

Western Christian School 2025-2026

K - 12 STUDENT AND PARENT HANDBOOK

Updated 10/9/2025

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WesternChristianSchool.org

Superintendent - Dr. Rachael Harms
Elementary Principal - Jen Casalegno
Secondary Principal - Geoffrey Martin

Calendar and Bell Schedules

Secondary [Bell Schedules](#)

Master [Calendar](#)

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Welcome to Western Christian School

Welcome to Western Christian School! We are excited to partner with you in your child's educational journey. At WCS, we are committed to promoting academic excellence, spiritual growth, and strong character development in a Christ-centered environment. We believe education is a partnership between the school, home, and church, and we are honored to walk alongside your family as we raise students to lead with integrity, faith, and wisdom.

Contact Information

Leadership Team

- [Rachael Harms](#) - Superintendent
- [Geoff Martin](#) - Secondary Principal
- [Jen Casalegno](#) - Elementary Principal
- [Katie Mayer](#) - Spiritual Life Director
- [Jenna Mosley](#) - Business Director
- [Jay Barton](#) - Athletic Director

Areas of Responsibility

If you have a question or concern relating to a specific teacher or staff member, please first try to discuss it directly with that person. If the issue is not resolved after speaking with them, you may then contact the Leadership Team member responsible for that department.

The list below indicates who to go to for questions and help in the areas specified. If you have a need in an area that is not addressed on the list, call the office for assistance.

- Reception and Attendance - [Jacqi Clem and Kristine Altringer](#)
- Tuition and Billing - [Raylene Erion](#)
- Admissions and Student Records - [Naomi Quesada and Kellie Reed](#)
- Transportation - [Rich Martin](#)
- Chapel, Small Groups, Student Life, Senior Class Advisor- [Katie Mayer](#)
- Development and Communications - [Heidi Thelander](#)
- Preschool Director - [Carly Pekarek](#)
- Athletic Eligibility - [Sheila Fahndrich](#)
- Graduation Requirements - [Geoff Martin](#)
- Student Social Events - [Katie Mayer](#)
- Library and Textbooks - [Lisa Olson](#)
- FACTS/Family Portal support - [Coby Winters](#)
- Student Schedules - [Geoff Martin](#)
- Substitutes - [Kristine Altringer](#)

Foundational Documents

Our School Philosophy

At Western Christian School, we believe that every student is uniquely created by God with purpose and potential. Our mission is to provide a rigorous, Christ-centered education that nurtures the whole child—mind, body, and spirit. We strive to cultivate a safe and supportive learning environment where students are encouraged to pursue truth, serve others, and grow in their personal relationship with Jesus Christ. Through academic challenge, meaningful relationships, and intentional discipleship, we aim to prepare students to impact the world for God's glory.

Mission/Vision

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 and service.

Academic Excellence

- Teach the Bible as the inspired word of God, upholding an Anabaptist interpretation.
- Offer college/university preparatory, technological, practical arts, and fine arts courses.
- Prepare for a lifetime of learning by challenging students to develop analytical and critical thinking skills.
- Commit to helping each student reach individual academic goals
- Promote the value and contributions of all peoples and cultures in the classroom.

Nurturing Community

- Provide a holistic education focusing on the spiritual, intellectual, social, and physical development and wellness of each student.
- Encourage, mentor, and disciple students to develop a personal relationship with Christ, recognizing the presence of the Spirit in daily life exemplified through gratitude, service, and stewardship.
- Encourage active participation within the school, church, and global community by helping students and families to form relationships of accountability and respect within our diverse community.

Enrichment Opportunities

- Provide opportunities for students to develop gifts and interests in athletics, art, drama, and music.
- Offer off-campus educational and exploratory experiences.
- Encourage the development of life-long relationships among students and faculty/staff through worship, weekly small groups, and community activities.
- Establish connections to broader church institutions and agencies.

Peacebuilding and Service

- Model and teach the way of Christ in dealing with life issues, conflicts, and reconciliation.

- Provide opportunities for students to lead, serve, and share their faith journey within the school, church, and global community.
- Assist students in identifying and developing personal spiritual gifts and abilities.
- Promote an awareness and understanding of God's creation by focusing on the care and stewardship of the earth.

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)*

Articles of Faith

Western Christian School is an interdenominational Christian school for students from Preschool through grade 12. Our school board, faculty, and staff affirm the following essential, core beliefs of the Christian faith:

- We believe the Bible, the 66 books of the Old and New Testaments, to be the only inspired, infallible, authoritative Word of God. It is fully reliable and trustworthy as our guide to faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
- We believe there is one God who exists eternally in three persons: Father, Son, and Holy Spirit (Matthew 28:18-20; Mark 12:29; Luke 3:21-22; John 10:30; 2 Corinthians 13:14; Hebrews 1:1-2).
- We believe in the full deity and full humanity of Jesus Christ: His virgin birth, His sinless life, His atoning death, His bodily resurrection, His ascension to glory, and His personal return in power and glory (Isaiah 53:4-5; Matthew 1:22-23, 24:44; Mark 16:9; John 1:1-2, 11:25, 14:1-3; Acts 1:11; 1 Corinthians 15:3-4; Philippians 2:5-11; 1 Thessalonians 4:13-16).
- We believe that mankind was created in the image of God. Because of sin, man became eternally separated from God and desperately in need of a Savior (Genesis 1:26, 3:22-23; John 3:19-21; Romans 3:10-19, 23; Ephesians 2:1-3).

- We believe that salvation, the forgiveness of our sins, is a free gift from God that is received by faith in the atoning work of Jesus Christ (John 3:16-18, 5:24; Acts 2:37-39, 4:12; Romans 3:24-25, 4:25, 5:1, 5:8-9; Ephesians 1:7, 2:8-9; Titus 3:4-7; Hebrews 10:11-18; 1 Peter 1:35).
- We believe in the resurrection of the saved and the lost: the saved to eternal life and the lost to eternal punishment (John 5:28-29, 6:37-40, 10:27-30; Romans 8:38-39; 1 Corinthians 1:8-9).
- We believe in the work of the Holy Spirit and His role in helping believers live a life that is pleasing to the Lord and to move toward spiritual maturity (Romans 8:13-17; Galatians 5:22-25; Ephesians 5:17-19; Titus 2:11-12; 2 Peter 1:3, 5-8).
- We believe in the spiritual unity of all believers under the Lordship of Jesus Christ (1 Corinthians 12:12-13; Galatians 3:26-28; Ephesians 4:1-6).

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.

Parent Partnership

Western Christian parents can expect to:

- Have their children receive an academically sound and excellent education.
- Be treated respectfully.
- Partner with the Western Christian staff.
- Talk with school personnel and have requests for meetings answered in a timely manner.
- Have their concerns and grievances heard and considered in a fair and just manner.
- Have students supervised in a safe and appropriate manner.
- Inspect and review their student's education records and request amendment in case of inaccuracy or violation of the student's privacy and other rights.

Western Christian parents have the following responsibilities:

- Positively support Western Christian's Schools mission, vision, purpose, goals, philosophy, doctrinal statement, rules, and policies. Please understand that while you may not always agree with a rule or policy, your support and example in action is still necessary. Support from parents allows the school to have a more effective ministry with students.
- Attend parent meetings and conferences scheduled by the school.
- Make a concerted effort to attend any school activity in which your student is involved, (e.g., programs, athletic competitions) thereby assuring him/her of your loving support. Positive and encouraging comments and cheering always pays dividends. Negative comments directed at others, including officials, opposing teams, and their supporters, are never welcome.

- Take responsibility to access Western Christian's Family Portal site for important Communications including: announcements, attendance, homework assignments and more.
- Support the school with your prayers, gifts and volunteer service. The cost of education at WCS exceeds tuition and we ask that you help in whatever fundraising and other activities that benefit the school and its programs. Your prayer support of our school is absolutely essential.
- Pay tuition on time and as scheduled.
- Support the school in all matters of discipline involving your student. WCS is your partner in raising up the next generation. Any incident involving the use or possession of alcohol, tobacco, drugs, firearms, weapons of any kind, or any instance of immoral or unseemly conduct on or off campus, which is detrimental to the reputation of the Lord or our school, is grounds for dismissal.
- If you have a problem or concern, please contact the person most directly involved (teacher, aide, volunteer, etc.). If resolution with the person cannot be achieved, then contact their immediate supervisor or building principal, rather than going to others not involved or engaging in other indirect communication. Please see the Areas of Responsibility list at the beginning of this document.
- Support an environment focused on excellence in education. Refrain from taking your students out of school unnecessarily or distracting their studies through communication during the school day. Regular attendance is important and mandated by law. Not only does your student miss out on what happens when they are absent, the learning environment is diminished through lack of their contribution. The faculty is willing to help students with make-up work, but you must take the initiative.
- Contact the principal in-writing directly to inform administration if you desire to withdraw your student(s) from Western Christian and please indicate the reasons for doing so. We appreciate your input and insight. If you are moving or if financial needs arise, we appreciate knowing how we may assist you.
- The State of Oregon recognizes a student who has reached his or her eighteenth birthday as being responsible for his or her own actions. This fact does not alleviate responsibility to adhere to all the rules and policies of the school to maintain enrollment. In the desire to uphold the biblical foundation of the family unit, eighteen-year-old students living within the household of their parent/guardian under their financial, spiritual, and parental guidance may not obtain such responsibilities and decisions regarding, but not limited to financial, academic, attendance, or custody related obligations. A parent/guardian is to maintain all previously stated obligations and responsibilities and such permissions may not be granted to their eighteen-year-old student(s).

General Policies and Procedures

Nondiscrimination Policy

Western Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. WCS does not discriminate on the basis of race, color, national and ethnic origin,

sex, age, or disability in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

As a Christian school, WCS reserves the right to make decisions based on biblical principles and the school's Statement of Faith in matters of employment, admissions, conduct, and all other operations.

Alleged Child Abuse/Neglect

Western Christian School is committed to ensuring the safety and well-being of all students. In accordance with Oregon law (ORS 419B.005–419B.050), all school staff are mandatory reporters and are legally required to report any reasonable suspicion of child abuse or neglect to the Oregon Department of Human Services (DHS) or local law enforcement.

Technology Acceptable Use Policy

Western Christian School believes that technology has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. A complete copy of the school's Technology Acceptable Use Policy is printed in the Appendix section of the handbook under **Appendix A**.

Conflicts and Grievances

Western Christian School's processes and procedures for dealing with concerns or complaints are in place to create, maintain, and enhance a safe and effective learning environment, healthy interpersonal relationships, responsible stewardship, and orderly operation. If we happen to find ourselves in a situation that we are unable to resolve through direct conversation, it is expected that those conflicts and grievances will be handled according to the following principles and procedures. Communication is essential during this process so that the involved parties may better understand the reasons behind each other's position. Several biblical principles guide our policy and practice:

- In Matthew 5, Jesus calls us to be peacemakers, seeking reconciliation if we have wronged someone.
- In Matthew 18, Jesus outlines the steps to follow if we have been wronged - go directly to the other person involved to seek reconciliation. If the issue is not resolved, seek resolution through progressive levels of accountability.
- In I Corinthians 14, Paul lays out several foundational principles for interpersonal relationships: 1) We are to strive to build up one another; 2) God's character is not of confusion but of peace; and 3) All things should be done in a decent and orderly manner.
- In Philippians 2, Paul exhorts us to: 1) Do nothing from rivalry or conceit; 2) Consider others more important than ourselves, and 3) Look beyond our own interests to the interests of others.
- In Colossians 3, Paul urges us to bear with and to forgive each other, as God has forgiven us.
- In James 2, Peter teaches to love our neighbors as ourselves, without special favors and privileges.

If a student or parent has a concern regarding a class, they can either email the teacher or staff member for clarification or set up an appointment in an attempt to resolve the issue directly. If it is a school-wide issue or the initial interactions with the teacher or staff member have not brought about resolution, the next step is to contact the leadership team member that is responsible for the corresponding department.

Separated Families

- Western Christian School remains neutral in family disputes to support all parents and students effectively.
- Court orders or custody documents must be current and officially filed with the school office.
- For details about our Custody Policy, please contact the Administration Office directly.
- We ask that separated or divorced parents avoid involving school staff in legal matters unless the student's safety is at risk.
- Please allow teachers and staff to support both parents by not sharing negative personal information about the other parent.
- The school can provide duplicate printed communications (e.g., newsletters, report cards) to separate households upon request.
- Parents are expected to share verbal communications with each other and to participate together in conferences and school events whenever possible.

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.

Academics

Philosophy of Academics

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.

Educational Support

At Western Christian School, the process for determining a child's eligibility for special education services involves collaboration between the school, parents, and Salem Keizer Special Education Services (SKSD), the agency responsible for conducting evaluations. If a student demonstrates academic or behavioral concerns that may be indicative of a disability, a pre-planning meeting is held to discuss the need for evaluation. Consent from parents is required before any evaluation takes place. See **Appendix B** for details.

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.

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.

Progress Report Policy for Mid-Term Enrollment and Withdrawal

In order to ensure that all student grades reflect an accurate and sufficient amount of assessment data, Western Christian School has established the following guidelines for grading during reporting periods:

- Newly Enrolled Students: Students who enroll within ten (10) school days of the end of a grading period will not receive grades for that term on their progress report. Their progress will be assessed and recorded beginning with the next grading period.

- Students Exiting WCS: Students who withdraw from Western Christian School within ten (10) school days before the end of a grading period will receive grades for the current term only if adequate assessment data is available.

Probation

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

Field Trips

Field trips are scheduled and planned to enhance the educational goals of the school's curriculum. These off campus learning experiences are designed to enrich learning, and teachers may require that students take notes and apply what they have learned when they return to their "traditional" learning environment.

- Parents will be given advanced notification of any field trip.
- Parents may be asked to chaperone a group of students. An approved background check must be on file in order to chaperone. In the event that a parent commits to be in a supervisory position, we may ask that they not bring any young children that would distract their attention from the students they are assigned.
- The school will provide transportation to all field trips. If non-school transportation is necessary, each private auto driver must be cleared through the Administration Office by having a Certificate of Insurance form on file.
- Students are not to drive their own vehicles unless prior approval is given by the administration. Under no circumstances are students allowed to ride with another student to a field trip.
- All medication for students on field trips must be provided by the student's parent and given to the designated WCS staff person. No medication may be kept personally by students.
- If a student is absent for a Field Trip, the teacher may assign work to allow that student to receive the information or to participate in an approximation of the learning experience they missed.
- Please see **Appendix C** for our Chaperone Policy.

Elementary Academics

Curriculum

Western Christian School aligns with Oregon's skills-based state standards and the Common Core for English language arts, math, and science. These standards provide clear, grade-specific expectations for what students should know and be able to do each year, guiding teachers, parents, and students alike. We choose materials that provide deep, rich content about our nation's history, our world, and our place in it — past and present — while filtering all ideas through a Biblical worldview.

Students have access to high-quality classroom resources and a carefully curated library. (See our [Book Selection Criteria](#) for details on our process.)

Elementary Curriculum Overview

Language Arts — Amplify CKLA

We use the Amplify Core Knowledge Language Arts (CKLA) curriculum because we believe students thrive on rich, knowledge-based content that connects them to the past and present. In grades K–2, our focus is helping children learn to read — decoding words, blending sounds, and building early literacy skills through a strong foundation in phonics and linguistics. Our teachers combine research-based programs to give students the best start possible. From third through fifth grade, the focus shifts to reading to learn. Students develop deeper comprehension and literacy skills through engaging, knowledge-rich texts. (*Note: Teachers sometimes adjust or reorder these units to best fit pacing or specific grade-level needs.*)

Mathematics — Bridges

Our goal is to prepare students well for middle and high school math. We use the Bridges in Mathematics curriculum, which combines direct instruction, hands-on exploration, project-based learning, calendar math, and reinforcement through games. Teachers may supplement with additional research-based resources and technology to support student success.

Science — BJU Science & Mystery Science

Our science program primarily uses BJU Science, which presents scientific concepts through a Christian worldview. Lessons encourage students to observe, question, and explore the wonder of God’s creation. Teachers also incorporate Mystery Science units to enrich topics with hands-on activities and real-world connections.

Spelling — Words Their Way

For spelling and word study, we use Words Their Way. This approach allows students to develop spelling, phonics, and vocabulary skills through differentiated, hands-on word sorts and activities that match their developmental level.

Social-Emotional Learning — Friendzy

Western Christian Elementary partners with Friendzy, a Biblical social-emotional learning curriculum. Friendzy equips students with age-appropriate lessons to build healthy friendships, practice emotional regulation, and develop Christlike character. Activities include scripture-based discussions, role-playing, and practical tools for conflict resolution and kindness.

Bible- BJU and Not Consumed Ministries

Enrichment Classes

Our Elementary students participate in enrichment activities throughout their week, including PE, Music two times a week and library once a week.

Grading Scale

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.

Progress Reports and Parent Conferences

Elementary students receive progress reports three times per academic year, as indicated on the school calendar. Following the first grading period, teachers will schedule parent conferences, and parent attendance is required. Conferences following the Spring and Summer grading periods are optional and may be scheduled at the discretion of the teacher.

Should concerns arise at any point during the school year, parents or teachers may request a conference at any time. Parents are expected to contact their child's teacher via email to make the necessary arrangements.

Parent Input for Student Placement

The process of creating classroom rosters begins at the end of the previous school year. Teachers spend a significant amount of time in the determination process to get it 'just right.' Our goal in following a set of established criteria is to build balanced classes which allow for optimal teaching and learning environments for all children in our school.

Our placement philosophy is as follows:

- Classes are heterogeneously grouped. This means that each class has a mixture of ages (within the grade level), balanced boy/girl ratios, maturity levels, and academic ability.
- Academic Factors. Every effort is made to arrange student placement in which each classroom has a mixture of different ability levels in literacy, math, and language but in workable groups.
- Social Factors. It is carefully thought through and determined in which class the child's potential leadership will be encouraged, with which group of children the child's personality will best fit, and which teacher will best support growth and development.
- Teacher Input. Current grade level teachers provide input based upon first hand classroom knowledge of who their student should and should not be placed with along with other factors they know about the learner. Those factors may include:
 - History of work habits
 - Level of self-direction and initiative
 - Ability to work independently
 - Ability to participate in cohesive, academic learning groups, regardless of grade level
 - Ability to adjust easily and get along well with others

Assessments

Elementary students participate in MAP (Measures of Academic Progress) testing three times per year—in the fall, winter, and spring. These assessments help our teachers and staff identify each student's areas of strength and need, allowing us to adjust instruction and provide targeted support throughout the year.

Students also complete literacy assessments called Acadience. Acadience Reading is a set of quick, reliable measures that assess foundational early literacy skills, such as phonemic

awareness, phonics, fluency, vocabulary, and comprehension. These assessments are administered individually and help teachers monitor reading development, identify students who may need additional support, and guide instruction to ensure that every student is on track for reading success.

Homework

Homework is generally not assigned at the elementary level. However, teachers may occasionally send home additional practice work, unfinished classwork, or encourage study and memorization at home to reinforce classroom learning. Families are encouraged to support their child's learning by setting aside time for reading at home on a regular basis.

Secondary Academics

Academic Requirements

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.

Note: Middle school students enrolled in high school courses will earn high school credit, and those courses will appear on their official high school transcripts.

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.

Student Progress Communication

Progress Reports

For high school, 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.

Middle school grading policy is designated around a quarterly grading system, where progress reports are sent every 9 weeks.

Parent/Teacher Conferences

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.
- The October conferences are held in our Main Gym and conducted in a round-robin format. Our Spring conferences are appointment only and can be requested by the teacher and/or parent.

- 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. Email is the preferred method to contact teachers.

Grading Scale

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](#).

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 with the registrar or principal for more details.

Homework

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

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

Course Work for Extended Absences

Coursework guidelines 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

High School classes: Once an assignment is late, the highest possible score that can be earned is an 80%. The student has 1 week from the due date to turn the assignment in. After 1 week, the assignment will be a 0 and the student can no longer make it up.

Middle School classes: Once an assignment is late, the highest possible score that can be earned is an 80%. The student has 2 week from the due date to turn the assignment in. After 2 weeks, the assignment will be a 0 and the student can no longer make it up.

Standardized Testing

At Western Christian School, we are committed to tracking student growth and academic achievement through reliable assessment tools. WCS utilizes MAP (Measures of Academic Progress) testing three times per year—in the fall, winter, and spring. These assessments help our teachers and staff identify areas of strength and need for each student, allowing us to adjust instruction and provide targeted support throughout the year.

For college readiness testing, such as the PSAT and SAT, WCS does not serve as a testing site. We recommend that students interested in taking these exams contact their local public high school or an official testing center to register and schedule a testing date. Our staff is happy to provide guidance or assistance in the process if needed.

Scheduling

Student schedules are created using information provided by a forecasting survey filled out by the students in the spring. While we cannot guarantee the exact schedule a student desires, we will try our best to accommodate requests based on availability and credit requirements.

Any schedule change requests will need to be completed within the first two weeks of the semester with the registrar. Requests do not guarantee a schedule change.

Academics and Activity Eligibility

Students participating in WCS-sponsored athletics, drama, or music programs must maintain a passing grade (above an F) in all classes to remain eligible for participation. Academic progress will be reviewed weekly (Tuesdays). If a student's grade falls to a D or F, they will receive a grade slip identifying the class and current grade. The student will then have a one-week grace period to improve their grade.

If, after the grace period, the student still has an F or their GPA is below 2.0, they will be deemed ineligible. During ineligibility, the student will not be allowed to participate in any extracurricular activities, including practices, games, performances, or travel to away events for the remainder of the week. Eligibility will be reassessed the following week. Once the student achieves passing grades, they will regain eligibility. However, if the grade remains unsatisfactory, the student will continue to be ineligible until they meet the academic requirements.

The administration reserves the right to make an exception to WCS rules if the reason is due to extenuating circumstances.

The full listing of all OSAA rules is found on their [website](#).

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.

Students selected for National Honor Society must have a Cumulative GPA of 3.5 for five semesters, 10 hours of service per year, demonstrate leadership in school, church, or community, and have excellent character references and staff/faculty recommendations.

Graduation

Graduation Requirements

English/Language Arts	4 credits
Mathematics <i>(at or above Algebra I)</i>	3 credits
Science w/ lab experience	3 credits
Social Studies <i>Must contain 0.5 of Government and 0.5 of Economics</i>	3 credits
Physical Education	1 credit
Health	1 credit
Bible <i>If a transfer student, 1 credit per year enrolled in High School at WCS</i>	4 credits
Career Pathways/Personal Finance	1 credit <i>(0.5 credit each)</i>
Elective	5 credits
Total Required For Diploma	25 credits

High School Credit Policies

As a WCS student, enrollment in Bible courses are required each semester, 9th –12th grade. These credits are applied to Fine Arts or Electives. No credit is awarded when students receive an F, No Pass, No Grade, or Incomplete.

Miniterm

As a required component of our school, Miniterm is considered part of the academic calendar. Attendance is mandatory, and participation is required for graduation. We believe these experiences not only enhance a student's education but also reflect the heart of our mission to develop Christ-centered servant leaders. Miniterm is an essential part of the educational experience at Western Christian School.

Miniterm was established as a way to intentionally insert and reinforce some of the foundational beliefs of our school: community, service, learning, and faith. These core values come to life through unique learning opportunities outside the traditional classroom setting, allowing students to explore new interests, serve others, and deepen their understanding of the world around them. Through travel, hands-on learning, and acts of service, students grow in character, build a stronger community with their peers, and see their faith in action.

Each student will need to complete one mini-term for each high school year they attend Western as part of their graduation requirements. In the event of an emergency, the secondary principal will help find alternative ways to fulfill this credit.

Other Diploma Options

Most high school graduates will earn the Oregon Standard Diploma. The Modified Diploma is available for students who demonstrate an inability to meet the academic requirements of the standard diploma due to significant learning barriers. For detailed information about alternative diplomas, please contact the secondary principal to discuss this option further.

Dual Credit Classes

Western Christian School partners with **Corban University** for our Dual Credit courses. Dual Credit is the opportunity for high school students to earn college credit while still in high school. Western offers multiple courses for juniors and seniors to acquire college credit. Dual credit courses are weighted on a 5.0 scale. Please refer to the list below for the full-year Dual Credit courses offered at Western Christian School:

College Writing 1, Speech & Debate, Human Geography, Anatomy & Physiology, and Pre-Calculus.

All dual credit courses are offered as full year courses.

Willamette Career Academy (WCA)

Willamette Career Academy is a career and technical education school in Salem that offers seven programs: Construction Technology, Cosmetology, Dental Assisting, Diesel Technology, Information Technology, Health Services, and Manufacturing. WCS partners with WCA to allow 11th and 12 grade students the opportunity to pursue career paths in the programs listed above. Informational meetings are held each spring by WCA.

Off-Campus Credits

Students wishing to take a course outside of WCS (either through off site programs, summer school, or online courses) must submit a written request to the High School Office to be approved by the administration prior to the beginning of the course in question.

- The acceptability of outside courses for WCS credit will be evaluated on their content, expectations, homework requirement, and Christian perspective.
- In some cases, courses may be approved with the understanding that they would be reflected as a P/F on the transcript rather than as a letter grade.
- Outside courses will be reflected on student transcripts upon WCS receiving official records from the educational institution providing the class.

Early Graduation

In rare circumstances, if a student wishes to graduate early, they must first meet with the secondary principal and receive approval before exploring potential options. Approval is based on but not limited to academic and social factors as well as teacher and parent input. If approved, it will be the responsibility of the student and their parents to complete any additional requirements necessary for graduation.

Senior Part-Time Students

Seniors must be on-campus for at least five classes in each semester in order to maintain full-time student status and to be eligible to participate in cocurricular activities. We encourage all students to choose a full and challenging schedule of classes for all four years of their high school career. Challenging and motivating work throughout high school will be the best preparation for college & career.

Arrangements for less than full-time status must have Administrative approval, and does not result in reduced tuition.

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.

Graduating seniors must fulfill all academic, attendance, and behavioral requirements in order to receive their diploma. Additionally, diplomas will not be released until all financial obligations to Western Christian School have been met in full. This includes tuition, fees, and any outstanding charges on the student's account.*

**Note: If you are on a tuition payment plan, your final payment will be after graduation. If you would like to take care of your payment early so that your student will receive their diploma on the day of graduation you will need to make arrangements through your FACTS family portal or the business office.*

Awards

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 higher
- A total of at least 25 credits
- A cumulative 3.5 or higher GPA.

Academic Excellence: These students have maintained a minimum cumulative 3.0 GPA throughout high school.

Tuition Management, Financial Aid, Enrollment, & Records

Payment, FACTS, and 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.
- Part-time students are required to pay full tuition. We do not offer partial enrollment discounts.

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.

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 10th 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.
 - Student accounts that are past due and not paid in full prior to August 1st of the upcoming year cannot be enrolled or apply for financial aid until the account is brought current.
- 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](#) to begin the process.
 - 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.

Transfer Students (incoming & Outgoing students)

Incoming Students

If students transfer at any point other than the first semester of their freshman year, they will normally have credits earned at another school.

- Within 10 days of enrollment at WCS we will send out a request for student records from their former school.
- Transcribed credits from accredited schools will be accepted as received, but may be categorized differently due to the fact that credits may not fall under the same subjects at WCS.
- Credits coming from non-accredited schools are not automatically accepted at Western; the credits will be reviewed for sequence and content.
- In addition there may be placement exams for particular required subjects.
- Students will be subject to the graduation requirements that are applicable to their class at the time of the transfer.

Outgoing Students

If a student is transferring out of WCS, the school will forward educational records to other educational institutions when requested under OAR 581.21.250 (l) (m) and (p). Transfer will occur normally within 10 days of receiving the request.

Guidelines for Success

Attendance

Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. We urge students to be absent only when absolutely necessary. Class attendance is necessary to gain the full perspective of the class as well as the student's contribution to the class (i.e. collaboration with other students, discussions, and lectures can only happen in a classroom setting and cannot be replicated). Tardiness is disruptive to the education process of the individual student as well as to others in the class.

For an absence to be excused, it must be either due to an unavoidable emergency, illness, or pre-arranged by the parent (such as in the case of doctor, dentist, orthodontist, memorial or funeral service). Family vacations or other planned absences may be excused by administration if notice is given. Employment is not an excusable absence.

Because the school is responsible for safety and supervision of all students, the following policies apply to all students, including those who are 18 years old.

Cumulative Attendance

- Students are allowed to have 12 absences, both excused and unexcused combined, per semester per class and still receive credit for their classes.
- Students who receive 13 absences or more in any of their classes will have to appear before the administration to appeal for credit for their class(es).

- Three weeks before the end of the semester, the office will compile a report to the teachers of the students who have 13 or more absences for verification purposes.
- Exemptions and appeals to the administration will be considered for extenuating circumstances. Appeals must be requested in writing to the building principal at least two weeks prior to the end of the semester.
- Attendance appeals will happen during the last two weeks of each semester. Parents have the option to attend their student's appeal.
- It is the student's responsibility to monitor their attendance.

Absences

If your student is going to be absent please contact the school prior to 8 a.m. (9am on Mondays) on the morning of a student's absence by emailing attendance@wcpioneers.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. If a student is gone for three days or more, a [Pre-Arranged Absence Form](#) should be completed in advance of the absence.

Excessive Absences (excused and unexcused)

WCS desires success for all students. We recognize that if a student is not in school, academic success is very difficult. In order to promote consistent school attendance, parents will be notified to conference with administration should a student's record show excessive absences. A total of 12 or more absences per semester in a particular class is considered excessive. A contract will be written between student, parent, and school when 10 absences have been reached.

Definitions

Absence: students who are not in class when attendance has been posted. This means 10 minutes after the start for all class periods. There are two types of absences: excused and unexcused.

Absences are classified as either excused or unexcused:

Examples of excused absences:

- School sponsored activities
- Doctors appointments
- Illness
- Family emergencies
- Short term suspension (1-3 days)
- An activity which has been approved by both the principal and parent/guardian prior to the absence
- Pre-approved family vacations

Examples of unexcused absences:

- Shopping
- Getting a haircut
- Skiing
- Running an errand

- Leaving campus without permission from the office
- Coming to school but not attending any or all classes or authorized activities
- Is somewhere other than at school when parents/guardians/administration think the student is at school
- Obtaining permission from a teacher or the office to go to a certain place on campus, but does not go there

Depending on the circumstances, unexcused absences could affect current and future scholarship awards, student grade advancement, sports participation, and high school course credit.

When a student accumulates their second unexcused absence an automated notification will be sent via FACTS.

Tardy: when a student is not in the classroom when it is time to begin class or unprepared for class based on a teacher's policy. Each teacher will identify their policy within the class syllabus provided or through other direct communication to parents.

Excused Tardy: student is late but carries a pass or email from school personnel explaining the legitimate reason for the tardiness and excusing it.

**A parent calling in because a student is running late or overslept is not a valid reason to excuse the tardy or absence.*

Unexcused Tardy: student is late to class and does not have a valid reason for lateness pass or email from school personnel. [WCS Tardy policy](#)

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.

School Related Absences

A school related absence is defined as (1) absence due to a school-sponsored event for the participant (2) absences due to suspensions. These absences will not be counted toward the 12 absences for review.

Two days of school related absences per year will be added for college visits.

School Auction Attendance Requirement

The WCS School Auction is one of our most important community and fundraising events of the year. Proceeds from the auction directly support school programs, classroom resources, and student enrichment opportunities. To ensure its success and to promote a spirit of service and community, attendance is mandatory for all secondary students and staff. Students will have assigned roles during the event and are expected to participate as part of their commitment to the WCS community.

Illness and School Absence

- 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. We ask that your child be symptom free for at least 24 hours before returning back to school.
- 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.
- For specific guidelines, refer to the [Communicable Disease Guidelines](#) provided by the Oregon Health Authority.

Closed Campus

Western Christian School operates as a closed campus. This means that students are required to remain on campus from arrival until dismissal unless signed out by a parent or guardian through the front office. Students may not leave campus during school hours without prior permission.

Only 11th and 12th grade students who have completed the [off-campus lunch approval Google Form](#) will be permitted to leave campus for lunch on Mondays. Students must sign out before leaving and sign back in upon their return. They are responsible for returning to campus on time for class. Failure to do so may result in the loss of this privilege.

All campus visitors, including parents and alumni, must check in at the front office upon arrival and wear a visitor badge while on campus. Unannounced or unauthorized visitors are not permitted during school hours. This policy is in place to ensure student safety,

Guiding Principles for Behavior

Western Student Covenant

- **To grow in mind:** We will apply ourselves to learn from classroom and other school activities, and to fill our time and minds with what is wholesome and worthwhile, avoiding any speech, social conduct, or personal appearance which is degrading or disrespectful.
- **To grow in body:** We will apply ourselves to a pattern of proper diet and sufficient rest and exercise, abstaining from the use of tobacco, alcohol, and illegal drugs.
- **To grow in spirit:** We will be open to the influence of Jesus Christ and His followers on our lives, and be an encouragement, rather than a hindrance to those who want to grow in a relationship to Him.
- **To grow in character:** We will be trustworthy in all of our relationships, respecting the rights and property of others, and speaking and living the truth in all circumstances.

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.

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.

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

Guiding Principles for Dress and Appearance

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.

If a student is out of dress code, they will receive a slip detailing the specific infraction. This slip must be taken home, signed by a parent or guardian, and returned the next school day. If the slip is not returned, consequences will be assigned as a lesson in responsibility. If the slip is accidentally lost, parents are welcome to email the office directly, which will be counted as a signature. For students who repeatedly violate the dress code, consequences will escalate with each offense, and parents will be asked to bring appropriate clothing to school for their child.

Shirts, Top, and Jackets

- Clothing shall not be revealing and must be sufficient to conceal undergarments at all times.
- Bare midriffs, crop tops, 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 or political ideologies.

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.
- Boys' shorts must have at least a 6 inch in-seam
- Girls' shorts must have at least a 4 inch in-seam
- Biker shorts for boys and girls are prohibited.
- Shorts should not have slits up the sides.
- Jeans with rips can not be higher than mid-thigh while seated.
- Pajamas or baggy sweatpants are prohibited except for scheduled "Pajama Day".
- Stretch and yoga pants can be worn with a top that provides full front and rear coverage. Top and pants must also be opaque.

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.
- Blankets are not clothing and may not be worn at school.
- No weapons are permitted on campus (this includes pocket knives or leathermans).
 - If a student accidentally brings a prohibited item to school, they need to turn it into the office immediately. A parent can come and collect the item at the end of the school day.
 - If a student brings a prohibited item and does not turn the items in and is later found to have it, consequences will ensue.

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 or political ideologies.

Hats/Headgear/Hair

- Hats are not allowed to be worn on campus during school hours.
- 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.
- Hoods during the school day are prohibited while indoors.

Tattoos

- Inappropriate tattoos must be covered while at school.
- Inappropriate tattoos would include obscene symbols, signs, slogans, alcohol, drugs, tobacco, degrading items, or images that promote violence or political ideologies.

Swimwear

- Boys: Swim trunks must have at least a 6 inch inseam and not be 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.

Special Event Attire

Modesty and neatness are the guiding principles for dress and appearance at special events. Attire for special events (Winter Formal and Junior/Senior Gala) should:

- Project a positive image that stands out as distinctly different from the secular world.
- Project a clean, neat, and well-groomed look.
- Project modesty and good taste.

Ladies

- Short and long dresses should not be excessively tight-fitting, and the length, including slit length, should, in general, be no shorter than the natural reach of the fingertips at your side, with modesty being the prevailing standard.
- There should be no see-through material anywhere on the front part of the dress unless in the shoulder or neck area.
- There should be no open midribs showing in front or on the side.
- Backless dresses should be no lower than the natural waistline.
- Cleavage should not show when standing or bending over.
- Administration reserves the right to approve or disapprove of dresses prior to the student's participation in an event.

Gentlemen

- A suit and tie, worn with dress shoes with dark socks is appropriate attire.
- Athletic shoes are not appropriate attire.

If there are questions about the appropriateness of a particular dress or article of clothing when worn for a special event, please bring the clothing to the school office ahead of time and office personnel will be happy to make a determination for you.

Definitions of Possible Disciplinary Actions

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. Our school-wide expectations are available [here](#).

- **Detention:** Students may be assigned detention before or after school and/or during lunch and recess.
- **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 missing school work. Suspensions are on a graduated scale: 1 school day; 2-3 school days; 4-5 school days. Depending on the offense, suspensions may be served in or out of school.
 - 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.
- **Denial of Re-Enrollment/Dismissal:** As a private institution, Western Christian reserves the right to refuse services, including but not limited to: lack of academic progress; repeated and/or frequent behavioral issues; lack of student and/or parental co-operation; and lack of payment. Except in situations warranting immediate expulsion, conditions for continued enrollment will be defined through a probation plan or an individualized attendance, behavior, or academic contract with dismissal or denial of re-enrollment as a consequence.

Student Life

Lunch Program

Middle school and high school students are permitted to eat in the cafeteria or outside in the quad (weather permitting). 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.

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.

Small Groups

The purpose of Western Christian's Small Group Ministry is to create disciples of Jesus, through intentional community, scripture, and prayer. Students are assigned to small groups based on gender and grade level (Middle School and High School) and meet weekly with their small group leader. Leaders are staff members or parent volunteers. High School students can apply to help lead Middle School small groups. Changes to small groups are considered on a case by case basis.

Social Activities

There are a variety of activities hosted by the Student Council or school staff throughout the year. Highlights of these events are listed below. Other activities not listed will be included in the Pioneer Post and other communications as they arise.

- **All School**
 - **Harvest Festival:** sponsored by the Student Council, the High School students lead a Harvest Festival in late October.
- **All Middle School Students**
 - **Middle School Day Out:** This full school day event happens during the beginning of the school year. It is a condensed version of the High School Fall Retreat and serves to set the spiritual tone for the year.
- **All High School Students**
 - **Fall Retreat:** In the beginning of the school year, this two-day retreat provides students with an opportunity to step away from the distractions of daily life, build close-knit friendships, and focus on their relationship with God. The first day is a longer day (beginning of school through dinner) and the second day runs the normal school day.
 - **Winter Formal:** sponsored by the Student council, this is an evening gala. Formal attire is expected - see the special event dress code.
- **Upperclassmen**
 - **Junior/Senior Gala:** sponsored by the junior class, this is an evening gala honoring the senior class. Formal attire is expected - see the special event dress code.

Miscellaneous

Deliveries to campus

- Students may not have third-party deliveries of any kind made to campus. This includes food delivery services such as DoorDash, Grubhub, Uber Eats, and similar providers. The high volume of deliveries has created safety concerns and disrupted learning time. For these reasons, no deliveries will be accepted at the office or in classrooms.

Electronic Devices (not including laptops)

Grades K-5

- Students may use personal electronic devices (phones, smart watches, etc) before arriving to school and after leaving campus. They may not use them during the school day. This upholds [Oregon Executive Order 25-09](#) regarding cell phone use at school.
- Students must have personal electronic devices powered off and put away in their backpack or locker throughout the school day. This includes field trips.
- Communication through personal electronic devices is not allowed during the school day. This includes emailing one another unless specifically directed by the teacher.
- Students may not access the internet independently from the school's network infrastructure.
- The school is not responsible if you damage or lose your device.

Grades 6-12

Cell Phones and Smart Watches

High School and Middle school students are allowed to use their personal electronic devices (cell phones, smart watches etc) before and after school. During the school day their devices must be powered off and put away in their backpack or locker. This upholds [Oregon Executive Order 25-09](#) regarding cell phone use at school.

- MS/HS students are not allowed to listen to music, or use their personal electronic devices in any way besides what is indicated below between 8:00 am and 3:05 pm.
- Students may not access the internet independently from the school's network infrastructure.
- Headphones of any kind (earbuds, airpods, over-ear, etc) are not allowed at any time.
- Students who need to contact a family member during the school day must ask permission to do so from a teacher or an administrator.
- If parents need to get in contact with their student, please contact the office to have a message delivered during the school day.
- The school is not responsible for lost or damaged electronic devices.
- International Students may use a 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 NOT be worn during school hours, but must be powered off and stored in a backpack or locker.
- Student athletes who are dismissed early for games may use their personal electronic devices once they are on the bus and off school grounds.
- Students may not use personal electronic devices while on field trips during school hours.

Chromebooks, Laptops, and Tablets

- 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 are 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.
- Students may not access the internet independently from the school's network infrastructure.

Use of School Phone

If you need to get a hold of your child or pass a message along to them, please call the school. Students will be given phone messages at appropriate times throughout the day. Students will not be called out of class except in cases of extreme emergency. The office phone may be used by students, if needed, to call a parent or guardian because of illness, changes in event schedules, or for other reasons deemed appropriate by the office staff.

Lockers (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.
- Lockers are assigned at the beginning of the school year and, due to limited availability, changes cannot be made. If a student would like to share or switch lockers with another student, that change needs to be approved by the front office before the change can be made.

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. **We encourage you to 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. Twice a year, December and June, we donate all remaining lost and found items to a local charity.

Medication and Health

Health Information

If you have information about your student's health that you think will be pertinent, please let the school know so we can ensure student records are accurate and up to date.

Medications

Any student who needs access to prescription or over the counter medications while at school (or at school related events), must have the proper forms on file in our school office. Please read through our [Medication Policy](#) for further information and instructions.

Safety/Security

Emergency Procedures

Certain emergency procedures (fire drills, earthquake drills, lockdowns, etc.) are practiced on campus on a regular basis. In the event your student needs to be picked up, you will be notified by the school via Parent Alert system.

Student IDs, Doors, and Gates

All exterior doors will remain locked and a keyless access badge will be required for entry.

- WCS staff will wear a badge at all times.
- PK-5th grade students will have an adult with them at all times and will NOT need an access badge.
- 6th-12th grade students will have access to badge/passes from their teacher if they need to leave class.

Visitors and volunteers must check in at the office to receive an access badge that will allow them needed access. Badges will then be returned when they leave campus.

For your safety, it is our goal to have the entry gate closed as much as possible.

- If you arrive on campus and the gates are closed, please check in at the North Gate Intercom and proceed to the front office to receive your visitor badge.
- All gates will automatically let you exit 24/7.

School Closures

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.

Skateboards, Bicycles, Etc.

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

Search and Seizure

To maintain a safe and orderly learning environment and to protect the health and safety of all students and staff, the school may conduct searches of student property and seize prohibited items when there are reasonable grounds to believe that a student possesses an item that violates school policy, state law, or poses a threat to the safety or welfare of the school community.

Student Belongings and Lockers

Student lockers, desks, backpacks, and other personal belongings on school grounds are subject to search by school officials at any time when there is reasonable suspicion that a school rule or law has been violated. Lockers remain the property of the school and may be inspected without notice to ensure cleanliness, order, and compliance with school rules.

Vehicles on Campus

Vehicles parked on school grounds are also subject to search by school officials if there is reasonable suspicion that the vehicle contains evidence of a violation of law or school policy. Students are responsible for ensuring that their vehicles and contents comply with school rules while on school property.

Cell Phones and Electronic Devices

Under Oregon law (ORS 339.250), students have a limited expectation of privacy in their personal electronic devices. School officials may search a student's cell phone or other electronic device only when there is reasonable suspicion that the device contains evidence of a violation of law or school rules. Any search must be reasonably related in scope to the suspected violation and not excessively intrusive in light of the student's age and the nature of the suspected infraction.

Seizure of Items

- Items that are illegal or prohibited by school policy may be seized and held by school administration. Items may be returned to the parent/guardian, turned over to law enforcement, or disposed of as appropriate.
- Whenever possible, parents/guardians will be notified following a search that results in the seizure of prohibited or illegal items.
- Refusal to comply with a lawful search request may result in disciplinary action according to the school's code of conduct.
- This policy complies with applicable Oregon state laws and upholds students' rights under the U.S. Constitution.

Student Interviews

To ensure the safety, well-being, and orderly operation of the school, WCS reserves the right to speak with or interview students regarding school-related matters at any time. These conversations may take place with or without prior notice to parents/guardians, depending on the nature and urgency of the situation. School staff will conduct such interviews respectfully and appropriately in accordance with school policy.

Student Transportation

Buses

To view our bus routes, fees, and to apply for transportation please refer to our [Parent Resources Page](#).

To ride a school bus is a privilege, which can and will be taken away if student behavior is not within the WCS guidelines.

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., students are considered late to class and parents must sign students in at the attendance office.** Please arrive prior to 7:55 a.m. to ensure they are not tardy. Due to our late start schedule, 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.
- 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.

Student Parking

- Driving to school is a privilege. If a student violates this privilege by speeding into or around campus, or driving recklessly they will be prohibited from driving and parking on school property.
- Students are to park in their assigned spot or designated area and must register their vehicle with the office and display their parking pass at all times.

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 shall not be tasked with supervising younger siblings.

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.

Appendix A: Technology Acceptable Use Policy

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, etc.) on School property for educational purposes or at a school-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All technology should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including removal from school for serious offenses.

Internet Use:

While student use of the internet will be supervised and filtering software will be used, WCS does not have full control of the content that may be accessible. Students are expected to exercise responsible Christian behavior when using the Internet. These responsibilities include:

- Using the Internet in a way that is consistent with the mission and policies of Western Christian School.
- Using the Internet for school-related or staff-approved educational work.
- Adhering to the rules of copyright.
- Respecting the data and privacy of other users.
- Keeping personal information about oneself or others private. Such personal information includes address, phone number, credit card numbers, social security numbers, password, or other confidential information.
- Understanding that a student's school Gmail account is not guaranteed to be private. System administrators may access e-mail, drive or monitor activity when there is reason to suspect inappropriate conduct or when there is a problem with the system.

Other Computer Use:

Use of computers at WCS also requires adherence to the following:

- Copying, altering, or tampering with data files, software programs, or system settings on any school computer is strictly forbidden.
- Unauthorized persons may not use equipment, software, security passwords, network accounts, logins, or access codes belonging to the school or other users.
- WCS reserves the right to review and remove any material stored on its equipment.
- Users must honor software licensing agreements and all rules of copyright and personal property.
- Software or data from outside sources, including files attached to an e-mail, or stored on USB drives, or any other medium, may not be used on school equipment without proper authorization from the system administrator.
- No food or drink (including water) is allowed in the computer labs or when using a school's computer at any location.

Violation of Policy:

Students violating the Acceptable Use Policy will be subject to the following:

- Disabling of account for a time determined by the administration.
- Detention assignment for violating school policy.
- Possible suspension or other discipline deemed appropriate by the administration.

Appendix B: Special Education: Public vs. Private School Settings

In comparing special education in a public school versus a private school setting such as Western Christian School (WCS), there are several key differences to consider:

- **Funding Source:** Public schools receive funding from federal, state, and local governments, while private schools like WCS rely primarily on tuition, donations, and endowments. As a result, private schools do not receive federal funding specifically allocated for special education programs.
- **Resources:** Private schools, including WCS, provide support services based solely on their own resources*. This means they may have fewer financial and staffing resources available compared to public schools, which can impact the range and intensity of support services they can offer to students with disabilities.
- **Legal Obligations:** Public schools are required by federal law, specifically the Individuals with Disabilities Education Act (IDEA), to provide a free and appropriate public education (FAPE) to students with disabilities. This includes the provision of special education services tailored to meet each student's individual needs through an Individualized Education Program (IEP). Private schools, on the other hand, are not subject to the same legal obligations under IDEA unless they receive federal funding for special education services.

WCS Current Special Education Process

- **Eligibility Process:** In the case of WCS, the process for determining a child's eligibility for special education services involves collaboration between the school, parents, and Salem Keizer Special Education Services (SKSD), the agency responsible for conducting evaluations. If a student demonstrates academic or behavioral concerns that may be indicative of a disability, a pre-planning meeting is held to discuss the need for evaluation. Consent from parents is required before any evaluation takes place.
- **Evaluation and Decision-Making:** If evaluation is deemed necessary, SKSD arranges for specialists to conduct assessments with the child on campus. Within 60 school days of the evaluation, a team including parents, teachers, and specialists reviews the results to determine if the student meets the criteria for special education eligibility. This determination is based on whether the disability adversely impacts the student's education and if they require specially designed instruction or accommodations to succeed.
- **Individualized Education Plan (IEP) or Plan for Student Progress (PSP):** If a student is found eligible for special education services, SKSD creates either an IEP or a PSP based on the available resources at WCS. These plans outline the specific goals, accommodations, and support services necessary to meet the student's needs within the school's capabilities.

Overall, while both public and private schools aim to support students with disabilities, the differences in funding, legal obligations, and available resources can result in variations in the types and levels of services provided.

*The statement "Private schools provide students with support according only to their resources" implies that the level of support available to students with Individualized Education Programs (IEPs) in private schools is contingent upon the financial resources of the institution. This means that without federal funding, private schools may have limited resources available to accommodate the diverse needs of students with IEPs.

While WCS employs highly trained teachers who are skilled in managing student behavior and accommodating various learning needs within a single classroom, they may still lack the specialized training necessary to address the unique and sometimes complex needs of some students. This could pose challenges when dealing with behaviors that are outside the scope of typical classroom management strategies.

WCS lacks specialized facilities and personnel specifically dedicated to supporting students with behavioral or academic needs beyond what a typical classroom teacher can provide. This means there are no designated resource rooms equipped with trained academic or behavior coaches to work with students in small groups or individually, no behavior specialists available to consult with teachers or students during times of crisis, and no counselors to provide individualized support to children.

In summary, while WCS strives to provide support to students with IEPs, the extent of that support may be limited by the financial resources available to our institution. This can result in a lack of specialized facilities and personnel, making it difficult to adequately meet the diverse needs of students with IEPs, particularly in cases where behaviors or academic needs are more complex or severe.

Appendix C: WCS Chaperone Guidance for School Field Trips

As a chaperone, you play a vital role in making our trips safe, organized, and enjoyable for everyone involved.

Becoming a Chaperone

- Chaperones must be at least 21 years old.
- A completed and approved background check is required.
- School administration will make final chaperone selections based on trip needs.

What to Expect

As a chaperone, you'll help guide students through their day, provide supervision, and support the trip's educational goals. We ask that chaperones:

- Follow the trip plan and schedule provided by the coordinating teacher.
- Wear school-appropriate attire in line with Western Christian dress code.
- Chaperones are encouraged to help students stay on track by giving gentle reminders and minor behavior corrections as needed. If a situation seems more serious or you're unsure how to handle it, please reach out to a WCS staff member right away.
- Keep cell phone use to a minimum and reserve it for emergencies or school-related communication.
- Stay with your assigned group and accompany them to all scheduled locations, including restrooms.
- Please do not bring additional family members or children, unless they are part of the student group.

Transportation

Whenever possible, we encourage chaperones and all students to ride the bus with their classmates—it's a great way to build connections!

Alternate student or chaperone transportation considerations will be made by school administration.

Respecting Boundaries and Privacy

While photos are a great way to capture memories, please do not post pictures of students online without permission from both the student and their parent/guardian.

We appreciate your understanding that only approved chaperones may participate in the supervision and movement of student groups.

If You're Not an Approved Chaperone

To maintain a safe and organized trip, only approved chaperones may join student groups. If you choose to attend a public venue on your own during a field trip, your child will be considered under your supervision, and not part of the official school group.

For trips to private venues, we ask that only school-approved chaperones attend.