

Admirable, Excellent, Praiseworthy, Pure, Noble, Right, Pure, Lovely

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Whittier Christian
Newlin Parent Handbook
2009-2010

Philippians 4:8-9

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2009-2010 Newlin Elementary Parent Handbook

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Welcome to the 2009-2010 School Year!

WELCOME BACK! We hope you've had a great summer, a good change of pace, and are ready to have another successful school year. The teachers and I are eager to start this school year. The information you'll find here is to help you be clear about our expectations for work requirements and achievement opportunities. Being organized and plugged in is the key to being a good student. Being a good student brings great benefits at school, at home, and most of all in the satisfaction of a job well done! The agenda and this handbook will help your student accomplish that.

In the pages that follow, you will find important information for both students and parents. The first assignment of this year is to sit down and read these pages with your child. This information is what you and our school are agreeing to for the coming school year. Take a highlighter and highlight key items to remember. We're glad you're here.

GENERAL INFORMATION

Purpose and Vision – Whittier Christian Schools exists to partner with parents to educate students academically, socially, and spiritually in a Christ-centered atmosphere.

We are dedicated to excellence in our endeavor to develop disciplined, motivated students that display Christian character and are academically strong. We believe that students need to come to a personal faith in Jesus Christ, and we desire to equip each student to affect the world for Him. We are convinced that if we are faithful and God blesses, students' lives will be transformed and their eternities secured.

The student who has fully benefited from education through Whittier Christian Schools is avidly curious about the world around him and an eager learner. The student who has taken full advantage of education through this school is graciously courteous to persons he encounters, be they family and friends, or strangers. The student who has profited fully by education through our program is ardently committed to the lordship of Jesus Christ and intensely passionate to participate in His kingdom cause.

ESLRs – The faculty, staff, and administration seek to teach, train, and prepare students so that they will display our Expected School-wide Learning Results. These ESLRs specify that students will be:

Enthusiastic Scholars who...

- think critically and creatively.
- find satisfaction in working to meet or exceed academic benchmarks.
- are eager for life-long learning.

Responsible Citizens who...

- recognize the thoughts and feelings of other.
- identify and articulate their own thoughts and feelings.
- apply Biblical values in daily life.

Passionate Disciples who...

- profess faith in Christ.
- participate in a local congregation.
- engage in community outreach.

It is the confident hope of Whittier Christian Schools that these Expected School-wide Learning Results will be the indication that our students have become productive participants in our society and faithful representatives of Christ in our world.

Accreditation and Affiliations – Our academic program and curricula meet or exceed the prescribed requirements of the State of California. For many years the component schools of Whittier Christian Schools have maintained full accreditation by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). The Western Association of Schools and Colleges is the regional accrediting agency whose purpose is to evaluate the overall school program and its effectiveness to the constituency it serves. Whittier Christian Schools is a charter member of the Association of Christian Schools International, and actively participates in seminars, student activities, and conferences conducted by ACSI.

Whittier Christian Schools has partnered with Opportunity Schools (www.opp4kids.org), a non-profit educational organization whose function is to assist Christian schools and teachers in providing services for students with special learning needs.

Sponsor Church – Calvary Baptist Church, founded in 1929, has sought to reach out to surrounding communities since its inception. In 1947, the church launched Whittier Christian Schools, beginning with 53 students. Today, CBC is a thriving congregation that continues to operate the school ministry. The Elder Board of the church serves as governing board of the entire ministry. The School Commission serves the Elders and WCS Superintendent in an advisory capacity.

Statement of Faith – As a component ministry of Calvary Baptist Church, Whittier Christian Schools adheres to the following basic principles of faith, as affirmed by the church.

Scriptures - We believe the Scriptures of the Old and New Testaments were verbally inspired by God, the Holy Spirit, are completely inerrant in the original writings, and serve as supreme and final authority in faith and life. 2 Timothy 3:16-17; 2 Peter 1:20-21

God - We believe there is one God, and only one, Who is self-existent, eternal, and infinite in every excellence, and Who has revealed Himself as the triune God: Father, Son, and Holy Spirit, the same in essence, though distinct in personality. Deuteronomy 6:4; Isaiah 45:21-22; Jeremiah 10:10; Matthew 28:19; John 1:1-13, 14:26, 15:26; 1 Corinthians 3:16, 12:11; 1 Timothy 3:16

Jesus Christ - We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of virgin birth, sinless in His life, true God and true man, Who came into the world to save men from the guilt and condemnation of sin, dying on a cross, offering His blood as an atonement, and making it available to all who exercise faith in Him. We believe in His bodily resurrection, His ascension, and His visible return to the world according to His promise. Matthew 26:28; Luke 1:26-35; John 1:14-29, 3:14-16, 6:35; Acts 1:11, 4:12, 16:31; Romans 3:20-26, 8:1; 1 Corinthians 15; Titus 2:13-14; Hebrews 9:11-15

Holy Spirit - We believe in the Holy Spirit, the third Person of the Godhead. God, the Holy Spirit shared in the creation of the universe, is responsible for the Scriptures, and at the present time He convicts or reproves the world of sin, righteousness, and judgment. In respect to the believer, He is the agent of the new birth; He seals, baptizes, infills, teaches, sanctifies, and comforts those who believe in Jesus Christ. Genesis 1:1-2; John 3:5, 16:8-11; Romans 8:1-27; 1 Corinthians 12:13; 2 Corinthians 1:22; Hebrews 9:13; 2 Peter 1:21

Man - We believe that man was originally created in the image of God, but through Adam's voluntary disobedience to God's commands, fell from his innocent and holy state. In consequence, we have received from Adam a fallen nature that has been transmitted to the entire human race. All persons are born with a sinful nature and are constrained to choose to obey Satan. Therefore, they are sinners under the judgment of God, being condemned without defense or excuse. Genesis 3:1-6, 24; Romans 1:18-32, 5:12, 10-19; Ephesians 2:1-3

We believe all people stand in need of the Savior, Who alone can address their spiritually dead condition. We believe those who repent of sin and trust the Lord Jesus Christ as Savior are regenerated by the Holy Spirit and reconciled to God. We believe genuine saving faith should and will be evidenced by a life of faith expressed through obedience to the Word and righteous living, good works, and proper social concern. John 14:1-6; Romans 1:16-17; Titus 3:3-7; 2 Corinthians 5:17-21

We believe that righteous living includes adherence to the establishment of marriage by God as a lifelong covenantal relationship between one man and one woman. We believe marriage is the only permissible context for intimate sexual expression and is the foundation for the human family. We believe in the sanctity of human life, which has value in God's sight from the beginning, at conception, until death, when our spirit returns to God Who gave it. Genesis 2:24-25; Matthew 19:4-5; Romans 7:2; 1 Corinthians 7:1-9; Jeremiah 1:5; Psalm 139:13-15; Psalm 51; Ecclesiastes 12:7

Salvation - We believe that because of the universal depravity and spiritual death of man, there is only one way of salvation of man, this being through repentance for sins, and trust in Jesus Christ as personal and all-sufficient Savior. Acts 2:38; Romans 4:4, 5:1, 10:9-10; Ephesians 1:17, 2:8-9; Hebrews 7:25

Grace - We believe that God through His grace desires the salvation of all men. These desires are made effectual by the giving of His Son, and in the constraining and regenerating work of the Holy Spirit upon all who sincerely believe in Christ. But these purposes do not nullify the freedom of man's will, nor render inoperative the proclamation of the Gospel to all. John 1:12-13, 3:6-8, 5:39-40, 6:44, 16:7-11; Romans 10:13-16; Ephesians 1:4, 2:8-10; Philippians 2:12-13; James 1:18; 1 Peter 1:2

Security of the Believer - We believe that nothing can separate true believers from the love of God; but they are "kept by the power of God, through faith, unto salvation," the sure proof of this being their patient continuance and progress in righteousness and true holiness. Matthew 24:13; John 10:27-29; Romans 8:35-39; Hebrews 3:14; 1 Peter 1:5; 2 Peter 1:3-4

Ordinances - We believe that Christ left two ordinances for the church: Believer's Baptism and the Lord's Supper. Believer's Baptism is the immersion of the believer in water in obedience to Christ's command, to show forth in a serious and meaningful way this testimony of personal faith in and identification with the crucified, buried, and risen Savior. Baptism is a prerequisite for the privileges of a church relation. We believe that the Lord's Supper is the commemoration of His death until He comes, and should be preceded always by serious self-examination. Matthew 3:16; John 3:23; Acts 8:26-39; Romans 6:3-5; 1 Corinthians 11:23-28; Colossians 2:12

Church - We believe the Church is a living spiritual body of which Christ is the head and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, immersed on a credible confession of faith, and associated for worship,

instruction, work, and fellowship. We believe that these local churches are committed for perpetual observance of the ordinances of Baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world its need for acceptance of Jesus Christ as Savior, and the enthroning of Him as Lord and Master. Matthew 16:18; Acts 2:41-42, 15:13-18, 20:17-28; 1 Corinthians 11:2; Ephesians 1:22-23, 4:11, 5:23-24; Colossians 1:18

Future Things - We believe in the imminent, personal, pre-millennial return of our Lord and Savior, Jesus Christ. We believe there will be a resurrection of the just and the unjust – the just for blessedness and reward, the unjust for judgment and eternal doom. Acts 1:11; 1 Thessalonians 4:13-18; Titus 2:13-14; Hebrews 9:27; Daniel 12:2; Mathew 25:31-46; Luke 16:19-26, 20:35-38; John 5:28-29; Acts 24:15; 1 Corinthians 15:22-24,42-58; 2 Corinthians 5:8-10; Revelation 20:11-15

Civil Government - We believe that the civil government is of divine appointment for the interests and good order of human society; and magistrates are to be prayed for, conscientiously honored, and obeyed, except in things opposed to the Scriptures and the will of Christ, Who is the only Lord of the conscience, and King of kings and Lord of lords. Matthew 22:21; Acts 4:18-20, 5:29; Romans 13:17; 1 Timothy 2:1-2

Biblical Foundations - God is central to our educational approach at Whittier Christian Schools. We believe the purpose of a school is to teach truth and the skills a person needs to discover and understand truth.

Since God claims Himself to be Truth ("I am the way, the truth, and the life..." John 14:6) a Christian school, in seeking to teach truth, must focus on God, who is the essence of Truth. Our students come to understand Who God is, what His claims on each person are, what He says about the world around us, and how we can know Him.

We believe the Bible is the most precise revelation of God's Truth and must be central to our teaching. All truth discovered must be consistent with the teaching of God's Word.

We believe that God created the universe perfectly. Humanity was created in God's image for fellowship with Him. We separated ourselves from God through sin. It was necessary for God's Son, the Lord Jesus Christ, to shed His blood and die, taking our penalty for sin, and making possible, by His resurrection, a restoration of fellowship between God and human beings. A renewed relationship with God is the beginning of a thorough education, an education of the whole person.

OUR MUTUAL COMMITMENT

Home-School Relationship - We believe God has charged parents with the primary responsibility for the care, education, and spiritual nurture of their children. It is their charge to bring their children up in the "discipline and instruction of the Lord" as described in the Bible in Ephesians 6:4-9.

The role of the school is to complement the parent's efforts, while emphasizing the need for a personal relationship with Christ and involvement in a local church. We partner with parents to help children grow in every area of their lives—spiritual, academic, social, emotional, and physical. We believe a structured, disciplined environment is most successful in helping us reach this goal.

We believe that those who teach children must themselves be teachable, students of the Truth. The teacher must have the formal training to teach and must understand the needs of the age he or she teaches. The teacher must evidence an ability to communicate effectively, and love and enjoy students.

In addition to sharing God's Word with your student, we also want to provide the best education possible for your student – one that is both morally and technically excellent. We will provide the best personnel, texts, experiences, and equipment possible in order to help your student develop to his or her fullest potential. We desire for your student to mature into a productive citizen, one who is successful in work and cooperative in society, and has a thorough understanding of democracy. In short, we want your student to be a success.

Home/School Expectations

As educators, Whittier Christian Schools commits to:

- provide a safe and caring environment.
- be clear and consistent.
- provide a broad and balanced curriculum to develop the whole student.
- acknowledge that each student is a unique individual created by God.
- have clear aims and learning objectives for all students, to ensure that each one achieves her or his best.
- inform parents and caregivers early with any concerns we may have regarding a student's learning or behavior.
- ensure that we are available, by prior arrangement, to discuss progress, behavior, or any concerns you have about your student.
- provide a consistently Biblical foundation for all teaching, striving to communicate God's love and His desire for an intimate relationship with each student and family.
- protect the privacy and integrity of students and their families.

As parents of a Whittier Christian Schools student, you commit to:

- support the school's purpose, philosophy, and program.
- ensure that your student attends school regularly in order to assist your student in achieving the required academic standards.
- ensure that your student is at school on time.
- let the school know the reason for your student's absence.
- let the school know about any problems that might affect your student's learning or behavior.
- encourage and support your student in the completion of school work and home reinforcement activities.
- make every effort to attend meetings and events, showing your student a desire to participate in his/her education.
- encourage your student to obey school rules and interact safely, taking pride in their actions and learning.
- cooperate with the school in the guidance of your student, including support and reinforcement of the Discipline Policy and Dress Code.
- keep all tuition payments current.
- protect the privacy and reputation of staff and other school students and families.
- follow the appropriate steps and processes to resolve misunderstanding or miscommunication.

Parent Behavior - We recognize that all adults on our WCS campuses are examples of behavior to our students. It is expected that all adults on WCS campuses will demonstrate polite and respectful behavior at all times. This includes:

- polite and common courtesies, including tone of voice, choice of words, and proper respect for one another.
- respect for privacy: not speaking about sensitive matters in hallways or at inopportune times.
- obeying traffic patrols and common safe driving courtesy; demonstrating patience and obedience while dropping off and picking up students.

Parents who use obscenities, or speak in a demanding, loud, insulting, or demeaning manner will be asked to leave the campus immediately and could be banned from campus. Inappropriate behavior of parents will jeopardize their student's enrollment. Parent drivers who fail to behave in a safe and obedient manner may be fined and required to make other arrangements for transporting their students to school. In such cases, these parents will not be allowed to transport other WCS students.

Confidentiality - To insure privacy of school families and staff, it is the practice of WCS not to give out personal information such as phone numbers, addresses, etc., without your permission. No private or personal fundraising activities or solicitations are permitted using address or phone information obtained as a parent in the WCS school family.

Open Door Policy - It is the desire of WCS staff to be available to parents. Everything possible will be done to accommodate parents' needs and schedules. Parents are welcome to visit the school at any time. It is most helpful if you let us know when you are coming. Then, when you arrive, check in at the School Office prior to entering a classroom. Checking in at the office also is necessary for parents who wish to remain on campus after the start of the school day.

Parents need to be careful not to divert a teacher's attention from students or classroom activities. Issues that need to be discussed require an appointment for that purpose. Parents who desire to schedule an appointment may do so by contacting the teacher or other staff member via email, telephone, or through the School Office.

When There is a Concern - If during the course of the school year, questions or concerns about activities, curriculum, classroom procedures, or incidents occur, parents need to use the following procedure:

1. Begin by praying. Ask God to help you express your concerns in such a way that it will result in the betterment of the school for your student as well as others.
2. Concerns or complaints need to be expressed first to the staff person directly involved. For example, classroom difficulties always need to be discussed with the teacher first. Set an appointment to meet with the person privately. Avoid discussing the matter with other staff members, any students, family members, or others connected with the church or school. Be sure not to discuss your concerns or complaints in the presence of your student.
3. Express your concerns only to the person(s) who should hear them. Unneeded worry, harm, and hard feelings can result when problems and dissatisfactions become topics in conversations with persons other than those directly related to the situation.
4. Do not approach or address a student other than your own to give correction.
5. Any matter not resolved with the staff member(s) directly involved can be taken to the Principal.

ADMISSIONS

Whittier Christian Schools operates on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, ethnicity, national origin, or ancestry. WCS reserves the right to alter the enrollment status of any student, or revise its policies and procedures, as WCS deems necessary and in the best interest of the school and its ministry. WCS reserves the right to be selective in admissions policies.

Non-Discrimination Statement - Whittier Christian School admits students of any race, color, ethnicity, national origin, or ancestry to all the rights, privileges, programs and activities generally accorded or made available to students at the school. WCS does not discriminate on the basis of race, color, ethnicity, national origin, or ancestry in administration of its educational policies, admissions policies, athletics and other school-administrated programs.

CURRICULUM REVIEW AND TEXTBOOK SELECTION

Whittier Christian Schools is committed to providing an educational experience for your student that is both morally and technically excellent. We provide the highest quality personnel, texts, experiences, and equipment possible in order to help your student develop to his/her full potential.

A variety of publishers, both Christian and secular, is used in the various classes in an effort to provide students with the best texts that fit our school philosophy. Guided by the Standards and Curriculum review cycle of the California Department of Education, we regularly review and renew curriculum choices. Biblical integration is characteristic of the teaching of every subject.

ATTENDANCE

It is understood that faithful and regular attendance in school is crucial to a student's academic progress and achievement. Not only is consistent school attendance necessary for good scholarship, it is required by California state law.

You are able to check your student's attendance record at any time online through the Veracross system. After accessing the Internet, go to www.Veracross.com/wcs. A login screen will appear. Enter your Username and Password. On the Parent Home Page, under 'My Family', find the name of the student for whom you wish to review the attendance record. Click on that student's name. One of the options available on the screen that appears is 'Attendance'. Click on this word. On the screen that appears you will see information regarding Tardies (both Excused-E and Unexcused-U) and Absences (Abs).

The instructional program is designed to be a sequential, progressive experience for the student. Therefore, the failure of a student to attend class for anything other than excused reasons is discouraged. Students are expected to attend class and to be on time unless properly excused. A pattern of excessive tardies, irregular attendance, or unexcused absences can jeopardize a student's academics, promotion to the next grade level, and graduation.

Excused and Unexcused Absences - The failure of a student to attend school is considered an absence. An excused absence is one that is due to a personal illness; quarantine; death in the immediate family; medical, dental, mental health counseling, or eye appointment; court appearance; inclement weather; unexpected major traffic problem; or pre-approved time away. If your child comes down with a communicable disease, you need to notify the school immediately. A doctor's note is required to return to class. Communicable diseases include Measles, German Measles, Mumps, Whooping Cough, Scarlet Fever, Strep Throat, Chickenpox, Pinworms, Pneumonia, Skin Diseases (scabies, ringworm, impetigo).

Excessive Absences - Excessive absences have an impact on daily schoolwork and the completion of homework. This in turn can affect a student's academic grades due to missing, late, or incomplete work. Based on the importance of consistent attendance, the following imperatives have been implemented.

If a student accumulates nine (9) absences (excused or unexcused) during one school semester, the school Administrator may place the student on *Attendance Supervision*. A licensed medical practitioner must verify any additional absence of a student on Attendance Supervision. Eighteen (18) absences in a school year will jeopardize a student's promotion to the next level unless the student demonstrates that he or she has met the standards for that grade. In the case of a lengthy illness or other unusual circumstance, the Administration may modify the attendance requirement for that student.

Perfect Attendance - Students with no absences and no more than one unexcused tardy for the school year will qualify for perfect attendance. Students must attend at least ½ day of school to be counted present for that day. We recognize Perfect Attendance quarterly throughout the school year.

Reporting Absence and Returning to School - Any time a student is going to be absent from school, a parent or guardian needs to contact the office before or on the first day of the absence. When calling, give the name of the student and whether homework is being requested. Parents calling after 10:30 a.m. cannot be guaranteed to receive all homework assignments. Homework may be picked up at the front desk at the end of the school day.

In order to be cleared from an absence, the student must bring a written note to the office from the parent or guardian. The note must include the name of the student, the reason for the absence, and the date(s) of absence from school. The note needs to be brought to the office the first day the student returns back to school from the absence. Absences will be considered unexcused until a note from a parent or guardian is received by the School Office. A physician's note and/or a release for extended absences or some communicable illnesses may be necessary to re-admit a student into school.

Tardies - The school day begins at 8:00 a.m. and students should be with their class ready to begin the day's work at that time. We want students to learn personal responsibility and consideration of others in time and deed. **Tardies are unacceptable and disruptive.** If a student arrives after 8:05 a.m., he/she will need to obtain a tardy slip at the Front Desk before being admitted to class. Students arriving late must turn in assignments for any missed classes that day. The school reserves the right to determine excused and unexcused tardies. All tardies, both excused and unexcused, are recorded in the permanent record AND on the report card.

Tardies will impact your student's first academic subject grade. Tardy grades are given in the STUDY/WORK HABITS grades on the report card as follows:

- E = 0 tardies
- S+ = 1 tardy
- S = 2 or 3 tardies
- S- = 4 tardies
- N = 5 tardies
- U = 6 or more tardies

PARENTS, please help us provide a solid academic learning environment by refraining from scheduling doctor and dental appointments in the AM whenever possible. A significant amount of our core instructional time takes place during the morning sessions.

Excused Tardies – Excused tardies will be given for student illness, student medical/dental appointments, and death/funeral in the family, per the State Education Code. Notes are required for excused tardies.

Unexcused Tardies - Tardies due to sleeping in, waking late, putting gas in the car, lost car keys, running late, errands, phone calls, etc. will not be excused.

Dismissal - Student safety is of utmost concern at all times. Many measures are taken routinely to protect them. This includes releasing students from school or school activities only to someone listed on the emergency card unless there is written permission from a parent or guardian. We will not accept permission for student release by phone or fax.

Students need to be picked up promptly at the appropriate location. Students who have not been picked up within fifteen minutes after the end of school are checked in to Extended Day, a for-fee service. Those not picked up after athletic practices are also checked in to Extended Day.

Any parent or guardian who wishes a student to be allowed to walk off campus at the end of the school day without an adult present, may file written permission with the office. The names of these students are placed on the Walker List. At the end of the school day, students on this list sign out at the front desk and leave by the front doors. They are required to leave campus within fifteen minutes of school dismissal. Students who walk off campus are not allowed to return to school that day unless they are in the care of a responsible adult.

Leaving School before Dismissal - Whittier Christian School operates as a “closed campus”. Upon arriving at school, students are to remain on the school property until the appropriate dismissal time. A parent or guardian, or an adult approved in writing by the parent or guardian, must sign out any student who needs to leave the school before dismissal.

If a student becomes ill during the day, he or she must report to the school secretary. It is important to keep in mind that when any student registers a temperature of at least 100° and/or vomits while at school, the student is removed from contact with other students and a parent or guardian is called. In such cases arrangements must be made by the parent or guardian to pick up the student within 30 minutes of receiving the call from the school.

If staff determine that the student needs to leave, a parent or guardian, or an adult approved in writing by the parent or guardian, must sign the student out before leaving. In most cases, students who leave school before dismissal, including those who go home because of illness, are still required to turn in assignments before leaving. Failure to do so could result in a grade penalty or no credit being given for the late assignment.

BELL SCHEDULES

MONDAY-FRIDAY

Grade K 8:00 a.m.-1:45 p.m. (Tardy bell at 8:05 a.m.)

Grades 1-6 8:00 a.m.-2:45 p.m. (Tardy bell at 8:05 a.m.)

EARLY DISMISSAL

Grades K-6 11:30 a.m.

FINANCIAL POLICIES

Annually families sign a “Financial Commitment Form”, in which parents and other financially responsible parties agree to abide by the following policies.

Early Withdrawals - Parents must give a **written 30-day notice** to the school Principal when withdrawing students before the end of the school year. Beginning July 1st and throughout the school year, any family not giving a written 30-day notice to withdraw will be required to pay one month’s tuition (1/12th of the annual tuition) per child. Any outstanding balance must be paid in full by the student’s last day of school.

Past Due Accounts - Accounts not current by the end of any given month will constitute grounds for disenrollment. Accounts must be current before families will receive report cards and have online access to school information. WCS reserves the right to deny admission if there are unmet financial obligations to itself or to another school.

Non-Sufficient Funds and Late Fees - A service charge of \$40.00 will be added to your bill for each unpaid/returned tuition payment, whether it is automatic or manual. A \$40.00 late fee is charged to accounts not paid by the 5th of the month.

Check Processing Procedures - WCS now has check scanning and electronic fund transfer capabilities. When you provide a check as payment to WCS, you authorize us to either 1) use the check to make a one-time electronic fund transfer from your account to process the payment, OR 2) process the payment as a manual check transaction, as we have done previously. When we use the check to make an electronic funds transfer, funds may be withdrawn from your account on the same day we receive the check.

A returned check fee of \$40 is electronically debited from your account in the event that your electronic fund transfer (scanned check) is returned from your financial institution.

ACADEMIC INFORMATION – *Enthusiastic Scholars*

ABOUT AGENDAS...

The agenda is to be used by all WCS students in grades 2-6. Not all details will apply to all grade levels.

We have provided the agenda to:

- help students be better organized and to plan ahead.
- help with study skills.
- increase and facilitate communication between home and school.
- enhance personal communication between student and teacher.
- provide a sense of consistency from subject to subject.
- reinforce conduct and academic expectation.

Teachers will assist students as they track schoolwork and assignments, including short-term and long-term projects. Teachers also use agendas to write reminders and communicate with students and parents. Teachers monitor agendas daily to make sure that students are tracking class assignment and homework appropriately. If the agenda gets “lost,” you will be required to purchase a new one. Agendas will be checked and grades will factor into Study/Work Habits grades.

AGENDAS WILL BE CHECKED FOR THE FOLLOWING DAILY COMPONENTS:

1. They must be neat and legible.
2. Something must be written in **each** subject area box every day.
3. The assignment, page #'s if applicable, and the **due date** must be written.
4. "None" will be written if **no work was assigned or the class/subject was not held that day**. "None" does not mean that the assignment was finished in class. The assignment should still be written out and then be checked that it is finished.

A **parent/guardian signature** is required on a **daily** basis, making sure the assignments have been completed.

ACADEMIC STANDARDS

Plagiarism - Work that is plagiarized will receive a "0" (zero). Plagiarism is copying someone else's work, thoughts, or words without giving them credit. Eight (8) words or more belonging to someone else's work is plagiarism, whether used verbatim or even slightly rephrased. Read, think, analyze, re-word and make it your own.

All work must be done in the student's handwriting or typed by the student (per instructions from the teacher). **Work with adult handwriting will not be accepted.** The assignment will be given a 50% and it must be re-done. Any work that is not re-done will receive a "0" (zero).

Tests – Tests cannot be retaken for a higher grade.

Extra credit - Extra credit will not be available if regular work is not done. Extra credit will not raise grades when the regular daily assignments have not been done appropriately. Extra credit is not available in all subjects and is given at the teacher's discretion. When students have a problem and need some assistance, it is helpful to see the teacher or person who can best help. Teachers are generally available after school. Taking care of a problem early can prevent it from getting bigger.

Late Work - Work turned in when it is due will earn good grades. Late work will be given a lowered grade. The grade will be lowered one (1) letter grade for each day it is late based on the highest possible grade it earned.

For example:

If the assignment earns 100% (A+), and it is turned in one (1) day late, the highest possible grade given will be a B+.

If it is turned in two (2) days late, the highest possible grade will be a C+.

If it is turned in three (3) days late, the highest possible grade will be a D+.

If it is turned in on the fourth day (4) after it was due, the grade will be an F.

Remember, an F still earns some credit/points that will contribute to the overall grade. Failure to turn in anything at all for a given assignment, will receive a 0 (zero). Zeros are worth NO points at all.

Late work cannot be turned in after the close of a grading quarter for assignments due in that quarter.

HELPING YOUR CHILD

Here are some ways you as a parent can help your child succeed:

1. Pray for your child, your school, and your teachers.
2. Show genuine interest in what your child is learning. Supervise and encourage.

3. Praise your child each day for something he/she has done.
4. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day.
5. Provide a well-lit, ventilated, quiet study place.
6. Keep distractions to a minimum; no TV, phone, etc.
7. Set a study time and stick to it!
8. See that your child has an organized way of recording assignments and storing papers.
9. Plan for a break every 15 to 30 minutes, depending on the age of your child.
10. Confer with the teacher when specific help or clearer communication is needed.
11. Support your teachers and the Principal in your home. Communicate with the school before drawing conclusions.
12. Read the weekly classroom newsletter and refer to it for assignments and important dates.
13. Check Veracross frequently and let your student know you are on top of what is happening with his/her grades and missing work.
14. Check and sign your student's agenda as required by the teacher, making sure you see the completed assignments. DO NOT sign an agenda page that is blank or insufficiently complete. Your students should be writing something in every subject area.

GRADING SCALE

| | | |
|-----------------|---------------------------|-----------------------|
| A = 90-100% | Excellent quality of work | E = Excellent |
| B = 80-89% | Good, above average | S+ = Above Average |
| C = 70-79% | Average | S = Satisfactory |
| D = 60-69% | Below average | N = Needs Improvement |
| F = 59% & below | Failing | U = Unsatisfactory |

THREE (3) ACADEMIC AWARDS

The Principal's List will be awarded to those who earn **all A's** on their report card in any quarter in the seven core subjects without any N's or U's. Core subjects are Bible, Reading, Language, Spelling, Math, Science and Social Studies. **The Principal's List** is for students in 4th – 6th grade and uses the WCS standard grading scale (above).



Honor Roll will be awarded to those who earn **at least 4 A's and no C's, D's, or F's** on their report card in any quarter in the seven core subjects. They may not have any N's or U's. Core subjects are Bible, Reading, Language, Spelling, Math, Science and Social Studies. Honor Roll is for students in 4th – 6th grade and uses the WCS standard grading scale (above).

REPORT CARDS

Report cards are available four times a year. Grades can be tracked with weekly updates thru Veracross. Progress reports are available through Veracross approximately every 5 weeks (schedule based on school calendar). This will give students and parents a checkpoint for the remaining weeks of the quarter. Grades are updated regularly (at least once a week) on Veracross. Check with your child's teacher to find out what day of the week grades are updated.

Checking Grades - You are able to check your student's grades at any time through the Veracross system. Access the Internet and go to www.veracross.com/wcs. A login screen will appear. Enter your Username and Password. Find on the Parent Home Page, under 'Academic', the link for Report Cards. Click on this link and you will see how to review the Report Cards.

In addition, on the Parent Home Page, under 'My Family', you can click on the name of the student for whom you wish to review the grades. Click on that student's name. One of the options available on the screen that appears is 'Assignments'. Click on this word. On the screen that appears you will see information regarding your student's Assignments in each class. If you click on the word 'Class' at the top of the column, the Assignments will be sorted alphabetically according to Class.

Sports Eligibility - Grades of students participating in sports are checked every two weeks. To maintain eligibility for sports, a student must maintain a C average or higher in all core classes, have no Fs, and at least an S in citizenship.

When grades fall below this standard, the student and parent(s) or guardian(s) are notified and the student is given a week to bring grades back into compliance. If the grades are not brought into compliance by the end of this "grace" week, the student is placed on Athletic Probation. While on Athletic Probation the student is not allowed to practice or participate in athletic games or competitions. During this time the student is evaluated on a weekly basis until a satisfactory evaluation is achieved. The student is then considered for reinstatement to sports participation.

Promotion - Students are promoted to the next grade upon successful completion of the previous grade. Our goal is to help each student reach his/her full academic potential.

If a student's grades fall below the minimum WCS Academic Standard, there will be a conference or phone conversation with the parent/guardian. If necessary, depending on the grades, the student may be placed on Academic Probation. Teachers and/or the Principal may initiate the probation process. After communication with parents/guardians (either written or in person), the Principal will complete a "Probation Agreement" to be signed by parents/guardians, student, teacher, and Principal. This "agreement" says that you understand your child needs to bring these grades up over the course of the next grading period. If progress isn't made during the next period, a conference will be scheduled to find a solution to these academic issues. *If a student fails a subject area the last two quarters, he/she will not be promoted to the next grade without completing the requirements in the failed subject area.*

Completing or re-doing a failed semester of a subject is required and is done through an independent study/tutor arrangement during the summer or attendance in summer school. This will be arranged with one of the teaching staff and tutoring rates will apply. When this make-up process is properly completed, a supplementary report card will be generated and added to the "cum" file indicating satisfactory progress to pass, and your student will then be promoted to the next grade level.

If grades remain or drop below the **Minimum WCS Academic Standard** in the 4th quarter of the school year for 6th grade, the student may not be allowed to participate in graduation, and a notation will be included on the final report card indicating that satisfactory completion of the academic requirements for 6th grade was not accomplished. The above process for making up work from failed quarters applies to students who desire to enter 7th grade at WCS (at the discretion of the JH Principal).

Minimum WCS Academic Standard - (7 Core Subjects: Bible, Reading, Language, Spelling, Math, Science, and Social Studies)

1. Students must maintain a "C" semester grade in Bible to remain actively enrolled at WCS.

2. A student may not be promoted if he/she receives more than two D's, or one D and one F, on a report card for the core courses.
3. A student may be dismissed if "F" grades are not raised during the following quarter.

Bible Homework - Students will have Bible class work and homework, including a weekly Bible verse to memorize. Bible is part of our school coursework and we consider it a **core class** for report cards and Principal's List/Honor Roll participation. Choosing not to memorize weekly Bible verses is not an option at WCS. Repeated poor performance in Bible assignments or memorization work will be addressed with the same diligence as neglect for math, social studies or reading.

Standards for Math Work - It is WCS' standard and expectation that ALL students will show ALL work – which means showing ALL steps in the process of solving a problem, on ALL questions, on ALL assignments. This includes practice problems done in class. Because this is SO important in the process of learning proper calculation steps and because it assists staff in evaluating where students may be struggling or making errors, PAPERS WITHOUT WORK SHOWN WILL NOT BE ACCEPTED.

Long Term Assignments - Students should keep record of short-term and long-term assignments in the agenda. Some assignments are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of completing the assignment the day before it is due.

Homework - Study time at home is a necessary part of the educational process. Students are expected to spend some time in addition to class instruction to achieve satisfactory work. The amount of time devoted to homework each night will depend largely on how well they are organized, how well they use their time, and the amount of attention devoted to schoolwork.

General Time Guidelines (per night)

| | |
|-----------------------|-----------------|
| Kindergarten | - 20 minutes |
| 1 st grade | - 30 minutes |
| 2 nd grade | - 30-40 minutes |
| 3 rd grade | - 45 minutes |
| 4 th grade | - 45-60 minutes |
| 5 th grade | - 60-90 minutes |
| 6 th grade | - 60-90 minutes |

Make-up Work - If a student misses school due to an absence, he/she will be expected to take any tests that were due on the day of absence the day he/she returns. **For grades 3-6:** Any pre-announced assignments (i.e. book report, project, etc.) must be turned in by 8:00 AM on the day they are due, even if the student is absent.

For each day absent, your student will have an equivalent number of days to make up the work assigned during the absence. Students should get a "study buddy" in their class that they can call for missed assignments. Write this friend's name and phone number in the Agenda. It is the student's responsibility to ask the teacher for make-up work.

Students missing class for a school-related activity are responsible to get the assignment from the teacher and make sure it is turned in on time. Students attending a "reward" event are excused from any daily assignment given the day of the event. Tests given on that day are made up the day the student returns to school. Students attending an evening school event may get

permission from a teacher to turn in a homework assignment late without the grade being lowered.

Homework Requests - Homework requests can be made through the front desk. Parents calling after 10:30 am cannot be guaranteed to receive all homework assignments. If you are unable to pick up homework before 4:00 p.m., let the office know so that it can be left in Extended Day.

PAPER HEADINGS

1. Use regular 8 1/2 x 11 white notebook paper.
2. The paper should not be torn from the notebook.
3. The holes should be on the left side.
4. Blue or black ink only is to be used. Red and other colors are for correcting.
5. ONLY pencils may be used for math class.
6. A one-inch margin is to be left on all sides of the paper, including top and bottom.
7. To avoid doing work over, make sure it is done NEATLY.

| | |
|---|---|
| | Student Name & Number Subject & Page # Date |
| O | |

TEXTBOOKS

Textbooks are the property of Whittier Christian School and are *loaned* to students under the following conditions:

1. Books are to be used only by the student to whom they were issued, and not given to or exchanged with any other student.
2. Books are to be returned when requested, or at the time of withdrawal if the student leaves WCS before the end of the year.
3. If the book is damaged in excess of reasonable wear, or is lost, a charge for replacement will be added to your school bill.
4. **ALL BOOKS MUST BE COVERED AT ALL TIMES.** Teachers will provide instructions for this.
5. Clearance/payment for lost or damaged books is done in the office.

RETRIEVING ITEMS IN THE CLASSROOMS

Students may not enter the classrooms before school. They are to remain on the playground until the teacher comes to get them when the bell rings. Students will not return to the classroom **after 3:00 pm** for forgotten books, homework, jackets, etc. If something is left in the classroom, check with the office to see if the teacher is available.

HALL PASSES

Students must have a hall pass or be in the company of a staff person any time they are out of class during class time. This includes going to and from Library, Computers, PE, Music,

Extended Day, Lunch, or After School Detention. Hall passes are required if they leave the playground to come to the office (except in emergencies, of course!)

FIELD TRIPS

All grade level classes take field trips during the school year for the purpose of educational enrichment. Students will be able to participate **ONLY** with a signed permission release on their emergency card.

Some of the places that we go for field trips limit the number of adults that may attend. If parents wish to participate, they'll be given a list of trip guidelines from the teacher. Departures, students' assignments, etc., are at the discretion of the teacher. Parents will be responsible to pay any entry or trip costs for themselves unless otherwise informed. Be sure to check with the teacher in advance. **Siblings (brothers or sisters) are not permitted to go on WCS field trips. All students are required to ride the bus to and from field trips.**

Criminal Background Checks for Volunteers - All adult volunteers who will be interacting with students in any way are required to have a background check using the California LiveScan system. This is the same procedure used in the hiring process of any WCS staff member.

LiveScan fingerprinting can be completed either through the local police department or by using an on-campus mobile LiveScan service. The cost of fingerprint scanning/rolling is paid by the adult volunteer and ranges from \$15 to \$25 depending on the location the volunteer chooses. The adult volunteer also reimburses the school for the \$47 clearance fee charged by the California Department of Justice. This only needs to be done once and is good for the entire time your child(ren) is a student at WCS.

BUS REGULATIONS

School field trips involve riding a bus and we expect all students to behave in an exemplary manner on the bus. Inappropriate behavior is unacceptable and could cause an accident. Every student should know these rules and follow them.



1. Except in emergencies, the bus will only be boarded and exited from the front door in an orderly fashion.
2. Passengers shall stay seated facing forward while the bus is moving.
3. All objects and parts of the body are to remain inside the bus at all times.
4. Since it is distracting to the bus driver and is unsafe, do not shout, whistle, or talk in a loud voice.
5. Be respectful of the condition of the bus by not littering, writing on the surface, or scratching the paint.
6. In order to help keep the bus clean and safe, eating food, chewing gum, or drinking beverages is not permitted by students or chaperones.
7. Shoes are not allowed on the seats.
8. Passengers shall at all times recognize the authority of the bus driver.

SOCIAL INFORMATION – *Responsible Citizens*

CLASSROOM and SCHOOL DISCIPLINE PLAN

One way we structure our discipline program is by making *students* responsible and accountable for their own behavior choices. Check out what the Bible says about these issues too. We want to help our students understand that choices bring either benefits or consequences.

Our first choice is to reward and recognize great behavior and great choices. However, when a student chooses to disregard stated rules or expectations, privileges will be lost and there will be consequences. The student and teacher will discuss what needs to be done to regain privileges. Parents will be notified of inappropriate choices and corrective actions in most situations.

WCS SCHOOL DISCIPLINE PLAN

“The key to success is doing your best!”

PHILOSOPHY

The purpose of having a standard of conduct and discipline is to promote self-direction, self-control, understanding of choices and consequences, and respect for others. This is accomplished through consistency and fairness, communicated one-on-one and through classroom rules for conduct.

We use discipline to ensure the rights of each student to attend school in a safe, positive, and productive learning environment. Our discipline philosophy and practice is based on the Word of God. The goal of all discipline is to develop patterns, habits, and choices, which results in behavior that is pleasing to God.

Our expectations for behavior are designed to help train your child to be a young man or woman who is courteous, respectful, honorable, and has good judgment. This helps to make school a place where staff and students focus on learning and teaching, instead of correcting poor behavior.

Whittier Christian School Rules

RESPECT

Respect yourself and the rights of others at all times through actions and words.

- Students are expected to be supportive of each other and respect the opinion of others. No “put downs.”
- All students will be expected to respond to adults with a “Yes, Ma’am” or “Yes, Sir,” or “No, Ma’am” or “No, Sir.” Students will be reminded on a consistent basis to develop this habit and expectation of courtesy, to adults, and to other students.
- Students are expected to treat faculty, staff, and peers with respect and courtesy.
 - No talking or blurting out while a teacher or peer is sharing information.
 - No rude or abusive language to staff or peers.
 - No obscene, profane or vulgar language or gestures.
 - Permission is needed to get out of your seat or talk during class.

ORDER

Conduct yourself in an orderly manner.

- Students are expected to move from one transition area to another in an orderly manner without talking. All hallways are designated as no talking areas.
- All students, faculty, and staff are expected to walk on the right side of the hall in a single file line at all times.
- Students are expected to conduct themselves in an orderly manner during lunch.

SAFETY

Conduct yourself in a safe manner at all times.

- Students are expected to keep hands, feet, and objects to themselves.
- Students are expected to walk in the hallways in a safe and orderly manner. There is no running or pushing. Running is for outside.
- During recess students are expected to conduct themselves in a safe manner and observe the proper use of all equipment.
 - There is no standing on top of equipment, jumping out of swings, or walking up the slide.
 - Students are expected to stay within the boundaries of the playground.
- There is no running in the lunch table area.
- Students are expected to settle differences through non-violent means. Fighting or the willful engagement by two or more students in a verbal or physical altercation is prohibited.
- Students are expected to treat each other with respect and to avoid actions that may be identified as harassment such as threatening, provoking, or intimidating another student.
- Students are expected to be in class and remain on school grounds, unless excused by the adult in charge.

PROPERTY

Care for your property as well as the property of others.

- Students are expected to keep the school building, school grounds, classroom and individual work area neat and clean.
 - No gum on campus or any school related activity.
- Students are expected to leave unauthorized materials at home.
 - This would include, but is not limited to the following: hats, visors, toys, any type of collectable cards or figurines, cell phones, or other electronic equipment.
- The destruction or theft of another person's personal property is prohibited.
- Students are expected to treat school property with responsible care and use.

ON TASK

Listen and follow directions the first time they are given to remain on task.

- Students are expected to complete all assignments to ensure that they are prepared for the next school day.
- Be on time to classes and prepared to learn (with books and supplies ready).
- Students are expected to have the materials that are needed to complete assignments and be prepared for the school day.
 - Tennis shoes and appropriate clothing are required for PE.
- Students are expected to return signed papers, daily or weekly reports, progress reports, report cards, or other needed forms as required.
- Students are expected to have their water and restroom breaks at the designated times, recess and lunch breaks.
 - Points will only be deducted if a student is using the restroom as an excuse to miss class.

All minor concerns on the above discipline plan are considered to be Level I offenses and will be handled on the spot, in class, on the playground or other areas of the school by the staff person in charge. Examples of possible interventions: verbal reprimands, redirecting behavior, rule clarification.

The Principal may intervene when Level I offenses are repeated too often or when the students' behavior has escalated. A Level II offense includes behaviors such as harassment, severe disrespect, dangerous or illegal behavior, stealing or fighting and will result in a visit to the principal and the loss of 5 points for the day. A discipline report will be sent to parents following every office visit. After School Detentions may be assigned for more serious offenses. The cost of each After School Detention is \$5.00. The time of the After School Detention is 3:00 pm to 4:00 pm.

Probation - Probation may be used to affect a change in a variety of circumstances, either *academic* or *behavioral*. New and continuing students may be placed on probation based on low grades, poor behavior, or based on entrance assessment scores.

The teacher and/or the Principal may initiate the probation process. After communication with parents/guardians (either written or in person), the Principal will complete a "Probation Agreement" to be signed by parents/guardian, the student, the teacher and the Principal.

Inappropriate Behavior Choices - The following student actions are serious infractions of school rules and standards. These actions may lead to an After School Detention and/or a suspension or expulsion.

- Profanity/Vulgarity/Using the Lord's name in vain, whether spoken or written
- Lying
- Willful defiance/ Disrespect of staff
- Stealing
- Fighting
- Cheating/Forgery/Blatant plagiarism
- Threatening other students
- Vandalism to school or student property
- Severely disrupting school activities
- Causing injury or harm to another student
- Repeated refusal to complete schoolwork

Bringing guns, knives, or other dangerous objects to school or school activities (could result in expulsion as per CA Ed code.)

Rewards and Consequences

Point System

- Students earn 10 points per day.
- Each offense from the school wide discipline plan will result in a loss of 1 point.
- Each missing homework assignment/signed paper will result in a loss of 2 points.
- At the end of each day a student's points balance will determine what color level they have earned.
- Each classroom teacher will determine additional rewards and consequences.

Color levels will determine a student's rewards or consequences for the next day.

| | | <u>Rewards</u> | <u>Consequences</u> |
|---------------|-----------|-----------------------|---|
| Green | 8-10 pts. | AM and lunch Recess | None |
| Yellow | 5-7 pts. | AM Recess | Lunch detention |
| Red | 1-4 pts. | None | Walk laps at AM recess Lunch detention and/or Clean lunch area |

Exemplary Behavior

Students who earn the following number of points for good behavior during a quarter will receive special recognition at an awards assembly at the end of the quarter:

| | | | | | |
|-----------|---------|------------|-----------|---------|------------|
| Quarter 1 | 48 days | 450 points | Quarter 3 | 42 days | 394 points |
| Quarter 2 | 41 days | 384 points | Quarter 4 | 43 days | 403 points |

SAFETY

Security – Whittier Christian School is on a closed campus. Due to security concerns for our students, campus gates and school entry doors are locked shortly after the start of the school day. At that time, campus entrance is restricted to the School Office. Parents or guests visiting the campus during school hours must sign in and obtain a guest tag that is worn while on the school campus.

Inspections and Drills – The campus is regularly inspected for health and safety compliance by the Fire Department and Department of Health, as required by law. In addition, we conduct regular fire, earthquake, and lockdown drills. A stock of emergency supplies is maintained on site.

Supervision of Students and Child Abuse Reporting – Staff is responsible for supervision of students during classes as well as during break, recreational activities and lunch. Staff members are trained in safe procedures, rules, and first aid. In accordance with state law, every WCS staff member is mandated to report suspected child abuse or neglect to appropriate government authorities right away. All such suspicions are reported to the Principal immediately.

Driving Courtesy - In order to maintain a safe environment for all students, cooperation is needed from everyone during drop off and/or pick up times.

1. All students should be dropped off and picked up in the designated areas. The DROP ZONE CAR LINE is the appropriate place to let students out of the car. If parents wish to accompany their child onto the school grounds, they may find parking on nearby streets and use the crosswalk to cross the street and enter the walking gate on Milton. Do not cross in the middle of the street. Police can cite you for jay walking. That's illegal and it's dangerous.
2. Do not stop to have your child get out of your car until you have **driven to the end** of the DROP ZONE CAR LINE behind the car ahead of you. **NO DOUBLE PARKING** or parking/dropping off in RED ZONES. *That's illegal, too!*

Please be patient and courteous. Our goal is safety for all our students. **Please refrain from cell phone use until away from school area to ensure student safety.**

MEDICAL SAFEGUARDS

Communicable Diseases - Please notify the School Office immediately if your student is diagnosed with any of the following conditions: Flu, Measles, German Measles, Mumps, Whooping Cough, Scarlet Fever, Strep Throat, Chickenpox, Pinworms, Pneumonia, Salmonella, Scabies, Ringworm, and Impetigo. Written consent from either a physician or the Health Department is required before a student is re-admitted to school following any of the listed conditions. When notice is received that any student in the school has been diagnosed with one of the listed conditions, the school will notify the parents of all students.

Immunizations - “No shots – No School” is now in effect statewide in California. All students must have current immunizations in order to enroll in any WCS school. This includes a

TB/Mantoux test and immunizations as required by the California Department of Health Services. Immunization against Polio, Diphtheria, Pertussis, Tetanus, Measles, Mumps, Rubella, Hepatitis B, Chickenpox, HIB and HIBV are required before attendance in any school in California.

Information regarding all immunizations the student has received, including month and year each immunization was administered, is required. Immunizations must be recorded on the certificate of immunization form (yellow card) supplied by the California Department of Health Services. All children over 18 months of age must have a TB/Mantoux test within 12 months prior to enrollment in school. Parents must bring a copy of the student's up-to-date yellow immunization form and Health Status Form prior to the student's first day in school. **Students are not permitted to begin school without all the required items.**

TELEPHONE / CELL PHONES

Elementary students MAY NOT have cell phones or other electronic devices on campus during school or in use during school-related activities such as games or practices (this includes ipods, video games, PSP, DS, etc.). Students who bring these to school will have them held in the office, and parents will need to come to retrieve them.

The office phone is for emergency use. Using the phone to arrange a ride (unless a schedule has changed), or calling for P.E. clothes or forgotten homework is not considered an emergency. **We're working hard to help students become responsible to bring items to school and plan ahead.** Of course, should a schedule change unexpectedly, students will be able to contact parents. Teachers will give permission and a hall pass to come to the office to make a phone call. Parents, only *emergency* phone messages will be delivered to the students in class.

SALUTES/PLEDGES

We salute the American flag, the Christian flag, and the Bible each morning at the start of school. We have all-school announcements, salutes and prayer on Monday mornings on the playground at 8:00 a.m. (On Mondays, students arriving after 8 a.m. should proceed to their class line *quietly*. Students arriving after 8:05 a.m. should proceed to their line and will be marked tardy.)

We salute the American flag because we love the free country God has given us. The flag is a symbol to remind us of our great nation and of our responsibility to be good citizens. The Bible teaches that we should respect our country and its leaders.

Salute to the American Flag

*I pledge allegiance to the flag of the United States of America
and to the Republic for which it stands,
One nation under God, indivisible, with liberty and justice for all.*

We salute the Christian flag because we love Jesus. He is our Lord and Savior. The Christian flag is a symbol that reminds us of the Heaven that God has prepared for those who love Him. It helps us remember what Jesus did to make a way for us to go to Heaven to be with Him.

Salute to the Christian Flag

*I pledge allegiance to the Christian flag and to the Savior for which it stands.
One Savior, crucified, risen, and coming again with life and liberty for all who believe.*

We salute the Bible as a reminder that God wants us to follow what He says in His Word.

Salute to the Bible

I pledge allegiance to the Bible, God's Holy Word.

I will make it a lamp unto my feet and a light unto my path.

I will hide its words in my heart that I might not sin against God.

FOOD SERVICES

Students eat lunch during supervised periods in designated areas. All lunch containers should be plainly marked with the student's name. **No glass containers, please.** Keep in mind that it is not possible to warm lunch items for students.

Students do best when they eat a balanced lunch that includes the following items: vegetables and fruits, breads/ grains (e.g., pasta, crackers), meat or other protein (e.g., cheese, eggs, peanut butter), and a beverage such as milk, water, or 100% fruit juice. Do not send chocolate, soda, gum, donuts, or candy for lunch or snack. Nutritional snacks are best.

Students may purchase a balanced, hot lunch. The catering company, "Hot Off the Grill", publishes menus, prices, and schedules. Students who forget their lunch are provided an emergency lunch for which the family is charged. Other lunch items may be purchased each day. Snacks also are available for purchase at Break. Breakfast items are available for purchase before school. Many students bring snacks and/or lunches from home.

If you deliver a lunch for your child after the school day begins, please leave it at the front desk. The teacher will be notified and will send your child to get it at a time that is convenient for the classroom schedule. No student will go without lunch. If you cannot bring your child a lunch, "Hot Off the Grill" will provide your child with an emergency lunch and bill you the appropriate charge.

NO GUM

Gum is not allowed at school, on field trips, or at any school activity. Gum creates sticky situations that must be cleaned up. No one enjoys sitting in or stepping on gum.

SCHOOL DRESS CODE

The dress code of WCS is designed to foster a climate of good discipline and academic performance for all students regardless of economic status. We want students to learn appropriateness, modesty, moderation, safety, and Christian testimony in the way they dress. School administration makes the final decision regarding issues of clothing. We expect your support and your cooperation in this area.

Uniform pants, shorts, and skorts may be purchased at any store you choose, but you must purchase the specific styles designated by WCS (see style numbers on KWD's price list). For convenience, you can also purchase them at KWD along with your shirts and jackets/sweatshirts.

KWD Uniform Co. is the only uniform supplier for logo items (polos and outer wear) and Hawaiian Shirt (RED PRINT ONLY for elementary students).

1. Shorts and long pants for boys and girls (khaki, black)
2. Pleated-front skort for girls (khaki, black)
3. Black and red plaid jumper for girls

4. Short sleeve logo polo shirts for boys and girls (red, black and white – shirts purchased in prior years may also be worn)
5. Long sleeve logo polo shirts for boys and girls
6. Hooded and crew neck navy logo sweatshirts for boys and girls
7. Two styles of navy logo sweaters for boys and girls
8. Hooded rain repellent logo jacket for boys and girls
9. White turtleneck shirts may be worn under uniform shirt.
10. RED Hawaiian print shirt (available only through KWD).

Note: Jackets and shirts will have the WCS logo embroidered on them.

DRESS CODE STANDARD FOR UNIFORM AND NON-UNIFORM DRESS DAYS:

GIRLS

1. Shoes and socks are to be worn at all times. No open sandals, backless or high-heeled shoes, or Doc Martin styled boots.
2. Girls may not wear make-up, except for clear lip-gloss. Hair must be a natural color.
3. Earrings should be stud style – one earring per ear. A simple necklace and/or bracelet may be worn. No extremes.
4. The hem of shorts must be no shorter than the fingertips when arms are at sides. No bike shorts, warm up pants, sweat pants or oversized pants.
5. Shoulder straps on shirts must be at least 2 inches wide. No bare midriffs.
6. Belts are required for students in grades 2-6. They are optional for K and 1st graders. 1st graders will be required to wear belts in the 4th quarter as training for 2nd grade.
7. Shirts must be tucked in. This includes P.E. shirts for 5th and 6th graders.
8. Hats may not be worn to school except on announced days.
9. Tattoos and body piercing are not acceptable.
10. Appropriate T-shirts are acceptable on Casual Dress Days. Camouflage attire is only acceptable on announced special dress days.
11. **Only this year's theme T-shirts may be worn on Fridays and Field Trips. No other T-shirts are acceptable for uniform days.**

BOYS

1. Shoes and socks are to be worn at all times. No “Doc Martin” style or army style boots.
2. Neat haircuts are required. No extremes. Hair should not be past the top of your ears, not be below the top of your eyebrows, nor touch your shirt collar. Hair must be a natural color.
3. Belts are required for students in grades 2-6. They are optional for K and 1st graders. 1st graders will be required to wear belts in the 4th quarter as training for 2nd grade.
4. Shirts must be tucked in. This includes P.E. shirts for 5th and 6th graders.
5. Earrings may not be worn to school.
6. Tattoos and body piercing are not acceptable.
7. Hats may not be worn to school except on announced days.
8. Shorts should not be baggy or longer than the bottom of the knee. No bike shorts, warm up pants, sweat pants or oversized pants.
9. No white T-shirts.
10. Appropriate T-shirts are acceptable on Casual Dress Days. Camouflage attire is only acceptable on announced special dress days.
11. **Only this year's theme T-shirts may be worn on Fridays and Field Trips. No other T-shirts are acceptable for uniform days.**

RESTROOMS

Restrooms are to be used for their intended purposes. Loitering in the restrooms causes problems for classmates who wish to use restrooms. Restrooms are checked throughout the day for neatness and damage. **Recess and lunch are the appropriate time to use restrooms. ADULTS MAY NOT USE STUDENT RESTROOMS. Students may not use the office (adult) restrooms unless instructed by staff.**

PLAYGROUND CONDUCT EXPECTATIONS

1. Students should play in designated areas only.
2. No food or beverage containers are permitted on the playground. Food (including snacks and beverages) must be consumed while seated at the tables.
3. No rocks, sticks or foreign matter should be thrown.
4. Toys should not be brought to school without the teacher's permission (example: show and tell; special activity) and should then be left in the classroom until dismissal. Toys used in Extended Day must be left in Extended Day.
5. No one is permitted to climb on or over the fences.
6. Basketballs and volleyballs should not be kicked. No ball should ever be thrown directly at another student (no pegging).
7. Jump ropes should never be whipped, thrown, or used to tie around someone.
8. Tackle games are not permitted.
9. Only one person is allowed on a swing at a time. Swing straight: no twisting, "bailing out," standing on swings, or other horseplay. You can "count someone off" with a 25 count once they get up to a full swing.
10. Only one person on the slide at a time. Slide down correctly and move away from slide upon landing to avoid injury.
11. Games are open to everyone except where team numbers are limited, i.e., team games of basketball.
12. Do not pull up grass, pull on tree limbs or jump on sprinkler heads in planters or in the field.
13. Students are liable for lost or damaged equipment.
14. Balls should only be thrown against the playground walls designed for this.
15. Do not bounce balls in the hallways.
16. The playground is for the students' enjoyment. A proper attitude of sharing and cooperation will allow everyone to have a good time. Uncooperative students will sit out for part of the recess.
17. Cooperation and courtesy rules apply to staff at recess and lunchtime as well as classroom time.
18. Freeze and kneel when the bell rings or a whistle is blown. Listen for instructions. Line up quickly when told to do so.

SPIRITUAL GROWTH INFORMATION – *Passionate Disciples*

BEHAVIOR FOR ASSEMBLIES AND CHAPEL

Chapel – It is our greatest desire that all students make a personal decision to trust Christ. In keeping with this hope, Whittier Christian is dedicated to making weekly chapel a meaningful experience. The availability, benefits, and demands of the gospel are presented in many different ways so that every student may be reached. In addition, it is our intention to offer support and guidance for students to grow in the faith and discipleship of our Lord, Jesus Christ. Each assembly or chapel has a purpose that requires your attention and appropriate behavior.

Here are our expectations:

- 1) Enter and exit in an orderly manner.
- 2) Sit in assigned areas.

- 3) Listen for instructions and respond quickly and appropriately.
- 4) Give your attention to the teacher or special speaker.
- 5) Remember that it is not appropriate behavior to boo or whistle.

CONDUCT BECOMING OR UNBECOMING

A student's life, language, relationships, and conduct are all part of his/her testimony and an evidence of his/her true character. Appropriate choices in these areas reflect the inner person. The teachers and staff at WCS want to do whatever we can to help students become someone to be proud of. Friends should be chosen carefully. Behavior or conversations that are inappropriate should be avoided. If inappropriate behaviors, conversations or language is occurring, students need to inform an adult. We cannot address what we do not know about.

Making WCS a great school with strong standards is a team effort – school, student, and home.



In 1929, the ministry of Calvary Baptist Church began. As the ministry grew, a Christian school was formed, and in 1947, Whittier Christian Schools began with 53 students. Calvary has an active, on-going ministry reaching families from a number of local communities, including the families of our students at WCS.

Mission

Our Mission is to help people find intimacy with God, so that they will become fully devoted followers of Christ, living transformed lives, and impacting the community for good.

Sundays at Calvary

9:00 a.m.

Discovery Hour

A Bible study class for adults and a class for youth

Children's Sunday School

A special time of learning the Bible at an age-appropriate level

Nursery – Newborns to Potty Trained

10:30 a.m.

Sunday Worship Service

Children's Church – Kindergarten thru 6th grade

Sunday School – Potty Trained thru Kindergarten

Nursery – Newborns to Potty Trained

Weekdays at Calvary

5:15 through 6:15 p.m.

Calvary Café

Bring the whole family for dinner before the evening programs.

6:15 through 7:45

AWANA

This is a great time for K through 6th grade students to learn the Bible in an interesting and relevant way that is geared toward their age group. This time also includes activities and/or crafts associated to the lesson being taught which allows your child to bring the lesson to life and fellowship with other students.

Youth Ministry (Jr. High – High School) (6:15 through 7:45pm)

This is a Bible Study for youth that encourages worship, fun activities, and opportunity to process what is learned in a small group with peers and mentors.

Growth Groups

Here at Calvary we believe that every Follower of Jesus needs spiritual buddies that encourage and help each other with a vibrant walk with Jesus. These groups meet throughout the week including Wednesday nights and process sermon based lessons, develop Christ Centered friendships.

Calvary Baptist Church, 6548 S. Newlin Avenue, Whittier, CA 90601, (562) 698-8058

CalvaryWhittier.org

Dr. John Ploog, Sr. Pastor

Rev. Israel Gomez, Pastor to Students and Family

Dennis Mohler, Pastor of Administration

Whittier Christian Parent Pledge

As a parent/guardian of a Whittier Christian student, I will:

1. Provide a positive support for the goals, philosophy, and program of the school.
2. Assist my child in achieving the required academic standards.
3. Model, support, and encourage reading for information and enjoyment.
4. Be responsible with my child for reading the Whittier Christian Parent Handbook and abiding by all Whittier Christian policies and procedures concerning academics and behavior.
5. Be responsible for my child's *regular* attendance, and *prompt* arrival and pick up each day.
6. Know and enforce the Whittier Christian Homework Policy and provide conditions at home conducive to study.
7. Support and reinforce the Whittier Christian Discipline Policy and Dress Code.
8. Participate in conferences with school personnel and support mutually agreed-upon decisions.
9. Support my child's classroom and school site by providing help through Whittier Christian volunteer activities.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

Guardian's Signature _____ Date _____

Whittier Christian Student Pledge

As a student of Whittier Christian, I will:

1. Follow all the rules in the Whittier Christian Parent-Student Handbook
2. Show respect to all students, teachers, administrators, staff members, and parent or community volunteers.
3. Do my best school work and homework by finishing all assignments neatly, accurately and on time.
4. Follow the Whittier Christian Discipline Policy and Dress Code.
5. Attend school unless ill or excused and arrive on time.
6. Make up assigned work missed during absences.
7. Help make the classroom a good place for everyone to learn.
8. Commit to becoming a student of good character and making positive choices.

Student's Signature _____ Date _____

PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER ON THE FIRST DAY OF SCHOOL, TUESDAY, SEPTEMBER 1, 2009.

If you have more than one child, please fill out a form for each child.