

Message from the Administrator

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.

The Bible says in *Colossians 3:17* “**Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.**” We believe this means to honor God by giving him excellence in everything we do. Whether it is the completion of our school work, participation in academic or athletic competitions, or simply in the way we treat each other, we strive to bring excellence to everything we do.

In a world filled with so much uncertainty, it is more important than ever that our young people understand that God has given us a guideline through His Word that allows us to reach our fullest potential. It not only gives us vision for our future, it protects us now. Our ability to discipline ourselves to these guidelines and principles will largely determine the trajectory of our lives.

With excellence and discipline in mind, this handbook serves as our guide to create the most engaging, energetic, orderly, and safe environment possible. It has been prepared with *1 Corinthians 14:40* in mind which says to, “**be sure that everything is done properly and in order**”. This Handbook presents the basic rules by which we will conduct ourselves. It is within these pages that we define the norms that create and reflect our community culture. Our understanding of these expectations ensures that everything is done properly and in order.

With this understanding, students and parents read this handbook carefully. Commitment to these policies and procedures by students, parents and staff enables the school to run smoothly, effectively, and efficiently. All parents of currently enrolled students have signed a Statement of Cooperation agreeing to comply with the provisions of this handbook.

We are extremely excited about this upcoming school year. I am honored to serve you as we “Train Warriors for Christ!”

Rachel Neal
Administrator

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2026–2027 School Calendar

August 5 & 6 – Teacher Inservice

August 10 – First Day of School

September 7 – Labor Day (No School)

October 9 - Homecoming

October 12-14 – Fall Break (No School)

November 11 – Veterans Day (No School)

November 20 – Dismiss at 12:00

November 23-27 – Thanksgiving Break (No School)

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

December 17– Inservice for teachers

December 18 -January 5 – Christmas Break

January 4 – Teacher Inservice

January 5 – Return to school. Second semester begins.

January 18 – Martin Luther King Day (No School)

February 15– Presidents Day (No School)

March 22 – March 26 – Spring Break (No School)

March 29 - Easter Monday (No School)

April 19-23 – Achievement Tests

May 5 – Honors Day

May 14 – Senior Chapel

May 17 – 5K and 6th Grade Graduation

May 18 – Senior Graduation

May 19 & 20 – Second Semester final exams for 7th-12th grades

May 21 – Make up day for exams. Teacher Inservice

SCHOOL DISTINCTIVES

Our 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 step into the world and boldly respond to their divine calling.

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. Students are exposed to the source of all knowledge and truth through a Christ-centered curriculum in an atmosphere filled with the Holy Spirit. The goal is to maximize the potential of each student academically and spiritually. This will enable each student to be a continual source of significant and positive influence for Jesus Christ on the journey toward adulthood as a lifetime learner.

Our 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 and should be comfortable sharing the gospel in an age-appropriate way.
- The curriculum should have, as its basis, a Biblical worldview.
- 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

Sanctity of Human Life Statement

We believe that all human life is sacred and created by God in His Image. Human life is of great worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life based on Psalm 139.

School Colors – Red, White, and Black

Team Name – Warriors

School Hours

Middle School – 7:55 a.m.-2:45 p.m.

High School – 7:55 a.m.-3:00 p.m.

Students are not to arrive before 7:30 a.m. nor remain after 3:30 p.m. unless the student is involved in an extracurricular activity.

WCS reserves the right to change the policies, procedures, rules, regulations, and information in the handbook at any time. The Board of Directors approves all changes.

Philosophy of Discipline

The Bible clearly indicates that parents are responsible for the discipline, training and instruction of their children. The Christian school exists to assist parents in their God-given responsibilities. WCS seeks not to assume a task which God gives to parents, but only to serve as the parents' appointed and authorized limited representatives in training and educating children.

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.

The aim of discipline is restoration and renewal. Our desire is not merely for behavior modification but heart transformation that can only come through repentance and spiritual renewal through our Lord, Jesus Christ. Only while operating within this philosophy of discipline can the educational process reach its maximum potential.

During school hours and at other school related events, students are to respond to school faculty and supervisory staff members with the same obedience, same respectfulness, and in the same spirit that should be present under Biblical standards when they respond to their parents or guardians. Failure to maintain a Biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school.

STUDENT CONDUCT

The goal of student conduct is to use instruction, encouragement, and education to adjust attitudes and behavior and prevent recurrences, resulting in self-discipline. Rules accomplish nothing of lasting value if the students are not willing to cooperate with the purposes of the school.

Westbrook Christian School reserves the right to suspend or expel a student for misconduct on or off school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus.

General Guidelines and Expectations for Student Behavior

- Students should show proper respect for peers and those in authority by being considerate to all. This includes respecting school property and the property of others.
- Students should be on time and prepared for the academic day.
- Students should do all of their own academic work and refrain from inappropriate collaboration with others.
- Students should adhere to the dress code and all other policies in the Student Handbook.

Student Safety Expectations and Requirements

Students at WCS are expected to be vigilant in maintaining all school safety protocols. Any reasonable suspicion of danger to any student, faculty, or staff member must be reported immediately to a faculty member or administrator.

- Any violation of the safety protocols listed below (but not limited to) may be subject to disciplinary action:
- Unauthorized opening or propping of exterior doors
- Withholding information of reasonable suspicion of danger
- Interfering or tampering with school security cameras
- Lack of cooperating in school safety drills
- Hindering the investigation of safety concerns

Discipline Guidelines

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

The Director of Discipline will be in charge of disciplining students when necessary. 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 appropriate grade level principal. 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-Student conference with appropriate administrator

Corporal punishment shall be used at the discretion of the Administration. *Paddling can and will be administered by the Administration/Director of Discipline 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.

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. Students should always walk on the right side of the halls.
2. Food and beverages will be consumed only in the lunchroom during designated lunch/snack times.
3. No electronic devices, electronic games, I-pods, or ear buds will be allowed in the school unless requested by a teacher.
4. No student is allowed to use a cell phone (including text messages), radio, Apple watch or any other such communication device during

the school day except with permission of a faculty member and in accordance with the BYOD policy. **All such devices must remain turned off during school hours unless they are being used with permission for academic purposes.** The cell phone will be confiscated until the end of the day for the first offense. The second offense will result in detention. The third offense will result in ISS. Any future offenses will be administrative discretion and could include suspension/expulsion. **The use of camera or video cell phones, text messaging, or accessing the internet on a cell phone or smart watch is strictly forbidden in the school and may result in expulsion. Any pornographic material discovered on a cell phone in the school building may be turned over to the local authorities and the phone's owner may be subject to suspension and/or expulsion.**

5. Students are not permitted in the parking lot, unless permission has been secured from the school office.
6. Students should remain after school only if they are under the supervision of a parent or faculty member.
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.
8. *Students will be expected to treat each other and the faculty and staff 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. Cyberbullying (the use of Internet-connected devices, such as any social media app, to harass others) is prohibited at school. Any issue that begins at home and causes disruption at school will be treated as any other bullying issue resulting in serious disciplinary action.
11. Harmful or questionable activities (i.e. gambling, use of tobacco, e-cigarettes, juuls, vapes, alcoholic beverages, drugs, pornography or the facsimile of any of the above) have no place in a student's life.

This includes possession, selling, and/or using any product considered harmful. *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. Administration also holds the right to disciplinary action such as ISS, expulsion, or probation.*

Random drug testing may occur at any time. Student vehicles that are on campus may be searched at any time that there is a cause for concern. Parental permission is assumed with the signed handbook agreement.

12. Students are expected to maintain a high standard of conduct at all times as an example to the elementary children. This includes attitude about school and effort put forth in schoolwork. Behavior outside of school and on weekends is also important. Reported, verifiable misconduct from any Westbrook student outside of school hours may be grounds for review and possible expulsion. This includes any offensive material that is publicly posted on any social network or electronic device.
13. *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 students and/or his parents or legal guardian. Students will be charged the cost of replacement for any school owned device that is damaged.
14. *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." Any inappropriate gesture, word, or action from a student toward a faculty or staff member will be subject to suspension or expulsion.
15. *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.
16. Public displays of affection will not be tolerated under any circumstances. A "hands-off" policy is to be followed at all times (including bus trips, athletic events, field trips, etc.) Inappropriate hugging is not allowed. Furthermore, students should not sit in each other's laps or pick up and carry each other in the school building.
17. 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.
18. Buying or selling anything on campus without permission from the office is prohibited.

19. All weapons, including, but not limited to guns, knives, tasers, mace, etc., are prohibited.

Detention

Detentions will be served on designated days for a minimum of 60 minutes. A detention notice will be sent home for a signature of a parent/guardian prior to the student serving the detention. Failure to return a notice does not excuse a student from serving the detention. Parents are responsible for picking the student up after the detention is served. The detention will be administered and supervised by the appropriate Administrator or designee. Detentions may be served for:

Tardiness

Dress code violations

Hair Cut Warnings

Failure to have a pass in the hallway

Throwing objects in the building

Disruption of a classroom

Any other violation deemed serious by the teacher or administrator

In School Suspension

This in-house discipline suspends all rights and privileges until an acceptable change of behavior is demonstrated. The student will be kept in isolation with no contact with anyone except the supervising administrator. The student will be required to do some type of class work.

In school suspension is invoked when the administration has exhausted other milder forms of discipline. It gives the student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be suspended from school and/or expelled. The problems for which a student would be put on in-school suspension are listed below:

1. Excessive tardies.
2. Negative attitude regarding school.
3. Cell phone violation.
4. Repeated dress code violation.
5. Any disciplinary infraction that the administration deems inappropriate.
6. Disrespect.
7. Excessive absences.

If a student is placed on in school suspension for a second time, it constitutes a recommendation to the Administration that the student be suspended (out of school) and/or expelled.

Suspension/Expulsion

The school reserves the right to suspend or expel any student for the transgression of its Code of Conduct. All suspensions will be handled by the Administration. Expulsions will be recommended to the Board by the Administration. The following may result in immediate suspension from school for a period of from one to three days or expulsion:

1. Fighting on school grounds, at school functions, aboard the school van or bus, and at athletic events, whether as a participant of the event or as a spectator.
2. Smoking on campus, off campus during the school day, or at any school related activity. This includes the use of smokeless tobacco in any form. Possession of tobacco in any form is also forbidden. This includes e-cigarettes, vapes and juuls.
3. Using foul or inappropriate language, flagrantly, abusive language, bullying, racial disrespect or disrespectful conduct to faculty, administrators or students.
4. Cheating on any test or assignment. The first offense will result in a zero on the assignment and parental notification. Second offense may result in suspension. Further offenses will be subject to expulsion.
5. Possessing, selling, consuming, or supplying drugs to any student or any other person on school property or at any school activity or function.
6. Consuming, possessing, supplying or selling alcohol on school property or at any school function.
7. Repeated violations of school rules.
8. The parents of students fail to cooperate with school authorities in the discipline of their children.
9. The assault or battery of a teacher, administrator, or other student.
10. Any threat or disrespectful conduct to a teacher, administrator, student or the school environment.
11. Possession of a weapon of any kind, including in a vehicle on campus. This includes, but is not limited to pocketknives, guns, tasers, etc. Also included is any transfer, sale or discharge of any gun (including a starter gun or pellet gun), firearm or any other explosive device of any type, whether loaded or unloaded, on school property or at any school related activity.
12. Theft of school property, theft from other students, theft from faculty members or administrators, or theft from any other person on school property or at any school function.
13. Sexual misconduct – Any type of sexual activity at school, on a school trip or at school sponsored activities. This includes, but not limited to:
 - Verbal abuse of a sexual nature
 - Sexual innuendo or gestures
 - Solicitation, possession, or distribution of pornographic materials

- Sexual harassment or other sexual misconduct
 - Solicitation, possession, or distribution of inappropriate/nude images of other students
14. Possession of pornography or accessing internet pornography on school property or at any school function.
 15. Pregnancy and/or marriage will be cause for dismissal.
 16. Abortion - The position of the Board and administration is that abortion is the taking of a human life, as well as obvious admission of sexual misconduct. Therefore, a student who has had an abortion will be dismissed from the school. The school reserves the right to investigate alleged cases of abortion and to act accordingly if the allegations prove to be true.
 17. Other serious behavior deemed by the administration to be inconsistent, contrary, or detrimental to the spiritual mission or climate/culture of the school.
 18. Proselytizing of students to any non-Christian religion.
 19. Plagiarism or violation of academic integrity.
 20. Violation of the internet use policy.
 21. Leaving school grounds without permission.
 22. Buying or selling any material during the school day including cell phones.
 23. Bullying at school or cyberbullying on a social network site that causes disruption at school.

The Administrator with the approval of the Board of Directors administers expulsions (permanent removal from the school).

Students who are suspended may not participate in any school activity on the day of the suspension.

The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Alabama) to the proper authorities and to press charges against the student if the situation should so warrant. This action would require the approval of the Board of Directors.

Substance Abuse Policy

WCS's policy is to strive to maintain a drug free environment for all its students and staff. The school reserves the right to test students universally or randomly for drug use at any time as a deterrent to illegal use of controlled substances. The penalty for any violation of this policy may, at the recommendation of the school administrations, be a request for withdrawal or expulsion of the student. Any refusal to provide a sample for required testing will be deemed a violation of the school handbook and will result in a request for withdrawal or subsequent

expulsion. WCS reserves the right to select/approve drug testing companies and technologies and may refuse a test result from an unapproved or outset agent.

Search & Seizure

WCS administration reserves the right to conduct searches and to invite appropriate law enforcement officers and/or our SRO to search for controlled substances. Searches may include the use of law enforcement officers and canines specially trained in the detection of narcotics, firearms, explosives or other technologies.

The school reserves the right to search any person or property, including vehicles, brought onto school premises. Any alcohol, drugs or drug paraphernalia found in lockers, vehicles or other items under the student's control will constitute possession. The possession of controlled substances, including prescribed drugs, without a valid prescription is a felony.

If during a search of the school or school premises, any controlled substances are discovered, an arrest may be made in accordance with federal, state, or local law. Any student arrested during the course of a school search will be transported by appropriate law enforcement officials to the appropriate facility. The school has no authority to intervene with law enforcement officials.

Damage to Facilities

Students causing damage to facilities (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. Students are responsible for the full cost of repair or replacement for any lost, damaged, or defaced textbooks, Chromebooks, or school-issued materials.

Probation Policy

Purpose of Probation: Probation is invoked when a student has a serious problem giving him an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed or asked to withdraw from the school.

Reasons for Probation:

1. Academic – Insufficient academic progress as determined by the administration. Failure of the parents to get recommended professional help for exceptional children.
2. Attendance- When a student's absences are considered excessive for questionable reasons, the parent will be contacted and must attend a conference with the administration.
3. Attitude – A rebellious spirit that is unchanged after much effort by the teachers. A continued negative attitude and/or bad influence upon the other students.
4. Disciplinary – Continued deliberate disobedience. Committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the school's testimony. Failure of the parents to comply with the disciplinary procedures of the school.

Invoking Probation: Students may be referred for probationary meetings by faculty or administration. A conference is held with the parents, the student and the administration to give notification and explanation of the probation. A written letter explaining probation, making suggestions for parental action including disciplinary measures during the probation is sent to the parents and a copy is included in the student's permanent record.

The Probation period will be determined by the administration. Student activities will be limited and all positions of trust and responsibility must be relinquished for the rest of the year. Conferences will be scheduled with the student and the counselor weekly during the probation to discuss progress.

Evaluation at the End of the Probation – A student is removed from probation by the administration based on the improvement of actions that created the probation. If there is no improvement the administration will recommend to the Board that the student be dismissed or withdrawn from the school.

Future Probation – Faculty action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation to the Board that the student be dismissed or withdrawn from the school.

STUDENT RELATIONS

During the year misunderstandings or problems can arise between students. Our staff shall seek to draw students in conflict toward a peaceful resolution using the principles of Matthew 18. Not all conflicts rise to the level of harassment or bullying but may lead to the need for resolution or discipline (or both) under the *Student Handbook* guidelines.

Anti-Harassment Policy

Westbrook Christian School is committed to a work and student environment in which all individuals are treated with respect and dignity. Therefore, Westbrook Christian School expects that all relationships among teachers, employees and students will be conducted in a professional manner.

Westbrook Christian School has developed this policy to ensure that all its employees and students can work and learn in an environment free from unlawful harassment, discrimination and retaliation. Westbrook Christian School will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any parent or student who has questions or concerns about these policies should talk with the Head Administrator or the Director of Discipline.

Harassment or bullying is defined as:

Any sustained gesture, written, verbal, graphic or physical act or communication including electronically transmitted acts or communications that are reasonably perceived to be directed at one or more students

Substantially interferes with educational opportunities, benefits or programs of one or more students

Adversely affects the ability of a student to participate in or benefit from the school's educational programs or activities because the conduct is perceived by the student and school staff to be so severe, pervasive, and objectively offensive as to be in clear violation of the school's standards of conduct.

The school prohibits both active and passive roles for acts of harassment or bullying.

Anti-Retaliation

Westbrook Christian School encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Westbrook Christian School to promptly and thoroughly investigate such reports. Westbrook Christian School prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual Harassment Prohibited

For the purposes of this policy, "sexual harassment" is defined, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic progress or record, b) submission to or rejection of such conduct by an individual is used as the basis for a student's academic progress or record, or c) such conduct has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile or offensive environment for any student.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Other Types of Harassment Prohibited

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere in the school.

Individuals and Conduct Covered

Harassment against students by employees and against employees by students is also subject to this policy. Any student or parent who believes a student been subject to improper harassment should be instructed to immediately report said complaint to the Head Administrator or Director of Discipline.

Reporting an Incident of Harassment, Discrimination or Retaliation

Westbrook Christian School encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Head Administrator or the Director of Discipline.

In addition, Westbrook Christian School encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Westbrook Christian School recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the appropriate Administrator.

Westbrook Christian School encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Westbrook Christian School will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to

counseling or disciplinary action such as a warning, reprimand, or other disciplinary action as Westbrook Christian School believes appropriate under the circumstances. Any student involved in harassing conduct may be disciplined in accordance with the *Student Handbook*.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

ATTENDANCE

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. When a student's absences are considered excessive for questionable reasons, the parent will be contacted and must attend a conference with the administration. The last week of each semester is very important due to semester review and exams. Family trips should not be taken during these weeks.* 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 conditions described below. Perfect attendance awards will be given to elementary students only.

Student absences are categorized as "Excused" and "Unexcused" and the total number of absences (including excused and unexcused) allowed per course per semester is 10. If a student's absences in a particular course exceeds the number granted by the school, the student and parent may be required to provide additional documentation or meet with administration (or both.) Exceptions may be granted under unusual circumstances after parental consultation with the Administrator. Though the school will notify the parent when a student has reached 5 absences in a semester, it is the responsibility of the students and their families to keep track of these absences if they are close to losing credit.

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. If the student is absent more than 2 days, he/she must return with a doctor's excuse.
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.
 - c. Birth of a sibling, niece or nephew
4. Each student will be allowed **2 Family Days** that will count as **excused absences**. Any absence beyond the 2 Family Days concerning travel, leaving early for vacation, or other activities beyond the 2 approved days, will be considered unexcused. For example, if you plan to leave a day early for Spring Break and have the family day approved by administration, you may be excused as long as you have not used your 2 family days prior in the year. If your 2 family days have been used earlier in the year, this absence would be unexcused. **The appropriate principal must be notified 2 weeks in advance if you choose to use a Family Day.**

B. 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.
- 4. Any unexcused check-in or check-out will be included with the number of tardy violations and disciplined accordingly.

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 teacher to take the test early.

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, AHSAA sanctioned sporting event, etc.) all work must be turned in on the first day back to school. Tests that were assigned previously will be given as scheduled.

Signing Students Out of School

All students must come to the main office to check in or check out. Students may be signed out 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 or above) 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.

Any student who checks out after 12:00 will not be allowed to check back in without a doctor's excuse.

Participation in Athletics/Co-curricular Activities

Normally any student involved in athletics or co-curricular activities may not participate in that activity (practice, game or event) if he/she is absent the day of the activity. To be eligible to participate the student must check in by 11:30 a.m. and complete the rest of the school day. This does not apply to off campus school events and other exceptions may be made by the administration.

Athletes and fine arts students in co-curricular activities are expected to have homework completed and to be prepared to take tests, even if the athletic competition, event or performance was extremely late the night before.

College Visitation

Juniors and seniors are allotted 2 college visit days each year. In addition to the process for pre-planned absences (listed above), parents/guardians must also include the college to which the student will be visiting along with the name and contact information of the student's admissions counselor. Such requests should be made at least 24 hours in advance and should not occur prior to or the week of

standardized tests or major exams. All college visits should be scheduled prior to April 15.

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.

Tardy passes will be issued as students enter the building. Normally, tardy passes are issued until 8:15. Students will be considered absent if they have missed more than half of the class.

Excessive tardies (10 per semester) may result in the loss of credit for the school year.

Students are allowed 2 tardies per semester with no penalty. On the 3rd and 4th tardy, the student will receive break detention. On the 5th and 6th tardy, the student will serve an extended morning detention beginning at 7:00 a.m. and lasting 45 minutes. A letter will be sent home with the student and must be signed by the parent and returned to school. On the 7th and succeeding tardies, an in-school suspension will be served.

Seniors who are tardy will not be allowed to go to senior lunch.

DRESS CODE

Standards of Dress

Because we are a Christian school, we feel that the appearance of each student and employee is not only important to the testimony of the individual, but also to the testimony of the school as well. We feel that there are clear Biblical injunctions regarding both appearance and personal conduct.

Clearly our responsibility lies with the development of the inner person. However, we feel that personal appearance, or lack thereof, is directly related to the inner person. It is with this in mind that the standards of dress, grooming and conduct have been developed.

Since student clothing is purchased within the limits of the family unit, and since students dress at home, ***parents are expected to give proper guidance in this regard.***

Students are expected to practice good grooming and wear clothing that is clean and neat. Shoes must be worn at all times in the school building. Hats should be removed when entering the school building during school hours. Hats may be confiscated if worn in the building.

The dress standards stated in this guide apply to all students, both in the classroom, after school activities, and on school sponsored trips, unless specific administrative exception has been given. Each student may be judged on the appropriateness of his/her appearance and such cases will be handled on an

individual basis. If a student is found to be in violation of these standards and the violation cannot be remedied at school, the parents or guardians will be called and asked to bring proper clothing to the student at school. All dress code violations will result in a detention. All girls' clothing should meet the following requirements:

- Jeans (of any color, with no holes or rips) and dress pants are recommended. Tight fitting garments of any nature, including leggings, are not appropriate. Gym clothes including sweatpants/warm-up pants are not permitted.
- Jogger-style pants are permitted provided that they maintain a neat, tailored appearance. Athletic sweatpants, fleece material, oversized styles, pajama-style pants, and joggers with large logos or excessive pockets are not permitted.
- T-shirts, sweaters, and dress shirts are recommended. Tops that are not acceptable are as follows: razorback, keyhole, crop tops, one strap, spaghetti straps, lace tops with tanks underneath that are not dress-code approved, demonic-looking or inappropriate advertising/slogans.
- Shorts, skirts and dresses (including the splits) should be no more than 6 inches from the floor when the student is on her knees.
- Please dress modestly. Low cut shirts that are more than three inches from collarbone are not permitted. Female's breasts (including cleavage), back, and stomach should never show. Tank top straps should be at least two inches wide. When in doubt wear an appropriate undershirt but no bralets.
- No extremes in dress, makeup, or hairstyle. Two earrings in each ear are the only piercings allowed.
- Tattoos should not be visible.

Please note the administration has the final word in what is appropriate. When in doubt choose something else.

All boys should meet the following requirements for appearance:

- Jeans (with no holes), dress pants, and shorts (no more than 6 inches from the floor when the student is on his knees) are recommended. Gym clothes including sweatpants/warm-up pants are not permitted.
- Jogger-style pants are permitted provided that they maintain a neat, tailored appearance. Athletic sweatpants, fleece material, oversized styles, pajama-style pants, and joggers with large logos or excessive pockets are not permitted.
- Hair should be well groomed. Please keep it cut above the collar, eyebrows, and at least half of the ear. Boys' hair may not be so thick that it appears unkempt. Facial hair must be clean shaven.
- No extremes in dress or hairstyle. Piercings and plugs are not allowed.
- Tattoos should not be visible.

Please note the administration has the final word in what is appropriate. When in doubt choose something else.

Repeated dress code offenders will be subject to more serious discipline.

ELECTRONIC MEDIA USE POLICY

The creation of a large, varied technology environment demands that the use of technology be conducted in a legally and ethically appropriate way. All technology resources must be used in accordance with school policy, as well as local, state and federal laws and/or guidelines governing the usage of technology. Students are expected to report any violations of this policy and/or problems with the security of any technology resources to the school administration.

An electronic device, defined as a cell phone, iPad, laptop, desktop computer, Chromebook, gaming system, or any other personal electronic device, may only be used in accordance with the specific guidelines outlined in this section. Violators of the school electronic media use policy will have their electronic device taken up with all information needed to properly examine the device. The device will then be given immediately to the proper administrator and appropriate discipline will be administered.

- WCS reserves the right to examine any and all content (including but not limited to messages, text messages, social media accounts, videos, and pictures on any electronic device), and to take disciplinary action based on the content including the right to notify civil authorities at the school's discretion.
- WCS reserves the right to use current, existing, and available technologies in examining electronic devices.
- WCS reserves the right to restrict any electronic device whether or not the specific device is mentioned in the handbook.
- WCS is not responsible for the loss, damage, or theft of personally owned electronic devices.

Please note that any electronic device taken up for violating the electronic media use policy may be kept for an undetermined amount of time. Though efforts will be made to return the device in a timely manner, they do not have to be returned at the end of any school day. In most cases, the school may require a parent or guardian to retrieve the device during regular school hours.

Cell Phones

Students must turn the power off to all cell phones and must place them out of sight or turned into the teacher at the beginning of class. No cell phone is to ever be powered on in school locker rooms or restrooms.

1st Offense for breaking cell phone policy - Student will receive a warning.

2nd Offense – Student will be written up and will not be allowed to have a cell phone on campus for a full week.

3rd Offense – Student will be written up and will not be allowed to have a cell phone on campus for 2 weeks.

The school reserves the right to prohibit any student from bringing a cell phone to campus if there have been multiple and/or extreme discipline infractions regarding a cell phone.

Social Media and App Recommendations

Students may not post to any social media website during the school day. Any confirmed posts to social media during school hours on a school day will be considered a violation of the electronics policy and the student's phone will be taken up.

Electronic Policy on Sexting

Sexting is the act of sending or posting pictures or content of a sexual nature electronically. WCS administration, faculty, and staff are to notify proper law enforcement authorities when evidence is discovered that could possibly be identified as sexting or contains any sexually explicit content. The current laws regarding child pornography are such that the school would benefit from those who have greater expertise in the evaluation and documentation of such evidence. Please note that the Alabama Criminal Code (Section 13A-12-198) may require an item that contains this type of information be subject to the forfeiture of that equipment. School disciplinary consequences will be administered upon the evaluation of evidence by the proper authority and could range from a parent consultation to expulsion.

Mobile Devices and Use of Cameras

WCS does not grant permission for a student to capture by photo, video or audio any school employee or student without their expressed approval unless it is authorized work done by school publications and media. Any transmission of photos, videos or audio of school employees or students without approval may be subject to school disciplinary action. Use of a camera in any restroom or locker room is strictly forbidden.

Photographs and video of students' activities taken by school personnel may be placed in public venues, including, but not limited to, newspapers, websites, and television channels. If there is any reason that a parent/guardian DOES NOT want images of their child to appear, they must annually notify the administration in writing. NOTE: The school has no control over photos or videos taken at public activities such as athletic events.

Electronic Malfeasance

Any student attempting to "hack" or harm school devices or networks, including (but not limited to) GPS and Wi-Fi jamming, mobile phone malware, base-band tampering, ID spoofing, password theft, screen manipulation, keystroke logging, or unauthorized Wi-Fi networking (including running a Wi-Fi hotspot) is a very serious disciplinary matter and may subject the student to consequences up to and including expulsion.

Identity Theft

Sharing, storing or using another student's or staff's usernames or passwords, or sending a message or setting up an account that impersonates a student or staff, is a severe violation of the school's electronic policy and may subject the student to consequences up to and including expulsion.

Moral Misconduct and the Internet

Any student engaging in activity on the Internet (including by not limited to social media, blogs, email, web pages, pictures, chat services, texting, etc.) that is deemed by the school administration to be immoral, harmful, threatening, demeaning, bullying, harassing, disparaging or defaming of the reputation and character of other, or other conduct or content that is inconsistent with school policies and Biblical teaching and standards or in violation of local, state, or federal law will be subject to school discipline. Students who refuse to remove content of this nature may be subject to withdrawal or expulsion.

Anonymous Internet Posting

If the school must take legal actions to uncover anonymous internet content that is deemed by administration to be harmful to the climate of the school, the student(s) responsible for the content may be required to cover the costs involved in those actions and will be subject to school discipline.

Internet Access by Students

Information from electronic sources alters the educational environment by opening unlimited resources. Precautions have been taken to restrict access to inappropriate materials. However, it is impossible to control all materials on a global network. Internet access is provided to allow students to conduct research and communicate with others. Parents of students under the age of 17 may request that their child not be allowed to independently access the Internet by notifying the administration in writing before the first day of school. This restriction will apply to the student independently operating any school owned technology resource to access the Internet. It does not prohibit the student from viewing Internet sites presented by school personnel or by other students as part of a lesson, or from using Internet-hosted software used by the school.

Students may use the network only if directed to and supervised by a faculty or staff member. Students may not make personal use of the school's network before, during or after class. To maintain system integrity and to ensure that the system is being used responsibly, the administration reserves the right to review files and network communications. Users should not expect that files stored on Westbrook servers will be private.

The following guidelines must be strictly adhered to:

- Students must not post personal information to the web except under the strict supervision of school personnel. All such posted information is susceptible to public view and theft; therefore extreme caution must be exercised.
- Accessing the files or data of another student or faculty member or school data without permission is strictly prohibited. The use of such files and data is considered electronic theft and will be treated as plagiarism.
- No user is permitted to download, possess, load or run executable files or use any program that may alter the software configuration of the network or of any individual workstation.
- Impairing network operations by bypassing any restrictions set by the network administrators is electronic vandalism and will be treated as a major disciplinary offense.
- Accessing obscene material is strictly prohibited.
- All standards governing normal verbal or written communication apply to our electronic mail system. Abuse of this system will be considered a major disciplinary problem.
- Laptops/personal devices may be used during class only with the permission of the instructor.
- Downloading papers or any portion of a written project is plagiarism and will be treated as such. (See Academic Integrity.)
- Use of (unauthorized) proxy servers are not allowed.
- Students who damage any school owned device will be required to pay for a replacement.

Failure to comply with any of the above internet use policy will terminate a student's computer privileges and lead to suspension and/or expulsion.

Internet Safety

- Students are not to access inappropriate matter on the Internet.
- Students may not use school equipment to electronically communicate with individuals for non-instructional purposes. This includes e-mail, chat rooms, instant messenger services, or any other form of electronic communication.
- Student instruction will include training regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Student Responsibilities Regarding Personally Owned Devices

- Students will abide by all school rules and policies, including the Electronics Use Policy, and all handbook rules and regulations.
- Use of the device will only be allowed when permissible according to the teacher.
- Devices can only be used in the classroom with teacher permission, not in the lunchroom, hallways, restrooms or other common areas.

- Devices should never be used to cheat on tests or on assignments.
- Students will only be allowed access to websites and resources which are relevant to the curriculum and content in the classroom.
- Students must understand that infecting the network with any virus designed to damage, alter, destroy or limit the network's effectiveness is a violation of the Electronics Use Policy and will result in disciplinary actions. The school has the right to confiscate and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

Network Access

- Students will only use the school's wireless guest network. This network is controlled and is filtered. At no time will the guest network settings be altered for device specific needs.
- Our guest network, while reliable and stable, will, at times, experience outages. No guarantee will be made that it will always be available. Additionally, signal strength could vary depending on the number of devices connected and the proximity to an access point.
- There will be no access to electrical outlets for charging purposes. Students must bring devices that are fully charged to school.
- The school will not be responsible for any loss of data resulting from connecting to the network.
- The school will not provide troubleshooting assistance or repair for student owned devices. Teachers are not responsible for student connectivity or for helping students who experience trouble connecting to the guest network.

Theft/Damage of Devices

- The school will not be responsible for lost or stolen devices.
- Physical damage or loss of data is not the responsibility of the school.
- As with any items on school campuses, school officials may inspect any personal device when there is reasonable suspicion that contents are a violation of policies, or of any local, state, or federal laws.

ACADEMICS

Academic Integrity

Each student is responsible for the completion of his/her own individual assignments. Copying another student's work is strictly prohibited. Students are not allowed to share completed assignments or tests or to communicate the content of tests with other students waiting to make up such assignments or tests. This is considered cheating and will be handled as previously stated.

Plagiarism is considered a major offense and will result in an automatic grade of zero for the assignment. The use of AI to write a paper or any other electronic

source is a version of Plagiarism. Continued violation of this policy may result in suspension and/or expulsion.

Bell Schedule –

7:55-8:45 – Bible
 8:50-10:30 – A Block
 10:35-12:00 – Block B
 12:05-2:05 – Block C
 2:10-3:00 – Enrichment
 2:45 - Middle School Dismissal

Grading Periods

There will be two 9-week grading periods per semester.

1st semester:

First Grading Period	August 10 – October 9
Second Grading Period	October 15 – Dec. 17

2nd semester:

Third Grading Period	January 5 – March 5
Fourth Grading Period	March 8 – May 20

Report Cards

Parents will have computer access to their students' grades through the online grading system. Grades will be averaged each nine weeks. All report cards will be posted to your child's portal.

Grades can be questioned or challenged for only one month following the grading period.

Grading Procedure

Letter grades are determined by the following criteria:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

The highest grade that a student can make is 105. Grades for advanced placement courses are weighted by 10 points. Grades for honor courses are weighted by 8 points. This weighted grade will not be reflected on the report card until the end of the semester.

If a student has failed to make up daily work or tests by the end of the grading period, the student will receive an Incomplete (I) on the report card. Any student

who does not make up his work in a timely manner or because of negligence is given an F for the grading period.

Withholding Grades

Before grades will be released:

1. All tuition, fines and fees (including lunchroom accounts and athletic fees) must be paid in full in the office.
2. All books, materials, and school property must be returned.
3. All projects and assignments necessary for grade calculation must be completed and turned in to the teacher.

Exams

Final examinations will be given in most courses at the end of each semester. Exams will count 10%-20% of the final grade based on the grade level and course description.

Grade Point Averages

The grade point average is determined by averaging all final grades of all courses for which a credit is given. This average accumulates in 9-12 grades.

A student must have attended Westbrook for two full years to be considered for valedictorian or salutatorian. A student must take at least two honors classes from two different disciplines during the junior and senior year to be considered for valedictorian, salutatorian, ranking in the top ten of the class, and the Honors Diploma. The numerical grade (ex. 98.1), rather than quality points (ex. 3.5) will be used to determine class ranking.

Homework Policy

Each faculty member has the authority to determine whether or not to assign homework, and to determine the percentage it will contribute toward the student's grade.

Curriculum Materials

The 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.

Beta Club/National Honors Society

The requirements for induction into these honor societies are as follows:

Junior Beta – To be inducted as a 7th grader, the student must have a 95 or above average for the 6th grade year. To be inducted as an 8th grader, the student must have a 95 or above average in general or college prep/honors classes including all middle school semester averages available at the time of induction. Students

must have a cumulative average of 95 or above for 7th and 8th grade in general or college prep/honors classes to be inducted as a 9th grader into Junior Beta.

High School Beta –Students in 10th, 11th or 12th grades must have a cumulative average of 90 or above in general or college prep/honors classes for all semesters from 9th grade and above. All semester averages available at the time of the induction will be used to determine this average.

National Honor Society -- Students must have a cumulative average of 95 or above to be inducted in general or college prep/honors classes in the 10th – 12th grades. All semester averages available at the time of induction will be used to determine this average.

Retention Policy

Only two classes can be made up in summer school. If a student fails more than two classes in a year, he will not be allowed to pass to the next grade. This student may be subject to expulsion for academic reasons.

Testing

There are occasional times when additional tests must be administered to students to determine placement as well as accommodation/modification needs. Permission to do developmental scales, cognitive, behavioral, and/or achievement assessments is assumed upon enrollment. Specific assessments will be chosen by the special needs committee on an as needed basis.

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 may 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.

Withdrawal Policies and Procedures

To withdraw a student during the school year, a parent must complete a withdrawal form and submit it to the front office. The entire year's tuition is due and payable in full unless the student is being asked to leave due to disciplinary action or the student's family is moving out of the area. All lunchroom/library/textbook fees must also be paid. Any request for special exemption to this policy must be submitted via e-mail to the Administrator. No records or transcripts will be forwarded until this obligation is met in full.

Student Pictures

Each fall the school will have individual school pictures taken by an approved photographer. These pictures will be used in our school yearbook. Advance notice will be provided.

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.*

Lockers

Each student may rent a locker at the beginning of the school year for \$10.00. The locker rental is handled by the SGA. These lockers are for the personal use of students and are the property of WCS. They may be searched at any time if there is a reasonable suspicion. Lockers are not to be written on, painted or vandalized. This will be handled as defacement of property. Posters may not be taped or glued into lockers. A monetary fine will be assessed if the locker is not returned in good condition at the end of the school year.

Textbook Policy

Textbooks will be issued to 4th-12th grade students and parents will be charged a user fee annually. The condition of the textbooks will be noted when issued and must be returned in like condition. All consumable workbooks will be ordered through the school. Parents will be charged accordingly.

Fine for Abusing or Losing School-Owned Textbooks

There will be a percentage fine for abuse that can be repaired for reuse. Actual replacement cost will be required for a book beyond repair or for a lost book.

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. Enrollment for students with special educational, emotional, or physical needs will be considered on an individual basis. Acceptance is based upon the individual student's needs, our existing programs, service and available staff.

Westbrook offers Priority Enrollment for presently enrolled students, provided the privilege is exercised within the Priority Enrollment period (by March 17). Enrollment will be open to the public on April 12.

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 achievement tests, a copy of the most recent report card, and a copy of the disciplinary report attached must be returned to the school 24 hours prior to an interview with administrators.
3. The Director of Admissions and Administrator must conduct an interview with the parents (or guardians) and student. 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.

The Immunization Record must be received before a student may enroll in school.

7. Transfer students must be in good standing with their former school. A letter from the previous school stating that the student is in good standing may be requested before admission is finalized.

*The Admissions Committee membership varies according to the age of the student. This committee will use the test results, along with the current grades, achievement test scores, and interview with the administrator to determine acceptance. Students entering 7th-12th grades may be required to interview with the Admissions Committee. 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.

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.

ATHLETICS

The Alabama High School Athletic Association's policies and procedures govern all athletic activities. These policies include eligibility for participation and other matters.

Participation in Athletics

1. Normally any student involved in interscholastic sports may not participate in that practice or game if he/she is absent the day of that practice or game or was absent or tardy the morning after the last practice or game.

2. Academic Requirements

- a. Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. (Four core curriculum courses must be included in those units passed and averaged, and extra core units may be carried over to the next school year.)
 - b. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
 - c. Students entering the 7th grade for the first time are eligible.
 - d. During the school year, any student-athlete determined by the administration to be consistently performing below his/her ability level in the classroom may be placed on probation or suspended from participation in athletics.
3. If there is any athletic problem, call the head coach first, then the athletic director.
 4. Athletes must have a current physical form and a birth certificate on file in the secondary director's office before they can begin practice.
 5. If a uniform is lost or damaged, the parent/guardian is responsible for the full replacement cost. Grades will be withheld until all uniforms and equipment are turned in at the end of the season.
 6. Students may not quit a sport during the season and begin practice for the next season's sport until the previous sport's season is over.
 7. Students may not begin a sport during the season unless there are extenuating circumstances (for ex., moving into the area.)
 8. Students may not try out for a team or begin practice with a team until they are enrolled or re-enrolled.
 9. Students must be in school ½ day (until 11:30) to participate in an athletic activity on that day unless an exception has been granted by the administration.
 10. Students may only play one team sport per season. Students may compete in track or cross country in addition to other team sports as long as all of the team sport's practices and games are attended. The student cannot "bump" someone from their place in track or cross-country in order to participate.
 11. Teams may have additional rules and policies specific to that sport.

WCS athletes will be expected to demonstrate respect and submission to authority for all coaches and officials. Verbal abuse of officials or coaches from parents or athletes will not be tolerated.

The Athletic Director is responsible for any decision regarding coaches or athletics. Please refer all calls or questions to him.

W Club

The W-Club is the athletic booster club of the school. It is not an athletic policy-making group. Rather, it is a group of volunteers who work together to support the athletic programs of the school through fund-raisers and the gift of time. Membership information is available on the school website.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are vital parts of school life. Opportunities the school provides for social activities as well as community service outside the normal school day play an important role in the growth and development of students. In Christian education, we are concerned not only with the intellectual element of our students, but also with their growth and development spiritually, socially, and physically.

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.

Unless the field trip is specifically designated as optional, students choosing not to participate in such trips will receive unexcused absences and a grade of zero for all academic assignments associated with such travel. The field trip will constitute school for that period of time.

Students must attend school and complete work provided by their teacher if they do not go on an optional field trip (for ex., the Senior Washington trip). Excused absences will not be granted for students who do not attend optional field trips.

Since Field Trips are a privilege, administrative discretion may determine attendance based on behavior and/or the conduct record of the student. If the administration determines that a student may not attend a field trip, school attendance will be determined by the administration.

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 and from the field trip together as a class. Exceptions may be granted by the supervising teacher.* **Chaperones for overnight trips will be required to sign a specific “Chaperone Guidelines” form before the trip.**

Students in all classes may occasionally walk around the block of the school and will always be under the supervision of a staff member. Permission to do so is assumed with signature of the handbook policy agreement.

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 will be planned to challenge students to commit or rededicate their lives to Christ, to encourage them to lead a Christian life and to provide opportunity to praise God for His great gift of salvation.

Class Trips

As part of varying class field trips and activities, some classes will be granted an off-campus trip, which must be approved by the school board. Details about the trip will be determined and communicated to parents and students early in the school year. Students who do not go on the class trip must come to school.

Senior Year Activities

On the last Friday of every month, the seniors may leave the school campus and eat lunch at a local restaurant. The students must have written parental permission on file before the first senior lunch. Students may not go to someone's home during this time. They cannot go individually or as a couple. They must be in a group. Students must return to school by 1:00 and sign in with the Administrative Assistant. Seniors will lose this privilege if they are tardy during the month, have an unexcused check-in or check-out, or if there have been any disciplinary referrals during the month.

The seniors will be measured for graduation caps and gowns during late fall. These will be rented from Herff Jones. Graduation announcements may also be ordered at that time.

The senior class will present a senior chapel program during the month of May. The senior class officers will be responsible for this program and a senior video presentation. This video presentation should be no longer than 20 minutes in length.

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.

PARENT AND COMMUNITY 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 e-mail the faculty member directly to schedule a conference. Please understand that e-mails will not be returned during class time. If you have not received a response from an e-mail, please e-mail an administrator.

Procedure for Addressing Problems

Occasionally during the course of the year, misunderstandings 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:

- All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
- 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.
- Finally, but only when the above steps have been taken in order and without satisfactory resolution, does the problem find its way to the Board of Directors 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.

Efforts will be made each year to provide informative and profitable meetings for parents. Notices of these meetings will be given.

Visiting

Although parents are welcomed to come to the school at any time, classroom visitors are discouraged to prevent disruptions to learning. Parents are welcome to share lunch with students at their assigned lunch time. Forgotten homework, books, lunches, etc. should be left in the office to be delivered by school personnel.

All visitors must enter through the front door and 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.*

Students may not receive student visitors from other schools during the school day. ALL visitors must be approved and check in through 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. 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. The school will comply with the divorce decree (to the extent it applies to the school) and with Alabama law with regard to a parent's access to a child or the child's records.

It is the school's responsibility 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.

School Newsletter/Website

The school's website (www.westbrookchristian.org) is the main source of school information and should be consulted on a regular basis.

School newsletters will be posted to the school's website every three weeks. Parents should look for them regularly to keep up with notices of importance. Contents of the newsletter 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.

STUDENT 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, medical or religious exemption will be required prior to admittance on the first day of school.***

Health Guidelines

Any child with a temperature of 99.9 or above will be required to stay home.

Parents should make sure that they give all morning meds to students, if needed, rather than sending that student to the nurse at school.

There is a “well” child room at the nurse’s station for routine administering of medication and first-aid for injuries. There is a separate “sick” child room for students who are exhibiting potentially contagious symptoms.

All students must have a completed Student Emergency Information form with several accessible phone numbers listed before the student can begin school. Since isolation rooms are limited at the school, parents should pick up a sick child as quickly as possible upon notification.

Cleaning/Disinfecting

The Operations Staff has been professionally trained regarding the proper use and frequency of disinfecting/sanitizing/cleaning. An iWave Air Purifying System has been installed in every classroom and large area and has been proven to inactivate most pathogens in the air.

Hand sanitizer is available in all classrooms.

Administration of Medicine

School personnel (either staff in Nurse’s 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 office. The child or parent shall deliver any other 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.

Management plans from a physician are required for any chronic condition.

Returning Time after Illness

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

Infectious Diseases

If an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier of an infectious disease, the school administration will determine whether to admit or continue to enroll the student based on the student's physical condition and the probability of contagion. This decision will be made on a case-by-case basis at the sole discretion of the school.

The parents/guardians of an infected student are responsible for securing regular medical evaluations as determined by the school administration to permit a reliable assessment of any change in the student's condition which may affect the school's decision permitting enrollment or continued attendance.

Policies for Students with Health Conditions Requiring Medications at School

Students with conditions requiring medication at school are allowed to keep approved medications (including inhalers, epinephrine auto-injector syringes and glucose monitors) in their possession at school. This is in accordance with Section 16-1-39 of the Code of Alabama which states, "Upon obtaining permission to self-administer approved medications pursuant to this section, a student shall be permitted to possess and self-administer approved medications, according to the orders of the prescriber, at any time while on school property or while attending a school sponsored event."

The requirements for a student to carry an approved medication are:

Provide a completed School Medication Prescriber/Parent Authorization Form indicating that self-administration is permitted and recommended by the physician to be carried "on person" by the student.

The approved medication must be kept in a closed pouch that the student carries at all times. It must be in the original container properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and drug expiration date.

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.*

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.

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 via e-mail*, teachers to be affected by the student's absence. The e-mail should also be sent to the office 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.

Physical Education

Every student enrolled in Physical Education is expected to participate. All students who are involved in any practice (including summer workouts) or P.E. class will be expected to follow the Westbrook dress code regarding workout clothes. Shorts must be an acceptable length with appropriate tops.

Excused absences from P.E. workouts 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 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.

VEHICLES ON CAMPUS

Arrival and Departure of Vehicles

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.*

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.

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

Student Drivers

A parking permit is required to park on school property. In order to obtain a parking permit, students must show proof of license and insurance.

Regulations include:

- Drivers are to be adequately licensed and insured.
- Vehicles are to be parked as stipulated and may not be occupied or otherwise used during school hours.
- Careless or reckless driving is prohibited. If students are found to be entering or leaving school grounds recklessly, parking privileges may be eliminated.
- Residents of the surrounding community who complain about reckless drivers will be advised to call the Rainbow City Police Department. The administration of WCS accepts no responsibility for student drivers in personal vehicles.
- There will be a \$5.00 fine for anyone parking in any space other than their assigned, numbered parking space.
- Students are not allowed to ride on campus in the back of a pick-up truck except with permission during the homecoming parade.

Anyone who abuses these regulations is subject to suspension. Parking spaces will be sold for \$20.00 each by the SGA.

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. Returned certified mail will be considered as delivered. 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 with a delinquent balance cannot re-enroll. If a child is not re-enrolled the child cannot try out for any teams/clubs or run for student government. 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 and/or e-mail 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 each future offense.
2. Registered letter citing information in #1 above with a warning that continued enrollment of students will be affected if payment is not made within (7) calendar days. A returned, unopened, registered letter will be considered received.
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.

WCS reserves the right to require payment in full at our discretion. WCS also reserves the right to change the payment schedule based on previous payment history.

LUNCH AND SNACK PROGRAM

Milk and hot lunches are available at school. School lunches are \$5.00 for 6th-12th grade students. This includes lunch and tea or milk. There are two options for utilizing the school's child nutrition program. They are:

1. Prepayment of \$100 (approximately 1 month's lunch) 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.
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.

The daily lunch fee covers lunch only. Snacks and other items available for purchase during break are not included in the lunch fee and must be purchased separately.

Students may bring their own lunch from home. Energy drinks and coffee are prohibited at all times on the school campus.

It is NOT the responsibility of the school or lunchroom staff to make sure the student has provisions for lunch. That is a parent's responsibility. Parents should discuss proper nutrition with their child when it comes to drinks and snacks.

OTHER POLICIES

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. All parents are given a user name and password to access this program electronically. The system will call and/or text parents (or other phone numbers that are added by parents) in case of emergency or other important announcements. It is the parent's responsibility to keep the system updated with current phone numbers.

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.

Pregnancy Policy

In the instance of pregnancy, the student would no longer be permitted to continue their education at Westbrook Christian School. It is the policy of WCS to work with students, their families, and their church to bring about repentance, growth and life for all involved. It is of primary concern that our students understand that abortion not only puts to death the life of an unborn child but in most cases, is also a painful regret and shame that both the mother and father of the child carry with them for the rest of their lives.

It is this school's desire to work with students to encourage the continuation of the pregnancy to full term and to help find counseling, adoption or other services required while continuing to minister to and educate the students involved.

Receiving/Reporting Information – Confidentiality

School administration investigates all information received appropriate to the credibility of the source. When parents are willing, they are encouraged to communicate the information at hand to the parent(s) of the student(s) involved. When the parents are unwilling to do this, the administration may investigate the information and take appropriate action.

Each year, the Student Handbook is revised by the Board of Directors. 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.

UPON ENROLLMENT, PARENTS HAVE SIGNED A STATEMENT OF COOPERATION AND FINANCIAL COMMITMENT AGREEING TO COMPLY WITH THE PROVISIONS OF THE WESTBROOK CHRISTIAN SCHOOL STUDENT HANDBOOK. This agreement is found on the back of the tuition contract.