

WESTBROOK CHRISTIAN SCHOOL
100 Westminster Drive
Rainbow City, AL 35906
(256) 442-7457
www.westbrookchristian.org

FOREWARD

Thank you for the special trust you have placed in Westbrook Christian School. Our goal is to provide the very best education possible in a Christian environment in order that our students may grow to their fullest potential intellectually, physically, and spiritually.

In a world filled with so much uncertainty, it is important that our young people understand that God has established absolute standards of character and conduct in the Scriptures; and, it is through obedience to these scriptural standards that each may reach his or her fullest potential.

This handbook has been prepared with the conviction that ***“all things should be done decently and in order” (I Corinthians 14:40)***. Consistency in the application of rules and in discipline is critical to the maintenance of decency and order in the school setting.

With this in mind, we ask that both students and parents read this handbook carefully and discuss it together. These are not suggestions, but policy we will operate under. We expect every parent, student and teacher to endorse the handbook, and to agree to abide by the guidelines set forth herein. This endorsement should be made on the form found on the last page. *This document must be signed and on file in the office on or before the first official day of school in order for a student to be admitted.*

BOARD OF DIRECTORS

Mr. John Croyle, Chairman

Mr. William Leach

Mr. Hank Appleton

Mr. Eddie Weaver

Mr. Bob Guyton

Dr. Alberto Echeverri

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**WESTBROOK CHRISTIAN SCHOOL
IMPORTANT DATES 2010-2011**

August 10 & 11 – Teacher Inservice

August 12 – First Day of School

August 19 – PTF Meeting (Meet teachers in classrooms) – 6:00 p.m.

September 6 – Labor Day (No School)

October 1 - Homecoming

October 25 – Fall Break (No School)

November 12 – Veteran’s Day (No School)

November 22-26 – Thanksgiving Break (No School)

December 15 & 16 – First Semester final exams for 7th-12th grades

December 17 – Dismiss at 12:00 for Christmas Holidays

December 20-January 2 – Christmas Holidays

January 3 – Return to school. Second semester begins.

January 13 - PTF Meeting – 7:00 (Meet 7th-12th grade teachers in classrooms.)

January 17 – Martin Luther King Day (No School)

February 21 – President’s Day (No School)

March 14-18 – Spring Break (No School)

April 22– Good Friday (No School)

May 2-6 – SATs for 5K-10th grade

May 13 – Senior Chapel

May 17 – Honors Day

May 23 –Sixth Grade Graduation – 10:00 a.m.

May 24 – 5K Graduation – 9:00 a.m.

Senior Graduation - 7:00 p.m.

May 25 & 26 – Second Semester final exams for 7th-12th grades

May 26 – Last day for all students.

May 23-26 – All students will dismiss at noon.

Westbrook Christian School Educational Philosophy

Westbrook Christian School uses the Christian school environment to meet the needs of the whole child – academically, spiritually, emotionally, creatively, and physically. We believe this atmosphere is the best way to evaluate, formulate, and implement the educational base to the students’ goals, desires, achievements and aspirations equipping the students to “face life.”

Our Vision

Learning Aimed at Excellence - Maximizing Potential - Training Warriors for Christ!

Our Mission

Westbrook Christian School exists to provide each student with sound academic training in a solid Christian environment. The goal of Westbrook is to prepare every child to reach his or her full potential academically and spiritually. Students are exposed to the source of all knowledge and truth through a Christ-centered curriculum as well as times of inspiration and encouragement. This will enable our students to be a continual source of significant and positive influence for Jesus Christ as each student continues his or her journey toward adulthood.

Beliefs

We believe:

- God is the sovereign active Lord over all reality and the creator of the universe.
- God is the source of all truth.
- The Bible is the inspired, inerrant word of God and is our supreme and final authority.
- Man is sinful by nature and in need of redemption.
- Jesus Christ is the only way to salvation.
- Prayer strengthens the relationship with God.
- Each student is a unique creation with individual gifts that can be developed and maximized to fulfill God’s plan for each life.
- Every teacher should be a born-again believer.
- The curriculum should have, as its basis, a Biblical world view.
- Students should be provided a variety of instructional strategies to maximize their God-given potential.
- Students learn most effectively in a safe environment.
- Students should take personal responsibility for their behavior and personal integrity.
- The school/parent relationship is important in providing a team approach to education, while understanding that the parents are ultimately responsible for their child(ren).
- Commitment to continuous school improvement is imperative.

ADMINISTRATIVE POLICIES

ADMISSIONS AND ENROLLMENT

Westbrook Christian School does not discriminate on the basis of race, color, gender, or national and ethnic origin in its admission, educational or athletic policies. Students must score on grade level and complete the application process to be eligible for enrollment. The School does not provide enrollment to students whose special educational, emotional, or physical needs cannot be met by our existing programs, services, or staff.

Age Requirements for Enrollment

Westbrook Christian School will follow Alabama State Department of Education age requirements. Students entering Kindergarten MUST be five years old on or before September 1st, of the current school year. Likewise this date is followed for three and four year olds. The exact date of birth will be determined from an official and valid birth certificate.

Westbrook offers Priority Enrollment for presently enrolled students, provided the privilege is exercised within the Priority Enrollment period (March 25th).

New students who are siblings of existing students will not be allowed to enroll until Open Enrollment (March 28).

New student enrollment will be prioritized based on the following criteria:

1. Families who are enrolling all of their children
2. Students who have completed the admissions procedure and met all of the requirements for enrollment

Admission to WCS will be based on the following criteria:

1. The parent or guardian of a student enrolling in WCS must embrace a Christ-centered education for his/her child. Parents or guardians of all students enrolling or re-enrolling in WCS are expected to read school policy and sign a statement agreeing to support and aid in enforcement of policies.
2. A completed application form with SATs and a copy of the most recent report card attached must be returned to the school 24 hours prior to an interview with administrators.

3. An administrator must conduct an interview with the parents or guardians. The administrator will report to the *Admissions Committee after the interview.
4. A tuition contract must be signed and returned with a non-refundable registration fee and tuition deposit before the admissions process can continue. (This deposit will be returned only if the student is not accepted.)
5. WCS requires placement testing to determine the admissibility of student applicants. However, the administration may waive this procedure on discretion.
6. All health, registration, and financial forms must be completed and returned before the admission can be completed.
7. Preschoolers must be completely potty-trained.

The Blue Immunization form must be received before a student may enroll in school.
8. Transfer students must be in good standing with former school.

The Admissions Committee membership varies according to the age of the student. This committee will use the test results, any transfer grades, and interview information to determine acceptance. The Board of Directors will have the final word regarding admission to WCS.

Acceptance of New Students

Parents will be notified concerning the outcome of the enrollment process when the admissions procedure has been completed. Parent(s) will receive a letter of:

- (1) acceptance; (2) acceptance on probation; or (3) non-acceptance. Students may be placed on a waiting list, depending on space availability.

SCHOOL HOURS

Three Year Kindergarten 8:00-12:00

Four Year Kindergarten 8:00-12:00

Five Year Kindergarten 8:00-2:30

(5K will dismiss at 12:00 noon for the first two weeks of school)

If you have special scheduling needs in 3K or 4K, please see the Preschool Director.

Students are not to arrive before 7:30 a.m. nor remain after kindergarten is dismissed unless the student is enrolled in the daycare program.

VISITING

All visitors must enter through the front door.

Parents and interested friends are welcome to visit our classes by making arrangements through the school office in advance. *Whether visiting the classroom, eating lunch or assisting school staff, **all visitors** must check in through the school office first.* A visitor's pass will be issued, which is to be worn during the entire visit. *Visitors without the appropriate sticker will be sent to the office to check in.*

Parents are also invited to attend our chapel services.

Students may not receive student visitors from other schools during the school day. Exceptions may be granted for out of town relatives.

Forgotten homework, books, lunches, etc. should be left in the office to be delivered by school personnel.

Parents are not allowed to stop by the classroom during school hours without permission from the school office.

DIVORCED/CUSTODIAL PARENTS – Special Instructions

The school has every intention to do what is in the best interest of the child, therefore, specific instructions are necessary for handling situations with students whose parents have gone through a divorce. Parents are responsible for providing the school with a copy of the divorce decree or order. The decree states which parent has primary custody or sole custody in some cases, as well as the specific times agreed upon for visitation. The school will abide by the stipulations set forth in the divorce decree. To ensure this, it is the parents' responsibility to inform the school of any changes to the divorce decree by providing a copy of the same, as well as any additional information in writing, signed, and dated. No consideration will be given to such changes without written proof.

In addition to the copy of the divorce decree, the primary custodian will be asked to provide the school with a list of persons to whom they will allow their child to be released, as well as any persons to contact in case of an emergency. This list must be in writing, signed, and dated by the custodial parent. Students will only be released to persons stated on the list provided by the custodial parent. At any time, the primary custodian can provide the school with another list to replace the original list, but it must be in writing, signed, and dated by the custodial parent.

It is the school's intent to remain neutral in a divorce situation. All students will be treated equally and fairly in regard to carrying out each divorce decree. In the case

of special circumstances that may arise, the legal counsel involved with the divorce actions will be contacted by the administration.

FIELD TRIPS

As a part of our instructional program, various classes take trips to interesting and educational places in the area from time to time. Parents will be notified beforehand and must sign a permission slip for the students to participate. A small fee may be charged.

It is the policy of the school that parents who accompany classes on field trips will have specific responsibilities as chaperones. These responsibilities may include driving, monitoring children, accompanying bathroom trips, etc. *Specific duties will be assigned for each trip, therefore, younger children and/or siblings will not be allowed on field trips so that parents/chaperones can devote their full attention to the class trip. All students will ride to the field trip together as a class with parents following in cars. Parents may drive their own child home from the field trip. This policy does not allow other children to ride with them, even with the other parent's permission. It is the school's intent to limit a parent's responsibility to their own child.*

There will be a \$10.00 limit on field trips taken during the holiday season. (This will assist families by limiting expenses during a heavy spending season.)

There should not be two or more field trips taken during a single week. This is to aid parents who take off from work to attend a field trip, as well as avoiding extra expense.

When a field trip or any event (whether held on or off campus) is planned in place of class as usual, the students are expected to remain with the class until the normal dismissal time.

Example: A class plans a trip to a local business and wants to eat lunch out, too. This class would need to return immediately following lunch. Parents accompanying the class on the field trip should not take their child home, but should allow the child to return to school for the remainder of the school day.

Example: A class plans a trip, which includes activities after lunch. If the entire day is set aside for these activities, the class does not have to return to the school. Parents accompanying the class on the field trip may take their child home following the activities.

Transportation

When planning a field trip, the use of individual cars will be used for transportation purposes. Parents will be responsible for providing a booster seat for their child(ren) whenever traveling by car.

When traveling by car, the school will comply with Alabama's Child Passenger Safety Seat Law, which states:

Automobile:

Every person transporting a child under the age of six years in a motor vehicle shall provide for the protection of the child by properly using a child passenger restraint system. The size appropriate restraint system required for a child shall include all of the following:

- 1) 20 pounds to age 5 or 40 pounds:
Convertible seats in the forward position or forward facing seats.
- 2) Age 5 or 40 pounds to age 6:
Booster seats.
- 3) Age 6 to Age 15:
Seat belts.

The parent will either install the seat themselves or give authorization to the driver of the vehicle to install the child booster seat. The school will not be responsible for proper installation of the child seat.

LUNCH AND SNACK PROGRAM

Milk and hot lunches are available at school. There are two options for utilizing the school's child nutrition program. They are:

1. Prepayment of \$100 (approximately 1 month's lunches) on account. Each child will be issued a pin number to access their account. When the account reaches \$25 or less, a notice will be sent home to immediately fund the balance back to \$100.
2. Sign a form stating that your child will either pay cash for lunches and/or will bring a lunch.

Children will not be allowed to eat if they have zero money on their account. Spending limits can be placed on each student's account if desired.

Students may bring their own lunch from home, but are not allowed to include the carbonated beverage that is included in some prepackaged items (i.e. Lunchables). Energy drinks are prohibited at all times on the school campus.

Bottled and canned soft drinks are prohibited in the lunchroom.

5K students will be provided a side salad, rather than using the salad bar. Ice cream (\$.50 items only) may be purchased on Fridays during the second semester of school. Kindergarten students are not allowed to purchase bottled drinks, cup drinks or use the microwave.

Preschool students (3K-5K) must bring snacks from home. *Preschool students are not allowed to purchase snacks from the snack machines during school hours.*

GRADING PERIODS

1st semester:

| | |
|-----------------------|--------------------------|
| First Grading Period | August 12 - September 17 |
| Second Grading Period | September 20- October 29 |
| Third Grading Period | November 1-December 17 |

2nd semester:

| | |
|-----------------------|-----------------------|
| Fourth Grading Period | January 3-February 11 |
| Fifth Grading Period | February 14-April 1 |
| Sixth Grading Period | April 4 – May 26 |

PROGRESS REPORT

Progress reports for 5K students will be sent home on the first Wednesday following the end of the six weeks. 5K students will not receive a progress report until the end of the second grading period.

All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes and effort. Parents should be reminded that the progress report is merely an indication of present achievement and not indication of one's overall ability to learn.

RETENTION POLICY

In the preschool grades, the Administrators, classroom teacher(s), and parents will determine whether or not a student will be promoted to the next grade level, as well as which student will be retained in the same grade at the end of the school year. An exception to this exists for 5K students. If the Administrators and classroom teacher(s) have determined a student should be retained in the same grade level at the end of the school year, the parents must choose either to follow the decision of the school or transfer the student to another school.

Preschool students who are born June 1-September 1 may be rescreened/tested to determine appropriate developmental placement.

TEXTBOOK POLICY

All consumable workbooks will be ordered through the school. Parents will be charged accordingly.

CURRICULUM MATERIALS

Our textbooks and other curriculum materials have been selected from among the many standard texts and materials available as those best meeting the needs of our students. Our faculty has found it necessary at times to supplement these materials so that the teacher may more adequately present to the students a truly Christian world and life view. In all cases, however, WCS teachers are committed to a Christian worldview and approach their particular subjects accordingly.

DAMAGE TO FACILITIES

Students causing damage to facilities (i.e. lockers, chairs, desks, walls) are liable for repair costs and are subject to suspension and/or expulsion. Graffiti on lockers or restroom stalls is considered damage.

LOST AND FOUND

The lost and found department operates from the school office. Items that have not been reclaimed after two weeks become the property of the school and may be disposed of as deemed necessary. *Please mark your child's belongings to enable quick identification.*

STUDENT PICTURES

Each fall the school will have individual school pictures taken by an approved photographer. These pictures will be used in our school year book. During the spring, class pictures will be taken. Advance notice will be provided for both.

SPECIAL PROGRAMS AND ASSEMBLIES

From time to time, special speakers, films or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs.

Student groups or organizations may request approval for school-time programs or presentations to the student body.

Chapel

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern,

weekly chapel programs (beginning in 5K) will be planned in order to provide strength and encouragement.

ARRIVAL AND DEPARTURE OF CARS

Parents and students are asked to observe traffic flow patterns. Since the safety of hundreds of students is involved, it is imperative that we have the total cooperation and patience of all operating vehicles on school grounds. Parking areas will be designated for student cars. *Parents are not to park in student parking spaces, which are numbered.*

The front drive-through of the main building is a NO PARKING ZONE AT ALL TIMES. This is a fire lane and can only be used for loading and unloading students.

Any careless driving, speeding, or loitering in the parking lot is strictly forbidden. Drivers should not be talking or texting on a cell phone during drop off or dismissal. Cars must be put in park so that students can be loaded or unloaded. It is extremely important that parents park their cars in a designated space if they need to come in the building after school. Cars left unattended in the middle of the road or blocking other cars may be subject to towing.

Parents of all 3K, 4K, and 5K students may walk their children to class for the first week of school to help them adjust to their new classroom and teacher. With the assistance of the preschool faculty, all preschool students will then be dropped off at the front door of the school. Curbside service is provided from 7:40-8:00 and from 11:45-12:00 each day. Teachers are not responsible for unbuckling and buckling students in car seats. 5K students must go directly to the 5K building. 5K students should not arrive before 7:30. A teacher will be on morning duty at 7:30 in the 5K building.

No loitering is allowed outside the classroom once school has begun.

All 5K students are to be picked up through the dismissal line at the end of school at the 5K building. Parents need to remain in their cars during dismissal for the safety of the children. If a parent has business to attend to in the 5K building, please wait until after dismissal to enter the building.

Preschool students will not be allowed to leave with a high school student unless the high school student notifies a teacher first.

GENERAL RULES

In order to maintain the learning environment, procedures of conduct have been established. The following are general school rules necessary for the orderly and safe operation of the school and are applicable to all students.

1. In passing through the halls, order and quiet are to be maintained.
2. Food and beverages will be consumed only in the lunchroom or elementary classroom during designated lunch/snack times.
3. There is to be no gum chewing at any time, at any place in the school buildings. Excessiveness in this will result in disciplinary action that may include detention.
4. No radios, walkie-talkies, tape recorders, beepers, CD players, Game Boys, nor cell phones will be allowed in the school unless requested by the teachers.
5. Playground fences and trees are not to be climbed.
6. Students should remain after school only if they are under the supervision of a parent or a member of the faculty.
7. Students hitting students for any reason will not be tolerated. *Parents should not teach students to hit back if they are hit.* Restraint is always the better course. The choice option is always to walk away and seek adult intervention. Therefore, in the case of students involved in fighting, appropriate disciplinary action will be taken. This may include corporal punishment, probation, suspension or both. Continued action in this area will result in expulsion. Fighting will not be tolerated.
8. *Students will be expected to treat each other with respect throughout the school day as well as on school trips and at school sponsored activities.* Threatening comments by students to other students and/or faculty, either verbally or in writing, will be grounds for serious disciplinary action including suspension and/or expulsion.
9. Verbal abuse and/or bullying will not be tolerated. Students will receive the same punishment for taunting verbally as for hitting.
10. Harmful or questionable activities (i.e. gambling, use of tobacco, alcoholic beverages, or drugs) have no place in a student's life. *If, at any time, a student's influence is considered harmful or if his presence in the school is regarded as undesirable, the School reserves the right to request his/her withdrawal or to dismiss him/her if he/she does not comply.* On the first day of school, each teacher will discuss classroom rules.
11. *Conduct and attitude shall be respectful.* Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be

allowed. Students are expected to address adult males as “Sir” or “Mr.”, and ladies are to be addressed as “Ma’am”, “Miss” or “Mrs.”

12. *School property shall be protected.* Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian.
13. *Respect for authority* is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.
14. Acts of disobedience, disrespect, lack of courtesy, general disturbance and other such conduct will be handled by the teacher in such ways as he/she deems best. Situations which the teacher deems to be worthy of special handling will be referred to the Administration.
15. No skate shoes or skateboards.

DISCIPLINE GUIDELINES

Disciplinary action may be necessary when a student’s behavior evidences immaturity or is in conflict with Westbrook standards. The purpose of such discipline is personal growth in the student and behavior modification. Loving concern for the student as an individual and communication with the parents are considered essential ingredients to good school discipline.

In preschool, we believe discipline is guiding behavior; therefore, we discuss unacceptable behavior with the student and parents of the student. After the discussion, the classroom discipline consists of “time out” or the “no fun chair.” Behaviors involving disrespect, disobedience or harming another person will result in immediate contact with parents by the teacher or Preschool Director..

The classroom teachers in accordance with their own methods and abilities consistent with School policies will handle mild disciplinary cases.

The Preschool Director will be in charge of disciplining students when necessary. Students may be referred to the Secondary Director for more serious disciplinary action. This may include: office conferences, corporal punishment, detention, phone calls to parents, in-school suspension, out-of-school suspension, expulsion.

All forms of discipline will be documented with a copy sent to parents.

Any questions or calls concerning discipline should be directed to the Director who administered the discipline..

The following guidelines will be used for less serious violations:

1. Warnings to students regarding their actions
2. Note to parents
3. Phone calls to parents immediately
4. Parent-Teacher conference with student present
5. Parent-Teacher-Director conference

Corporal punishment shall be used at the discretion of the Administration. Paddling can and will be administered by the Administration only. This will be done in the presence of a witness.

Parental authorization of corporal punishment is assumed upon enrollment of the child at WCS. Students who cannot be controlled through normal methods of discipline shall not be allowed to remain at WCS.

RE-ADMISSION OR CONTINUED ENROLLMENT

The School reserves the right to deny re-admission, admission, or continued enrollment to any student whose actions demonstrate that it is not in the School's best interest to allow admission, re-admission or continued enrollment.

WITHDRAWALS

If a student is voluntarily withdrawn during the school year, all current fees and tuition must be paid before transcripts are forwarded. The registration fee and tuition is non-refundable.

ATTENDANCE – GENERAL

Policy Statement

At Westbrook, we believe that developing faithfulness in classroom attendance is essential to the overall development of the character of the student. It is also a matter of fairness to the other students in the class and the teacher. Therefore, it is our intention to have firm and fair policies that encourage attendance and discourage unnecessary absenteeism. *One can really never make up or compensate for absence from class.* Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance, and it is acceptable only under the following conditions:

A. Excused Absences

1. **Sickness:** If a student is sick, the parent should call the school. A note must be sent when the student returns to school stating the reason for the absence.
2. Parent or legal guardian must call on the day of absence if absence is to be excused and work made up.
3. ***Advance (4 day) written notification from the parents or legal guardian is required for the following absences to be excused:***
 - a. Marriage in the immediate family
 - b. Doctor or dental appointments which cannot be made outside of school. This refers specifically to orthodontist appointments or treatment for physical or dental problems.
4. **Family Days -** A 2-week advance written request must be made to the appropriate administrator for travel that is unavoidable. Students who have received pre-approval for a family trip must collect all assignments prior to leaving for the trip. All assignments will then be due 1 day after returning. Some type of additional writing project may be assigned based upon the anticipated experiences of the student. The administration reserves the right to limit the number of days the student can be excused for this kind of trip. This excuse cannot be used during scheduled class trips (Sea Lab) or any other optional field trip.

These days are requested - not taken at will. Family days are for preschool and elementary only. Requests for family days must be in writing. These requests will be kept in the students file for future reference. No more than five school days may be used for the purpose of family trips. Any days beyond these five days that are used for the purpose of a family trip will be automatically recorded as unexcused.

B. Unavoidable Absences

Business trips where both parents or legal guardians are required to be out of town and the children are too young or have no other place to stay. *Advance (4 day) written notification is required.*

C. Unexcused Absences

The following are examples of unexcused absences:

1. Any of the above listed excused or unavoidable absences which were not requested in writing, and approved in advance of the absence.

2. Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without an explanation or an excusable (as defined above) reason.

D. Penalty for Unexcused Absences

1. If the absence of a student is unexcused, the daily work or test cannot be made up. A student may receive a zero for any work missed during an unexcused absence.
2. If the student is absent without the knowledge of his/her parents, the penalties of unexcused absences apply.
3. If a project is due on the date of the unexcused absence, the same rules of unexcused absences apply.

E. Procedure for Re-entering School After an Absence (excused or unexcused)

A signed note must be taken directly to the classroom teacher who in turn will send it to the school office. The Administrator has the final authority to excuse an absence.

Students must be free from fever (less than 99.9), as well as free from vomiting and *diarrhea*, for 24 hours before returning to school following an illness.

F. Make-up or Missed Work

It will be necessary for missed work, including make-up tests, to be made up at the teacher's convenience. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late.

All work missed must be made up within the number of days the student was absent. For example: 2 days absence – 2 days to make up work. If the student does not make up a test within the required time, the test will be recorded as a zero.

If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school. If the student is absent due to a school function, (Math fair, Science fair, etc.) all work must be turned in on the first day back to school. Tests that were assigned previously will be given as scheduled.

G. Loss of Credit for the Year Due to Absences

For a student to receive credit in any class, total semester absences may not exceed 10 or the yearly absences may not exceed 20. More than 20 absences within a school year will prevent a student from being promoted to the next grade.

Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Administrator and variable doctor's excuses.

H. Loss of Credit for the Year Due to Tardies

Tardiness is recorded simply on the basis of whether or not a student is present on time. No distinction will be made as to whether it is excused or unexcused.

Parents of a tardy student are required to sign in their child(ren) immediately upon arrival at the school. The office staff will provide an admittance pass for the student to present to their teacher.

Excessive tardies (10 per semester) can result in the loss of credit for the school year. Students are marked tardy until 8:30 a.m. Between 8:30 a.m. and the final thirty (30) minutes of school, students either checking in or checking out are counted absent half a day. Students who are checked out during the last thirty (30) minutes of school are not counted as absent.

To receive a Perfect Attendance Award, a student must be neither absent nor tardy, nor leave early or check out, for any portion of the day for the entire school year. Perfect Attendance Awards will be given to elementary students only. The School may choose to give a Commendable Attendance Award to students who are checked present every day for the school year, but were checked out or tardy only once during the school year.

Signing Students Out of School

Students may be signed out by parent or parent designee only under the following conditions:

- a. Their absence would fall under those defined as excused in the Student Handbook.
- b. If the reason is illness, the student must:
 1. Have a temperature(99.9) as determined by the office staff/nurse.
 2. Be obviously ill, as determined by the best judgment of the

School officials.

3. Establish phone contact with a parent or legal guardian, and have a member of the Administration verify permission for the student to leave campus. The student must wait in the area designated by the School for a parent or legal guardian to arrive.
- c. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs and sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the Administrator.
 - d. *Students may not leave campus during the school day without telephone contact between a parent and a member of the Administration.* Notes from home requesting a student to be dismissed at a particular time **will not be accepted** without proper telephone or personal contact from the parents or legal guardian. Students will not be released to anyone other than the student's parent(s) or legal guardian except in extreme cases where the Administrator has made an exception.
 - e. *Upon checking in either late that day or a following day, a written note from home must accompany the student as outlined in the "procedure for Re-entering School After an Absence".*

INCLEMENT WEATHER

The closing of school due to inclement weather will be announced as quickly as possible. Should school need to be cancelled because of snow or other inclement weather conditions, this announcement will be made through the automated phone service, SchoolCast. All parents are given a user name and password to access this program electronically. The SchoolCast system will call parents (or other phone numbers that are added by parents) in case of emergency or other important announcements.

In the unlikely event of a chemical emergency at the Anniston Army Depot, the student body may either shelter in place or evacuate as assigned by the Emergency Management Agency. If the students are told to shelter in place, each interior classroom is equipped to handle this situation. Parents will not be allowed to pick up their student until the emergency has passed.

If the students are told to evacuate, each parent will have one hour to pick up their student(s). After that hour the student body will be evacuated to Boaz High School.

Specific evacuation procedures will be mailed home at the beginning of each school year.

HEALTH AND SAFETY

In accordance with Alabama State Laws, each student must have up-to-date physical records and required immunization. The Alabama Revised Statutes require that school children be immunized adequately against measles, rubella, tetanus, diphtheria, poliomyelitis and pertussis, unless the parents submit a written objection based on constitutional grounds. Your doctor has the appropriate health forms, which are to be turned into the school office at the beginning of the school year. *Proof of immunization or written objection will be required prior to admittance on the first day of school.*

Students in 5K and sixth grade must have proof of a second measles vaccination required by the State on file prior to entering school.

Pandemic Flu Policy – The school maintains a close relationship with the county health department. The health department will notify the school if there is flu in the area. Individual classes or the entire school may be closed if a majority of students and/or teachers are absent. You will be notified regarding these cancellations through a letter or phone call. Any cancelled classes will be made up at a later date.

A. Infectious Diseases

In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier thereof, the following will apply:

1. Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision.
2. The parents or guardians of an infected student enrolled at WCS are responsible for securing regular medical evaluations (as determined by the school administration) that would permit a reliable assessment of any change in the student's condition, which might affect the school's decision permitting continued enrollment.

B. Administration of Medicine

School personnel (either staff in the First Aid Station or office) must administer all medication to students. No medicine will be administered unless there is an Over-the-Counter form completed and on file in the nurse's station. The child or parent shall deliver the medication, labeled with name, to the First Aid Station along with a signed note from the parent or guardian stating what the

medication is for, how often it is to be taken, and the length of time it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be placed in writing. Time will be provided in the child's schedule to come to the office to receive the medication.

Tylenol will only be administered if there is fever, unless a parent personally requests otherwise. Tylenol will not be routinely administered for headaches, etc. and will not be given early in the day or late in the afternoon except with specific notification to parents.

C. Returning Time after Illness

Students should be fever free (less than 99.9), as well as free from vomiting and diarrhea, for 24 hours before returning to school following an illness.

D. First Aid

Designated faculty with proper training shall render first aid treatment. A nurse's station is provided for first aid treatment.

Students who become ill at school will be cared for in the nurse's station until transportation home can be arranged. *Under no circumstances will a student be released without the specific authorization of a parent or legal guardian.*

D. Emergency Phone Numbers of Parents Required

At least one emergency phone number must be on file in the school office. In addition to home phone numbers, the school requires a work phone number or the number of a close friend, neighbor, or relative who could be contact in the event of a serious problem.

E. Doctor and Dental Appointments

Whenever possible, medical and dental appointments should be made outside of regular school hours. If this is not possible, parents or guardians should notify, *in advance*, teachers to be affected by the student's absence. The note should then be presented at the office for verification, and appropriate checkout procedures should be followed. Generally, medical appointments during school hours will be considered excused absences. Proof of doctor's appointment will be required upon return to school.

F. Physical Education Excuses

Every student enrolled in Physical Education is expected to participate. Excused absences may include:

1. Medical Excuses
 - a. Sickness which prevents attendance in any other class.
 - b. Doctor's written excuse. These notes must state the cause and reason for excusing the student as well as the time the student will be able to return to normal activity.
 - c. With permission of a doctor and special supervision of Physical Education teachers, special exercise programs for students temporarily or permanently handicapped may be offered.

2. Other Excuses
 - a. Parents' written excuse. These notes should ask the teacher to take into consideration a student's condition. Generally, there are activities that can be done without aggravating a problem. Therefore, in most situations a student will not be excused from P.E.
 - b. Instructor's prerogative. The instructor may excuse any student whom he considers unable to participate.

Students on Campus after School Hours

Unless a teacher grants permission, students should vacate the building by 3:20 p.m. Students should vacate the school grounds by 3:30 p.m. or go to a designated area, unless they are involved in school scheduled activities. Students involved in non-school activities at Westbrook should be in a designated area while they are waiting for their activities.

Students waiting for rides must stay in the designated area. *No students are allowed on the playground from 3:00-3:30 p.m., even with a parent.* The playground area is too close to the street to be safe during dismissal. During dismissal all students are to be with parents in cars or waiting in designated areas.

No other students are allowed on the playground in the afternoon while it is in use by daycare or after school care students.

All elementary students will be taken to daycare at 3:15 p.m. unless other arrangements have been made. Parents will be charged accordingly.

PARENT/SCHOOL RELATIONS

Parent/Teacher Conferences

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. To facilitate conferences, parents are asked to call the school office to confirm availability of the teacher they wish to see. If a telephone conference is desired, please leave a message

with the office, and the teacher will be asked to return your call at his or her earliest possible convenience. Every teacher has a school e-mail address. This is a convenient way to communicate quickly. However, lengthy communication should be reserved for a conference.

3K/4K teachers will be required to have at least two conferences per year with every family. 5K teachers will have three conferences per year with every family.

Please do not attempt to have a parent-teacher conference during afternoon dismissal. The teachers need to focus their attention on the safety of the students.

Procedure for Addressing Problems

Occasionally during the course of the year, misunderstanding or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved.

The Board has adopted a set policy for those situations. Complaints and problems will be handled in no other way than prescribed below:

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are) it should then be brought to the Administrator.
3. Finally, but only when the above steps have been taken in order and without satisfactory resolution, does the problem find its way to the School Board through a written grievance.

ANONYMOUS LETTERS WILL NOT BE READ. If your problem is serious enough to communicate to the administration, please call or send a signed letter. This will enable the administration to more effectively communicate.

Parents Meetings (PTF)

The Parent/Teacher Fellowship is a group created for the purpose of communicating and supporting the educational process at Westbrook Christian School. There will be at least three meetings a year. Membership is open to any WCS parent.

Efforts will be made each year to provide informative and profitable meetings for parents. Suggestions for topics of interest will be sincerely appreciated. Notices of these meetings will be given.

Financial Responsibilities

Payment of fees, tuition, and other charges as set out from time to time in the enrollment application, re-application form, tuition contract, Student Handbook and other communications, must be made in accordance with terms specified.

When an account becomes delinquent by thirty days, a notice of delinquency will be sent by certified mail. If no arrangements are made within thirty days to clear the account, the student will not be allowed to return to school.

Tuition payment options are:

1. Post-dated checks
2. Prepayment in full
3. Bank drafts

There are no other options. Each family must choose one of these options or the child will not be enrolled.

Any family who received a partial scholarship and leaves a delinquent account at year end or whose account was not considered to be in good standing throughout the year will not be eligible for future scholarships.

Any family who leaves a delinquent balance at year end will not be allowed to re-enroll and they will not participate in graduation ceremonies nor receive their school records until the balance is paid in full.

RETURNED CHECKS – The practice of writing bad checks will not be tolerated. The ministry of Westbrook Christian School is dependent upon the payment of monies by parents of students. If a check or bank draft is returned to the school the following steps will be taken:

1. Telephone notification will be attempted requesting that the check be redeemed with cash, cashier's check, or money order for the face amount of the returned check plus a \$35 NSF fee for the first offense and a \$100 NSF fee for the second offense.
2. Registered letter citing information in #1 above with a warning that continued enrollment of student will be affected if payment is not made within (7) calendar days.
3. If neither of the above are effective or if a third check or bank draft is returned, the balance of the tuition must be paid in full or the student will be dismissed from the school.

CHILD NUTRITION PROGRAM – You will receive a letter at the beginning of the school year giving you two options for utilizing the school's child nutrition program. They are:

1. Prepayment of \$100 (approximately 1 month's lunches) on account. When the account reaches \$25 or less a notice will be sent home to immediately fund the balance back to \$100.

2. Sign a form stating that your child will either pay cash for their lunches and/or will bring a lunch.

Children will not be allowed to eat if they have zero money on their account.

School Bulletins/Newsletters/Website

The school's website (www.westbrookchristian.org) will be the main source of school information. Parents should consult the website often for current information. School bulletins will be sent to parents on a regular schedule and will be posted to the school's website. This schedule will be made available to parents each school year. Parents should look for them regularly to keep up with notices of importance. Contents of the bulletin must be limited to school news of general interest. *All announcements and notices must be approved by the Administration.*

Requests for announcements not related to school, or promoting any person, cause, or organization will not be accepted for publication.

Room Mothers/Class Parties

Each classroom teacher seeks the assistance of a room mother for the school year. The teacher or room mother should have different parents sign up for classroom parties. Each person who signs up will be in charge of that particular party. Two or three parents may sign up for the same party. The room mother should inform those parents of the party date and time. The room mother is only responsible for the (one) party she has signed up for. One of the parents who has signed up for a party may be assigned to be in charge of arrangements for their party. Students may receive a special "goodie bag" from the parents at the Christmas party and the End-of-the-Year party.

There are five scheduled parties to be held each school year:

Thanksgiving
Christmas
Valentine's Day
Easter
End-of-the-Year

Only two of these parties can be celebrated away from the school campus as a field trip. Each teacher will determine the number of parents who will be allowed to attend each party/field trip. *Younger children and/or siblings will not be allowed to attend class parties.*

If desired, parents may purchase a Christmas, birthday, and end-of-the-year gift for teachers. If you wish to go in with other parents to purchase a single gift or to give a money gift, the room mother should collect the money only from those parents desiring to participate. Parents should not be asked to donate a specific amount of

money, but should have the liberty to give as they choose. Parents may opt to give a gift solely from their child instead of contributing towards a gift from the class.

Parents wishing to participate in the school wide project of buying Christmas presents for a needy family may purchase an age appropriate gift for the family. If they can afford an item on the wish list, they may feel free to buy it; otherwise they may select something they feel would be nice. (Sometimes very expensive items were found on the list that parents were unable to purchase on their own.)

Students are not allowed to exchange gifts during a classroom party.

Parents may request to celebrate a student's birthday or special occasion. A special snack is usually sent to the school and distributed by the teacher at the regular scheduled snack time. Other arrangements, involving more than a snack, must be approved by the Administration.

From time to time, room mothers are asked to contact parents or organize special events.

Parents should not be asked to pay more than \$5.00 towards craft materials for Christmas Craft Day. This is to help limit added expenses during the holiday season.

Class t-shirts can only be sold during the month of August, since the t-shirts will be used for school functions throughout the school year.

Personal Birthday Invitations: Our policy states that birthday invitations sent for hand out at school must include every student in the class. Otherwise they will not be handed out by the teacher.

All information being sent home to parents must be approved by the Administration first. This insures that school policies are being upheld.

5K Graduation

A graduation ceremony and reception will be held at the school. Parents of 5K graduates are responsible for purchasing the cap and gown. Parents will have the option of purchasing graduation pictures and a video of the graduation ceremony.

Student Clubs/Service Organizations

Under the direction of the faculty, special interest clubs may be formed each school year. Parents with special talents and interest in these types of activities are encouraged to make themselves available for leadership and consultation.

Testing

There are occasional times when achievement tests must be administered to students to determine placement as well as modification needs. Permission to do the following tests is assumed upon enrollment: Woodcock Johnson, WRAT (Wide Range), GORT (Oral Reading) and GATES (Vocabulary and Reading Comprehension). Permission to do any ability testing will be obtained from the parent.

OFFICE POLICY AND PROCEDURES

The office staff is available to help meet the needs of students, teachers, and parents. Please remember, as our student body grows, so do the number of messages that are left in the office to be delivered. Please try to handle all information with your student before and after school. Every effort will be made to deliver parent messages to students. But, due to the large enrollment, message delivery cannot be assured.

Student Records

The School maintains a permanent cumulative file on all Westbrook students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary action make up most of the content of these records.

1. Transcripts

- a. A transcript of a student's grades will be provided free upon request to the student's parent or guardian. The transcript will include the completed portion of the permanent record as well as standardized test scores. The transcript will not include I.Q. test results.
- b. For any transcript over the one granted free of charge, a nominal fee will be charged. This fee includes the mailing costs.
- c. Transcripts given to a parent or guardian are unofficial copies.

2. Release of Records

- a. Westbrook will release student grades, standardized test scores and medical information upon the written request of another school system.
- b. No school records, other than the transcript defined above will be released to a student's parents or a legal guardian, or any agency other than another school.
- c. The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Administrator.
- d. Records and transcripts will not be released when a student's tuition and/or fees account are not paid in full at the end of a school year, or if an account is delinquent during the school year.

Each year, the Student Handbook is revised by the School Board. Comments from parents on any segment of the Handbook are welcomed and should be submitted in writing by January 31. Comments may be sent to the Administrator or the Board of Directors.

The School reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the School's best interest to allow admission or continued enrollment.

THIS PAGE MUST BE SIGNED AND RETURNED TO THE SCHOOL BEFORE STUDENTS WILL BE ADMITTED TO SCHOOL ON THE FIRST DAY.

I have read and agree to abide by the policies stated herein of Westbrook Christian School, 100 Westminster Drive, Rainbow City, AL 35906.

Date

STUDENT SIGNATURE

PARENT/LEGAL GUARDIAN SIGNATURE