clothing must cover all undergarments at all times—sitting as well as standing.
6. Boys must wear shirts that have sleeves.
7. Girls may wear sleeveless shirts as long as they are at least two inches wide.
8. Hats may not be worn in the school building during the school day (exception: special student government sponsored day).
9. Clothing that advertises tobacco or alcoholic products, drug items, gang related items (symbols), or has offensive slogans or any other inappropriate sayings or symbols on it, is not allowed at school at any time.

SPECIAL EVENTS AND FIELD TRIPS

The dress code applies to staff, students, family members, and volunteers during school hours and in all school-sponsored extracurricular activities—including field trips, athletic events, skating parties, etc. For any field trips, outings, and activities involving swimming: boys must wear modest trunks and girls must wear a modest, one-piece swimsuit or tankini covering the midsection and cleavage.

ENFORCEMENT

The goal of the dress code is to promote modesty, cleanliness and Christian propriety. The WSCS staff reserves the right to decide what is appropriate in the school setting. Students in elementary school must cover or change their clothing immediately. Students in middle school will automatically be given an 8th hour for violating these rules.

SEVERE WEATHER POLICY AND PROCEDURES

School cancellation (Snow/Fog/Ice days)

Announcements are made on the radio and TV about school cancellations between 6:30 and 8:00 AM. On rare occasions the announcement may be made the evening before on the later news/weather report. When school is cancelled due to weather or other circumstances, all after-school events are also cancelled (i.e. athletic events). Evening event cancellations will be an administrative decision and will depend on the circumstances.

Noon Hour / Recess

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

Tornado watch/warning procedures

1. During the school day, all students will be kept at school during a Tornado WATCH or Tornado WARNING. Parents may NOT pick up students during a Tornado WARNING. Parents may come to school to be with their children, however, this sort of travel is not encouraged during a WARNING. Although it is not encouraged, parents may pick up their children during a WATCH. Only a parent may pick up a student. The parent must personally talk to the child's teacher and report the picking up of the child to the personnel in the school office.
2. In the event of a WATCH at dismissal time, the students will be dismissed as usual. All after school activities would be canceled.
3. In the event of a WARNING, students will take cover in the safest places in the school building as recommended for our school under such weather conditions. This would mean that if there is a warning at dismissal time, all students and staff would be kept in the school building.
4. In case of either a WATCH or a WARNING, all evening activities scheduled at school would be canceled. The activity would take place only if the WATCH or WARNING is lifted two hours prior to the time that the activity is scheduled to begin.
5. If a tornado watch or warning occurs before school hours, school would be canceled. If school is in session and a watch or warning occurs prior to 12:00 pm, the afternoon preschool classes would be canceled.

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

TECHNOLOGY: WEST SIDE CHRISTIAN SCHOOL ACCEPTABLE USE POLICY

Introduction

Our world belongs to God. Technology resources are powerful tools, and teamed with skillful teachers, can be used to effectively prepare students to be effective servants of Christ in contemporary society. The use of school provided technology is a privilege, not a right, and staff and students at West Side Christian School (WSCS) are expected to use the technology to support and enhance education and communication. In order to facilitate a safe and functional Christian educational environment, members of the WSCS community are expected to adhere to the policy as outlined below.

Scope

Individuals (“users”) covered by this policy include all authorized users including but not limited to staff, teachers, students, subcontractors and visitors. It includes all WSCS technology resources such as servers, desktops, laptops, tablets, printers, projectors, cameras, software, apps and internet access. As responsible caretakers of all that God has entrusted to us, we expect users to apply this policy to the use of WSCS technology resources both while on WSCS property and off-site, including the use of personal devices when at WSCS, on the bus or at off-site events where the individual is representing WSCS.

Responsibilities

1. All users are expected to engage with WSCS technology resources in ways that are God-honoring, responsible, ethical, and legal. Use of technology resources must be in compliance with federal and state laws.
2. As children of God created in His image, all users are expected to avoid unethical Internet usage and inappropriate use of social media such as cyberbullying. Users should report such behaviors to WSCS staff.
3. All users are required to use technology resources in accordance with the WSCS code of conduct in addition to any other relevant WSCS guidelines. Violations include but are not limited to harassment, defamation, threatening or discriminatory behavior, and accessing obscene material.
4. Plagiarism and copyright infringement through technology resources is strictly prohibited.
5. Attempted or actual modification of restrictions or protections without authorization from technology staff is strictly prohibited.
6. Users are permitted to download and install relevant and appropriately licensed programs provided they have received approval from technology staff.
7. Unsolicited mailings (e.g. spam, forwards) are prohibited.
8. Business activities, such as advertising or buying and selling of goods and services using technology resources are prohibited.
9. Users agree to take reasonable precautions, to maintain and to protect WSCS technology resources. Users agree to abide by care instructions as outlined in any guides, manuals or verbal instructions that come with technology resources given by technology staff.
10. Users agree never to attempt to damage, destroy or otherwise physically abuse WSCS technology resources.

11. Users agree to manage their individual use of technology resources in ways that do not detrimentally affect other users (e.g. not streaming music, not monopolizing printers, etc).
12. Users agree never to connect unapproved devices to the WSCS network.
13. Users agree not to hold WSCS liable for losses or damages incurred by failure or malfunction of technology resources.
14. Any damage to or malfunction of technology resources, whether accidental or not is to be reported promptly and with full disclosure to technology staff.

Safety and Privacy Considerations

1. The use of personal technology devices by students will not be allowed while on school property without explicit permission from a WSCS staff member.
2. If it is after normal school hours, the student may use a personal technology device with the permission of a parent or guardian and with a responsible adult that is able to see the screen of the device.
3. During the school day, personal technology devices must be off and stored in the student's locker.
4. Use of personal technology devices by a student while on the bus, without explicit permission from a WSCS staff member, is prohibited.
5. Users agree to use only approved logins to access accounts and to keep their own login information secure.
6. Users agree not to share any WSCS login/account data with any person or organization unless approved or requested by administration or technology staff.
7. Users agree to protect and maintain their accounts by logging out or locking the computer. Users will monitor and report unusual activity on their technology resources.
8. Users agree not to access, modify, or destroy other users' information.
9. Users agree not to allow use of WSCS technology resources by unauthorized persons such as family and friends.
10. WSCS will provide education and training to students on (1) safe and appropriate online behavior, such as interacting with other individuals on social networking sites, and (2) cyber-bullying awareness and responses.
11. Users agree that all electronic files stored on school resources, including e-mail messages, are property of WSCS.
12. Users agree that WSCS administration and technology staff reserve the right to monitor and inspect files stored on school resources for conformity with policies, licensing standards and state or federal law. Users understand and agree that any files accessed, created, or stored on school resources are not private.
13. Users understand and agree that WSCS has implemented technology measures that block/filter internet access to visual images that are obscene, illegal or otherwise harmful to minors. Users (and their parent/guardians) are nevertheless advised that users may gain access to unauthorized websites, and WSCS cannot guarantee that users will not access websites that they (or their parents/guardians) would find inappropriate, offensive, objectionable or controversial. Users (and their parents/guardians) agree not to hold WSCS liable for any such material that they may find as a result of using WSCS technology resources.
14. To promote student safety and ensure compliance with this policy, internet, network and other technology-related activities will be monitored or restricted using filtering, passive supervision technologies and periodic checks by technology staff.

Disciplinary Action

Violation of any part of the above policy may result in restriction or suspension of access to technology resources, notification of law enforcement, financial restitution, or other disciplinary measures as determined by WSCS administration.

MIDDLE SCHOOL AT WEST SIDE CHRISTIAN SCHOOL

MIDDLE SCHOOL RULES

1. Respect the rights and property of others.
2. Be in class when the tardy bell rings.
3. Bring all necessary materials to class.
4. Pay the cost to repair property damaged through their misuse.
5. Display a Christian attitude by showing consideration, courtesy, and respect toward all persons in the school.
6. Do not chew gum at any time in school.
7. Do not run, push, or fight.
8. Keep the building, desks, and lockers clean. Place all waste in the trash or recycling.
9. Refrain from distracting displays of affections.
10. Remain on school property during school time. Students must not loiter in the hallways at noon hour. Do not bother the elementary school students and teachers.
11. Keep electronic devices stored away, in locker, unless approved for use at school.
12. Confine free time to designated areas such as the soccer field, basketball courts, or elementary play areas.

MIDDLE SCHOOL STEPS FOR IMPROVING INAPPROPRIATE BEHAVIOR

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

- A. A written notice is sent home to be read and the signed by the parent; the signed note is to be returned by the student to the staff member who issued it.
- B. Student will not be dismissed from a detention without proper concern being taken for that student's transportation home.
- C. A detention takes priority over any afterschool activity.

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

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

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

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

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

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

- A. The student is responsible for making up any schoolwork missed on the day(s) of the out-of-school suspension.
- B. The principal will inform the parents about the suspension and will schedule a meeting with the parents, students, and the homeroom teacher. This meeting will be used to discuss the student's behavior during the semester.
- C. Other consequences related to Step 5 include but are not limited to the loss of privileges: athletic participation, music concerts/performances, activity programs (skating parties, gym nights, in-school specials, etc.), 8th grade party, and other school related activities. In order for the student to lose some of these privileges (class trip, 8th grade party, and the like) the student would be involved with the 5 steps each semester.
- D. Discipline beyond the five (5) steps will be worked out by the principal with the parents and the student.

ASSIGNMENT COMPLETION GUIDELINES FOR MIDDLE SCHOOL STUDENTS

Objectives: Students are expected to complete assignments.

Students are to recognize the importance of preparing work properly for class.

Guidelines: If a student fails to complete four (4) homework assignments in one class, the following steps will be used to help reinforce the student's responsibility to complete assignments:

1. The student will attend an after school detention on Wednesday, until the assignments are completed. The assignments must be acknowledged as satisfactory by the teacher who gave the assignments.
2. Attendance at these sessions will take precedence over any athletic or other school activities that are scheduled during the after school hours.

MINIMUM STANDARD REQUIREMENTS IN WRITING/COMPLETING ASSIGNMENTS FOR MIDDLE SCHOOL STUDENTS

West Side Christian students are expected to meet the following minimum requirements for assignments to be turned in:

1. Name written on the first line on the right hand side of the paper (Grades 2-8)
2. Date of the assignment written below the name (Grades 3-5)
3. Date the assignment is due written below the name (Grades 6-8)
4. All assignments, quizzes, tests, projects, etc. will be neatly done before handing the work in (no eraser marks, extra pencil/pen marks, paper wrinkles, unnecessary rips or holes in the paper, food, etc.). Grades K-8 expectation levels may vary by grade level.

5. All written work (assignments, tests, quizzes, reports, projects, etc.) will be done correctly before handing the work in (write on lines, proper margins, print/cursive/type according to grade level and assignment expectations, complete ideas/sentences, correct spelling, correct punctuation and capitalization, generally good grammar skills applies as learned at grade levels, etc.). Grades K-8 expectations will vary by grade level.
6. Students in grades 6-8 will use Smart Moves to keep track of academic expectations (assignments, tests/quizzes, projects, reports, etc.)
7. Homework expectations: The amount of homework varies according to the academic level of the student and his/her grade level. Most of the academic requirements for students take place during the 6 hours that are part of the school day. It may not always be possible to complete all the work in school so some may have to be finished at home, including items like test preparation, Bible memory, assignments, projects, spelling words, etc. As students move from the elementary grades (K-3) into the upper grades (4-8), more is expected of them. Depending on the student's ability and grade level, students will want to spend some time daily on items (review notes, prepare for tests, memory work, etc.) to remember things for future recall. The homework rule of thumb says to take the grade level, multiply that number by 10, and that will give a guideline for the time spent on homework. Each school year is building and preparing for the next. The higher the grade level, the higher the expectations for students. Parents can help by supporting students (setting aside time and a place to study and giving encouragement and help as needed). Teachers will do their best to make student expectations clear, time expectations reasonable, due dates fair, and give reminders and help to students.

ATHLETICS

We feel that athletics are an integral part of the teaching/learning process at WSCS. It is our goal to graduate students who are thinking, feeling, and believing young people and who have learned what it means to live, work, and play with Christian integrity. Because this is how we hope to see our students develop, we encourage maximum participation in our athletic program. We offer two levels of involvement, intramural and interscholastic sports. Interscholastic sports (competition with other area Christian Schools) includes 7th and 8th grade. Announcements regarding tryouts for teams will be posted on the bulletin board near the gym.

AOK Interscholastic League Sports

AOK League Fall Season (Sept-Oct.)

Boys Soccer

Girls Volleyball

Boys & Girls Golf (one-day tournament)

AOK League Winter 1 Season (Nov-Dec.)

Boys Basketball

AOK League Winter 2 Season (Jan-Feb.)

Girls Basketball

AOK League Spring 1 Season (April-first week of May)

Swimming (6th, 7th, & 8th graders)

Boys Baseball

Girls Softball

Girls Soccer

AOK League Spring 2 Season (May)

Boys & Girls Track (6th, 7th, & 8th graders)

Boys & Girls Tennis (6th, 7 th, & 8 th graders)
(one-day tournament)

Intramurals

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

Student Government

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