



**Western Christian School  
2023-2024**

**K - 12  
STUDENT AND PARENT HANDBOOK**

Updated 9/12/2023

9045 Wallace Rd NW | Salem, OR 97304  
503.363.2000  
[www.WesternChristianSchool.org](http://www.WesternChristianSchool.org)

Superintendent - Dr. Rachael Harms  
Elementary Principal - Jen Casaleno  
Secondary Principal - Melissa Groninger

## **FAITH STATEMENTS**

**Western Christian School is an interdenominational Christian school for students from Preschool through grade 12. While there is diversity among our Board, faculty, and staff in non-essential matters, the essential, core beliefs of the Christian faith that the Board, faculty, and staff affirm are as follows:**

- There is One God who exists eternally as three persons: Father, Son, and Holy Spirit | [Mark 12:29](#); [Matt 28:18-19](#)
- The full humanity and full deity of Jesus Christ | [John 1:1-2](#); [Phil 2:5-8](#)
- The Bible in the 66 books of the Old and New Testaments is inspired by God and is inerrant in its original documents, fully reliable, trustworthy, and authoritative as our guide to faith and practice | [2 Tim 3:16](#)
- The spiritual lostness of humanity | [Rom 3:10-19](#); [Eph 2:1-3](#)
- The substitutionary atonement and bodily resurrection of Jesus Christ | [Is 53:4-5](#); [1 Cor 15:3-4](#)
- Salvation is by grace alone through faith in the Person and work of Jesus Christ | [Acts 4:12](#); [Eph 2:8-9](#)
- We find salvation when we turn to God in sorrow for our sins and He forgives us, cleanses us spiritually, and adopts us into the family of His children | [Acts 2:37-39](#); [Heb 10:11-18](#); [1 John 3:1](#)
- The bodily return of Jesus Christ | [1 Thess 4:13-18](#)

**Western welcomes students from all backgrounds and therefore students and families are not required to profess Christianity. However, everyone is expected to respect our faith commitments and to listen respectfully as these commitments are presented as part of Western's curriculum and other programs. Because the Bible is our guide to faith and practice, we go to the Bible to guide us in deciding the many issues that are presented to us. These decisions are reflected in our Board Policies, Faculty & Staff Handbook, Student Handbook, and other places.**

## GENERAL INFORMATION

### Mission Statement:

Western Christian School equips students for a life of faith and learning by providing a Christ-centered educational experience highlighted by four key distinctions: academic excellence, nurturing community, enrichment opportunities, peacebuilding & service.

### FACTS Family Portal

- The [FACTS Family Portal](#) is the system Western families use to to contact staff, access student attendance and grade records, and track hot lunches orders.
- A guide to support you in accessing the FACTS Family Portal [is linked here](#).

### Calendars and Bell Schedules

- [2023-2024 WCS School Calendar](#)
- [2023-2024 Bell Schedules](#)

### School Closures and the Emergency Alert System

- In the event of a school closure or an unexpected early dismissal, parents will be contacted through the REMIND system. The WCS website and social media sites (Facebook and Instagram) are also great ways to receive the most up-to-date information.

### Lost and Found:

- Students are responsible for any belongings they bring to school. If a student loses an item, they should check the Lost and Found. We will make every effort to return items to their rightful owner. Please clearly mark student items in order to support this process. Please use discretion when sending valuable items to school, as Western Christian is not responsible for replacing lost or missing items.

### Fundraising & Serving Opportunities

Main Fundraisers: Check out our [website](#) for ways to give.

- Pioneer Partners
- Annual Banquet - October
- Staff Love Offering - November
- End of the Year Giving Appeal - December
- Auction - May

### Student Transportation

- Please see the Transportation Section on our website on the [Parent Resources Page](#).

## ATTENDANCE POLICIES

### Drop Off and Pick Up:

- Drop-Off times Tuesday through Friday are between 7:45 a.m. - 8:00 a.m. After 8:00 a.m., parents must sign students in at the attendance office. Please arrive prior to 7:55 a.m. to ensure they are not tardy. On Mondays, drop-off time is 8:45am.
- **Students must be picked up after school in a timely manner. There is no adult supervision available for students on campus after school unless they are in a school-sponsored extracurricular activity.**
- For information regarding before and after school care, please see our [Western Christian School website](#) for detailed information.
- WCS has established a drop-off and pick-up traffic pattern. Please click [here](#) for that information.
- If there is any change in your child's regular pick-up routine, please contact the attendance office. You must email or call the school prior to us releasing your child to anyone not on your emergency contact list.

### Absences and Tardies:

- Please contact the school prior to 8 a.m. (9am on Mondays) on the morning of a student's absence by emailing [attendance@wcspioneers.org](mailto:attendance@wcspioneers.org) or calling the attendance office at (503) 363-2000. If using email, please include your student's full name, date of absence, and reason for being gone. If your student will be gone more than one day, please notify the school each day, unless it is a pre-arranged absence and dates have already been communicated.
- Unexcused Absences: Depending on the circumstances, unexcused absences could affect current and future scholarship awards, student grade advancement, sports participation, and high school course credit.
- Excused Student Absence is absence due to personal illness, serious illness in the family, death in the family, school-approved outings, medical or dental appointments, court appearances, absences due to providential hindrance, and all pre-arranged absences.
- School Attendance & Event Participation: In order to participate in practices, contests, or performances, students must attend school the full day of such activity. Exceptions include scheduled appointments or pre-arrangements made by the parent.
- Tardies: Students are considered tardy if they are not in their classroom at the start of each period. If a student is late to school, they must come to the attendance office for a tardy slip and then proceed to class. The tardy will be

entered into the student's daily attendance record as unexcused unless a parent excuses the tardy on their behalf.

- Pre-Arranged Absence: If a student is going to be absent for three or more consecutive days, a [Pre-Arranged Absence Form](#) needs to be completed in advance.

## Illness and School Attendance

We are aware of how difficult it is to decide whether or not to attend school because you or your child may be ill and/or contagious. However, for the protection of everyone at the school we ask you to take a conservative approach in making this decision. In other words, if you are in doubt, wait another day before returning. If a child becomes ill during class, the parent or caregiver will be called. For your child's well-being and the health of others, please pick up your child as quickly as possible. Guidelines we use in making this decision are as follows:

- 1) **FEVER:** Students with 100 degree Fahrenheit or above should not attend school. Students must be fever free for 24 hours without the aid of medication before they may return to school.
- 2) **CONJUNCTIVITIS/PINKEYE:** Students with red, watery eyes, with or without purulent drainage, must remain at home until 3 doses of antibiotic eye drops have been administered and eyes are clear of purulent discharge.
- 3) **IMPETIGO:** This condition is highly contagious and requires treatment. Unless under the care of a healthcare provider, the student may not attend school.
- 4) **HEAD LICE:** Any live lice or nits within ¼" of the scalp, must be treated. Treatment is required before returning to school.
- 5) **PINWORMS:** This condition is easily transmitted and requires treatment before attending school.
- 6) **VOMITING/DIARRHEA:** If a student has vomited or had diarrhea during the night or just before school, he/she should not attend. Students should remain at home until symptom free and able to tolerate regular food.
- 7) **SORE THROAT:** A sore throat may require medical attention to determine if a strep infection is present and an antibiotic needed. If a throat culture is done, students should

remain at home until results are known. If culture is positive, students may return to school after 24 hours of antibiotics, if no fever is present.

8) RASH: A student with a rash may be excluded until the cause of the rash has been determined. A physician's note may be required for readmission to school.

9) RINGWORM of SCALP AND SKIN: Students will be excluded from school until effective treatment is started. This may require a physician's note.

10) RUNNY NOSE: If drainage is profuse and not clear, students should remain at home until symptoms improve.

11) COUGH: A cough following a cold is not necessarily contagious and may be prolonged. If the cough is croup or is productive with non-clear discharge, students should remain at home until symptoms improve.

12) CHICKEN POX: Students are excluded until all lesions have been crusted and there are no new lesions, generally day 6 after onset of rash.

If a child seems tired, listless and/or exhibits a change in behavior, he/she may be experiencing the early stages of an illness.

Please report any communicable disease such as strep throat, chickenpox, etc. to the office for the protection of the children attending.

## **ADMISSIONS & TUITION**

Age requirements for enrollment:

- Preschool: Students must be three years old by September 1st.
- Kindergarten: Students must be five years old by September 1st.

Grade Level Placement:

- Newly enrolled students will be placed at the appropriate grade level based on historical enrollment and at a level that best suits their educational development.

Admissions Process:

- Please refer to the [Western Christian School website](#) for detailed information regarding the admission process.

#### Tuition Management & Financial Aid:

- The school uses FACTS tuition management system to track and process tuition, fees, payments, and financial aid. Please refer to the [Western Christian School website](#) for additional information regarding tuition and financial aid.
- Families that would like to pursue financial aid must do so after the student has been accepted by completing our [Financial Aid Application](#) online.

#### Delinquent Accounts:

The following policies apply to any past due balance; tuition & student activity fees, or incidental fees (ie: sports fees, lunches, bussing, etc.)

- Families 30 days delinquent will be charged a \$25 late fee and sent an email reminder from the WCS Business Office. The email will notify the parents their account balance is past due, and they need to bring their account current within 10 days. Families are encouraged to communicate with the Business Office to resolve the outstanding balance.
  - All students in the family may not participate in extracurricular activities or be considered part of a WCS sports team as member, manager or otherwise (including, but not limited to any sports practice, camp, tournament, drama, music, mission trips, graduation ceremonies, Student Council, field trips, high school retreat, or other activities requiring an overnight stay) regardless if the delinquency occurs after an activity/season has begun. All students in the family *may* participate in class trips *that are part of class work for a grade*.
  - All students in the family may not receive school lunch or use school transportation/bussing.
- Families 60 days delinquent will be sent a “past due” letter via email and postal delivery from the WCS business office. The letter will also notify the parents their account is past due and needs to be brought current.
- Families 90 days delinquent will be sent a letter via email and postal delivery that their student(s) will not be permitted to attend classes until the account is brought current with no past due balances.
  - On the 10<sup>th</sup> business day after receipt of the notice all students in the family will be un-enrolled at Western Christian School.
  - If needed, a collection agency will be contacted to pursue the outstanding debt.

- If you encounter unanticipated financial difficulty, it is the parent's or guardian's responsibility to notify the WCS Business Office as soon as possible to discuss an alternative payment plan. Our desire is to work with you and your situation to the best of our ability.

#### Withdrawal Procedure:

- We request three day's notice for student withdrawals. It is important to include the name and contact information of the receiving school, so school records can be forwarded upon request.
- Please contact the Admissions Specialist ([admissions@wcspioneers.org](mailto:admissions@wcspioneers.org)) for the withdrawal form to begin the process.
  - Tuition final payment is determined by the month of withdrawal, so a student withdrawing between the 1st and 31st is required to pay for the complete month.
  - Required Fees are not reimbursed upon withdrawal, since these are used for materials and curriculum.
  - Voluntary Fees for sports are determined by the individual circumstance, and the Business Office.

#### Volunteers

- Community and parent volunteers add tremendous value to the work we do at Western Christian School. If you are interested in volunteering in any capacity, please follow [this link](#) for information on the approval process and next steps.

### **ACADEMICS / GRADING**

Western Christian School offers strong standards-based instruction across all grade levels. Our core values reflect our Christian heritage; therefore, we are very intentional about the curriculum we select for instructional purposes. While educators will introduce topics and ideas, at age-appropriate levels, that are secular in nature, we will filter those ideas and topics through a Christian worldview.

#### **PreK- Elementary:**

- At the elementary level, Western Christian uses a proficiency-based scoring system for academics on a four-point scale. Parents will receive detailed information on the scoring guidelines from their child's teacher.

#### **Middle School / High School:**

At the secondary level, teachers outline their grading policy in the class syllabi.



Students and parents can track grades and assignments in the [FACTS Family Portal](#).

- **Middle School:** Students complete standards based courses in English, Math, Social Studies, and Science. Choir, Band, PE, and a variety of other electives are available. Enrollment in Bible courses are required each semester, 6th - 8th grade.
- **High School:** Students earn 25 credits and receive the Oregon Standard Diploma. Enrollment in Bible courses are required each semester, 9th - 12th grade. No credit is awarded when students receive an F, No Pass, No Grade, or Incomplete. For more detailed information on high school academic requirements and course offerings, please refer to the WCS Course Catalog.
- **High School Grading and Evaluation Policy:**
- **Grade Definitions are as follows:**
  - A = Excellent
  - B = Above average work
  - C = Average work
  - D = Below average work
  - F = Failing work which does not meet minimum requirements
  - P/NP = Rather than letter grades, Pass/No Pass will be assigned to students acting as student aides, independent study, community service or work experience. These grades do not affect GPA.
- **Repeat Coursework**
  - In order to receive credit for repeat coursework, courses must be repeated within the next academic year. Consult the counseling office for more details.

### **Progress Reports and Conferences:**

Western Christian's grading policy is designed around an 18-week, or semester grading period. Semester report cards are given at the end of the 18-week grading period. Semester grades are the only grades that carry academic credit and are recorded on the student's permanent record.

Progress reports are issued four times per year or every nine weeks. We strongly encourage parents to attend the fall parent-teacher conference, which is scheduled after the first grading period in October.

- The first grading period Progress Reports will be given directly to the parents at the parent-teacher conference. After that, the report card will be sent home via email following each grading period.
- Additional conferences may be held on an as-needed basis throughout the school year. Parents may reach out at any time to teachers directly with any questions or concerns related to academics.

**Homework, School Work and Absences:**

Homework may be assigned each day, Monday – Friday. Grades 6 through 12 can utilize FACTS to track assignments.

**Making Up School Work Due to an Excused Absence:**

- Students with absences will have two days to complete work upon returning to school.

**Extended Absences:**

If a student is gone for three days or more, a [Pre-Arranged Absence Form](#) should be completed in advance of the absence. Rules for extended “vacation” absences:

- Assignments assigned prior to the student leaving are due the first day the student returns to school. After that date, they are considered late.
- Assignments assigned during the time the student was absent must be turned in within two days of returning.
- During this process, assignments and assessments will be marked with a “P” for Pending.

**Late Work Consequences Grades 6 – 12**

- Please refer to teachers’ syllabi for late work policies.

**Promotion**

Grade level promotion is to be viewed and determined on two levels: academic performance and developmental readiness. The principal has the authority to make decisions regarding grade-level promotion, particularly in cases where there are extenuating circumstances or if the usual criteria do not fully capture a student's situation.

**Probation**

In some cases, a student might start on a clearly outlined probationary period. Satisfactory completion of this probationary period will be required for continual attendance at WCS.

**Retention**

Retention decisions will be based upon the following:

- Student performance and documentation
- Student testing
- Age of student
- Parent input

This is a collaborative effort including the parents, teacher, and principal. The main outcome should be one that is best for the individual student. While the school reserves the right to determine the final placement of any student, our desired outcome is to work with each family until a consensus can be achieved.

### **Student Records**

According to federal law, parents have the right to access a student's educational records.

- Inspect and review student's record;
- Seek to amend the record if inaccurate;
- Consent (or not) to disclosures of personally identifiable information; and
- File a complaint with the U.S. Department of Education concerning the school's failures to comply with FERPA.

Please allow a 24 hour notice to prepare the file for viewing. When a student transfers from our school to another school, it is the responsibility of WCS to transfer that information to the new school. A release form will be required by the parent. Parents can direct questions to the principal regarding any information contained in their student's record.

### **High School Semester Finals**

- Finals dates are noted on the school calendar. A modified finals schedule will be shared with students and families prior to those dates. Finals may include projects, tests, or presentations.

### **Textbooks**

Students are responsible to care for textbooks and return them in good condition. Ripped, damaged or destroyed textbooks will be assessed and charged to the student.

## **STUDENT LIFE**

### **Chapel:**

- Our Chapel programs exist to create a consistent rhythm of intentional worship opportunities for our K-12th grade students and provide them with engaging opportunities to encounter God and grow in their love for Him and others. Though Chapels can look different week to week, they regularly include student-led worship, gifted speakers, creative arts, and Christian practices.

- Our preschool and elementary students have Chapel once a week. Middle and High School students have Chapel two times a week, and meet in small groups once a week.

## **AWARDS & GRADUATION**

### **Honor Role**

Honor roll status requires a 3.5 GPA for a single semester with a minimum of 6 classes.

### **National Honor Society**

Western places an important value on recognizing students who work hard to demonstrate positive character traits in and out of the classroom, as well as achieving high academic standards. Students in the 10th - 12th grade who meet these standards determined by the NHS school committee will be inducted.

**Valedictorians, Salutatorians, and Honors:** To be considered for valedictorian, Salutatorian, and honors, students must meet the criteria listed below. Students who qualify will be informed after the 3rd quarter of their senior year.

- 18 core classes with a grade of C or higher
- Enrollment in at least three dual credit classes with grades of B or better
- a total of at least 25 credits
- a cumulative 3.5 or higher GPA.

### **Award Requirements:**

- President's Award for Educational Excellence 3.5 GPA and 85th percentile or higher on a nationally-normed test such as the SAT or ACT
- President's Award for Educational Achievement Demonstrates commitment to learning in academics despite various obstacles.
  - State of Oregon Scholar 3.5 GPA or higher after seven semesters.
  - National Honor Society Cumulative GPA of 3.5 for five semesters, 10 hours of service per year, demonstrates leadership in school, church, or community. It has excellent character references and staff/faculty recommendations.
  - OSAA Scholar-Athlete Students having a cumulative GPA of at least 3.50 and have received a varsity letter in at least one OSAA sanctioned sport.
  - OSAA Activity Scholar Students having a cumulative GPA of at least 3.50 and have competed at either a state qualifying event or in the OSAA State Championship in at least one OSAA sanctioned activity.

### **Senior Graduation and Activities**

- Seniors at Western Christian High School must complete all graduation requirements by 2:30 p.m. on the last day of classes prior to mini term in order to

qualify for a WCS diploma. In cases where the deficit of credits to graduate is five and above, the student will not be allowed to walk with his/her class.

- Graduation activities and programs are to be arranged by the senior class, their advisors, and an administrator. Final program is subject to approval of the school administration. Speakers at graduation will be selected from the senior class and content of speeches must be submitted to the administration for approval.

### **Dress Code:**

Western Christian School's dress code policy reflects our Pioneer Values. There is a system of interventions and consequences in place for students who consistently violate the dress code policy.

#### Shirts, Top, and Jackets

- Clothing shall not be revealing and must be sufficient to conceal undergarments at all times.
- Bare midriffs and low tops are not allowed.
- Girls may wear sleeveless blouses or shirts that have a width of two fingers.
- Boys may not wear sleeveless shirts (including in PE).
- Clothing may not contain inappropriate language or logos to include alcohol, drugs, profanity, lewd content, and should not promote violence.

#### Pants, Shorts, Skirts, Dresses

- Pants & shorts must fit at the waist and be size appropriate. They should not be excessively tight or show undergarments.
- Swim trunks or board shorts are not allowed.
- Dresses and skirts should reach to at least mid-thigh when seated.
  - Spandex or shorts must be worn underneath dresses and skirts if they are above the knee.
- Shorts should be mid-thigh or longer when seated.
- Jeans with rips can not be higher than mid-thigh as well.
- Shorts must be hemmed (not frayed) and should be loose-fitting with no slit up the sides.
- Pajamas or baggy sweatpants are prohibited except for scheduled "Pajama Day".
- Stretch and yoga pants can be worn with a top that covers to the thigh all the way around.

#### Jewelry/Accessories

- Girls: earrings on the ears are permitted. For high school girls, a small stud on the side of the nose is approved. No other visible piercings are allowed.

- Boys: no visible piercings of any kind. Nail polish and makeup are not permitted.
- Knives are not permitted on campus.

### Backpacks

- Student backpacks, notebooks, or other carrying bags may not display obscene symbols, signs, slogans, alcohol, drugs, tobacco, degrading items, or images that promote violence.

### Hats/Headgear/Hair

- Coverings on or over the head are not allowed when inside the building except for on Fridays. Teachers may ask students to remove their hats in class, even on Friday. Hats or head coverings may not be worn in chapel.
- Hats or head coverings worn for medical or religious purposes will be allowed.
- Boys: Hair must be kept neatly cut above the shoulders in the back and kept out of the eyes without the use of accessories. Sideburns must be well-trimmed and well-groomed. Boys may be clean-shaven or have facial hair neatly trimmed and short.
- Girls and Boys: Please maintain natural hair colors. Unnatural colors must be pre-approved and are only allowed temporarily for special events.

### Tattoos

- Inappropriate tattoos must be covered while at school.

### Swimwear

- Boys: Swim trunks must be at least mid thigh and not form fitting.
- Girls: Please choose a modest one-piece or a modest two-piece swimsuit.

### PE

- WCS PE uniforms will be worn for MS and HS PE classes. Uniforms must be purchased through the Business Office.
- For elementary PE, athletic clothing must be appropriately sized and free of offensive images and words. Athletic activities follow the length guidelines for shorts listed above.
- Shoes must be clean, non-skid, tennis shoes.

### Senior Yearbook photos

- Senior photos submitted for the yearbook must follow dress code guidance.

## Behavior Expectations and Pioneer Values

At Western, we have a very high expectation of our faculty and students to demonstrate behaviors and attitudes that promote Christian values. To help our students understand the importance of Biblical principles and how they relate to their choices, we developed the "Pioneer Values." These values are based on five Biblical principles that cover a student's behavioral choices at WCS. They are as follows:

- **Responsible:** *"If you become wise, you will be the one to benefit. If you scorn wisdom, you will be the one to suffer." Proverbs 9:12 (NLT),*
- **Respectful:** *"Yes indeed, it is good when you obey the royal law as found in the Scriptures: 'Love your neighbor as yourself.' But if you favor some people over others, you are committing a sin. You are guilty of breaking the law." James 2:8-9 (NLT),*
- **Honest:** *"Truthful words stand the test of time, but lies are soon exposed." Proverbs 12:19 (NLT),*
- **Safe:** *"...But I say, 'How can you show me your faith if you don't have good deeds? I will show you my faith by my good deeds.'" James 2:18 (NLT)*
- **Kind:** *"Share each other's burdens, and in this way obey the law of Christ. If you think you are too important to help someone, you are only fooling yourself. You are not that important." Galatians 6:2-3 (NLT)*

## Safety and Security Rules

While our Pioneer Values speak to our school's expected student behavior, there are a few non-negotiable rules that we have clarified below. Students who choose to violate these expectations will face significant consequences. Items we consider extreme behavioral violations include the following:

1. Mockery of, or extreme disrespect for, authority.
2. Cheating – any attempt to represent another's work as your own.
3. Possession or use of illegal drugs or alcohol.
4. Stealing or damaging others' property.
5. Acts or threats of violence.
6. Possession of a weapon(s), knives, guns, etc.
7. Acts or threats of sexual harassment/assault.
8. Destruction of school facilities and equipment.
9. Misuse of the internet, such as accessing pornographic sites.
10. Acts or threats of harassment, intimidation, bullying, menacing, or cyberbullying.

## Detentions, Suspension, and Expulsion

Western Christian School has a system of interventions and consequences in place for students who demonstrate the inability to follow our Pioneer values, classroom rules, and safety rules. Consequences include detention, suspension, probation, and or expulsion based on the severity and frequency of behavior.

- **Detention:** Students may be assigned detention before or after school.
- **Suspension:** Students may be suspended depending upon the severity of the behavior. A readmission parent conference will be necessary for the student to return to school. During a suspension, all assignments will follow our rules for when a student is absent: Suspensions are on a graduated scale: 1 school day; 2-3 school days; 4-5 school days.
  - A Behavior Contract accompanies more than one suspension.
  - The fourth suspension activates the expulsion process automatically.
- **Expulsion:** An expulsion is warranted when a student demonstrates extreme behavior. It is also warranted when a student demonstrates a pattern of behaviors to the degree that the school cannot guarantee the student's safety or the safety of other students and/or staff. In the event of an expulsion, a hearing will be set by the superintendent, principal, or designee. An expulsion hearing may also be set at the request of the parents, if desired. At the meeting, the participants will be the superintendent, the principal, any specific other staff, the student, and parents. When an expulsion decision has been made, the date of withdrawal from school will be set, and the withdrawal procedure will be followed. Immediate expulsion is preferred.

### **Dating and Student Relationships**

While we believe that dating and relationship boundaries between students are a matter for parents/guardians to establish, Western does have student conduct standards that deal with all school-related activities and events.

1. Public displays of affection, such as intimate hugging, kissing, and cuddling, are not acceptable behaviors at school or school events.
2. High School students are not permitted to have dating/romantic relationships with middle school students.
3. High School students may not invite middle school students to events that are specific to high school, and middle school students may not invite high school students to middle school-specific events.
4. High School and Middle School students must treat preschool and elementary students with respect.

### **Western Christian School's Statement on Gender, Sex, and Marriage**

Western Christian School supports a traditional Biblical view of gender, sex, and marriage.

- We believe that God intends marriage to be a covenant between one man and one woman. Christian marriage is a mutual relationship in Christ, a covenant made in the context of the church.
- We believe that God created only two genders, defined as either male or female.



- We believe the biological markers represented in each gender are significant in that there is a clear distinction between the genders.
- We believe that one cannot change their gender at will.
- We believe that both genders being different deserve the traditional separation and protections that come with various personal activities in public spaces, such as the use of restrooms and locker room spaces. The sexes also have physical differences that should be considered prior to allowing participation in any sport that would create an unfair advantage and individuals should compete in sports designated for their specific gender.

As a Christian school, we desire to uphold Biblical standards, and we reserve the right to enroll students and hire staff who can abide by our policies despite personal feelings. It is our practice at Western Christian to include parents any time a student expresses that they are questioning their gender.

### **Driving to School and Parking**

- Driving to school is a privilege. If a student violates this privilege by speeding around campus, they will be prohibited from driving and parking on school property.
- Students are to park in the designated parking area at the front of the school and must register their vehicle with the office and display their parking pass at all times.
- Students ARE NOT permitted to park in the back lot by the Sports Pavilion or Gymnasium unless they have specific permission from the administration - this covers after-school times and weekends.

### **Leaving Campus**

Students are to remain on campus unless they have permission based on the following:

- A Junior or Senior student has permission from their parents that they can leave for lunch on a designated day set by the school. This approval must be obtained through the attendance office.
- Leaving campus during school hours must be pre-approved by parents and administration.
- ALL Students must check out of school at the attendance office before leaving and must check in upon returning.

## **Locker Rules (grades 6-12)**

- Using a locker is a privilege for 6th-12th-grade students. Misuse of a locker will result in the denial of that privilege.
- Please keep all personal pictures and memorabilia on the inside of your locker. Displays must be free from obscene symbols, signs, slogans, alcohol, drugs, tobacco, degrading items, or images that promote violence or promiscuity.
- The school provides MS and HS students with a locker and a lock, if needed and available.
- Students may request to bring their own lock, however the lock combination must be registered with the attendance office.
- The school reserves the right to open any locker at any time if reasonable suspicion exists. Any lock damage, as a result, is not the responsibility of the school.

## **Lunch-Time**

Middle school and high school students are permitted to eat in the cafeteria. High school students may eat in the Admin building or classrooms where permission has been granted and a teacher is present. Eighth grade students may eat in the student center of the Admin building.

## **Plagiarism and Academic Honesty**

Students must maintain the highest level of integrity with academic honesty. Plagiarism is not legal and never acceptable. There are immediate consequences in place for students caught cheating or plagiarizing work. Plagiarism or cheating can result in loss of credit for an assignment, assessment, or even a course.

### **Use of AI:**

AI tools such as ChatGPT are designed to assist humans with their work. However, it is important that students understand the appropriate use of AI to avoid academic misconduct.

You may use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity.

You may not submit any work generated by an AI program as your own. The following guidelines apply to the use of AI at Western Christian School:

- If utilized, AI should be used to enhance and supplement academic work, not to replace it.
- Students must properly cite any information obtained from AI.

Students must not use AI to obtain answers on assessments.

While AI can be a valuable resource in enhancing academic work, it should be used judiciously as a supplementary tool, rather than a replacement for independent thinking and academic inquiry.

### **Skateboards, Scooters, Bikes and Hoverboards**

Students are not allowed to ride skateboards, scooters, bikes, hoverboards, Heelys, or other transportation devices on campus. Reminder: WCS is not responsible for lost or stolen items

### **Smartphone/Smart Watch**

**Grades K-5** - Students may use personal devices before and after school and during lunch. They may not use them in class.

- Students must keep their phones silent in their backpacks or lock them in their lockers.
- Students in grades K-5 must have phones turned off and put away throughout the school day.
- The school is not responsible if you damage or lose your phone.

### **Grades 6-12** -

- High school students are allowed to use their personal cell phones and devices before and after school and at lunch.
- Middle school students are allowed to use their personal cell phones before and after school. During the school day their devices must be turned off and put away.
  - HS students are not allowed to listen to music, or use their phones in any way besides what is indicated below between 8:00 am and 3:05 pm.
  - Headphones of any kind (earbuds, airpods, over-ear, etc) are not allowed at any time.
  - Students who need to contact a family member during another part of the day must ask permission to do so from a teacher or an administrator.
  - If your parents need to contact you, they will call the office, and we will alert you.
  - Teachers may select to have students utilize their personal cell phones for academic purposes only on a limited basis.
  - The school is not responsible for lost or damaged electronic devices.
  - International Students may use the translation app when needed with teacher approval.
  - Students who need an electronic device for learning accommodations will be considered based on their needs and approved by administration on a case-by-case basis..
  - Smart watches may be worn. Please silence notifications. If it becomes a distraction, the student will be directed to turn off the device and place it in their backpack.

## **Social Media, Digital Recordings**

- All students and staff must feel safe while on campus. One way we ensure this is to establish clear expectations with regard to the use of social media and digital recordings.
  - Students are not permitted to post pictures, videos or audio recordings of students, staff, or volunteers without their permission. They should never post anything that demeans, embarrasses, ridicules, or harms the reputation of a student or staff member in any way.
  - Students are not permitted to post vulgar images, audio or language on social media. Western students and staff must ensure the content posted and shared aligns with our Pioneer values.
  - Students are never allowed to take pictures, audio recordings, or videos of students in private areas, such as restrooms and locker rooms. This is grounds for immediate suspension or expulsion.
  - Students may post pictures, audio or video of our extracurricular events provided they align with our Pioneer values and permission of those included is given.

## **Supervision**

Parents are responsible for supervising their children before and after school, while the child is not involved in a Western Christian sanctioned program. Due to safety concerns, students participating in afterschool activities may not be tasked with supervising younger siblings.

## **Technology - Personal Computer Use**

- High school students need a Chromebook or laptop to access assignments in class. If assistance is needed with this, please contact the office.
- Middle school students may choose to bring a Chromebook or laptop, but it is not necessary. There is a limited number of class sets available for teachers to check out.
- It is important for students to closely follow the WCS technology policy. Any device on our network is monitored for unsafe activity.