

WESTSIDE CHRISTIAN SCHOOL HANDBOOK

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SCHOOL OVERVIEW

Westside Christian School is a Christ-centered school that exists to help students grow academically, spiritually, socially, and physically. At WCS, students are encouraged to grow in their personal relationship with Jesus Christ, to develop godly character, and to serve the Lord, their families, and their community.

STATEMENT OF FAITH

DOCTRINAL FOUNDATION

The full doctrinal statement of Westside Baptist Church is the basis for our beliefs at WCS. A brief summary of that statement follows:

- We believe the Bible is the Word of God and is the final authority in faith and life.
- We believe in one God, eternally existing in three persons – Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is true God and true man.
- We believe that man was created in the image of God, that he sinned, and that all men are sinners by nature and choice, sinful and lost, and have within themselves no possible means of salvation without Christ.
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in “that blessed hope,” the personal, pre-millennial and imminent return of our Lord and Savior, Jesus Christ.
- We believe in the prominence of the local and visible church, baptism by immersion for believers, and the ordinance of the Lord’s Supper.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.
- We believe that God created only two genders: male and female. God created men and women with equal value but with distinct roles.
- We believe that God created the institution of marriage. He defined this institution as the union between one man and one woman.

ENROLLMENT

GENERAL POLICY

Westside Christian School is a ministry operated under the direction of Westside Baptist Church and reserves the privilege of setting and maintaining its own standards of conduct, dress, cleanliness, and scholarship. The school reserves the right to refuse admission to anyone who fails to meet entrance requirements and to suspend or dismiss any student who violates the standards set forth in the student handbook or other rules and regulations established by the school administration.

ENROLLMENT REQUIREMENTS

Registration cannot be finalized until the following steps have been completed:

- Turn in a completed school application with a copy of the prospective student's immunization record.
- Submit payment of the full registration fee.
- Complete a personal interview with a school administrator.
- Read, sign, and submit the Handbook Agreement form, the Emergency Medical form, and the P.E and Field Trip Release form.

NONDISCRIMINATION POLICY

Westside Christian School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, or other school-administered programs.

TUITION AND FINANCIAL POLICIES

TUITION

WCS is funded by tuition and fees. Payments must be made on time; late fees may apply. Tuition is reviewed annually. Please see our tuition rate form online.

UTAH FITS ALL SCHOLARSHIP

We participate in the Utah Fits All Scholarship Program.

All families are required to apply for the Utah Fits All Scholarship to be considered for any tuition discounts offered by WCS (TAP, Multiple Students, and WBC Members Scholarships). Families who choose not to apply for the Utah Fits All Scholarship will not be eligible to receive additional tuition discounts through Westside Christian School.

If a family applies for the Utah Fits All Scholarship but is not awarded funds, our school administration will review their situation, and tuition discounts will be granted in accordance with our tuition scholarship schedule.

Our tuition policy is the same for all students, whether or not they receive a scholarship.

If a scholarship student withdraws and a refund is due, it will be handled according to program guidelines (which may require that funds be returned to the scholarship program rather than to the family).

Families are responsible for any portion of tuition not covered by the scholarship.

WITHDRAWAL/REFUND POLICY

Tuition is billed quarterly. Enrollment is a full commitment for each 9-week quarter.

- No refunds after a quarter begins
- Full quarter tuition is due once attendance begins
- Prepaid future tuition may be refunded if withdrawn before the next quarter
- Exceptions are rare and require approval
- Applies to all students, including Utah Fits All Scholarship recipients

EXPULSION

If a student is expelled, no registration fees, book fees, or tuition payments through the current month will be refunded. Tuition payments made in advance for future months will be refunded.

ACADEMIC INFORMATION

GRADING SCALE

A 100 - 90

B 89 - 80

C 79 - 70

D 69 - 60

F 59 - Below

REPORT CARDS

Report cards are issued four times per school year (every quarter). Parent/ teacher conferences are held in the 1st quarter or as needed. Parents are encouraged to email or call individual teachers with questions or concerns. Grades are always available to view on QuickSchools.

LATE WORK

Work is considered late if not completed by the due date and does not involve an excused absence. A penalty will be assigned for late work.

PROMOTION AND RETENTION

Any student receiving final grades of D or F, or not meeting benchmarks that would hinder progress to the next grade level, will either be retained or re-evaluated. Academic effort and progress are required to continue enrollment at WCS.

ACHIEVEMENT TESTS – AACCS

The Iowa survey test is given at the start of the school year to assess where students are.

The Iowa Achievement Test is used to assess their skills in reading, language, math, social studies, and science. The test assesses both foundational skills and higher-order thinking skills. This test is given every year in the spring.

The Cognitive Abilities Test (CogAT) measures reasoning skills through verbal, quantitative, and nonverbal questions. Unlike the IOWA, it doesn't assess learned knowledge; it focuses on cognitive abilities linked to academic success, including problem-solving and reasoning across verbal, quantitative, and spatial domains. This test is given every other year in the spring.

ATTENDANCE POLICIES

ATTENDANCE

Attendance at school is required. Please plan family vacations, appointments, meetings, and other commitments around school hours and the school calendar.

REQUIRED ATTENDANCE

- First two weeks of school
- Last two weeks of school
- Week of Achievement Testing
- Special school productions, such as annual programs and graduations

ABSENCES

When a student is absent for any reason, please inform the office via text or email. If you know ahead of time, then fill out the form located on our website.

Tardy

School begins promptly at 8 A.M. with pledges. A student is considered tardy if they enter the building after the bell has rung.

APPROVED ABSENCES

Notify the school administrator well in advance of any planned absences and complete an absence form. A maximum of five personal days per semester may be taken with pre-approval. After a planned absence has been excused, arrange with each teacher to make up any assignments you will miss. Keep in mind that some work may need to be completed before the absence.

UNEXCUSED ABSENCES

An unexcused absence, any absence taken without approval of the administration, will result in late penalties on written work and failing grades on any oral quizzes that are missed. Repeated unexcused absences will result in compulsory withdrawal from Westside Christian School.

ILLNESS

Students will need to stay home if they have any of the following symptoms: fever over 100 degrees, vomiting, frequent diarrhea, frequent cough, widespread rash, or severe headache. Contagious symptoms should not have been present for at least 24 hours prior to the student's return to school. An absence due to illness is considered excused up to three days. After three days, please send a doctor's note to the office to have the absence excused and get any missing work.

EARLY DISMISSAL

Please make arrangements with the office if your student needs to leave early, or fill out the form online.

MAKE-UP WORK

When a student is absent for any reason, it is the parent's or student's responsibility to contact the office to make arrangements to pick up missed work.

DISCIPLINE AND BEHAVIOR

PHILOSOPHY OF DISCIPLINE

The goal of Christian education is to make disciples of Christ. Westside Christian School partners with the family to accomplish this goal through quality, Christ-centered education and biblical training. We desire each of our students to “grow in grace and in the knowledge of our Lord and Savior Jesus Christ” (II Peter 3:18). This growth begins with spiritual regeneration and continues through spiritual maturity. Our desire is for each child to develop a tender-hearted love for God and others as we guide them in forming patterns of behavior consistent with Scripture. When students make wrong choices, we seek to lovingly and patiently reprove, correct, and instruct them so that they “may be perfect, thoroughly furnished unto all good works” (2 Tim. 3:16-17)

EXPECTED BEHAVIOR

Each student is to maintain a consistent standard of behavior, both at and away from school, reflecting the student’s commitment to Christ and respect for Christian education. Therefore, involvement with, but not limited to, drugs, alcohol, tobacco, unwholesome language/entertainment/behavior, pornography, gambling, cheating, fighting, stealing, lying, disrespect for authority or for any gender or race, immorality, illegal possession of a weapon, leaving school without permission, or vandalism may result in immediate suspension or expulsion from WCS.

WCS is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of bullying, abuse, intimidation, exploitation, and harassment, including sexual harassment. Threats of any kind, verbal, written, or physical, will not be tolerated. Anyone who violates this policy will be subject to disciplinary action, which may include suspension or expulsion.

Students are not to have physical contact at any time. Students should not be together unchaperoned anywhere on the school grounds before, during, or after school. Failure in this area will result in disciplinary action.

WCS DISCIPLINE CODE

“For whom the Lord loves He chastens,” Hebrews 12:6. At WCS, we desire to look at discipline through the eyes of our Lord. Discipline is not a negative process to hurt people who “get out of line.” Discipline is a loving use of consequences to teach each student that God has a better plan. To encourage spiritual growth and provide accountability for our students.

DISCIPLINARY CONSEQUENCES

Students may receive the following consequences for violating WCS standards:

1. Student conference with the teacher
2. Parent-teacher phone conference and/or meeting
3. Student conference with principal/administrator
4. Parent/teacher/student meeting
5. Financial liability for damage to property

If a student is sent to an administrator, the administrator will decide on the consequences based on the severity of the situation. The outcome may include, but is not limited to, the following:

- Appropriately assigned verse work/memorization
- Loss of activities or privileges at school
- Work penalty during school
- Behavioral probation
- Financial liability for damage to property
- Suspension or expulsion from school

BEHAVIORAL PROBATION

The principal or administrator determines whether a student should be placed on behavioral probation and, if so, for how long. During the probationary period, the student must demonstrate significant improvement in conduct. Failure to show marked improvement may result in the student forfeiting the privilege of attending WCS.

The purpose of behavioral probation is to motivate the student to demonstrate self-discipline and to encourage spiritual growth. Students who had conduct problems during their previous year at WCS may be placed on behavioral probation to remain enrolled.

CHEATING

Cheating may involve, but is not limited to, any of the following behaviors:

- Using another student's homework, test, quiz, project, or workbook
- Obtaining or providing test or quiz questions or answers in advance through unauthorized means
- Giving answers to another student orally, electronically, or allowing another student to copy them
- Plagiarism: submitting a work as your own that was either fully or partially produced by another source, including individuals, the Internet, books, or any verbal or printed word
- Possession of any unauthorized materials during an assessment or assignment

The consequences of cheating may include a zero on the assignment and possible probation or suspension.

DRESS CODE

GENERAL GUIDELINES: Also see the uniform guideline sheet

The overall appearance of students should reflect godliness rather than worldliness.

- Dress should be distinctly masculine or feminine, and students are not permitted to dress like the opposite sex.
- School uniforms are required
- Students must arrive and leave in their school uniforms, unless they have received special permission.
- Clothing size should be appropriate for the child's size, especially as the child grows throughout the school year.
- All apparel should be neat, clean, and in good repair.
Temporary or permanent body markings are not appropriate.

ENFORCEMENT

WCS makes final dress code decisions. Students may be removed from class, and parents may be notified to bring them a new outfit for noncompliance.

YOUNG MEN

Masculinity should be the guiding principle for young men.

- The uniform includes a collared shirt and long pants. May wear uniform shorts to the knee.
- Oxford shirts should be tucked in. Polo shirts may be left untucked.
- Belts should be worn when shirts are tucked in.
- Students are to be clean-shaven.
- Jewelry, including earrings and necklaces, should not be worn.

Hair for Boys

- Neat, above ears and off collar
- Natural color
- No extreme styles (i.e., mullets, mohawks, fohawks)

YOUNG LADIES

Young ladies should always maintain a dress that conforms to the biblical principle of modesty.

- The uniform includes a collared shirt and pants, dress, or skirt.
- Elementary students may wear uniform skorts. May wear uniform shorts to the knee.
- Leggings may be worn under skirts that come to the top of the knee.
- Excessive jewelry or makeup should not be worn.
- Hairstyles should be neat and feminine.
- Hair colors should appear natural.

P.E. CLOTHING

- P.E. t-shirts with logos must be purchased from Westside Christian School.
- Pants and shorts may be purchased from any vendor.
- Female students may wear loose-fitting athletic pants or knee-length shorts.
- Male students may wear loose-fitting athletic pants or long shorts.
- All shirts should cover the midriff during exercise.
- Athletic shoes should be worn.

GENERAL INFORMATION

ARRIVAL/DISMISSAL

School starts at 8:00 AM (arrive by 7:50)

Dismissal: 11:30 (Kindergarten), 2:45 (others)

No supervision before 7:30 or after dismissal

PICK-UP

Only authorized adults may pick up students. Please let the office know if there will be a change, and someone else will be picking up your child.

CELL PHONES & SMART WATCHES

Must stay in backpacks during the day

Teachers may restrict use

Allowed during off-campus activities, but must stay in pocket or on wrist and not be meant for personal use.

Parents should contact the office to reach students

COMMUNICATION

All communication during the school day should go through the office. Parents should limit direct contact with teachers during school hours. If you need to talk to a teacher, you may set up a meeting for after school. Parents may also contact them via Quickschool. Please note that they are not required to respond after school hours. If there is an emergency, contact the school office or Pastor Jake.

CHAPEL

Chapel is held weekly to create a unified student body and to provide spiritual training. The chapel programs include music and Bible teaching (in addition to regular Bible classes in all grades). Parents and family members are welcome to attend chapel.

CLOSED CAMPUS

Westside Christian School maintains a closed campus policy. Students may not come or go as they please and may never leave the campus without the administrator's permission.

FIELD TRIPS

Periodically, students participate in field trips both on and off campus. The office will coordinate with parents to provide chaperone needs.

GUM AND FOOD

Students are not to chew gum in the school building. All other food and drink are to be consumed in the gymnasium/lunchroom.

INCLEMENT WEATHER

In the rare event of inclement weather, WCS follows the Washington County School District. Check www.washk12.org to see if local schools are delayed or canceled.

LOCKERS

Students in grades 4th-6th are assigned a locker each year. Lockers are to be kept clean and free of graffiti. Interior decorations are to be appropriate. Only magnets, not tape or sticky materials, may be used for attachments. Lockers are inspected periodically by school personnel for neatness and content. Students may not keep open drinks or food containers in their lockers. Students may never access another student's locker

LUNCH

Students are required to eat lunch in the gymnasium and are to bring their lunches from home. Refrigerators and microwaves are available for student use.

Students may have snacks during recess time. Parents and grandparents are welcome to join their children or grandchildren for lunch periodically. Please communicate with the classroom teacher to arrange attendance at lunch.

MEDICATION

The school stocks a small supply of medicine, antibiotic cream, and cough drops for emergencies. However, if your child regularly needs over-the-counter medications, the parent should provide them.

Elementary—If a prescription or over-the-counter medication is to be taken during the school day, a parent should deliver it to the teacher or office in the original container. The teacher must keep all medications for elementary students.

PHOTO/VIDEO OF STUDENTS

By enrolling your child at WCS, you consent to the possibility of their being photographed or videotaped during school activities. Unless you request in writing to exclude them, WCS has permission to use and publish these images/videos for purposes such as classroom decorations, brochures, the website, newsletters, advertising, and other materials.

QuickSchools

Our school uses QuickSchools as our primary student information and communication platform. Through QuickSchools, parents and students can access important information, including grades, assignments, attendance records, tuition payments, and school announcements.

QuickSchools also allows families to communicate with teachers and the school office in an organized and efficient way. To help maintain clear and consistent communication, we ask that all school-related messages be sent through QuickSchools or directed to the school office.

Parents are encouraged to regularly check their QuickSchools account and enable notifications, so they stay informed and up to date with their student's progress and school activities.

RESTRICTED ITEMS

Students should not bring anything to school that will detract from the learning environment. This includes but is not limited to the following items:

- Items to sell or trade
- Collectibles or valuables
- Pets
- Movies, video games, and electronic devices
- Fireworks, laser pointers, lighters, matches
- Guns (real or realistic-looking) or other weapons
- Gum

SCHOOL DOORS

All exterior school doors are to remain locked and should not be propped open during school hours.

VISITORS

All visitors must be pre-approved by the administrator or teacher.

VOLUNTEERS

Volunteers are an essential part of WCS. It is expected that parents will volunteer in some capacity throughout the year. All volunteers must complete a background check prior to working with students or at the school.