



Empowering students with a lifelong faith in Jesus Christ,
outstanding academic skills and a passion to share the Gospel

Family Handbook

Middle School

Grades 6-8

Revised 8-18-2015

Accredited by
ACSI- Association of Christian Schools International
WASC - Western Association of Schools and Colleges

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Scope and Purpose

The purpose of this handbook is to communicate the policies and expectations of the school, which have been established in order to maintain a Christian environment conducive to the training and instruction of young people in Godliness, academic knowledge and life skills. The following policies and expectations cover a broad range of topics.

Water of Life Christian School reserves the right to modify, augment, suspend, or revoke any policies, procedures, and practices contained in this handbook at any time.

Affiliations

Water of Life Christian School is owned and operated by Water of Life Community Church and is governed by its School Board under the direction of the Church Board of Elders. The School Board meets regularly to provide overall support and guidance for the School Administration who are responsible for the day to day operation of the school.

The school is accredited by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).

The Association of Christian Schools International is the largest Protestant educational organization in the world. Since 1978, ACSI has advanced excellence in Christian Schools by enhancing the professional and personal development of Christian educators and providing support functions for Christian schools.

Water of Life Christian School – Mission, Vision, Core Values and Philosophy

MISSION

WOLCS exists to empower students with a lifelong faith in Jesus Christ, outstanding academic skills, and a passion to share the Gospel.

VISION

WOLCS seeks to assist families by providing a vibrant Christian education based on the truths and principles of God's word. It is the goal of WOLCS that the message of God's love in Jesus Christ coupled with dynamic teaching, diligent study, and a well-planned curriculum will transform students' lives. It is within the context of biblical teachings, that students will obtain knowledge, acquire academic skills, build healthy bodies, and develop productive social skills. Given opportunities to worship, serve and communicate the Gospel, students will develop an enduring passion for God and compassion for people as they learn to use their gifts to impact the world for Christ.

CORE VALUES

Healing – *Healed to be Healers (Isaiah 58, Luke 4:18-19, Luke 10:9)*

Through God's love, repentance and the power of the Holy Spirit, WOLCS students experience salvation in Jesus Christ and restoration from spiritual brokenness. They experience and practice praying for physical healing, mending personal relationships, developing biblical thinking about God, themselves and others. Through the transformation of their hearts and minds and with opportunities for guided practice, they are becoming Kings and Priests in God's Kingdom to help others in their world with the healing touch of Jesus.

Equipping - *Prepared to Change the World (1 Peter 3:15-16, 2 Timothy 3:15-17)*

Through a well-planned course of study, delivered by dedicated professional Christian educators, WOLCS students learn to think from a biblical point of view, acquire academic and life skills, develop Godly character, become increasingly aware of the world around them, and begin to interact with others in life-giving ways. As students develop their gifts, talents and skills they grow in...

- o Passion for God based on faith in Jesus Christ and resulting in discipleship is developed through the study and memorization of Scripture, forgiveness, trust, obedience and joyful expressions of worship in the context of partnership among school staff, parents and the Church.
- o Competence in academic and life skills, the study and application of Scripture, the arts, critical thinking, and physical and social development is gained through high expectations, diligent study and staff involvement.
- o Christ-like Character: Through training in righteousness, consistent loving discipline and modeling by staff and parents, students develop compassion and integrity in their attitudes and actions as they strive to become more like Christ who was full of "grace and truth". (John 1:14, Philippians 2: 5-8)

- Confidence: Courage and leadership skills are developed as students learn who they are in Christ; discover their gifts and talents; consider their life purpose; are taught to think biblically; and practice communicating to others.

Sending – *Fulfilling the Great Commission (Matthew 28:18-20)*

Students begin to live out the Great Commission by learning about cultural diversity, developing a desire to spread the Gospel, supporting missionaries and going on local and foreign outreaches. They learn practical ways to share the Gospel and lead others to Christ.

Caring – *Loving as God Loves Us (Matthew 25:31-40, 1 Peter 4:8-10)*

Through diligent teaching, the work of the Holy Spirit and outreach participation, students develop compassion for those in their community and the world. Given many opportunities to serve, students acquire thankful hearts, selfless character and compassion for each other as they learn to be good stewards of their own gifts and talents.

Relationships – *Experiencing Joy of Community with Christ and Others (Phil 2: 1-4, Col 3:12-15)*

The foundation built on a personal relationship with Jesus Christ based on His love, acceptance and forgiveness, helps students to honor, respect and interact with others in life giving ways. They are taught to pray for each other, appreciate each other's differences, communicate openly, and resolve conflict. The cooperative community of family, church and school creates a strong environment in which healthy relationships can grow and thrive.

PHILOSOPHY OF CHRISTIAN EDUCATION

The Bible teaches that parents are to be the primary educators of their children. WOLCS partners with parents in their children's instruction and training to provide a distinctive biblically integrated education in a secure environment. To be successful, it is imperative that WOLCS families agree with and support WOLCS's Beliefs Covenant/Statement of Faith and live a lifestyle reflective of this faith. Through parent and school cooperation, students are instilled with Godly character and inspired to excel in preparation for a life of enduring commitment to Christ. The scholastic program is designed to minister to the spiritual, intellectual, physical and social needs of every student in order to guide each one toward his/her God-ordained purpose. (Deuteronomy 6:4-9, Ephesians 6:1-4, Ephesians 2:10)

Spiritual: WOLCS provides the cultural and educational structure that allows children to know Jesus personally as "The Way, The Truth and The Life", to learn to hear His voice and to respond to His call on their lives. Guided by the Holy Spirit and encouraged by Christian teachers, students study God's word, grow in character, gain wisdom, acquire confidence and learn to live by faith. As they discover their gifts and practice serving others, they prepare for a life of personal joy and significant contribution in God's Kingdom. (John 14:6, John 10:27-28, 2Timothy 3:16-17, Luke 2:49-52)

Intellectual: The academic program of WOLCS helps students construct an intellectual worldview centered on God's word. With a focus on biblical integration and academic

excellence, the curriculum embraces the development of basic skills, critical thinking, stimulating intellectual growth, creative discovery and training as life-long learners. The uniqueness of each child is valued and success is enhanced through individual assistance and academic coaching. Ultimately, students grow in understanding of the Lordship of Jesus Christ over all knowledge and disciplines. (Psalm 8, Psalm 19:7-11, I Timothy 4: 12-16, Romans 11:33)

Physical: The Bible teaches that our bodies are temples of the Holy Spirit, which we are to offer to God as living sacrifices, holy and pleasing to Him. (I Corinthians 6:19, Romans 12:1) Therefore, WOLCS teaches students that proper care for their bodies will help them enjoy God's gift of life and become more effective witnesses for Christ. The curriculum emphasizes proper nutrition, exercise and a pure life. Because the Bible also tells us not to conform to the pattern of this world but be transformed by the renewing of our minds (Romans 12:2), all athletic activities and physical education classes foster Christ-like attitudes and actions as students are taught discipline, teamwork, respect and responsibility.

Social: WOLCS believes God commands us to love one another and live in community. In an environment that assures security, self-worth and mutual respect, students develop appreciation for others and learn how to relate effectively. Lifelong skills to reach others with the message of God's love in Christ develop as students, according to biblical standards; build relationships with each other and with school staff. Numerous opportunities to serve others allow children of all ages to realize their spiritual gifts and share the light of Jesus in words and actions. (I John 3:11 Psalm 133:1, Matthew 5:13-16. I Peter 4:8-11)

Philosophy Summary:

WOLCS seeks to make disciples of Jesus who will effectually impact their world with the gospel of the Kingdom of God. In everything, the Word of God sets the standard as WOLCS seeks to empower students with enduring faith in Christ, develops their gifts and helps them enjoy a life of worship, service and outreach. (Matthew 28:18-20)

Beliefs Covenant

About God

WE BELIEVE that there is one living and true God, eternally existing in three persons, the Father, the Son, and the Holy Spirit. Equal in power and in glory, this triune God created all, upholds all and governs all.

About the Bible

WE BELIEVE that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts and the infallible rule of faith and practice.

About the Father

WE BELIEVE in GOD THE FATHER, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

About Jesus

WE BELIEVE in JESUS CHRIST, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teaching, His substitution atoning death, and bodily resurrection, ascension into heaven, perpetual intercession for His people and personal visible return to earth.

About the Holy Spirit

WE BELIEVE in the HOLY SPIRIT, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; we believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.

About Sin

WE BELIEVE that all MEN are sinners by nature and choice and are therefore under condemnation, that God regenerates by the Holy Spirit those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes a seeking believer with the Holy Spirit with power for service, often subsequent to regeneration.

WE BELIEVE in the universal CHURCH, the living spiritual body of which Christ is Head and all regenerated persons are the members.

About the Return of Christ

WE BELIEVE in the personal, visible RETURN OF CHRIST to earth and the establishment of His Kingdom; in the resurrection of the body, the final judgment and eternal blessing of the righteous, and endless suffering of the wicked.

About Ministry

WE BELIEVE the BIBLE teaches that every Christian is called to "full time" Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister by encouraging every member to find a place of service and ministry. Every believer has

direct access to God through prayer and Bible reading. We believe people are called to witness and to give life to others.

About People

WE BELIEVE people are made in the spiritual image of God, the crown of creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God and causes many problems in life.

About Baptism

WE BELIEVE that the Lord Jesus Christ committed two ORDINANCES to the church, Baptism and the Lord's Supper. We believe in baptism by immersion and that communion is open to all believers. We believe also that we may use the laying on of hands for the baptism of the Holy Spirit, for ordination of Pastors, Elders and deacons, and for receiving gifts of the Spirit or healing.

About Tithing

At Water of Life we practice tithing for the support of Christ's body, the church as God commands. At Water of Life we believe that giving of tithes and offerings is an act of worship to Jesus Christ and is an expression of the relationship between the individual giver and the Lord. We provide boxes at the back of the Worship Center and our venues for your tithes and offerings.

The Apostles Creed

WE BELIEVE in what is termed "The Apostles Creed" as embodying fundamental facts of Christian faith.

...The LORD, the LORD God, compassionate and gracious,
slow to anger, and abounding in loving kindness and truth;
who keeps loving kindness for thousands, who forgives
iniquity, transgression and sin...
Exodus 34:6-7

Water of Life Expected Student Outcomes (ESOs)

Expected Student Outcomes are the goals of student achievement by graduation. They support the content standards, give direction and provide a common focus.

Water of Life ESO's for students are:

1. Spirit-led followers of Christ who...

- a. become followers of Jesus by way of a saving faith; developing a personal abiding relationship with Him through prayer, worship and daily interaction with His Spirit through God's Word
- b. love the Lord their God with all their hearts and with all their souls and with all their minds
- c. demonstrate respect for and submission to the Lordship of Christ and God's delegated human authorities
- d. position themselves to gain God's heart for people and cultures, and to cultivate a hearts that loves and serves with pure motives
- e. are equipped and encouraged in their giftings so they may be prepared for works of service and become confident in sharing their faith and leading others to Christ
- f. understand the vital necessity of relying on the Holy Spirit to live the Christian life and exhibit the fruit of the spirit in a consistent manner
- g. articulate, defend and make decisions based upon a Biblical worldview while gaining/acquiring a strategic understanding of opposing worldviews

2. Critical Thinkers who

- a. remember
 - b. understand
 - c. apply
 - d. analyze
 - e. evaluate
 - f. create
- ... at a greater depth of cognitive rigor

3. Effective Communicators who

- a. speak clearly
- b. articulate ideas, concepts & feelings
- c. listen responsively
- d. respect others thoughts and opinions
- e. read with comprehension
- f. write legibly with clarity, structure and organization across the curriculum
- g. apply technological strategies for the successful communication of their thoughts

4. Respectful citizens who

- a. demonstrate respect for authority
- b. accept personal, social and civic responsibility

- c. respect and accept individual differences and cultural diversity
- d. model responsible citizenship by kindness, integrity, compassion and biblical ethics
- e. demonstrate the importance of contributing time, talents and spiritual gifts to school and society through community outreach

5. Problem solvers who

- a. persevere when faced with a challenging problem
- b. identify and access and find solutions using complex reasoning
- c. use comparison, classification, induction, deduction, investigation inquiry and invention in real life situations

Middle School Admissions Process

School placement is one of the most important decisions a parent will make for their student. His or her future and destiny will be greatly influenced by where he or she attends school during these formative years. Our staff is here to help you with your decision to enroll at WOLCS and to assist you throughout the enrollment process.

Parents or Guardians

In each instance where the word "parents" is used, it refers to whoever has custody of the child, including grandparents or guardians. In the event that someone other than the biological parent has custody of the child, a copy of legal documentation must accompany enrollment forms.

Non-discrimination Policy

It is, and shall be, the policy and practice of Water of Life Christian School, in admission of students, not to discriminate on the basis of the applicant's race, color, sex, or national origin. While the publishing of this statement is mandatory by law, WOLCS further advises you the Policy of Non-Discrimination is grounded in a theological basis as clearly presented in the Bible. The school's doors are open to people of all races and national origins because of the love of God as manifested in the ministry of redemption through Jesus Christ, which is intended for all people who receive it.

Grades Enrolled

Water of Life Middle School is comprised of sixth through eighth grades.

Enrollment Process

Complete the following steps for new enrollment:

- Complete and return the School Interest Form (available online).
- An appointment will be made to visit the school and tour the campus.
- Complete and submit the online registration packet, including emergency contact information, along with the paid non-refundable registration fee.
- All new students are given a readiness test; cost is \$35 due at time of testing.
- All students entering 7th grade are required to provide proof of a current T-dap booster shot before the school year begins.
- Placement is contingent upon available space.
- All tuition and fees must be paid before a child can start school.

Class Assignment and Grade Placement

The faculty and administration of Water of Life Christian School reserve the right to make the final decision concerning class assignment and grade placement. Grade placement will be based on achievement testing, the previous year's report card, the admission entrance test, and recommendations from involved teachers. Class assignments will be made by the administrative team who will consider teacher recommendations.

Children With Special Needs

WOLCS strives to provide a successful learning environment for students with different learning styles; however, WOLCS may choose not to enroll students whose academic or behavioral needs cannot be met by our school's program.

Withdrawal Procedure

A minimum of 30 days notice must be given in writing if a parent is planning to withdraw their student from school. A Withdrawal Form is available at the school office. Tuition will be charged through the 30 day period, even if the student leaves before the end of that period. Any applicable refunds will be issued once all payments have been settled on the account. Registration fees are NON-REFUNDABLE. Any refunds will be issued within 14 business days after the child has withdrawn. Parents of children who have been withdrawn will be required to pay a new registration fee upon re-enrollment.

Re-admittance After Withdrawal or Dismissal

A student who has been dismissed from WOLCS will be considered for readmission only after a minimum of two trimesters from the date of dismissal. When parents choose to remove a student from WOLCS and then seek re-admittance at a later date, a parent conference with the administrative team will be held to determine the feasibility of readmission.

School Records

Cumulative records for students transferring to Water of Life from another school will be requested. No parent action is required.

If parents wish they may come to the school office to view their students' records in the school office during office hours. These visits require an appointment made twenty-four hours prior. Provision can be made to have documents copied, if necessary with a minimum 72 hour notice. Cost for copying is \$10. Other rights and privileges are afforded parents as per the California Education Code, Section 49063.

Information is not provided to outside agencies without a written request from a custodial parent or by court order.

If a student transfers to another school the cumulative record is transferred upon request from the other school. No parent signature is required.

Fees

Registration Fee Refer to the current rate sheet A non-refundable registration fee must be paid with the online application. The registration fee includes curriculum, educational materials, supplies, Christmas Program t-shirt, field trips, assemblies and administrative costs.

Tuition Refer to the current rate sheet

Tuition is due and payable for the school year beginning in August and ending in May. Payments are made by Electronic Funds Transfer (EFT) monthly in advance on either the 5th or 20th with 10 monthly equal payments due in July through April (or the first month the child enrolls). The school does not accept credit cards, cash, money orders or cashier's checks for tuition, unless otherwise stated.

NSF/Late Fees Refer to the current rate sheet

Any check, EFT, and/or online payment to WOLCS returned for any reason will be charged a \$25.00 NSF fee. More than two NSF's per school year will be charged an additional \$50 late payment fee per occurrence. Parents will be notified by email within 5 days of a failed EFT. A 2nd attempt will be made on the same day notice is sent out to withdraw the tuition and all applicable fees from the account on file. Should the tuition payment return NSF two times, the final method of payment will be credit card only and parents will incur a \$30 processing fee as well as all other applicable fees. All tuition and fees must be paid by 28th of the month in order for the child to attend the 1st day of the following month. Failure to pay all past due fees could result in a minimum 24 hour delay before a child can attend school. **WE DO NOT ACCEPT ANY OTHER FORMS of Payment for Tuition.**

Book Fee Refer to the current rate sheet

Non-refundable book fee is due in full by June 30. Parents will be billed separately for this fee. If not paid by this date, it will automatically be added to the cost of tuition and paid monthly by EFT.

Activity Fee Refer to the current rate sheet

Non-refundable activity fee is due in full by June 30. If not paid by this date, it will automatically be added to the cost of tuition and paid monthly by EFT (10 equal payments).

Extended Day Care Fees Refer to the current rate sheet

An extended Day Care program before and after school is available to our students. The program is supervised by qualified personnel and provides afternoon recreation and study time. Day care hours are: mornings 6:30 AM to 8:00 AM; afternoons, 3:15 PM until 6:00 PM. Daycare fees may be paid in one of two ways, a **monthly flat fee**, which is advantageous for families whose students arrive early or stay late, OR **prepaid by a deposit**. Charges will be calculated in half-hour increments. All daycare fees are charged to the parents' account in RenWeb (WOLCS accounting system) each Monday for the previous week. Daycare must be pre-paid and a credit balance must be kept in RenWeb at all times or the student cannot use these services. Students must be picked up no later than 6:00 PM. **THERE IS A PENALTY CHARGE OF \$1.00 PER MINUTE FOR PICK-UPS AFTER 6:00 PM.**

**Other Fees
Facilities**

Should a student damage or destroy furniture, fixtures or any school property, above and beyond normal wear and tear, his/her parents will be financially responsible for repairing or replacing the damaged item.

All fees, including but not limited to: extended daycare, lunches, field trip chaperone, late pick-up, etc. **must** be paid on RenWeb. We do not accept payments over the counter, unless otherwise noted.

Discounts

Discounts are given for the second and third child in each family for tuition and registration fees.

Financial Aid

WOLCS offers financial aid to assist families with the cost of tuition. Limited funds are available for this purpose but our desire is to help as many families as possible. The household income figures for eligibility are stated on the application; however, if you make more than this and are in need of assistance, we encourage you to apply anyway. Each family's situation is different. Our financial aid committee wants to hear about your unique needs when making decisions about offering financial aid so that we can help if at all possible.

Parent Communication

E-mail Addresses

Email is a major form of communication between parents and the school, therefore it is mandatory that the school have an email address on file. This email address becomes a username allowing parents access to RenWeb and "Parent Web" for their financial account, student's grades, homework page and class newsletters. Access is password protected and student/family information is available only to parents.

School Website

Another major form of communication is the school's extensive website, www.wateroflifecs.org, providing information and links to such things as our Mission, Vision, Core Values and Philosophy documents, Parent's Web, Teacher Wikis (websites for classroom communication and homework), Accelerated Reader, newsletters, menus, school calendar, interest and referral forms, enrollment and reenrollment forms, handbooks, preplanned absence forms and more.

Teacher Communication

All teachers maintain a Wiki to provide a variety of current classroom information, homework, and links to helpful sites; it is an excellent first stop for classroom information. Teachers are available by email daily. Parents may also phone the school office to leave a message for any staff member; teachers are only available during breaks.

Home Phone Numbers

The school reserves the right to share a family's address and phone number with authorized people (room mothers, Parent-Teacher-Fellowship, carpoolers). If parents choose not to have their contact information available, they may indicate this on the "Contact Information" portion of RenWeb during enrollment. At any other time parents can email the school office.

The school office phones are business phones only; students will not be permitted to call home unless it is deemed an emergency by office personnel.

Expressing Concerns

When you have questions concerning school procedures or policies, any concerns should be addressed in a courteous manner. Please contact the person most immediately involved by calling the office for an appointment or return call. Do not share problems you have concerning the school or its members with anyone who is not directly involved in a part of the solution to your concern, e.g., other parents or students. The school follows the Matthew 5 and Matthew 18 principles for any conflict resolution. (Matthew 5:23-24; 18:15-16).

Parental Responsibilities

It is the God given responsibility of the parent to “raise up a child in the way he/she should go” (Proverbs 22:6.) WOLMS educates children in accordance with Biblical truth and prepares students to serve as examples of a Christ-like life. It is imperative that parents agree to support the philosophy, ministry, religious teaching, policies, procedures and discipline of the school. Both goals are achieved when parents and school staff partner together. This would include, but not necessarily be limited to the following:

1. Support the overall philosophy and ministry of the school.
 2. Support, abide by and the enforce WOLMS's standards, policies and procedures along with the academic and disciplinary decisions of the school. The authentic support from both parents is necessary in order to have an effective ministry with students.
 3. Refrain from taking a student out of school unnecessarily.
 4. Support WOLCS with prayers, gifts, and service, assisting with fundraising and other school-related activities. Prayerful support for the school is essential; this is a spiritual battleground, and the battle must be fought with spiritual weapons.
 5. Follow Matthew 5 and Matthew 18 principles for any conflict resolution. When there are questions concerning school procedures or policies, concerns should be addressed in a courteous manner. Please contact the person most immediately involved by calling the office for an appointment or return call. Do not share problems concerning the school or its members with anyone who is not directly involved in a part of the solution to concern, e.g., other parents or students. (Matthew 5:23-24; 18:15-16).
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School Schedule and Calendar

Traditional School Year

Water of Life Christian School operates on a traditional calendar with **approximate** start and finish dates of early August and mid-May. Middle school is in session from 8:00 AM until 3:15 PM. Students may arrive no earlier than 7:50 AM, and must be picked up by 3:30 PM to avoid daycare charges. Students also are not to be dropped off to wait outside prior to 7:50 am.

Extended Day Care

Extended day care is available from 6:30- 8:00AM and 3:15-6:00 PM.

Calendar

School calendars showing all holidays, minimum days, special events, report card and progress report dates, etc. are available in the school office and on our website.

Summer Academy

Summer Academy is available each summer. Applications for enrollment are available in April and additional fees apply.

Instructional Program

The school's program is designed to develop the whole child spiritually, intellectually, physically, emotionally, and socially in the context of a Christ-centered, biblical worldview. Bible is also taught as a separate subject from a non-denominational point of view. Teachers use a variety of strategies and learning activities in the delivery of lessons to, ensure student understanding, achievement of essential knowledge and skills, and to challenge students to think at a high level. Parents are encouraged to be involved in supporting school activities at home. Our excellent academic program is augmented by chapel services, art, music, physical education, computer education, Spanish, field trips, interscholastic academic competitions and opportunities for dramatic expression.

When length of the school day and the length of year is compared to the local school district WOLCS has an additional 2,430 minutes per year which equals an additional 6 instructional days.

Religious Teaching

Parents acknowledge and agree that their child may receive instruction in every subject from a Biblical perspective and that WOLCS will be teaching students subject material in a manner consistent with the Bible and the school's Beliefs Covenant (Statement of Faith). Parents and guardians must agree to support the school's mission vision, core values and philosophy, including the religious teaching.

Middle School Curriculum and Staff

At Water of Life Christian School curriculum and staff are selected carefully to help students understand and relate to the world around them in the context of a loving God who created us and loves us deeply. Daily Bible instruction, weekly worship together in chapel, and service projects throughout the year enable students to develop a love for God and others, while rigorous academic study prepares them for success in high school and college. Water of Life Christian School follows the curriculum guidelines set forth by the California State Department of Education (except that which contradicts Biblical teachings) while teaching every subject in the context of a biblical world view. Foreign language, fine arts, physical education and elective classes provide a well-rounded experience for our middle school students. Staff members are chosen on the basis of academic preparation, experience in the classroom, Christian character and their ability to relate to middle school students.

Curriculum Materials

These materials are supplemented by a variety of other printed and online resources.

<u>Subject</u>	<u>Titles</u>	<u>Publishers</u>
Bible	Christ in My Life	ACSI
	Study of the Book of Acts	ACSI
	Study of the Book of Judges	ACSI
	Mastering Bible Study Skills	ACSI
	Adventure Study Bible	Zondervan Press
Language Arts	Mosdos Literature Series	ACSI
	Easy Grammar	Easy Grammar
	Composition	Step Up to Writing
Math	Progress in Mathematics	Sadlier Oxford
	Fundamentals of Algebra	Sadlier Oxford
	Foundations of Algebra	Sadlier Oxford
	Algebra 1	Sadlier Oxford
Science	Scott Foresman - Earth Science	Pearson – Prentice Hall
	Life Studies	BJU Press
	Physical Science	Pearson – Prentice Hall
History	Discovering Our Past	Glencoe/McGraw Hill
	World Studies	BJU Press
	American History	BJU Press
Art	Arts Attack	
Spanish	Rosetta Stone	

Additional Offerings

Physical Education	Foreign Language	Choir
Computer Lab	Year Book	Science Camp
Beginning Band	Advanced Band	Leadership (ASB)
Outreach	Worship Team	Art

ACSI Student Activities may include:

Spelling Bee, Math Olympics, Choral Festival, Speech Meet, Creative Writing, Science Fair

Textbooks and Workbooks

All hardback, non-consumable textbooks are loaned to the student for use during the school year. When books are collected, either at the time of withdrawal or at the end of the year, textbooks will be examined. Students may be assessed a fine for undue damage to any book. Parents will be charged for lost books at their current replacement cost including shipping.

Whenever possible, students will be provided e-books or an extra copy of the hardback book. When a student is issued an e-book in the form of a CD or a hardback book he/she is responsible to return it in good condition or pay for the replacement cost.

Service Projects

Students participate in a variety of service projects each year designed to develop in them compassion for people as they touch the lives of others with the love of Jesus Christ. Middle School students participate in an outreach trip or activity each semester. In addition students are required to complete 5 independent service hours per semester. Students will be provided some possible ideas, however hours are expected to be completed outside of school.

Staff

Dorothy Semanovich	Math Grades 6-8, 8 th Grade Home Room and Bible, Yearbook, Middle School Administrative duties.
Cheri Kavan	Language Arts Grades 6-8, 7 th Grade Home Room and Bible, Leadership
Carrie Moore	Social Studies Grades 6-8, Outreach
Ehab Zekri	Science Grades 5-8 , 6 th Home room and Bible
Christine Miller	Technology
Kevin Lee	Band, Choir, Worship Team, Music
Ayesha Camarao	Physical Education
Mari Donnelly	Spanish

Standardized Testing

Each April, as indicated on the calendar, the school administers the standardized test Terra Nova. Results are provided to parents electronically before the end of the school year.

High School Credit / Advanced Placement

Algebra I - If students pass eighth grade Algebra I at WOLCS they may qualify to take Geometry as a freshman in high school with the following stipulations:

1. They must pass with a "C" or better
2. The high school may require a math proficiency test and report card grade
3. The high school will require three additional years of math
4. The Algebra I grade will not be part of their high school GPA
5. Parents may request that the high school include their Algebra I grade on transcripts

Spanish - Students who have taken Spanish at WOLCS may take advanced levels of Spanish in high school with the following stipulations:

1. They must pass with a "C" or better
2. The high school may require a Spanish proficiency test and report card grade
3. The Spanish I grade will not be part of their high school GPA
4. Parents may request that the high school include their Spanish I grade on transcripts

Grading

Report cards are provided each semester and progress reports twice during each semester. Letter grades are given for achievement, effort, work habits and citizenship. These may be augmented by written comments of the teacher. Parent-teacher

conferences are scheduled after the first six weeks of instruction. Additional conferences may be scheduled at the parents' or teachers' request at any time throughout the year. Teachers are not available for conferences during school hours.

If parents need to speak with a teacher they may:

- Stop in after dismissal at 3:15 or
- Communicate by email with the teacher or staff member or
- Call the school office to request a conference

The grading scale is as follows:

Middle School		GPA	
A+	=	99 - 100%	4.05
A	=	93 - 98%	4.00
A-	=	90 - 92%	3.80
B+	=	88 - 89%	3.50
B	=	83 - 87%	3.00
B-	=	80 - 82%	2.80
C+	=	78 - 79%	2.50
C	=	73 - 77%	2.00
C-	=	70 - 72%	1.80
D+	=	68 - 69%	1.50
D	=	63 - 67%	1.00
D-	=	60 - 62%	0.50
F	=	0 - 59%	0.00

Citizenship:

O – Outstanding **S** – Satisfactory **N** – Needs Improvement **U** – Unsatisfactory

Parents may access their 6th through 8th grade student's grades at any time. Instructions for logging on to "Parent's Web" are available under the parent tab on the school's website, www.wateroflifecs.org.

Homework Policy

Homework will be assigned to further student learning, provide additional practice, or provide an additional means of student assessment. Any work not finished in class is additional homework. Students who make good use of their time in school should generally have about 60 minutes of homework and 30 minutes of reading each evening. Whenever possible, weekend homework will not be assigned. A student who misses any 2 days of assignments will be placed on a Homework Contract and on step 2 of the discipline plan.

Make-up Work

For excused absences, the student will be allowed the number of absent days to make up work. Example: if absent on Monday, work is due on Wednesday. In case of a planned absence, work is due on the day of return. No extension will be given.

Missing/ Late Work

All work is due on the date assigned by the teacher. If it is not turned in on that date it is considered missing.

If a student turns in work late the follow policy applies:

- Missing work will be accepted at any time within a week of the due date but will be marked down 10% from the grade earned. (Example: If the grade is 87% it becomes 77%)
- Assignments turned in after a week will not be accepted unless part of a student's Individual Education Plan (IEP).
- Grade book marks have the following meanings:
 - I = incomplete or in progress work that is due within the week it was assigned. This is calculated as a 0 in the grade but will be changed once the assignment is turned in.
 - M = the assignment was not turned in during the week's grace period. This is calculated as a 0 in the grade and cannot be changed.
 - E = the student is excused from this assignment. This is not calculated into the grade.

Academic Probation

Any student who falls below a 1.80 GPA will be placed on "Academic Probation." A Student Study Team will meet to develop a plan for improvement. This will be shared with the student and parents. The student's grades will be evaluated by the teacher and the Student Study Team every three weeks to determine if adequate progress is being made. If sufficient progress is not made within a nine week period, parents will be asked to meet with the Student Study Team to discuss other means of promoting student achievement. If the student's academic work has not shown sufficient progress during the next six week period, the student will be subject to Academic Review by the administration to determine eligibility to continue to attend WOLCS.

Academic Integrity

WOLCS students are expected to maintain the highest standard of honesty, Christian character and academic integrity. Plagiarism or cheating on any assignment is not acceptable and will result in receiving lower credit and disciplinary action such as detention or suspension.

Assessment and Guidance

In recognition that sometimes a student may need additional support the school offers its Success Program. It involves identification of students in need of extra support of enrichment and a system of support. A variety of assessments are used throughout the year to identify students. Assessments include STAR Early Literacy, STAR Reading, and Sadlier Oxford math benchmark tests. Parents are notified of results if additional support is needed. Support may include extra in class help, before school peer tutoring, small group support during the school day, afterschool support through Gaining Academic Intervention Now (GAIN) or individualized tutoring. Afterschool programs are for a fee. The school's Student Study Team provides support to parents and teachers as needed for specific concerns. The team or administration can provide referrals for parents to outside services such as counseling, speech or educational testing.

Eighth Grade Graduation Requirements

Water of Life Christian School shall confer diplomas to students who have completed the course of study prescribed by law and by Water of Life Christian School for the eighth grade and who have met the prescribed academic, behavior and attendance standards set by WOLCS.

Unless the School Administrator deems the action to be inappropriate due to unique situations, the following standards will apply.

Academics: Students must have an accumulated grade point average of 2.0 or greater. The student may be issued a Certificate of Attendance in lieu of a Diploma if his/her grade point average is lower than 2.0.

Behavior: A student may not receive a diploma or participate in the graduation activities if he/she has been involved in a serious infraction of WOLCS policies/procedures during eighth grade or has violated a behavior contract in eighth grade which specifies disallowance of a diploma and/or participation in graduation activities.

Attendance: Students who have five unexcused absences, as described in the WOLCS Family Handbook, during the eighth grade or a total of nine unexcused absences in the seventh and eighth will not be eligible to receive a diploma.

During each school year administrators shall confer with any involved sixth, seventh or eighth grade students potentially affected by any condition described above, and arrange for a student/parent/guardian conference to discuss and assist in resolving existing deficiencies.

Eighth graders who are not eligible to receive a diploma and/or participate in any graduation activities shall receive prior written notification, whenever possible, from the School Administrator or his/her designee, and shall be provided with reason and supporting documentation, and afforded an opportunity to respond in a conference involving the student and administrator.

In addition to the above, participation in graduation activities and the conferring of a diploma are contingent on all school fees being paid.

After school Sports and Clubs

A variety of activities, for an additional fee, are available after school such as: dance, gymnastics, piano lessons, chess club, karate, worship team and a sports program.

Attendance Policy and Procedures

At WOLCS we believe, as research shows, that being in school consistently promotes learning. When students are present at school they gain basic social, academic and life skills critical to their success, so it is important that staff, parents and students be familiar with the WOLCS Attendance Policy.

Absences and Written Excuses

On the day a student is absent from school, the parent **must** send an email excuse to the Attendance Clerk at attendance@wateroflifecs.org, stating the reason for the absence. This written excuse is required for **every** absence. Please bear in mind that excessive absences are a serious matter and will affect grades and awards. (See the policy below)

I. ABSENCES FALL INTO THE FOLLOWING CATEGORIES

A. EXCUSED ABSENCES

- Illness (doctor's verification will be required for more than 5 consecutive days absent and if absences, though not consecutive, are regular in occurrence.)
- Family Emergency (i.e. death in the family, car accident, etc.)
- Medical or Dental Appointments with a note from a doctor (parents should make every effort to schedule all medical appointments outside school hours. When the student visits a doctor because of illness, the parent must ask the doctor for a note stating that it is permissible to re-enter school. Students who have a contagious illness, a fever or persistent cough should not attend school. (See the Health section of the handbook.)
- Approved Planned Absences **with 2 weeks notification**(see Planned Absence section)

When a student misses school due to one of the above excused reasons, except for planned absences, the school will provide make-up work within the following guidelines:

1. The teacher will give any work that can be made up on the day the student returns.
2. The student will have the number of days of the absence to make up daily work. (Example: If absent on Monday, work is due on Wednesday.) In case of a planned absence, work is due upon return.
3. Students should expect to make up quizzes and tests within this same time. Papers and projects which are assigned two weeks or more prior to their due date must be turned in on the day a student returns to school from an absence. Where frequent or intermittent absences cause long delays in completion of homework, a teacher may institute a five school day deadline on all materials due.
4. Students will not receive credit for work that is not made up within the specified time.

B. APPROVED PLANNED ABSENCES FOR EDUCATIONALLY APPROPRIATE OPPORTUNITIES

In the event that a trip or vacation must be taken during instructional days the following criteria and procedures have been established. Students must be current with their school work, have no less than a 2.0 grade average, and must not have excessive discipline or attendance issues. The absence must be an educationally appropriate opportunity in order to receive approval and to help maintain student academic progress. In the interest of the entire class, please keep in mind that lessons cannot be re-taught, therefore students may lack understanding of concepts taught while they were absent. Parents must follow this procedure:

1. Advise the attendance clerk in the school office of the absence dates as early as possible, **but no later than 2 weeks prior**.
2. Download the required form from the school website under Forms, fill out and email it to the Attendance Clerk at attendance@wateroflifecs.org.
3. Two weeks' notice will allow the teacher time to prepare lessons for the student to take along. This work will be due when the student returns to school.
4. Any tests or quizzes that the student misses may be given when the student returns to school.

Note: Planned absences are approved at the discretion of the administration. Preapproved planned absences are exempt from the count toward excessive absence status.

C. UNEXCUSED ABSENCES

- Any absence that does not fit the definition of an excused absence.
- The parent and/or student fail to comply with the guidelines for excused or planned absences.
- The student is absent from school without parental permission.
- The student has been suspended from school.
- Credit will not be given for work missed during an unexcused absence.

II. TARDINESS

Students are expected to be punctual for all events, especially for the start of the school day. Students who arrive late disrupt the learning process for the rest of the class affecting both the teacher and the other students. Often quizzes and the most brain intensive activities are scheduled at the start of the day. Tardy students miss foundational instruction. A student is tardy if he/she is not in the classroom ready to learn at the regular start time for the day.

1. All tardies are unexcused, unless due to a medical or educationally related appointment and accompanied by a note.
2. Excessive tardies (5 per trimester) will result in loss of perfect attendance and may affect grades and academic or citizenship awards.
3. The steps for tardies are as follows:
 - a) At the 5th tardy – email to parent
 - b) At the 6th tardy – guidance counselling, written paper assignment
 - c) At the 10th tardy – email to parent
 - d) At the 11th tardy – administrative discipline

Adult failure to transport students in a timely manner will not alleviate consequences applied to the student.

III. EARLY CHECK OUT

Students must be in school at least four (4) hours of the school day to be considered present for the day.

1. Early pick-up's during the last 30 minutes of the school day are not permitted.
2. Parents who are planning on signing their student out early, must notify the office before school starts and are requested to keep appointments outside school hours whenever possible.
3. If early pick-ups are due to a medical or an educationally related appointment, a note is due when the student returns to school.
4. Parents must sign-out their student at the office and not go directly to the classroom. A message will be sent to the teacher who will then send the student to the office.
5. A student who is returning to school must have a parent sign the student in.

6. Excessive early pick-ups (3 per trimester) will result in loss of perfect attendance and may affect grades, and academic or citizenship awards.

IV. EXCESSIVE ABSENCE

We are committed to the spiritual growth and academic success of every student. Excessive absence has a high correlation with poor academic performance at all levels from Kindergarten through high school. Water of Life Christian School complies with mandated state legal and education codes, as much as deemed educationally sound and not contrary to our Christian principles. While we recognize there are extenuating circumstances, the following policies have been put in place at all grade levels to ensure student success.

Excessive absence is defined as fifteen or more excused or unexcused absences during the school year. The numbers of absences are not to exceed five days per trimester.

When a student's combined absences* (both excused and unexcused), tardies and/or early pick-ups become excessive, he/she will be in danger of having his/ her grades lowered, be in jeopardy of failing the grade level, be required to attend after school tutoring or may be asked to withdraw from school.

* Preapproved planned absences are exempt.

Arrival

School begins promptly at 8:00 a.m. and students are expected to arrive on time. Students who arrive after 8:05 a.m. will be issued a tardy slip at the office and will be taken to class.

Dismissal

Middle school students will be dismissed at 3:15 PM unless staying for an after school activity or extended day care. Students with permission to sign themselves out must leave campus promptly after dismissal.

DISCIPLINE PROCEDURES

"God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who are trained by it." Hebrews 12:10-11

This passage summarizes the purpose of our discipline procedures at WOL Christian School. Biblical discipline is training that produces righteousness. Therefore, disciplinary action should be applied with the primary purpose of developing godly character; helping young people develop attitudes and actions that please God, and assisting them in becoming contributing members of the body of Christ. In other words, the ultimate goal of our disciplinary procedure is to promote Christ-likeness in our students.

I. Perspective

The establishment of school wide standards of conduct is essential to a safe, sound and effective Christ-centered educational program. It is important that students understand all school rules and expect those rules to be enforced by

all members of the school staff. Middle school teachers will share standards of conduct at the beginning of the school year, emphasizing the following biblical principles.

- A. The Ten Commandments (Exodus 20:1-17)
- B. Love for God and for others (Matt. 22:37-40)
- C. Obedience to parents and teachers (Eph. 6:4, Rom. 13:1-5)
- D. Importance of safety and orderliness (I Cor. 14:40, Col. 2:5)

II. Keys to student behavior: Attentiveness, Obedience, Responsibility, Kindness and Respect.

III. Expectations: Desired Student Attitudes and Behaviors

A. Positive attitudes

- a. Participate enthusiastically
- b. Follow directions the first time
- c. Comply with authority
- d. Intentionally include others, always being aware of those who may be excluded
- e. Do not engage in gossip

B. Show respect

- a. Listen to, obey and respond appropriately to teachers and staff including elementary school and preschool staff
- b. Communicate to staff, students and others on campus in honoring ways through word choice, tone of voice, body language, social media and writing.
- c. Do not engage in gossip, hitting or physically hurting other students, bullying or excluding other students
- d. Play safely in designated areas
- e. Properly use and care for all areas of WOL property both inside and outside.

C. Come prepared

- a. Be on time
- b. Follow the dress code
- c. Bring materials
- d. Bring completed work

D. Control disruptions and follow the rules for each school activity

- a. Examples of classroom disruptions: talking, sharpening pencils, moving about during seat-time, not following directions for the current activity, interrupting the learning process for others in any way

- b. Examples of disruptions in the hallway or when passing between classes: running, pushing, loud speech, going out of bounds, mistreatment of facilities, arriving late for the next activity, speaking in a dishonoring way

E. Stay In Bounds (follow the rules of the "road")

- a. Walk on side walks
- b. Play in designated areas
- c. Stay within areas designated for your current activity
- d. Stay on campus

F. Use a Biblical Approach to Problem Solving

- a. Pray and ask yourself, "What would Jesus do in this situation?"
- b. "If at all possible when it is in your control, keep peace with everyone."
Romans 12:17
- c. Treat others as you would like to be treated. Matthew 7:12
- d. Be willing to admit when you are wrong.
- e. Talk it over and listen.
- f. Apologize when necessary, ask forgiveness and offer forgiveness to others.
- g. Ask for help from a person in authority.

G. Proper cell phone use

It is not necessary for students to have cell phones during the school day. During the regular school day all calls from parents must go through the school office and calls by students will be made from the school office. In an emergency, such as if an intruder was on campus, the use of cell phones may actually be a detriment to the safety of school students and staff. During a natural disaster all communication must be made by designated school personnel.

Cell phone communication by students once they leave campus is acceptable and can be a necessity. It is not the school's intent to in any way regulate such cell phone use.

Therefore,

- a. Student cell phones must be turned off and must remain in a backpack while on campus.
- b. Violation of this policy will result in confiscation of the student's cell phone. The student's parent may pick it up from the office.
- c. A second such violation will result in a discipline referral to the administrator.

H. Use technology, including Chrome Books, in accordance with the WOLCS Technology Resource Policy in this handbook.

IV. Discipline Methods and Controls

Demerits, Limits on School Activities, Referral to Administrator

A **Red Book** will be located in each classroom, including support subjects, electives and the lunch room, for the purpose of recording student behavior. The purpose of the Red Book is to assist students in self-monitoring their behavior while informing teachers and parents in a timely manner so that any needed intervention or encouragement can be given.

The Red Book will contain a grid with places for the date, name of the student, the infraction, student signature and teacher signature. Students who do not comply with classroom rules or rules for the current learning activity or who choose not to follow the expectations for attitude and behavior listed in A-H above, will be asked to go to the Red Book and write their infraction and sign the Red Book. To ensure that expectations for the current classroom activity are well-understood, teachers will give a personal or whole class warning before asking a student to write in the Red Book.

Red Book entries will be recorded as demerits in the discipline area of Ren Web for each student at the end of each school day and parents will be emailed. Nine demerits will result in one of the following consequences:

- a) The student will attend Saturday School on the following Saturday from 7:00 am – 10:am. Saturday School will consist of quiet reading or study time for the three hour period with a five minute stretch break each hour. Saturday School will be supervised by WOLCS personnel. There will be a \$35 fee for Saturday School.
- b) Community Service activity to be completed by the parent and the student at City Link or another local outreach center. Community service must be completed within ten days of the student receiving ten demerits. A completion of service form provided by WOLCS must be filled out and signed by a representative of the outreach organization.
- c) One day suspension from school. (The family may choose a one day suspension or the student will receive a suspension by default if option a) or b) above is not completed.

It is expected that students attend Saturday school. It will probably be an inconvenience for families but it is also an inconvenience for the staff members who are scheduled to monitor Saturday school that week. The goal is to assist the student in self-monitoring and correcting his/her behavior. The family will be assessed a \$35 fee if the student does not attend Saturday School. Unpaid fines will result in the assessment of an additional Demerit.

Participation in School Activities

Participation in extra-curricular activities such as sports and special classroom activities such as skating parties, etc. are considered privileges. Home room teachers, after consulting with the administration, may choose to limit or exclude student participation due to repeated infractions of school standards.

V. **Administrative Discipline Process**

The usual reasons students are referred to an administrator are the following:

- A discipline issue resulting from repeated academic or behavioral infractions as recorded through the Red Book system. For example, students who have earned two Saturday Schools and who then receive another demerit will be referred for administrative discipline.
- "Severe" student behavior such as fighting, harassment, swearing, repeated misuse of technology or cell phones, etc.

The administration will always attempt to impose consequences that foster a positive change in the student's behavior.

Typical Administrative Actions for Referrals:

Level 1: Counseling by administrator, student assignment, parent call or conference, student creates personal written plan for improvement.

Level 2: Student improvement plan revisited and revised, weekly monitoring of improvement plan with staff advisor and parents during the next four weeks. Parents and administration communicate at the time of the referral and at the end of the four weeks.

Level 3: Parent call or conference. One or more of the following: Student Study Team meets as soon as possible to discuss and recommend action, one day suspension, community service, student self-improvement plan is revised, outside counseling, parent shadowing.

Level 4: Parent conference. Two day suspension. Student is placed on probation. One or more of the following: student self-improvement plan is revised, outside counseling service, parent shadowing.

Level 5: Parent conference. Behavioral probation. One to two week suspension.. One or more of the following: community service, student self-improvement plan is revised, outside counseling service, parent shadowing.

Level 6: Will usually result in expulsion.

VI. **Probation, Suspension, Expulsion**

Probation

Probation is invoked when a student has a serious academic or disciplinary problem. Probation is designed to set goals for the student and involve the parents in the correction process. There are three types of probation.

Academic (See Academic Probation in this handbook)

1. The student is unable to maintain a 1.75 grade point average in all core subjects including Bible.
2. Parents fail to cooperate with administrative recommendations.

Attitude

1. The student displays a rebellious spirit which remains unchanged after corrective efforts by the staff.
2. The student continues to have a negative attitude and is a bad influence upon other students.

Behavioral

1. The student continues in deliberate disobedience.
2. The student commits a serious breach of conduct inside or outside of school which adversely affects the school's testimony for Christ.
3. Parents fail to insure compliance dress code or standards of conduct and/or fail to support the disciplinary procedures of the school.

Steps in the Probation Process

1. The probation will take place after the staff has reviewed the student's behavior, attitude and/or academic performance.
2. A conference will be held with the parents, the student and the Administration to give notification and explanation of the probation.
3. If the conditions of the probation are not met, the student may be removed from the school.

Suspension

The administration has the authority to suspend a student at all times. The length of the suspension may be from 1 day to two weeks as determined by the administration.

Reasons which may give cause to suspension are the following:

1. Continued deliberate disobedience or disrespect.
2. A rebellious spirit which is unchanged after interaction with school staff.
3. A continued negative attitude and bad influence on other students.
4. A serious breach of conduct inside or outside the school which adversely affects the school's testimony for Christ.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to cooperate with the administrative recommendations and/or disciplinary actions.

Expulsion

In some instances a student may be expelled from the school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. If expelled, the student will be dismissed from school immediately. Expulsion from school may occur for the following reasons:

1. Upon the third suspension in a school year
2. For any serious offense where the presence of the student presents a clear and present danger to others
3. Bringing any type of weapon or explosive to school whether there was intention to use it or not
4. Violence or excessive physical aggression upon another student or staff member
5. Sexual harassment
6. Intimidating/bullying other students

7. Accumulated discipline issues over a period of time
8. Other reasons as determined by the school administrator

Procedure

1. In such cases, the matter will be referred to the School Administrator
2. The School Administrator has the authority to expel any student for noncompliance with the rules and regulations of the school.

Appeal Procedure

The parent/guardian/student has the right to appeal expulsion. The person making the appeal may do so by submitting a written statement outlining their position to the school administrator. If the matter is not resolved at this level, the appeal process may be reviewed by the WOL School Board.

At WOLCS we are training up young people who will reach the world for Jesus Christ through their attitudes, words and actions.

Do everything without grumbling or arguing, so that you may become blameless and pure children of God without fault in a crooked and depraved generation in which you shine like stars in the universe as you hold out the word of life. Philippians 2:14-15.

Safety

Campus Security

Anyone visiting or working on campus must wear an identification badge. The badge for parents and others designated to pick up students, a total of four per family, are issued permanent photo ID badges that must be shown before entrance to campus. All others must present either a state issued driver's license or ID in order to receive a temporary visitor's badge. Anyone wishing to pick up a student must be listed by the parent on an approved pick up list. The lobby is monitored during all school hours.

Photos for new families are taken upon acceptance for enrollment and payment of fees. Replacement for a lost badge is available for a fee.

Emergency Procedures – Fire, Earthquake, Lockdown

WOLCS has a safety/disaster plan in place for all standard emergency situations including

- Fire
- Earthquake
- Lock Down
- Medical emergencies

Necessary supplies are on site and updated annually.

The WOLCS staff practices emergency drills regularly to enhance the safety of our students. Your calm cooperation when picking up your student after a disaster is appreciated.

Parents and Guardians and those designated to pick up children from school will be issued picture/ID badges (up to 4 per family). Those picking up children must wear this ID badge.

Harassment Policy

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and an environment which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Harassment of any student by any other student, teacher or employee is strictly prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, sex or religion. Harassment can occur anytime during school or school related activities. It includes, but is not limited to, any of the following:

- A. Verbal Harassment: Derogatory comments and jokes, threatening words spoken to another person.
- B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or any intimidating interference with normal work or movement.
- C. Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

It is the student's responsibility to:

- A. Conduct himself or herself in a manner which contributes to a positive school environment.
- B. Avoid any activity that may be considered discriminatory, intimidating or harassing.
- C. Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome.
- D. Report all incidents of discrimination or harassment to the administration.
- E. Discontinue immediately any discriminatory, intimidating, harassing or unwelcome conduct of which he/she is accused.

A charge of harassment in itself will not create the presumption of wrongdoing. However, a substantiated act(s) of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges of harassment will also be subject to disciplinary action, up to and including dismissal.

If the harassing behavior continues, the student is subject to further disciplinary action up to and including expulsion from school. The student is also subject to legal action.

Where to report harassment:

Teachers/staff members are to report incidences of harassment to the following individuals who are specifically authorized to receive complaints, investigate, and respond to questions regarding any form of harassment.

Arden Schlecht, Administrator
909-463-3915, ext. 165

Eileen Stinner, Office Manager
909-463-3915, ext. 171

Leslie Norman, Preschool Director
909-463-3915, ext. 158

Janice Williams, Vice Principal
909-463-3915 ext. 130

Child Abuse Reporting Requirement for Educators

AB 2710 Child Abuse Reporting (As it applies to Christian school employees responsible for the care of children.) Any person who enters into employment on or after January

1,1985, shall sign and comply with statement on a form provided by the employer to the effect that he or she has knowledge of the requirement to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone. This report is to be prepared, written and sent within 36 hours of receiving the information concerning the incident. No Christian school employee responsible for the care of children, who reports a known or suspected instance of child abuse, shall be civilly or criminally liable for any report required or authorized by this law, unless it can be proven that a false report was purposefully made. Any person who fails to report an instance of child abuse, which he or she knows to exist, or reasonably should know to exist, as required by this law, is guilty of a misdemeanor. Christian school employees responsible for the care of children who, pursuant to a request from a child protective agency, provide the requesting agency with access to the victim of a known or suspected instance of child abuse shall not incur civil or criminal liability as a result of providing the appropriate agency information.

Health

An "Emergency Consent to Treat" authorization must be on file and kept up to date for each student. Please notify the school office immediately of any change in address or phone numbers.

STATE HEALTH REQUIREMENTS

Immunizations

All new students (previously not enrolled at WOLCS) must provide a written immunization record of each required vaccine dose (DPT, Polio, Measles/Mumps/Rubella and Hepatitis "B" Series, Varicella (chickenpox)) updated list showing the month, date and year received. All immunizations must be current and the completed form returned to the school office no later than the first day of school, in order for the student to be admitted to class - (Health and Safety Code Sections 120325-120375 of California State Education Code)

ALL STUDENTS ENTERING KINDERGARTEN ARE REQUIRED BY STATE LAW TO BE CURRENT ON THEIR IMMUNIZATIONS: varicella immunization, 4 doses polio, 5 doses DPT, 2 doses MMR and 3 doses Hepatitis B.

TB Tests

All Kindergarten students must have a Mantoux skin test within one year prior to the first day of school. All students in grades 1 – 12 who have not previously attended a California school are required to have a Mantoux skin test. The test could have been performed at a previous time. If the test result is positive, proof of further appropriate medical treatment must also be on file.

Health Check Up For New First Grade Students

California State law mandates that all children entering first grade must have either a certificate of a Child Health and Disability Prevention health examination or a waiver on file at the school in which they enroll.

WOLCS will comply with this law by requiring parents of new kindergarten and first grade students to present a CHDP completed by their physician no later than the first day of the school year. This checkup must have been done within 18 months of the first day of the child's first grade school year.

ILLNESSES

Common Illnesses

Students are to be kept home if they show any signs of the following:

- Severe cold (coughing, sneezing, runny nose)
- Tonsillitis
- Listlessness or weakness
- Swollen glands
- Fever (flushed skin, chills, headache)
- Unexplained rash/skin eruptions
- Red throat
- Red eyes with a discharge
- Earache
- Diarrhea/vomiting
- Any behavior noticeably out of the ordinary

Students will be refused admission to school with any of the aforementioned symptoms.

Any student sent home from school with a fever, vomiting or diarrhea may not come return until twenty-four hours after the last episode. Following any of these illnesses a doctor's note may be required for re-admittance. Many parents incorrectly believe that if a fever appears at night and the temperature is normal by morning, then the student is well. Temperatures, both normal and febrile, are usually at their lowest in the morning and gradually rise during the day.

In general, if a student comes to school, he should be well enough to participate in the total school program. There is no provision at school for special supervision of a student who is ill.

CONTAGIOUS DISEASES

Any contagious disease such as such as described on the following list must be reported to a student's teacher immediately. To be readmitted to school, a student must bring a signed note from a physician stating the student is no longer contagious and is released to return to school.

DISEASE DESCRIPTION

SCARLET FEVER, STREP THROAT – Incubation period is 2-7 days. Exclusion from school – may return to school after recovery, but must have a permit to return from a doctor. Other children in the home may attend school if they have been immunized. Call your family doctor regarding school attendance.

CHICKEN POX – Incubation period is 14-21 days, usually 16-18 days. Symptoms – small water blisters on the back or chest, slight head cold, may or may not have a fever. Exclusion from school – seven days after spots appear and until all crusts are dry.

COLDS AND INFLUENZA – Incubation period is 1-3 days. Symptoms – fever, chills, aches and pains in back and limbs, sore throat and cough. Student may return to school but depends upon recovery. Student must be free from heavy cough and throat and nose discharge. **NO FEVER FOR 24 HOURS PRECEDING RETURN TO SCHOOL.** This is the rule.

CONJUNCTIVITIS (PINK EYE) – Any inflamed or eye discharge is considered to be contagious and the child will be excluded from school until they have been released by a doctor. (Which is usually 24 hours after they have been on medication. With very small children it may be longer due to the fact they are constantly touching their eyes).

GERMAN MEASLES – Incubation period is 14-21 days, usually 16 days. Symptoms – mild fever, rash, enlargement of glands behind ears and in back of the neck at hairline. Exclusion from school until fully recovered.

HEPATITIS – Incubation period is 10-40 days, usually 25 days. Symptoms – fever, headache, nausea, loss of appetite, fatigue, abdominal discomfort. Later, there may be jaundice. Exclusion from school until fully recovered. Permission to return to school must be signed by the family doctor or the Health Department.

MEASLES - Incubation period is 9 – 11 days. Symptoms – rash on 13-15th day, cold with watery eyes, fever, rash on the face, which spreads down the body. Exclusion from school for seven days after appearance of a rash and the absence of fever or other symptoms

IMPETIGO – Incubation period within five days. Symptoms – crusted, moist sores, usually on face and hands. Exclusion from school – may attend school if under doctor's treatment and sores are covered.

RINGWORM – Incubation period is 10-14 days. Symptoms – flat, spreading ring-shaped areas. Edges are reddish, may be dry and scaly. Exclusion from school, may attend if under treatment and sores can be covered.

RINGWORM OF THE SCALP – Incubation period is 10-14 days. Symptoms – scaly, bald patches on the scalp. Exclusion from school – special regulations are made by the County Health Department. Student may not return to school until released by the County Health Officer.

HEAD LICE – Small egg-sack modules (nits) which may be accompanied by small lice in hair. Prescribed head treatment is necessary initially with home/school areas treated (such as bed linens, desk area). A repeated treatment for the larvae is required in approximately two weeks. According to county policy, children must be nit-free to return to school.

MUMPS - Incubation period is 14 to 21 days. Symptoms - swollen, painful salivary glands on one or both sides of face, fever, headache, weakness and fatigue, loss of appetite, pain while chewing or swallowing. It is no longer considered contagious and student may safely return to school one week after a diagnosis of mumps.

WHOOPING COUGH - Incubation period is 7 to 21 days. Symptoms - resemble those of a common cold at first. After a week or two, signs and symptoms worsen causing

uncontrollable coughing and may provoke vomiting, result in a red or blue face, cause extreme fatigue and end with a high-pitched "whoop" sound during the next breath of air.

PINWORM - Incubation period is 14 days. Symptoms - Itching of the anal or vaginal area, insomnia, irritability and restlessness, intermittent abdominal pain and nausea. Pinworm infection occurs most often in school-age children, and the microscopic eggs are easily spread from child to child. Treatment involves oral drugs that kill the pinworms and thorough washing of bedclothes, bed linens and underwear. For best results, the entire family should be treated. Pinworm eggs can survive for two to three weeks on surfaces.

SCABIES - Incubation period is 3 to 4 days. Symptoms - Itching, often severe and thin, irregular burrow tracks made up of tiny blisters or bumps on your skin. In children, common sites of infestation include the scalp, face, neck, palms of the hands and soles of the feet. For best results the entire family should be treated. Bathing and over-the-counter preparations won't eliminate scabies.

TUBERCULOSIS - Incubation period is 7 to 14 days. Symptoms – cough, unintentional weight loss, fatigue, fever, night sweats, chills, loss of appetite. For more prolonged cases, coughing that lasts three or more weeks, coughing up blood or sputum, chest pain, or pain with breathing or coughing. If the health department determines that the student is contagious, they will not be allowed to remain in school and the persons sharing the air space with this person will be tested for TB. A child with a previous positive skin test must bring documentation from a health care provider of previous skin test results, X-ray, treatment if any, and a current statement from a health care provider that he/she is *free of communicable TB*. If the school does not receive the documentation, the child may be excluded from school.

Medications

If a student is receiving any prescription medication, it may be given at school only under the following conditions:

1. (1) A written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent/guardian indicating the desire that the school assist the student in this regard (Ed Code 49423). The medication must be provided in the original container with the name of the medication, the name of the person for whom prescribed, the name of the prescribing physician, and the physician's instructions (CA Administrative Code, Title 5, 18170). Physician orders can only be accepted from physicians registered with the California Board (CA Business & Professions Code § 2052.5). Medication containers must be labeled by a California pharmacist
2. Inhalers are the only exception, which by law students may carry on their person. We recommend that inhalers are kept in the school office also.

Non-prescription medications including cough drops, cough syrup, aspirin and the like cannot be dispensed at school. Parents are allowed to come to school to administer them with advance notice to the school office.

Student Life

School Supplies

The school provides many academic materials and major arts and crafts supplies for classes. Each teacher will prepare a list of supplies to be purchased by the parents. Copies of the supply lists are available on our website.

Birthdays

If parents wish to acknowledge their student on his/her birthday, they must contact the classroom teacher ahead of time to make arrangements. Scheduled at the teacher's discretion, birthday celebrations are limited to ten – fifteen minutes at the end of the day or before recess. Teachers may decide to celebrate all birthdays for the month on one day.

If parents wish to pass out birthday party invitations at school, they must include all of the members of their student's class. (If it is an all-girl or all-boy party, appropriate invitations must be made.) If the party is to be more selective, invitations must be mailed, with care to not have the student announce the invitation list at school.

Exchange of Gifts

There is to be no student-to-student gift exchange during Christmas. On Valentine's Day students who bring Valentines are to bring one for everyone in the class.

Playground Standards

Middle School Students do not have a scheduled recess time on the playground. In the event that they are on the playground, students are expected to follow the playground Standards of Conduct as outlined in the Elementary Handbook.

Closed Campus

WOLCS has a closed campus policy. Once students arrive at school they may not leave until the school day is over, unless approved by the administration and a parent. Students may not leave for lunch under any circumstances unless signed out and accompanied by a parent, guardian or teacher. Once a student leaves campus at the close of the school day, he/she may not return to campus without a parent present.

School Attire

WOLCS has chosen the following School Attire for our students in order to promote a positive learning environment.

School Uniforms for Girls

School Logo Polo Shirts – (Navy, Red, Light Blue, White)

They must be ordered from the companies specified by the school .

Jumpers, Skirts, Skorts, Pants, Capri's and Shorts – (Navy or Khaki)

They may be purchased from the school uniform section of your favorite store or from the uniform company chosen by the school,

- Shorts and skorts– must extend below the finger tips.
- Skirts and jumpers must be no shorter than 3" above the knee when kneeling.
- Socks and leggings must be solid colors in *white, red, light blue & navy blue*

Shoes:

Closed toed with a back or heel strap with no more than 1 ½ inch heels or Tennis/athletic shoes

Outerwear – jackets, sweaters and sweatshirts

Student's Choice – within general dress guidelines outlined below.

School Uniforms for Boys

School Logo Polo Shirts – (Navy, Red, Light Blue, White)

They must be ordered from the companies specified by the school

Pants and Shorts – (Navy or Khaki)

They may be purchased from the school uniform section of your favorite store or from the uniform company chosen by the school,

Long Pants including Cargo Pants

Shorts - must extend below the finger tips.

Shoes:

Closed toed with a back or Tennis/athletic shoes

Outerwear – jackets, sweaters and sweatshirts

Student's Choice – within general dress guidelines outlined below.

P.E. Dress

Students are required to change into P.E. uniforms for each P.E. class. WOLCS does not provide P.E. lockers. Students are required to purchase a set of shorts, t-shirt and bag as specified by the school from the designated company. Students MUST wear tennis/athletic shoes on P.E. days. Students will take their P.E. uniforms home each day in a P.E. bag and return them to school each day that P.E. is scheduled.

General Guidelines for Every School Day

1. There should be no extremes in makeup, hair length, color or style.
2. Pants are to be worn at the waist (above the hip bone) level. No extra-large baggy or tight fitting clothing is allowed. Underclothes must be covered. Tops must cover the midriff at all times.
3. Hats and/or sunglasses are not to be worn in the building.
4. Earrings
For Boys - no earrings are acceptable
For Girls - small "stud-type" earrings that lay flat against the ear are acceptable.

Specific Guidelines for Free Dress

Middle School students will be allowed to wear free dress every Friday, unless otherwise noted.

In addition to the above guidelines the following apply to free dress:

1. Jeans of any color are OK on free dress days.
2. Clothing worn on free dress days must be free of foul, inflammatory or character defaming language, logos, and images of death, destruction or evil.

School Attire Dress Violations

When students are in violation of school dress attire or the general appearance guidelines, they will be issued a "School Dress Notice" that will be sent home and must be

returned with the parent's signature the following school day. If this happens again the student will be sent to the school office and the parent will be called to bring appropriate school clothing.

Lunches and Snacks

Lunches brought from home:

- Students who bring lunch to school must bring items that do not require heating or refrigeration. Sodas are not allowed. Well balanced nutritious lunches enhance children's academic performance.
- The lunch count is taken in the classroom at 8:20 AM. If a student's lunch is brought to school after that time, the parent must bring it to the school office with the student's name on it. The student must know the parent will be bringing their lunch so that he/she will not order a school-prepared meal. The office will not call or take lunch to the classroom. The parent may wait in the front lobby for lunch time to start and give the lunch directly to the student.
- Parents must not regularly bring a student's lunch after school begins, especially if it is fast food.

School Lunch Program:

School lunches must be pre-paid thru RenWeb by the beginning of each month. Parents must maintain a credit on file at all times or they will be subject to late fees. Lunch charges will be billed to the parents' account in Renweb every Monday for the previous week. If a student does not bring a lunch, they will be given a school lunch and the parent will be billed. If the student does not order a school lunch or if they will arrive late because of a doctor's appointment, the parent must call the school office by 8:20am so the kitchen staff can add the student to the lunch count. If the kitchen staff does not have enough of the day's menu prepared, the student will be given an alternate healthy lunch and the parent will be charged.

Snacks

Middle School students eat lunch at 10:45 a.m. The school does not provide snacks. Some snacks are available for purchase to support funds Spirit Activities Parents can also send a healthy snacks which can be eaten during a break in the afternoon.

Field Trips

Field trips are an extension of classroom learning activities. The goal is that each trip will expand imagination, understanding, the thinking process, and will also instill in students a desire to take the message of Jesus to other peoples and places. Busses are chartered for most WOLCS field trips.

Middle School students will go on one outreach trip per semester which will enable them to gain hearts of compassion as they serve others.

PARENT FIELD TRIP PARTICIPATION GUIDELINES:

- The venue or the teacher will determine the number of parents permitted to go on field trips. We will always take as many parents as is deemed necessary for the safety of the students.

- Depending on the nature of the trip, additional parents may not be allowed to attend with the students, even if they volunteer to drive their own car and/or pay their way.
- Siblings are not allowed to attend.
- Parents will be rotated so that we can accommodate as many as possible throughout the year.

Field Trip Drivers

Parents provide transportation for off-campus athletic events and occasionally for other trips. For parents who wish to drive, the following requirements must be met and proof verified by the school office:

1. Drivers must be at least 21 years of age.
2. Drivers must hold a valid driver's license.
3. Carry medical release cards for each student being transported.
4. Liability insurance coverage of \$100,000/\$300,000/\$100,000 on the vehicle you will be driving. This is the responsibility of the driver and owner of the car.
5. Seat belts are required for driver and each passenger.
6. No child under 13 should be seated in the front seat of a vehicle outfitted with a passenger-side air bag.
7. Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.

The driver's insurance company holds primary responsibility in the case of an accident while school's liability insurance provides secondary coverage. Drivers are expected to drive responsibly, have proper insurance and license, and require ALL passengers to wear seat belts. No stops for treats or shopping, etc., are permitted unless the entire class participates and the stop is part of the field trip experience and has the prior approval of the teacher

Library Use Policy

We believe our library is an integral part of the school and must supplement the classroom with materials, which will support teachers and parents in a Christ-centered education for our students. The availability of these materials necessitates cooperation in returning borrowed books in a timely manner.

Library Purpose

- A. To encourage spiritual and intellectual understanding and student growth
- B. To provide Christian literature that is not readily available in secular libraries.
- C. To provide age appropriate materials to the students and staff.
- D. To provide resources for the student to:
 - i. Complete classroom assignments,
 - ii. Supplement classroom instruction,
 - iii. Improve discernment skills,
 - iv. Assist in the molding of character,
 - v. Encourage spirituality
 - vi. Inspire students to lead more Godly lives.
- E. To teach both faculty and students the use of the library.

Book Selection Process

The Library committee will decide upon selection of Library materials with input from the faculty, administration, students, and parents. Recommendations and donations are encouraged. Both hardback and paperback books will be used.

The Library Committee will strive to select materials that:

- A. Model positive character traits
- B. Will clearly draw the line between good and evil
- C. Will not contain blatant and objectionable language
- D. May include humanistic influence in parts of the book when the major thrust emulates wholesome values

Books selected for the Library may not all be Christian based or acceptable to every family. Because it is the school's desire to teach students to critically evaluate what they read, some secular materials will be included. Parents should be actively involved in helping their students evaluate what they read and censor materials when they feel it is necessary.

Response to Library Concerns

Concerns will be noted and obtained in writing using the Library's approved form on the school's website, www.wateroflifecs.org. The Librarian and Literary Specialists will then review the user's written request, with the appropriate administrative authority, to determine future action. A response will be given to the concerned party regarding the course of action to be taken (if any).

Library Use Rules

We currently have over 1,500 cataloged books in our school library, including books on the Accelerated Reader lists. In order for elementary and middle school students to check out books for home use:

RULES

- Each classroom will have regularly scheduled library visits with their class, when students may check out up to **two books at a time**.
- **BOOKS MUST BE RETURNED WITHIN TWO WEEKS FROM THE CHECKOUT DATE.**
- Please note the due date. The student must the book to the Library drop box.
- **Students will NOT be allowed to check out additional books until the previous books are returned.**

FINES

- **Overdue Books** – if a book is not returned after the due date, a notice or email will be sent stating that the student may no longer check out books until it is returned. If the book is not returned 2 weeks after the due date, the parent will be billed for the purchase price of the book. Once the fee is paid, the student will resume library privileges.
 - **All Library Fees must be paid on RenWeb.**
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Technology Resource Policy

Water of Life Christian School provides technology resources to its students for educational purposes. The goal in providing these resources is to promote educational excellence at Water of Life Christian School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

While enrolled at our school, students will use communication tools such as email, blogs, web tools, wikis, etc...to further their instructional experience. Student photos, voice and work will be utilized for classroom instruction and publication.

Student Rules of Conduct for Using Technology Resources

1. Students will not give out personal information such as their home address, telephone number, parents' work address and/or telephone number, or the name and location of the school without staff/parent permission.
2. Students will tell staff/parent right away if they come across any information that makes them feel uncomfortable.
3. Students will never agree to get together with someone they met online.
4. Students will never post/send a person their picture or other information unless they are directed by staff/parent and have parent's permission.
5. Students will not use, forward or post information or pictures that could: cause a person to be in danger, hurt someone or contain false information about someone.
6. Students will not respond to any messages that are mean or in any way make them feel uncomfortable.
7. Students will not give out their password to anyone, other than their parents.
8. Students will be a good citizen online and refrain from anything that hurts other people or is against the law.
9. Students will not use, forward or post profane, rude, hateful, threatening, or disrespectful language.
10. Students will not plagiarize (use as their own) works that they find on the Internet.
11. Students will search/surf the internet only as directed by staff or parents.

Filtering

In recognition of the need to establish a safe and appropriate computing environment, Water of Life Christian School uses filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the internet. This filter however is not a guarantee against inappropriate content on the internet, but a device that blocks most objectionable content. It is expected that the

students of Water of Life Christian School adhere to the rules of conduct when selecting internet content.

When a device is removed from the WOLCS network (campus), the internet is not filtered. The personal device or computer does not contain internet filtering software. It is a parent's sole responsibility to monitor internet use by their child while off campus.

Use of School Technology Resources

The parent/guardian is responsible for any damage or loss caused by the student's use of the school's technology resources and devices. The parent/guardian will be billed for the replacement or, when determined, repair of the resource or device.

Any use of school telephones, internet, e-mail, cameras, blogs, webtools or other resources are not private and users should have no expectation of privacy when using such tools.

The student and parent/guardian must sign the Technology Resource Policy before the student is given access to school equipment. School personnel may withdraw student technology access at any time.

Student Use Policy for Personal Reading Devices (Kindle, Nook, etc.)

The use of personal reading devices by students during school is limited to reading of WOLCS approved books. Accessing games or apps on a personal reading device during school hours is not allowed. Failure to comply with this policy will result in the restriction of personal device use on our school campus.

Parents assume all risk of damage or loss to personal devices while on school campus. Failure to comply with this policy will result in the restriction of personal device use on school campus.

Special Policies

Radios, Electronic Games and Equipment

Toys and electronic equipment such as radios, iPods, MP3 players, etc. are not to be brought to school or any school function. If brought to school they will be confiscated by staff or administration and not returned until the end of the school year.

Personal Items Brought to School

Students may not have personal radios, pagers, cell phones, tape players, CD players, Game Boys or any electronic hand-held game equipment at school unless they have been given specific permission by an administrator or teacher for an event/field trip. School personnel may at times allow handheld games during after school daycare for a specified period of time only. In such cases, children are responsible for these games and the school will not be responsible for loss or damage.

Toys are not allowed in the classroom, on the playground or in students' pockets or clothing. The school does not assume responsibility for loss or damage to any personal items and toys brought to school. Toys or other items which distract from the learning process will be taken away and may be retrieved by the student after school. If this

happens more than once the toys will be kept by the teacher or the school administrator until parents can retrieve them.

Cell Phones

Student cell phones must be turned off and must remain in a backpack while on campus. It is not necessary for students to have cell phones during the school day. During the regular school day all calls from parents must go through the school office and calls by students will be made from the school office. In an emergency, such as if an intruder was on campus, the use of cell phones may actually be a detriment to the safety of school students and staff. During a natural disaster all communication must be made by designated school personnel.

Cell phone communication by students once they leave campus is acceptable and can be a necessity. It is not the school's intent to in any way regulate such cell phone use.

More about Life at WOLCS

Parent Information

Visiting Our Middle School

Parents, please feel welcome to visit WOLCS. Parents of Middle School students must make arrangements ahead of time with the classroom teacher.

Opportunities to Serve

We strongly encourage parents to ask the classroom teacher how they might help with the educational process. Parents may be asked to assist with fund raisers, serve as lunch aides or serve in a variety of ways at school. We also want to provide an enjoyable family atmosphere and have planned several family events throughout the year. Please make plans to attend.

PTF -Parent Teacher Fellowship

WOLCS has an active Parent Teacher Fellowship which supports the school through fund raisers, student services and family activities. It partners with the school to provide an enjoyable, friendly atmosphere, planning several family events throughout the year. The PTF meets monthly and welcomes participation from all interested parents.

Lost and Found

Articles found by teachers and pupils should be turned in to the "Lost and Found" area. We will distribute unclaimed items to a mission in Mexico periodically throughout the year.

Telephone

The school office phones are business phones only; students will not be permitted to call home unless it is deemed an emergency by office personnel.

Communication with WOLCS Families

"Parent-web" via RenWeb is provided through which parents can access their children's grades, homework assignments, discipline record and account information. Access is password protected and student/family information is available only to you.

Formal Parent Teacher Conferences are held six weeks into the school year. In addition to these formal conferences we encourage parents to make an appointment when necessary to see your child's teacher at a time that is convenient for both parent and teacher. Please make an appointment for an extended conversation.

Newsletters are provided periodically from the administration.

WOLCS's Website provides access to many current happenings as well as being a portal to individual teacher's **Wiki's** where you can find out all things class related.

We welcome calls, notes and personal conversations because we know that good communication will make us more successful in bringing about the best educational program for our children.