



## **POLICY MANUAL for Parents and Students**

If there are any questions about the contents of this manual, please ask the administration for answers. This policy manual is not exhaustive but is intended to provide information. The WCS Board reserves the right to modify or rescind this policy manual—and any of the school’s policies, rules, guidelines, practices, procedures, and benefits—at any time. The policies and procedures contained in this manual do not encompass or anticipate every situation, answer every question, or solve every problem about school policies, procedures, or employment. It is incumbent on staff to be aware when policies herein are amended and, when applicable and appropriate, to communicate said amendments to parents and students.

## Message from the Board

The Westchester Christian School is a ministry of the Westchester Bible Church and is dedicated to an academically solid and Biblically sound education for children. The academics are based on an individualized curriculum. This allows each student to work at his or her own level and his or her own speed. This system serves students of all academic abilities. By utilizing an individualized program, a student not only gains an academic education but also self-confidence by successfully completing material personalized to challenge his intellect.

Incorporated into the academic materials are Biblical truths which form the solid foundation for true education. As the student progresses through his academic subjects, he is exposed to Biblical truths of salvation, courtesy, honesty, and respect for others, to mention a few.

Combining an individualized academics program with a Biblical foundation results in students being well trained for a quality life of serving the Lord.

## Purpose

The Westchester Christian School is a ministry of the Westchester Bible Church. Its teachings, doctrines, and philosophies are the same as the church's. The weekday training at the school is an extension of the Sunday Church Services. The school ministry is to ensure that the children are taught in an environment that is completely compatible with the teachings of the Westchester Bible Church.

This policy manual is designed to give basic information concerning the Westchester Christian School. The provisions herein are not to be regarded as an irrevocable contract. The faculty and Board reserve the right to modify, revoke, and/or add to school regulations at any time. If a student drops out of school at any time and later returns, he is subject to the and regulations in effect at the time of his return.

*And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words which I command thee this day, shall be in thine heart:*

*And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.*

*Deut. 6:5 - 7*

# Admissions Policy

The Westchester Christian School admits students of any race, color, or national origin. They may enjoy all rights, privileges, and opportunities which are available to all students.

Membership and/or regular attendance at the Westchester Bible Church is required for children to be enrolled in the Westchester Christian School. Any exceptions for families regularly attending a Bible-teaching church will require special faculty and Board approval.

Non-member families are encouraged to attend several Westchester Bible Church services prior to enrollment to ensure compatibility with the Biblical and doctrinal teachings. Since the school is a ministry of the church, its beliefs and teachings are the same. Families that are nonmembers need to realize that the students will be taught Bible truths and doctrines in their daily activities. Refer to the Statement of Faith included in this policy manual for information.

Member families that attend the Westchester Bible Church regularly receive a discount on total tuition.

The Westchester Christian School recognizes that it cannot meet the educational needs of all children. It is a school offering a high quality of Christian training. It is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children.

The Westchester Christian School is also not equipped to handle the learning disabled child. If a child has been diagnosed with any learning disability (such as ADD, ADHD) or has special educational needs, our program is not able to facilitate his or her learning.

WCS reserves the right to deny admission to any family whose beliefs and lifestyle are not in harmony with the stated philosophy and purpose of the school. At least one parent or guardian must be a professing Christian for a student to be considered for acceptance to WCS. If an application is received for a student for which neither parent is a professing Christian, and there are special circumstances wherein an exception could be made, the Board may consider an exception to this policy.

WCS reserves the right to cancel at any time a class (and any students affected) due to low enrollment, inadequate staffing, or the like.

Preschool accepts three- and four-year-old children (must be 3 years of age by September 1st of the school year and potty trained).

Children entering the kindergarten program need to be five years of age by September 1st of the school year.

## **Enrollment Procedure**

The following steps are to be completed for school enrollment:

1. Contact the principal to find out if there are any openings available.
2. Request and become completely familiar with the Westchester Christian School Policy Manual and application packet.
3. Submit the completed application packet to the Westchester Christian School office.
4. Schedule an appointment with the school for a personal interview to ensure compatibility between student and school and to tour the facility.

## **Re-enrollment Procedure**

Students re-enrolling in the Westchester Christian School for the next consecutive school year will receive a re-enrollment packet in March or April. After returning the packets to the school, the school will review the student's records and decide whether or not to accept the student back for the next school year. Parents will be informed as to whether or not the student has been accepted for another school year.

## **Class Size, Priority of Placement, and Priority of Tuition Assistance**

1. The guideline for the maximum size of a preschool class is 12 students.
2. The guideline for the maximum kindergarten, grade 1, and grade 2 class (which may separate or combined be combined) is 15 students.
3. Priority Placement: In order to facilitate student placement in classes and tuition assistance, the following priority listing will be adhered to:
  - a. Children of members of Westchester Bible Church staff
  - b. Children of members of Westchester Bible Church
  - b. Continuing students properly re-registered.
  - c. New students from continuing families (e.g., younger siblings).
  - d. New students from the general public.
4. Contingency Accommodations

Guidelines may be exceeded under circumstances similar in nature to the following:

- a. When students of members of Westchester Bible Church or continuing families would be excluded from a class.
- b. When there would not be an inordinate burden placed on the classroom teacher or facilities.
- c. When restoration of the approved ratio is possible in the foreseeable future.

## **Calendar**

School calendars are available from the school office and are included in enrollment and re-enrollment forms. Dates may be subject to change.

## Communication Envelope

A communication envelope may be used to transmit important documents from the school to the parent. The student is given the communication envelope at the end of the school day and is to take it home. The parent is to receive the message, sign and date the communication envelope and return it to the school the following day unless instructed otherwise. Disciplinary action may be necessary if this is not carried out.

## Curriculum

The Westchester Christian School teaches with an individualized program which is highly personalized to meet the needs of each student. New students are tested to determine their academic profile. From this they are given school work commensurate with their abilities. All students are provided with their own office for their daily academic activities. Assistance is readily available for questions or other difficulties which they may encounter.

Student courses consist of curriculum units and/or textbooks. All necessary course material is given to the student and he is able to progress at his own rate. Ample reference material is available for further study on a given subject. Regularly throughout the course material the student is required to obtain the teacher approval before he may proceed. Upon meeting expectations for a given section or unit, the student is allowed to continue in the course. The required pass rate may differ.

Students may be assessed during the school year with standardized tests such as the Stanford Achievement Test.

## Financial Information

The Westchester Christian School is a ministry of the Westchester Bible Church with an annual budget dependent upon the tuition of the students and gifts of friends for operating expenses. While maintaining a quality education, we strive to keep costs at a minimum. For your convenience, upon enrolling/re-enrolling, you will receive a statement indicating your monthly payments. There are four plans available:

Plan A: 10 monthly payments made August-May.

Plan B: 4 quarterly payments made August, November, January, and April

Plan C: 2 payments made August and January

Plan D: Full payment for the year made by the first day of student attendance. A 5% discount will be given.

All plans need to register with FACTS Management Company, even Plan D, for any incidental fees that may need to be billed during the school year. Please see the enrollment package for more information.

If payments are not received as scheduled, special permission must be obtained for your child to remain in school. The administration's decision on this will be final. Monthly statements will not be issued. It is the responsibility of the parent/guardian to submit all payments through FACTS Management Company, unless tuition is paid in full by the first day of student attendance.

The school year is divided into two semesters with each semester having two quarters. The first semester, quarters one and two, begins in August. The second semester, quarters three and four, begins in January. Should a student withdraw for any reason after three full weeks into a semester, tuition for the entire semester is due and to be paid in full.

The school year is planned in advance with a place reserved for your child. The teachers are hired and the materials ordered with your child in mind. No refunds will be given of either tuition or fees due to withdrawal. All records and report cards will be withheld until all school tuition and fees are paid in full. All curriculum, texts, and curriculum access rights are retained and remain the property of the Westchester Christian School.

## **Dress Code**

The school administration reserves the right to determine what is acceptable or unacceptable in all matters of dress and appearance. **The dress code will be strictly enforced. Students dressed outside of the dress code will be required to change clothes immediately, and if it is a persistent problem, detentions and suspensions may be issued. School Uniforms will no longer be required. Westchester Christian School will abide by the Dress Code as follows:**

### **All Students:**

A student's appearance should reflect the standards of modesty and respect of the human body laid out in Scripture. Appearance should also reflect the Christian value of focusing on the inner man, and becoming more Christ-like, rather than on outward appearance. We want students to be comfortable, but a student at Westchester Christian School should meet basic standards. Students may not wear denim, jeans of any color, tank tops, sleeveless tops, t-shirts, sweatpants, warm-up/athletic pants, excessively tight clothing, or hooded shirts/sweatshirts (this includes "Hoodies"). Clothing should have no printing, writing or pictures on it (Small brand name logos are acceptable.) Jackets, sweatshirts, and sweaters are acceptable as long as they meet all requirements of the dress code.

### **Boys:**

Boys may not wear jewelry other than a watch. Boys must keep their hair a natural hair color, and it may not cover the ears or the collar of a shirt. Shirts must be collared or have buttons, and must be tucked in if they do not have a squared hem. Pants must be worn at the waist.

Acceptable Shoes: Closed-toe casual dress shoes (white, brown, navy, black) or predominantly white or navy tennis shoes with socks must be worn. Gym shoes that lace up and have a good supporting arch are required for gym classes.

### **Girls:**

Girls may wear jewelry but excessive or inappropriate jewelry will not be allowed. Earrings are limited to one per ear. Girls may wear slacks, skirts, or dresses. Skirts and dresses, including slits must be no higher than 2" above the knees. Modesty is of utmost importance. Low and revealing necklines are prohibited, as are sheer, see through or lace tops. Leggings may not be worn as pants, but may be worn under appropriate skirts or dresses.

Acceptable Shoes: Closed-toe casual dress shoes (white, brown, navy, black), dress sandals (no casual flip-flops), or predominantly white or navy tennis shoes with socks, nylons, or tights must be worn. Soles or heels of dress shoes must be 1½" or less. Gym shoes that lace up and have a good supporting arch are required for gym classes.

## **Conduct Code**

Students are expected to abide by the standards of conduct throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with this school's ideals of work and life may be required to withdraw whenever the administration determines that it is necessary.

Students of the Westchester Christian School are expected to uphold the school's standards against cheating, swearing, smoking, gambling, dancing, watching videos of immoral conduct, drinking alcoholic beverages, using or talking favorably about narcotics, or using indecent language and will be expected to behave in a very orderly and respectful manner.

Students are to be of unquestionable character in dress, hair styles, conduct, and other areas of life. Boys' hair is not to extend over the ears or collar. Sideburns are not to extend below the earlobe. No mustaches, beards, or goatees are permitted. Hair styles for both boys and girls are to be conservative in nature. The school reserves the right to decide what is acceptable and what is not acceptable.

It is prohibited for students to have a cell phone in their offices or on break during the school day. Cell phones may be dropped off at the teacher's desk after arrival for safe keeping if one is required for before/after school transportation.

Some children do not adjust to a disciplined academic environment. In such cases, the school reserves the right to have full discretion in discipline, with suspension, or expulsion where appropriate.

## **Bullying, Cyberbullying, Intimidation, Hazing and Harrassment Policy**

The above are prohibited in any form, on or off campus, and includes placing a student in reasonable fear of harm to a student's person or property. Any of the above are prohibited in that they could cause a substantially detrimental effect on the student or students' physical health, spiritual wellbeing, mental health, an/or academic performance. Students are encouraged to immediately report the above behaviors. Anyone, including staff members and parents/guardians, who has information about actual or threatened behaviors above is encouraged to report it to school staff. Students and staff should refrain from accessing or disseminating any material that may be deemed bullying, intimidating, hazing, or harassing so as to limit its potentially negative effects.

A reprisal or retaliation against anyone who in good faith alleges any of the above is prohibited. As such, a student will not be punished for reporting or supplying information; however, knowingly making a false accusation or providing knowingly false information will be treated as bullying and addressed accordingly.

## **Dating**

We believe that Christian standards should be upheld in a dating relationship. The Westchester Christian School neither encourages nor discourages dating. To insure conduct above reproach and to prevent any questionable behavior, we suggest couples participate in group activities. These activities should be supervised by a responsible adult. Any physical contact is strictly forbidden.

# Discipline

Discipline and its application at WCS are grounded in Scripture--see particularly Proverbs 12:1, 13:18, 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13 and Revelation 3:19.

We believe that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. Discipline must never be administered vindictively, in anger, devoid of forgiveness nor should it be a personal attack towards an individual. Discipline is ordained of God for the building of character and the training of behavior.

GENERAL CONDUCT STANDARDS: It is the goal of WCS to help our students develop a consistent Christian character and a lifestyle that honors Christ. To produce an environment in which the development of this goal is possible, all students are expected to demonstrate the following general attitudes and behavior:

- ➔ Respect and obedience to all school staff and parent volunteer workers.
- ➔ Reverence to the Bible and the American and Christian flags.
- ➔ Proper care of all school and church property.
- ➔ Cleanliness in work, actions, speech and dress.
- ➔ Orderly, courteous conduct in the classrooms, chapel, lunchroom, playground and restrooms. Specific standards for conduct in the classroom, in chapel, on the playground, etc., will be clearly explained to the students by the teachers.

DANGEROUS OBJECTS OR WEAPONS: No student may have possession of and unlawful use of weapons, dangerous objects, or explosive devices. The possession, carrying, display and/or use of dangerous weapons in a school building, on school grounds, or at a school function is a violation of school regulations and public law.

ILLEGAL SUBSTANCES: No student may have possession of any alcohol or illegal drug on campus. The possession, carrying, display or use of such substances is a violation of school regulations and public law.

OBJECTIVES: Discipline at WCS has these objectives:

- ➔ To teach children to honor God in word and deed.
- ➔ To develop and maintain the optimum environment for learning.
- ➔ To correct behavior which is disruptive or destructive to the learning environment.
- ➔ To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development.
- ➔ To remove, as a last resort, recalcitrant students so that the learning environment may be maintained.

God has given parents the responsibility for the discipline of their children. WCS parents have conferred this authority on teachers and administrators during the school day and in school activities. Teachers and administrators are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to administer discipline within the limits and guidelines of the discipline policy. It shall further be the responsibility of teachers and administrators to work with parents in the matter of discipline, informing them promptly of disciplinary action taken, and making themselves available to the parents and students involved for discussion and counsel of discipline situations. The ideal objective of this involvement is to foster understanding, to challenge parents and students alike, to promote supportive behavior, to enlist student cooperation, and to build a like-minded attitude.

Teachers are responsible for the behavior of the children in their classrooms. WCS teachers use proactive discipline techniques and set the standard for acceptable behavior. Every student is given an opportunity to correct unacceptable behavior. If the student does not respond to the teacher's discipline, parents will be contacted and the student may be sent to the principal's office.

The type and severity of the disciplinary response shall be related to the seriousness of the offense and to the student's age and previous discipline record. The principal shall clearly explain the reason for the discipline to the student. Repentance will be encouraged and the opportunity for expressing this resolve shall be provided. Forgiveness after prayerful and wise consideration is the goal (John 8:10-11). A disciplinary experience is satisfactorily concluded after the consequences have been fulfilled and when there is genuine repentance and forgiveness. The administration reserves the right to provide an avenue of grace should circumstances warrant in all discipline situations.

Sufficient record keeping will be maintained so that unusual or repetitive disciplinary problems can be identified and product parent/teacher/administrator discussion can ensue. Suspensions and probations are administered by the Principal.

The Discipline Policy applies to students while they are on campus, in WCS-operated vehicles, or at recognized school functions.

Westchester Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

(Source credit: Discipline policy modeled after Northwest [AZ] Christian School)

## **General Practices**

No loitering in hallways, washrooms or parking lots.

The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.

Gum chewing is not allowed at any time on school/church property. This restriction includes lunch periods, gym classes, and church.

Soliciting is forbidden without permission of the administration. This includes the sale of tickets, candy, etc. and the distribution of written material or petitions.

All guest speakers must have the administration's permission in advance before scheduling any program or class.

Students are not allowed to leave the school property without parent and school administration's approval.

Disorderly conduct (goofing off, disruptive talking, horseplay, etc.) may lead to destruction of the human spirit and/or property; therefore, it will not be tolerated.

Grounds for dismissal from the Westchester Christian School include any student who steals, drinks alcoholic beverages, uses illicit drugs or drugs not prescribed to him by a doctor, smokes cigarettes, uses drugs, commits fornication, or possesses pornographic or lewd materials. This applies to both on and off school property.

Articles not permitted at school or school-related activities include the following: cell phones and/or mp3 devices (except in time and place as determined by administration's permission); cigarettes; alcoholic beverages; drugs; electronic games; playing, trading, or game cards that are determined to be divisive, promote gambling, and/or encourage sinful thoughts or behaviors; knives, guns, or explosives of any kind.

## **Early Arrival and/or Late Departure**

Should students need to arrive at school before 8:25 a.m. They are to be in the designated area. No student is allowed to arrive before 8:00 a.m. without special permission. School doors will not open until 8:00 a.m. If students need to be here after 3:15 p.m., they are to be in the Learning Center and must have the administration's permission. Students may be asked to perform chores around the facility during these times. Students who remain after 3:15 p.m. may be charged a late pickup fee.

## **Student Tardiness and Absenteeism**

In order to fully benefit from the Westchester Christian School, prompt and regular attendance is imperative. Students are expected to be in school on time. School begins at 8:30 a.m. Students are to be in their classrooms at 8:25 a.m. The tardy student is to report to the Learning Center Supervisor.

Parents are responsible for notifying the school office in advance if a student is going to be late or absent. In the case of illness, the call should be made before 9:00 a.m. A doctor or dentist's note is required for any school missed due to doctor or dentist appointments. Absences of three or more days due to illness require a doctor's note the following day. Three unexcused absences may result in suspension of one week. Excessive tardiness may result in a detention or suspension. Excessive absences as defined by the administration may require that the student to withdraw from school and subsequently apply for readmission.

## **Withdrawal**

When it becomes necessary for a student to withdraw from school, the parents are to submit a written notice to the school administration stating the plan of withdrawal. Failure to make this notification may result in a failure in all courses for which the student is currently enrolled. Should a student withdraw for any reason after three full weeks into a semester, tuition for the entire semester is due and to be paid in full. No refunds will be given of either tuition or fees due to withdrawal. No records will be released until full payment is received. All curriculum will remain the property of WCS. Following payment, permanent records/transcripts will be released only to another school with a written request from that school. The first copy of permanent records/transcripts will be released free of charge, any future copies will incur a \$10.00 handling fee.

## **Emergency Closing**

Should the Westchester Christian School need to be closed unexpectedly, such as a snow day, parents will be notified (phone message, text message, and/or email message) by 7:00 a.m. The closing will also be posted on Chicago's Emergency Closing Center website at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com).

## **Lunch**

Students have a lunch break every day. A sack lunch should be brought from home. Microwaves are available for the students to use. Lunches can be refrigerated if needed. Sometimes hot lunches are provided at a minimum cost.

## **Lost and Found**

Students or parents are encouraged to check the Lost and Found for missing goods. Please understand that items left in the Lost and Found over an extended period of time will be thrown out or placed in the church garage sale.

## **Telephone/School Office**

At no time are students to use the staff telephones without permission. School telephones are for business use only. Parents are not to call school and leave messages for their children unless it is an absolute emergency. The school secretary cannot act as a delivery service between families. This includes both material items and messages. Students are not allowed to use cell phones on school property or at any school function without staff permission.

## **Transportation**

Transportation is the responsibility of the parents. Many families are able to car pool to get children to and from school. The school will gladly assist in finding other students in your area for carpooling. Students that are licensed drivers are not allowed to drive a vehicle to school without the written consent of the administration. Students wishing to drive to off-campus school activities must get permission from the administration. Other students may not ride in a student's vehicle without explicit permission from a parent.

## **Request to Miss School**

If you need to take your child out of school for a personal day, vacation, etc., a form is available in the school office to make this request. Permission should be requested in writing in advance.

## **Physical Education**

Two times during the week physical education is held. School gym uniforms are required to participate in physical education. Two sets are recommended. The gym uniform is to be laundered on a regular basis. Gym shoes are required and white socks are to be worn. Should a student be unable to participate in physical education class, a note ~~to the Supervisor~~ will be necessary stating the reason.

## **Homework**

Should a student be unable to complete the goals for the day, it is his responsibility to request a homework slip to finish the work at home. Parents are to check to see that the homework is completed. Neat, careful work is expected from homework as during school. Parents then need to sign and date this slip and return it the next day with the student. Homework provides a good opportunity for parents to be aware of their child's daily progress. If their homework includes information that must be recited from memory, such as vocabulary or rules, the parents should listen to this and initial as prompted. WCS may assign some amount of homework to many of its students at any given time. Below are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects there may not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework in this situation serves a punitive as well as practical purpose

## **Reading Readiness**

Reading skills are vital to the individualized curriculum used at the Westchester Christian School. Sometimes children come to us in the younger grades and are not able to read well. If after the initial testing a reading deficiency is noted, the child will participate in the "Reading Readiness Class" along with the 1st grade students. This class teaches reading skills using phonics. Reviewing the reading fundamentals takes several months and adequately prepares the student for a successful career in the regular curriculum.

## **School Readiness**

Westchester Christian School uses a mastery based educational program. Students who have not mastered the material or are struggling will be given a diagnostic test periodically and may be required to repeat lessons and/or units.

## School Day

The school day begins for 1st through 12th grade at 8:30 a.m. Students should be in their classroom areas by 8:25 a.m. A time is set aside for announcements, pledges, Bible reading, and prayer. The students are then dismissed to their areas for academic study. During this time students perform their school work and have opportunity for questions, reviewing, testing, reviewing of testing or other academic work they may have. Scheduled throughout the day are breaks. Additional break time is possible for students on privilege. The students have a lunch break every day. After lunch the students return for afternoon class time. School dismisses at 3:00 p.m.

**FIELD TRIPS** - Periodically on Fridays an activity is held for students who have successfully earned privilege status. Activities vary from field trips to free time around the school. Students who are not on privilege remain in class during this activity time. Requirement for field trip: Scripture memory recited on time, academic balance, and no detentions the previous week.

**HONOR ROLL** - Students who complete the minimum requirements in their academic subjects and maintain the required overall grade point average earn recognition on the Honor Roll. Students who fail an excessive number of unit assessments, as determined by staff, during the year will not be eligible for honor roll at year's end.

A = 90%-100%; B = 80%-89%; C = 70-79%; D = 60-69%; F = 59% or below

**AWARDS** - At the conclusion of the school year, a Graduation and Awards Ceremony is held. Attendance is mandatory. Throughout the year the students compete against themselves and each other for various honor awards. The awards are: Scripture Memory, Highest Grade Point Average Overall, Honor Roll, and Perfect Attendance

## Graduation

At the conclusion of the school year, a Graduation and Awards Ceremony is held to honor the students. This is a special time for the students. All students and parents are required to attend. Students in the 9th-12th grades need to complete a prescribed course of study in order to graduate from the Westchester Christian School with a diploma. Within supervisor-approved guidelines, students may select various elective courses in addition to core curriculum. By completing course material, the students receive credit hours.

## Academic Honesty Policy (adapted from sevenstar.org)

WCS holds its students to high standards for ethics, both personal and academic. WCS wants our students to be free from deception in both thought and action; therefore, we take academic honesty seriously.

Plagiarism is a form of academic dishonesty. Other forms of academic dishonesty are

1. Submitting work for academic evaluation that is not the student's own.
2. Copying answers from another student.
3. Scoring violation.
4. Using prepared notes or materials when not allowed.
5. Permitting another student to copy one's work.
6. Other misrepresentations of academic achievement submitted for evaluation or a grade.

7. The submission of papers or other work that one has submitted in a previous class or classes without appropriate citation and/or permission of the instructor.

Consequences of academic dishonesty will be considered on a case-by-case basis and may involve notifying the school administration and parent/guardian, receiving reduced credit or up to zero (0) on the assignment and not be allowed to re-submit the assignment, or other measures commensurate with the severity of the offense, the academic weight of the assignment, and whether the infraction is a first, second, or greater offense.

## Report Cards

Report cards are distributed each quarter. Parents are to promptly sign and return the report card to the school by the date indicated. In addition to the academic information provided on the report card a section is included evaluating the student's behavior, traits, and habits. At the end of each quarter, the supervisor evaluates each child in several areas which are listed below.

**Follows directions.** The student follows through with instruction for functioning in the Learning Center; setting goals, completing work, etc. He does his work according to the steps and instructions, does not skip procedures, scores well, waits for approval to continue, etc.

**Works well independently.** The student works with a minimum of supervision. He can find answers and analyze examples to learn new procedures on his own. He maintains steady work habits and does not waste time.

**Does not disturb others.** The student does not distract others in the learning atmosphere by talking, turning around in his office, tapping his pencil, making unnecessary noise, or moving about the Learning Center in other than a quiet, orderly manner.

**Takes care of materials.** Printed curriculum, books, reference materials, etc. are kept neat and in good repair. The student does not mar any Learning Center materials, equipment, or furniture.

**Completes work required.** The student consistently finishes his goals, hands in assignments on time, and does what is required to achieve his maximum progress within a given time period.

**Is courteous.** The student is polite to fellow students and shows proper respect for supervisors and monitors. He addresses adults as instructed. He follows common rules of courtesy and etiquette (i.e. opening doors for others, making introductions, etc.).

**Gets along with others.** The student follows the Scriptural admonition to "love one another." He deals unselfishly with others, works cooperatively, and does not make fun of or tease fellow students.

**Exhibits self-control.** The student does not "explode" when provoked. He controls his temper, passions, and appetites. He does not compulsively mark on things, push students, or name call.

**Respects authority.** The student treats adult authorities as those God has placed in that position to care for his soul. He treats them courteously, is obedient, and avoids situations of familiarity or disrespect.

**Accepts correction well.** The student does not become rebellious or refuse to accept discipline. He sees discipline as God's method of shaping his character to conform to Christ's. He does not sulk, pout, or try to "get even" with the authority meting out the discipline.

**Establishes own goals.** The student is able to set reasonable goals that are neither too low nor too high. (Reasonable goals allow him to achieve the maximum he is capable of producing during the day.) He is able to plan long-range goals as well as daily goals (especially when approaching graduation). He is able to set physical and spiritual goals as well as academic goals, and he is constantly striving to increase his productivity.

**Reaches objectives.** The student is learning to achieve goals despite obstacles. He is able to set aside his own desires for leisure activity in order to meet a goal. He is learning not to quit in the face of difficulty.

**Flexibility.** The student is able to set aside his own desires to meet the needs of others. He accepts changes in the routine without grumbling or complaining.

**Does work neatly.** When an expectation, the student keeps his ~~Paces~~ materials free from extraneous marks. He writes and erases neatly. All assignments are done in neat penmanship without strikeouts and with neat erasures.

## Statement of Faith

### The Bible Is...

- The inerrant, infallible Word of God
- The final authority under God in our life

### The Bible Teaches That...

- The one God eternally exists in three persons: Father, Son, and Spirit
- Jesus is the Christ, the Son of God
- This Jesus, who died, rose again, and ascended to heaven, will personally and imminently return
- Everyone will be physically resurrected to an eternal heaven or hell
- Everyone is a sinner by nature and is in need of a Savior
- One obtains eternal life only by the grace of God through personal faith in Jesus Christ whose substitutionary death paid for one's sin
- One is eternally secure having trusted in Christ as the only means of salvation

Refer to [westchestbiblechuch.org](http://westchestbiblechuch.org) for the full doctrinal statement from the church constitution.

## Questions and Answers

*Q. If all of the Christian students are in Christian schools rather than public schools, won't this hinder the testimony and witnessing opportunities for Jesus Christ?*

**A.** Young children, no matter how sincere they may be, do not have the ability necessary to overcome the peer pressure against Christian standards in the public school. Since the founding of our school, we have found that children who are trained to love the Lord, honor their parents, and be courteous to others have a greater influence and testimony for the Lord in the neighborhood and community.

*Q. If a child is trained in a Christian school, how will he cope with the real world?*

**A.** The real world is the Christian life. Students at the Westchester Christian School are taught academics and values that help them to adjust and succeed in all aspects of life. Christian principles such as honesty, courtesy, respect and serving the Lord are what train students to cope. Businesses around the area will be impressed with our students and contact the school seeking students to employ.

*Q. Obviously, a Christian school cannot be accredited due to the fact that it would have to accept the standards of the state. Will this hinder my child transferring to another school?*

**A.** Most school districts would not have a problem accepting a child who is on grade level or above into their system. Our students are tested every year with the Stanford Achievement Tests, and this way we can monitor their progress.

# **Westchester Christian School Parental & Student Support**

***This must be signed upon first time enrollment and when re-enrolling.***

One of the keys to making the Westchester Christian School a success is the unity and compatibility of all involved. When the school administration, staff, parents and students all work together, great things happen. The following standards, agreements, and understandings help to insure this harmony for the success and happiness of all involved.

## **PART 1 - Parents and Students**

I understand that the educational program is an integral part of the church ministry which I am expected to support.

I hereby commit to assume my Scriptural responsibility to financially support the church's educational ministry.

I understand that my child is expected to take part in church educational activities, including sports and sponsored trips away from the educational facility, and I absolve the church from liability to me or my child because of any injury to my child at supervised church activities.

I agree to uphold and support the high academic standard of the educational ministry by providing a place at home for my child to study and by encouraging my child in the completion of any homework or assignments.

I appreciate the standards of the educational ministry and do not tolerate profanity, obscenity in word or action, dishonor to the Godhead or the Word of God, or disrespect to the staff of the church. I hereby agree to support regulations published in the Westchester Christian School Handbook and authorize the church to employ discipline as it deems wise and expedient for the training of my child.

I understand that the school reserves the right, after parental conference, to dismiss any child who fails to comply with the established regulations and discipline or whose parents do not assume their responsibility to the educational ministry.

I have read the Westchester Christian School Handbook and understand and agree to the terms stated on this application.

I realize that attending the Westchester Christian School is a privilege and not a right. It is my intention to abide by the decisions and support the discipline of the administration. I have read the current school handbook and understand and agree with the policies therein.

I understand that periodically students may take a trip off campus. Sometimes it may be for several days and sometimes the students may be required to attend.

## ***Student Agreement***

Students are expected to abide by the standards of conduct set forth in the school handbook throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with this school's ideals of work and life may be invited to withdraw whenever the administration determines that it is necessary.

As a student of the Christian School, I realize that the Westchester Christian School is a ministry of the Westchester Bible Church. I pledge to uphold the school's standards against cheating, swearing, smoking, gambling, dancing, watching videos of immoral conduct, drinking alcoholic beverages, using or talking favorably about narcotics, or using indecent language and will act in a very orderly and respectful manner. I will maintain Christian standards in courtesy, kindness, morality, and honesty. I will strive to be of unquestionable character in dress, hairstyles, conduct, selection of music, and other areas of life.

I agree to abide by the above standards of conduct and other regulations expected of each student enrolled in this Christian School while I am a student attending the school, and will not give the impression to students, parents, or faculty that I am not in harmony with the goals, aims and standards of this Christian School.

I understand that it is strictly prohibited for students use a cell phone at school or at any school function without specific permission from school staff and that bullying, cyberbullying, and harassment are strictly prohibited.

I understand that failure to abide by the standards set forth above may make it necessary for me to be withdrawn from the school. I further understand that the staff and administration reserve the right to take the necessary disciplinary action, including expulsion, should I not abide by these Christian standards.

**PART 2 - Statement of Faith and Ministry of Education**  
***Statement of Faith, Article II, Section 1 from the Westchester Bible Church***  
***Constitution:***

(1) The Bible, in its original documents, is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content and without any errors in its statements. Psalms 89:34, John 10:35, II Timothy 3:16, Hebrews 6:18, II Peter 3:16.

(2) There is one God, eternally existent, Creator of Heaven and Earth. He is manifested in three persons - Father, Son and Holy Spirit. Genesis 1:2, Isaiah 7:14 & 9:6, John 14:9, I Timothy 3:16, I John 4:7.

(3) The Lord Jesus Christ is fully God who took on flesh and dwelt on earth. He was sinlessly perfect and gave Himself as a substitutionary sacrifice by shedding His blood and dying on the tree. He then came back from the dead. This was to pay for all sins, (past, present and future) for all who believe. Acts 13:38-41, II Corinthians 5:21, Hebrews 9:2-28 & 10:10-14, I Peter 2:24, I John 3:5.

(4) God is absolutely sovereign and in His sovereignty gave man a free will to accept or reject the salvation that He has provided. It is God's will that all would be saved and that none would perish. God permits man's destiny to depend upon man's choice. John 6:64-65, Acts 10:34, Romans 9:30- 32, I Corinthians 1:21, Ephesians 1:5-14, II Thessalonians 2:13, I Timothy 2:4, I Peter 1:2, II Peter 3:9.

(5) Each member of the human race is fallen, sinful, and lost and regeneration by the Holy Spirit is absolutely essential for salvation of man. The moment a person receives Christ as Saviour, immediately, the Holy Spirit indwells the believer who is sealed until the day of redemption. Luke 24:49, John 7:39, Romans 3:23, I Corinthians 6:19, Ephesians 1:13, Titus 3:5.

(6) Man is saved by undeserved mercy through faith and nothing of man enters into his salvation. It is a free gift. Man's efforts, regardless of how good or well intended, before or after salvation, have nothing to do with salvation. Salvation is by the finished work of Christ and nothing can be added to it. Romans 11:6, Galatians 2:16, Ephesians 2:8-9, Colossians 2:13, Titus 3:5.

(7) The Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers. By the Holy Spirit we are all baptized into one body of Christ. Water baptism is not essential for salvation but is a testimony to the world. Water baptism is to be done by immersion to show the death, burial, and resurrection. Acts 1:8, Acts 2:1-4, Acts 8:38, Acts 10:47, I Corinthians 2:14, I Corinthians 6:19-20, Ephesians 4:5.

(8) Every child of God possesses eternal life, being justified by faith, sanctified by God, sealed with the Holy Spirit, is safe and secure for all eternity, and he cannot lose his salvation. However, a Christian can, through sin, lose his fellowship, joy, power, testimony, and reward and incur the Father's chastisement. Relationship is eternal, being established by the new birth. Fellowship, however, is dependent upon obedience. I Corinthians 3:11-17, I Corinthians 5:1-5, I Corinthians 11:30-32, Hebrews 12:5-11.

(9) A true child of God has two births; one of the flesh, the other of the Spirit, giving man a flesh nature and a Spirit nature. The flesh nature is neither good nor righteous. The Spiritual man does not commit any sin. This results in a warfare between the Spirit and the flesh, which continues until physical death, or the return of the Lord. The flesh nature of man does not change in any way with the new birth, but can be controlled and kept subdued by the new man. John 3:3-7, Romans 7:15-25, Romans 8:8, Galatians 5:17, I Peter 1:23, I John 1:8, I John 3:9, I John 5:18.

(10) There will be a resurrection of the saved and of the lost: of the saved unto eternal life and of the lost unto eternal conscious punishment. These two resurrections are separated by at least 1,000 years. Daniel 12:2, Matthew 25:41, I Thessalonians 4:13-18, Revelation 20:1-5.

(11) We believe in the personal, pre-tribulational and premillennial return of our Lord and Saviour, Jesus Christ. Isaiah 26:17-21 & 27:1, Luke 21:36, I Thessalonians 5:9-11, II Thessalonians 2:1-8, Titus 2:13, Revelation 3:10, Revelation 4:4.

(12) Satan is a real person, the author of sin, and he and his angels shall be eternally punished. Isaiah 14:12-15, Ezekiel 28:15 & 17, Matthew 25:41, Revelation 20:10.

(13) God can heal, but physical healing is not in the atonement. God heals miraculously today when it is His perfect will to do so. Healing cannot be claimed through the guarantee of the atonement. At times it is God's will for sickness not to be removed. II Corinthians 12:8-10, James 5:4-16.

(14) The gift of tongues (languages) was a manifestation of the Spirit's power solely for the demonstration of God's wisdom, purpose and power in the establishment of the early church and always was in a language that was in use. We believe that tongues fulfilled its purpose in the first century and ceased to be used before the completion of the New Testament. We further believe that the modern tongues movement is not of God. Acts 2:16-18, I Corinthians 14:22.

(15) The true child of God is not under the law but under grace - saved by grace and disciplined by grace. Romans 6:14, Romans 11:6, II Corinthians 3:17.

(16) It is every Christian's privilege and duty to make clear God's plan of salvation wherever and in whatever vocation he or she may be. Mark 16:15, I Thessalonians 2:4.

(17) The general plan of salvation in God's Word in a brief outline that is believed and practiced by the Westchester Bible Church is as follows:

(a) Establish the fact that all men are sinners. Isaiah 64:6, Jeremiah 17:9, Romans 3:10, Romans 3:23, James 2:10.

(b) Establish the fact that the penalty of sin is death. Ezekiel 18:20, Romans 6:23.

(c) Establish the fact that you must be perfect to enter heaven. Habakkuk 1:13, Revelation 21:27.

(d) Establish the fact that man can do nothing to obtain this perfection. Romans 4:5, Galatians 2:16, Ephesians 2:8-9.

(e) Show how God provided a sin-bearer and imputes to man His righteousness. Is.53:6, II Cor.5:21, Phil.3:9, I Peter 3:18.

(f) Establish the fact that man needs only belief in the Lord Jesus Christ as his personal Saviour for salvation. John 1:12, John 3:16, Acts 16:31, Romans 10:9.

(g) Establish the fact that man can be certain of his salvation now and that his salvation cannot be lost because eternal life is eternal. John 6:37 & 39, John 10:28, Hebrews 10:10-14, I Peter 1:5.

***Ministry of Education, Article VI from the Westchester Bible Church Constitution:***

It is deemed essential to the Biblical beliefs of the church to have the members' children provided with an education which is based upon and consistent with the Biblical teachings in both content and structure of activity. It is the church's belief that the home and church are responsible before God for the providing of a Christian education. To this end, the church shall engage in ministries of education in keeping with the following dictates:

**(1) Church participation.** All educational programs or courses of instruction formulated and offered by the church in furtherance of one or more of the functions as specified in the Articles of Incorporation shall be for the benefit of the members of the church. Non-church members shall be selectively allowed to participate in or take advantage of any such educational programs or courses of study only if there is room after meeting all of the needs of the members wishing to participate.

**(2) Staff membership.** All instructors, teachers and administrators, excluding visiting missionaries, evangelists or preachers, engaged for the purpose of delivering sermons, conducting revivals or other special meetings on a temporary basis, in any educational program or course of instruction shall be active members of the Westchester Bible Church or an affiliate church.

**(3) Statement of Faith Accord.** All educational programs or courses of instruction, irrespective of the particular subject of any particular course, shall be taught and presented in full accord with the Statement of Faith of the Church.

**(4) Outreach.** All educational programs or courses of instruction, irrespective of the particular subject of any particular course, shall be conducted as a part of the outreach ministry of the church. It is the duty and responsibility of each instructor or teacher to know whether or not each student has exercised saving faith vested in the shed blood of the Lord Jesus Christ. As to any student concerning whom the teacher or instructor is not personally assured that he or she is saved, the teacher or instructor is to assume that each student is not saved, to the end that each and every student shall come to a saving knowledge of Jesus and accept Him as Saviour. Each instructor or teacher shall continuously and in every aspect of the student-teacher relationship present Jesus Christ as the only omnipotent and omniscient ultimate Sovereign Who is available universally to each student personally as Saviour and to encourage and induce each student to personally accept Him as Saviour.

**(5) Teaching.** All educational programs or courses of instruction, irrespective of the subject of any particular course, shall be conducted as a part of the teaching function of the church, as more fully delineated in the Articles of Incorporation, thus, it is the duty and responsibility of every teacher or instructor to present the inerrant Word of God as recorded in the Holy Scriptures of the Old and New Testaments to be the only and infallible source of knowledge and wisdom and that any assertion or belief in conflict with or questioning of the truth thereof, is a pagan deception and distortion of the truth and to be understood as such, disclaimed, and proclaimed as false. All knowledge and wisdom on every subject thusly being from God and revealed in His Word, each instructor or teacher is to present Biblical revelations concerning whatever subject is being taught, commence instruction on the subject from the Biblical perspective and continually, throughout the course of instruction, emphasize the Biblical basis for and purpose of the knowledge being imparted. All academic subjects (Mathematics, English, Social Studies, Science, etc.) shall be taught from the aforementioned perspective. Each instructor or teacher, irrespective of the particular course of instruction, shall continually emphasize that the sole purpose of the acquisition of knowledge is to glorify God and to use it otherwise is sin.

**(6) Lordship of Christ.** Each instructor or teacher, irrespective of the particular course of instruction, shall instruct the submitting to the Lordship of the Lord Jesus Christ in life. This commitment to Christ's Lordship requires willing obedience to absolute morals as revealed by God in His Holy Word. Without character traits consistent with God's absolute moral standards, there is no submission to the Lordship of Christ. Thus, it is the duty and responsibility of each instructor and teacher to instruct each student by example and word as to what God's moral standards are and that they are absolute. That is, there is an absolute right and an absolute wrong in each situation, which does not vary from situation to situation. Further, there is no absolute trust dependent on empiricism and absolute falsehood.

**(7) Academic excellence.** Because God is never the author of either mediocrity or confusion, and because all things are to be done heartily as unto the Lord, each administrator, instructor or teacher shall emphasize academic excellence in every educational program and course of instruction.

**(8) Anti-theistic thought.** The postulates of atheism, polytheism, materialism, pantheism, deism, fatalism, naturalism, rationalism (to be contrasted from rationality), including secular humanism, situational ethics, and evolution (theistic or otherwise), and the results of the application of these anti-theistic philosophies shall be taught, where appropriate and if at all, only as pagan falsehoods, the understanding of which may, from time to time, be necessary in order to contrast the efficacy of God's Word with the futility of these falsehoods.

**(9) Eternity.** Each instructor or teacher, irrespective of the particular course of instruction, shall relate the instruction being given to its purpose and necessity to God's overall plan for mankind in eternity.

**(10) Physical death.** Each instructor or teacher, irrespective of the particular course of instruction, has the duty and is responsible for knowing that each student is taught that one's being as a person does not terminate with physical death but that he/she will exist eternally and that a choice to reject the opportunity to be allegiant to God is a choice to spend eternity in hell in return for whatever, if any, temporal benefits they perceive to be attendant to their allegiance to Satan.

**(11) Lifestyle.** All administrators, instructors, and teachers shall continue or adopt a life-style consistent with the precepts which they teach so that instruction of students can be observed by the students whether in the classroom or out of the classroom.

**(12) Parental commitment.** Both parents, if both are living custodians or the guardians of any person age seventeen (17) or under, in any educational program or course of study for which academic credit is expected, shall subscribe to the following statement as a condition precedent to initial enrollment or re-enrollment.

***Please keep the above pages of the "Westchester Christian School Parental & Student Support" on file at home.***

**[Other than this statement and the page number below, this page is left intentionally blank.]**

## Parental & Student Support and Regular Church Attendance Commitment

**To be signed and submitted upon first time enrollment and upon re-enrollment.**

Student's Name \_\_\_\_\_ Grade Entering \_\_\_\_\_

I/We, \_\_\_\_\_ and \_\_\_\_\_, have thoroughly read the Statement of Faith and the Ministries of Education Articles of the Westchester Bible Church in detail. Having studied these provisions with care, by my signature below I signify that I am fully aware that the primary and consuming thrust of the educational program and course of study is to bring each student to accept salvation by grace through Jesus Christ and to inculcate each student with the necessity of adopting a life-style under the Lordship of Christ and do affirm and acknowledge my/our responsibility and intention as

\_\_\_\_\_ (parent(s), custodian(s), guardian(s)), to cooperate and assist in the method and content of teachings as set forth and will never discourage nor contradict anything taught in accordance with the Statement of Faith. Also, if at any time my disposition deviates from that here stated, I promise to bring that fact immediately to the attention of the administration of the Westchester Bible Church, which shall take whatever action it deems necessary.

We understand that regular church attendance is essential for us as staff, parents, and for our child(ren) at a Bible-teaching church. We commit to regular church attendance. Should we change churches we commit to notifying school administration of this change and will only attend a Bible-teaching church.

Name of church: \_\_\_\_\_

Are you members? \_\_\_\_\_

Furthermore, my signature indicates that I have read in detail, fully understand, and agree with all four (4) pages of this "Parental & Student Support of School."

\_\_\_\_\_  
Father/Guardian Signature  
(or self if a staff member without children in the school)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**[Other than this statement and the page number below,  
this page is left intentionally blank.]**

# Westchester Christian School Acceptable Use Policy for Technology

## **Student and Staff Access to Computers and the Network**

Computers and the school-area network may be accessible to qualified staff and students to complete assignments, conduct research, and/or communicate with others, access to such will be provided to staff who shall act in a considerate and responsible manner. General school rules for behavior and communications apply to all computer use and users. The above does not absolve parents of setting and conveying the standards that their children should follow when using telecommunications and electronic information sources. Knowingly violating the terms of this policy or agreement will be dealt with according to the student or staff discipline policies of WCS and/or civil authorities, and such activities may result in termination of their account/access and/or expulsion from school or termination of employment. All students and staff are expected to follow this policy.

## **Bullying, Cyberbullying, Intimidation, Hazing and Harrassment**

The above are prohibited in any form, on or off campus, and includes placing a student in reasonable fear of harm to a student's person or property. Any of the above are prohibited in that they could cause a substantially detrimental effect on the student or students' physical health, spiritual wellbeing, mental health, an/or academic performance. Students are encouraged to immediately report the above behaviors. Anyone, including staff members and parents/guardians, who has information about actual or threatened behaviors above is encouraged to report it to school staff. Students and staff should refrain from accessing or disseminating any material that may be deemed bullying, intimidating, hazing, or harassing so as to limit its potentially negative effects.

A reprisal or retaliation against anyone who in good faith alleges any of the above is prohibited. As such, a student will not be punished for reporting or supplying information; however, knowingly making a false accusation or providing knowingly false information will be treated as bullying and addressed accordingly.

## **Acceptable Use**

1. Must be consistent with the education objectives of WCS.
2. Use of electronic resources for recreational entertainment is prohibited.
3. Transmitting or knowingly receiving any materials in violation of any United States, State of Illinois, or WCS regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
4. Cyberbullying is prohibited: Be polite; ever send, or encourage others to send, abusive messages.
5. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images.
6. Remember that you are a representative of our school on a non-private system. What you say and do can be viewed.
7. Privacy. Do not reveal your full name, phone number, or home address, or those of other persons when using the Internet.
8. Electronic mail is acceptable for staff but not students unless authorized by staff. Communication with students during the school day must take place through some other means. Electronic messages (e-mail) is not guaranteed to be private. Computers, files and communications may be accessed and reviewed by administrative personnel and may be accessed by other computer users.
9. Do not use computers or the network in such a way that you would disrupt the use by other people.
10. Permission of a supervising staff member must be obtained before downloading large files or installing programs to a computer.
11. WCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. WCS will not be responsible for any damages, delays, or loss of data you suffer while on this system.

12. Security: Do not use another user's account or share your account. Doing so may result in the loss of privileges for both parties.
13. Users may not create or upload computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.
14. All account holders or users hereby release WCS from any and all claims or damages or any nature arising from their access, use, or inability to access services.
15. WCS may use work/photo of students in conjunction with the schools' website or other promotional material. If you do not wish for your child's work/photo to be posted on the school web site, as parent or guardian it is your responsibility ask school staff for an opt-out form. (source credit: Adapted from Troy Christian Schools, Inc.)

**I have read this contract and agree to abide by the terms and conditions of the contract. Staff members sign on the line next to "Staff-User's Name" section. Students and Parent/Guardian please continue on to the WCS Student User Agreement section and sign on the appropriate lines.**

**Staff-User's Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **WCS Student User Agreement**

I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of WCS. I further understand that any violation of the regulations above is unethical, and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. In consideration for the privilege of using the WCS electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless WCS from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

**Student Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent or Guardian Consent**

Parents and guardians need to be aware that WCS will do all it can to shield students from inappropriate materials through web filters and human monitoring; however, information available on the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. WCS do not condone the use of such materials and will not allow the use of such materials in school. WCS will diligently work with web filters to eliminate such material from our network. It is impossible to restrict access to every controversial item.

As the parent or guardian of the student signing above, I have read the electronic resources Acceptable Use Policy and guideline for student use established by the WCS. I grant permission for my son or daughter to access networked computer services for curricular reasons. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computer, or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

**Custodial Parent or Guardian Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_