

**WESTMINSTER CHRISTIAN SCHOOL  
K – 12 GENERAL HANDBOOK  
MISSION STATEMENT**

Westminster Christian School exists to serve children from families who are active members of a Christ-centered church by providing a Reformed Christian education, emphasizing excellence in the spiritual, academic, physical, and social training of young people to prepare them to serve their communities as worthy ambassadors for Christ.

**PATRIOTISM**

Students at Westminster are expected to show respect and esteem for our country and the symbols that represent our nation. Whenever the national anthem is played or the flag is displayed for the Pledge of Allegiance, students are required to stand and participate in a respectful manner.

**ADMINISTRATIVE PREROGATIVE**

This handbook gives general guidelines for students and parents. The administration reserves the right to exercise its administrative prerogative in responding to situations or circumstances not covered specifically in this handbook.

**GENERAL INFORMATION**

**A. COMMUNICATION PROCESS**

The school wishes to work with the parents and the church in a positive manner for the training of students in righteousness. Problem solving is conducted in a constructive manner protecting the reputation of the school and of those involved in the controversy. Occasional misunderstandings or problems may arise between an employee and student, or an employee and parent. The school's policy for dealing with these situations is consistent with the teachings found in Matthew 18:15-20.

1. All questions, problems, or complaints will first be brought directly to the employee before involving anyone else.
2. If the situation is not cleared through direct contact, it is then brought to the principal if it involves non-disciplinary or disciplinary matters.

**B. CHANGES IN ADDRESS/PHONE/CUSTODY**

In order for our offices to keep accurate, up-to-date records on each family, please notify the Admissions Office and campus office of any changes in address, phone numbers, place of employment, child custody or emergency contacts.

**C. ENGLISH TO BE OFFICIAL SCHOOL LANGUAGE**

English is the official language of WCS for all documents.

**D. GRADING SCALE**

3<sup>rd</sup> - 8<sup>th</sup> Grades

98-100 A+	73-76 C
93-97 A	70-72 C-
90-92 A-	67-69 D+
87-89 B+	63-66 D
83-86 B	60-62 D-
80-82 B-	59- F
77-79 C+	

Letter grades will be the only ones recorded for a transcript or report card.

**E. PUBLIC RELATIONS**

The Public Relations Office wants to publicize outstanding achievements received by WCS students and staff. Please share any information that you feel is newsworthy (i.e. accomplishments /awards received within or outside of the school setting, etc.). This information, at the discretion of the PR Office, will then be shared with the local media and/or publicized through the appropriate school publications.

Any information promoting WCS as a school, including students and staff, should be channeled through the PR Office for approval. This is to ensure that all information sent to the media is accurate, verified with the appropriate source(s), and in accordance with the values and mission of WCS.

## **F. LOST AND FOUND**

All articles that belong to your student should be labeled with his/her name. Lost articles will be brought to the Lost and Found on each campus. Articles remaining at the end of the year will either be given to charity or used in the used uniform sale.

## **G. LUNCH ROOM**

A hot lunch program is provided. Menus are found on the WCS web page.

## **H. SCHOOL VISITS**

In general, WCS is a closed campus during the school day. Exceptions are permitted as follows:

1. Official business through the Business Office.
2. Parent Volunteers through the Campus Office.
3. Perspective students and families through the Admissions Office.
4. Alumni through the School Receptionist.
5. Special events through the administration.

All parents must register with the campus office during the school day. The campus Receptionist will provide directions to the appropriate location and permission for the visit. To drive on campus, please enter the security entrance on 152<sup>nd</sup> Street and display your WCS permit from your rear view mirror.

## **POLICIES**

### **A. HURRICANE POLICY**

In the event of a hurricane, please note the following:

1. Our new automated system will contact you via email and phone message of any school closing.
2. If the Miami-Dade County public schools close, Westminster will close.
3. Local television Channels 4, 6, 7, and 10 will announce the public school closing or you may listen to radio station WINZ-940 AM for Westminster specifically. Additionally, you may call the school phone at 305-233-2030 for a recorded message or check the Westminster web page for the written announcement.
4. Extra-curricular activities will be cancelled if school is closed.
5. In the event of Hurricane Warning status issued to Miami-Dade County, Westminster Christian School will close.
6. If the public schools are not in session, the administration will decide no later than 5:30 AM as to the status of the day.
7. Following a hurricane, WCS will open as soon as possible. The automated system will call and our school phone message will indicate the reopening of school.

### **B. COMPUTER USE POLICY**

The internet is available for educational purposes. Use of technology for personal interest is not allowed. Vandalism or theft of hardware or software, an attempt at hacking into unauthorized files on the WCS network, or accessing pornographic sites or materials as well as harassing or obscene documents are not allowed on WCS computers. Such actions will result in severe disciplinary action or expulsion, and financial restitution if applicable.

### **C. DISTRIBUTION OF INFORMATION FROM WCS DATABASE**

The use of any Westminster Christian School database, including parent support groups, for non-Westminster purposes is prohibited.

### **D. EMPLOYEE AND STUDENT DIGNITY**

Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity and is not permitted.

Westminster Christian School does not condone harassment of employees, supervisors, students, or others present on our campus.

Any person who believes he or she has been subjected to harassment should report it immediately to a campus administrator for immediate investigation. The following persons are authorized to handle such reports: Superintendent, Principals, Counselors or School Nurse. Respect is to be shown to both people and property at all times by all persons on the campus. Teasing, harassing or bullying, along with verbal, written or any intentional threat of violence of a personal nature toward students, teachers, staff or Westminster property is prohibited and will result in an immediate investigation by the Administration. Any person who creates a well-

informed fear that such violence is imminent will be subject to disciplinary action, up to and including expulsion from school.

#### **E. NON-CUSTODIAL PARENTS**

The following guidelines have been adopted to assist the school in situations where a non custodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the parent's child or the child's records. Unless the school is presented with a court order, the school will not otherwise "choose sides" between parents.
2. A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order or a written authorization signed by the custodial parent which permits such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non- custodial parent by a court order or comparable legal document.

These guidelines will be applied in order to enhance the mission of the school and protect the best interest of its students.

#### **F. PRIVATE PROPERTY**

WCS is not responsible for damage or loss of private property brought to school. Please lock your cars and do not leave valuables in your car. Students are responsible for securing their private property in a responsible way.

#### **HEALTH AND SAFETY**

##### **A. STATE OF FLORIDA MEDICAL ENTRANCE REQUIREMENTS**

According to Florida Statue 232.032, students enrolling in a Florida school must present tangible documentation that immunization and health requirements have been met.

This documentation includes the HRS FORM 3040 AND HRS FORM 680. These forms must be provided and completed by a Florida physician within 12 months prior to entry date. They are transferable within the State of Florida and must include:

HRS FORM 3040 - health examination and Tuberculin Skin test (including date and result)

HRS FORM 680 - Certificate of Immunization (Part A, B, or C)

State of Florida regulations mandate that students entering Kindergarten and 7<sup>th</sup> grade meet additional immunization requirements and submit new HRS documentation to the school showing compliance with these requirements.

**No student will be allowed in school without up-to-date documentation. See the school nurse for more information.**

##### **B. CLINIC**

A well-equipped clinic, located on the elementary campus, is maintained for the use of all students during school hours under the supervision of a registered nurse. Care is administered for minor injuries according to the Guidelines for School Health Rooms established by the Florida State Board of Health. First aid will be administered; however, no medical treatment or medication will be given without a physician's consent. If a student is unable to return to class, arrangements will be made for him/her to be sent home according to information on the Emergency Procedure Card.

\*\*Students with any type of infectious illness or condition such as childhood communicable diseases, infections of the skin or eyes, head lice, etc., must receive proper treatment from a physician and be checked by the school nurse before returning to class. In case of surgery, fractures, or prolonged illnesses, a note from the physician should be presented to the school nurse regarding any limitation of activities or special considerations.

##### **C. EMERGENCY PROCEDURE/LEGAL CONSENT CARD**

The Emergency Procedure/Legal Consent Card must be completed and returned to the school at the time of registration. This card will only be used when parents are not available to handle the emergency situation.

#### **D. SPECIAL MEDICAL CONDITIONS**

Some students have medical conditions such as diabetes, asthma, allergies, etc., which might necessitate special attention during school hours. It is essential that this information be kept on file at the school. Please send this information in writing to the school nurse and include this in the specified area of Emergency Procedure/Legal Consent card.

#### **E. MEDICATION POLICY**

1. If your child is to receive any medication at school a medication form must be completed and signed by a parent and a physician. The form must be completed and signed for students to receive Over-the-Counter (OTC) and Prescription medications. The form includes a list of the OTC medications that are available in the clinic. The Medication Authorization form can be downloaded from the following WCS website:

[http://www.wcsmiami.org/parents/health\\_clinic.vsp](http://www.wcsmiami.org/parents/health_clinic.vsp)

No medication (OTC or prescription) will be given without a completed and signed form on file in the Nurse's Office. **PHONE PERMISSION IS NOT ACCEPTABLE.**

2. It is sometimes desirable for children with allergies, asthma, diabetes, etc., to have medicine held in the clinic by the nurse for use in an emergency when immediate treatment is essential for the well being of the child. This medicine must be labeled by the pharmacist stating the proper dosage and full name of the medication. Written permission from the parents directing the nurse to give the medication, and a written order to the nurse from the physician, must be on file in the student's health record. Medication and orders must be renewed at the beginning of each school year.

**REMINDER: STUDENTS SHOULD BE FREE OF A FEVER (WITHOUT FEVER REDUCING MEDICATION) FOR A FULL 24 HOURS BEFORE RETURNING TO SCHOOL.**

### **ELEMENTARY SCHOOL SPECIFIC HANDBOOK**

#### **Grades K-5**

#### **HOME/SCHOOL COMMUNICATION**

##### **A. PEEK AT THE WEEK**

Each Friday, a weekly newsletter of upcoming events and activities for each classroom will be posted on the school website. Please refer to this Peek at the Week and to the Warrior Web to keep up-to-date on events affecting your child.

##### **B. PARENT-TEACHER CONFERENCES**

General parent-teacher conferences will be scheduled in the fall of the year. Parents are strongly encouraged to call the teacher at school to request a specific conference or to discuss any particular problem or concern. Email the teacher or call the teacher's voice mail box to arrange these meetings.

##### **C. PROGRESS REPORTS**

Parents of students in grades 1-5 will receive Progress Reports in the middle of grading periods if performance is significantly below expectations, a noticeable drop is anticipated, or when noteworthy growth is evidenced. Kindergarten students will receive Progress Reports at the end of the first and third marking period.

##### **D. GRADE REPORTS**

Grade reports will be issued four (4) times during the year.

#### **ACADEMIC MATTERS**

##### **A. STANDARDIZED TESTING**

All students will be given the Iowa Tests of Basic Skills, a nationally standardized achievement test. Individual student test results will be distributed to parents. Any questions arising from these tests should be directed to the principal or academic counselor.

##### **B. RETENTION**

Promotion or retention of students in grades K-5 is an educational decision made by the administration and teacher(s), after careful examination of academic progress and contributing factors. Parents will be included in the decision making process. The following are reasons for this decision:

1. Insufficient Attendance - If a child has been absent more than **thirty (30)** days, he/she may be retained. In the case of prolonged illness or other unusual circumstances, the administrator may make exceptions to this policy.
2. Unsatisfactory Achievement - An average of "D" or "F" in two or more academic subjects (reading, math, social studies, science, English or spelling) may constitute reason for retention at the child's current grade level. Test scores near one year below the present grade level will also be a reason for intervention program enrollment and/or retention.
3. Other - Mutual agreement of parent, teacher, and administrator to retain the child in the grade due to immaturity, emotional, social or academic reasons.

### **C. STUDENT PLACEMENT POLICY**

Teachers and administration make the decision for student classroom placement. Families will be notified of students' placement about 1 week prior to the start of school. The school will consider parent input regarding unusual academic, family, social or emotional issues. ***This input must be in writing by May 15.***

### **E. HOMEWORK AND ASSIGNMENTS**

Generally, homework will be assigned Monday through Thursday, so that weekends are free for family activities. Wednesday night assignments are light to allow for church activities. Weekend assignments may include: make-up work or long-range assignments such as book reports, research papers, and special projects. There will be no homework over Thanksgiving, Christmas and spring vacations.

Assignment Agenda - WCS will distribute an assignment agenda in grades 3-5. If lost, parents will be responsible for replacing. The agendas are available in the campus office.

### **ATTENDANCE**

#### **A. REASONS FOR ABSENCES**

Regular attendance is absolutely essential to the progress of a student.

1. Proper reasons for absences/tardies:
  - a. Illness
  - b. Family out-of-town trips (with one week prior notice given)
  - c. Special skills and hobbies that require competition on school days
  - d. Church retreats
  - e. Doctor and dentist appointments
  - f. School sponsored activities
  - g. Civic, community or political involvement.
2. Inappropriate reasons for absences/tardies:
  - a. Trip with other than own family
  - b. Personal business of a non-emergency nature
  - c. Oversleeping
  - d. Guest from out-of-town
  - e. Unprepared for class

If a student is absent, his parents should notify the school office by phone at (305)233-2031 or by email at [smedder@wcsmiami.org](mailto:smedder@wcsmiami.org) by 8:30 a.m. with the reason for the absence. If a family knows in advance of an upcoming student absence, please notify the office prior to the absence.

#### **B. PROCEDURES FOR LEAVING SCHOOL DURING THE SCHOOL DAY**

1. If a student becomes ill, he/she must report to the Clinic or the Elementary Office before leaving campus. The student will be dismissed from the Clinic.
2. If a doctor/dentist appointment or early dismissal note permits a student to leave campus during the day, the student should wait in the classroom until the parent comes to the room to pick him/her up. The parent should first come to the office to obtain an early dismissal permit.

#### **C. TARDINESS – BE ON TIME!!!**

1. Punctuality promotes good habits and allows the school to function in an orderly fashion. Be on time!
2. Excessive tardies in a marking period will result in a note home and possible after-school detention.
3. On Tuesday morning Chapel days, tardy students will NOT be admitted late to chapel. They must wait in the Elementary office until Chapel is finished.

#### **D. MAKE-UP ASSIGNMENTS**

1. Daily assignments or tests missed by a student due to early dismissal from school are due the following day.
2. If a student is absent, the teacher will determine a reasonable plan for make-up assignments
3. No make-up tests will be given in the library.
4. Unusual cases requiring absence from school due to accident or other reasons will be decided by the administration.
5. In case of extended absence, call the office before 8:30 a.m. for assignments you wish to pick up the same day.

#### **ARRIVAL AND DISMISSAL**

Arrival time for K-5th grade is 7:50 a.m. Class begins at 8:00. Arrival time for PK classes is 8:00 and class begins at 8:10. Please be on time-it shows respect for your teacher and classmates. There should be no arrival prior to 7:30 when early care begins. Dismissal is at **2:35** for Grades 1 through 5 and **2:25** for Preschool Full-day students. Any student remaining after dismissal will go to Extended Care.

Students are prohibited from leaving campus at any time during the day, without first obtaining permission from the nurse, if ill, or the school office for an early release. This permission must be obtained before parents are called to pick up the student.

#### **A. DAILY DROP-OFF AND PICKUP**

1. Traffic procedures
  - a. Vehicles must not be left unattended in the drop-off and pick-up lines.
  - b. Student must exit vehicle with all belongings immediately upon stopping.
  - c. **ONLY FACULTY AND STAFF ARE ALLOWED TO PARK INSIDE THE GATED CAMPUS AREA.** All parent and visitor parking will be east of the elementary office. **Crosswalks must be used during drop off and pick up.**
  - d. Park in the parking lot east of the office if you walk your child to class-PreK and K5 parents. **Use the crosswalks.**
  - e. Please respect the authority of assigned traffic attendants and safety patrols.
  - f. Observe 5 mile per hour campus speed limit.
  - g. **NO CELL PHONE USE WHILE IN PICK-UP OR DROP-OFF AREA.**
2. Safety procedures
  - a. No child can be released from school to anyone but the parent unless parental permission is given to the school office. Persons designated by parent must present identification and signature before the child is released into their custody.
  - b. Any change in daily pickup routine must be put in a note to the teacher explaining the arrangement for that day. Call the office only for emergency pick up changes.
  - c. Complete Elementary Permission Form and Release Form and return to classroom teacher by the end of the first week of school.

#### **B. SEVERE WEATHER PROCEDURE**

Rain, lightening, or severe weather conditions at arrival or dismissal times will often require parents to escort their child to/from class. To ensure children's safety, students will be kept in their rooms until parents park their cars and pick them up from the classroom. Especially at pick-up time, dismissal may be delayed for the students' safety.

#### **C. EMERGENCY DISMISSAL**

1. Westminster will use the automated email/phone system, media, the school website ([www.wcsmiami.org](http://www.wcsmiami.org)), and our voicemail system (305-233-2030) to convey important information to parents.
2. If school needs to close, each campus will go into lock down mode for the first 60 minutes during which time students will be secluded and remain within his/her classroom.
3. Come to the school immediately and pick up your child from his/her classroom.
4. After the 45 minutes waiting period in the classroom, students not yet picked up will then be moved to the elementary library. Park as near to the library as possible for pickup.

## APPEARANCE AND DRESS

School attire is provided through the school Warrior Wear shop located near the auditorium. In addition to the shorts and slacks available from the Warrior Wear Shop, comparable shorts or slacks may be purchased from other manufacturers which meet the same standard (color, length, material, style, etc.). Regular hours are posted and available on the school website.

### A. COLD WEATHER ATTIRE-for cool or normal cold weather

Be prepared early for the cool weather by purchasing long uniform slacks before the weather gets cold. Sweatshirts and sweat pants with school name from the Warrior Wear shop are also available.

**IN THE CASE OF SEVERE COLD WEATHER**, either an announcement will be made on the school website prior to the start of the school day or you may check the school website for Weather Bug information. If the temperature indicated is 50 degrees or lower at 7:00 AM, it will be considered a Severe Cold Weather Day. When a severe dress day is called, students may wear any heavy jackets but will still be required to wear a school uniform shirt and school uniform slacks. Be prepared early for the cold weather by purchasing long uniform slacks before the weather gets cold. **NO JEANS** will be allowed.

### B. ACCESSORIES

1. Shoes - low cut dress shoes in black, navy, white or cordovan; tennis shoes, canvas shoes; loafers and top-siders. **NO CROCS MAY BE WORN.**
2. Belts must be worn.

### C. DRESS CODE REGULATIONS

1. All students are required to wear approved uniforms. Students should not, in any way, alter the appearance of the standardized dress attire. No sashes, scarves, hats, caps, sweatbands, sunglasses, etc., are to be worn during the class day. (No earrings or caps for boys.)
2. Hemlines for all girls' uniforms are not to be shorter than four (4) inches above the knees.
3. Shirts are to be tucked in at ALL times.
4. Belts are to be worn through the belt loops on any garment designed with belt loops.
5. On Physical Education day (PE), students are to wear walking shorts, slacks or culottes and tennis shoes.
6. Shoes are to be laced and tied at all times.
7. Hair should be clean and neatly groomed so it does not reach over the eyes. Hair length for boys should not reach over the collar line of a dress shirt and should show at least half of the ears. Boys' eyes must not be hidden by bangs.
8. Students are to wear standardized attire on field trips unless written release of this is specified for a given field trip.

Students who fail to comply with the stated policy may be sent home to change or parents may be required to bring proper items to correct infractions.

### D. FREE DRESS DAY POLICY – These will be announced in advance!

ALLOWED:

- Blue jeans and blue jeans shorts equal in length to uniform shorts
- T-shirts plain or with school and sport emblems, Christian T-shirts, and T-shirts with appropriate slogans
- Shorts of varied colors or patterns and equal length to uniform shorts
- Colored or printed slacks
- Sweat suits

NOT ALLOWED:

- Knit athletic shorts
- T-shirts with inappropriate slogans
- T-shirts of midriff length
- Frayed or cut-off blue jeans
- Tank tops or cami tops (shirts must have sleeves)
- Hats and caps

GENERAL RULE: **If in doubt, don't wear it!**

## **STUDENT CONDUCT**

### **A. STUDENT RULES**

1. Students are expected to show courtesy, consideration, and respect to everyone.
  - a. Verbal or written threats of a personal nature to students, teachers or staff are prohibited.
  - b. Fighting, including "play" fighting, is not acceptable.
  - c. Students are expected to obey the instructions of all teachers
  - d. Continuous disruptive classroom behavior will not be allowed.
2. Reverence and appropriate use of God's name is expected.
3. Annoying, dangerous or illegal items are prohibited on campus, including but not limited to matches, knives, guns, utility tools, and explosive devices. Rumors or suspicion of such items on campus will result in immediate investigation.
4. Logos representing monsters, devils or evil looking or scary characters are prohibited on items brought to school and will be collected and returned to parents by an administrator.
5. Audio equipment, communication devices, and laser pointers are not allowed on campus unless permission has been given by faculty for a specific classroom purpose.
6. Cell phones may be used only before and after school hours. During the day, they should be locked up in the locker or classroom.
7. Toys are not to be brought to school.
8. Walk on campus! Running can be dangerous and is not permitted.
9. Throwing rocks or other items is dangerous and is not allowed.
10. Students are not allowed to chew gum on campus.
11. No gambling of any form is allowed on campus.
12. No sale of candy or other items may take place on campus without administrative permission.
13. Skateboards and roller skates are not permitted on school grounds.
14. Care of property is expected. Students are responsible for repair, replacement or payment for malicious or unusual damage.
15. School grounds are off limits to unsupervised students after 2:45 p.m. unless they are involved in a school sponsored activity. STUDENTS ARE TO LEAVE CAMPUS WITHIN FIFTEEN (15) MINUTES OF DISMISSAL. Students waiting to be picked up after school must remain in their school clothes rather than changing into other apparel. **STUDENTS NOT PICKED UP BY 2:45 P.M. WILL BE TAKEN TO EXTENDED DAY.** Playgrounds are closed to students after 2:45.
16. Any action taken by a student toward a teacher which disturbs the privacy or private property of the teacher will result in the student's expulsion from school.

### **B. STUDENT OFF-CAMPUS CONDUCT**

Westminster Christian School expects students to conduct themselves in a manner that is both honoring to God and their school in and out of school.

### **C. DISHONESTY**

1. If a student is caught cheating on tests, quizzes, homework, or workbooks or plagiarizing, the teacher will notify the parents of the student. An appropriate penalty will be determined by the teacher.
2. Multiple offenders may be subject to official disciplinary action.

### **D. DETENTIONS**

Classroom teachers may assign individual detentions to be served after school or at recess with the teacher. The detention should not be longer than 30 minutes on any one day. Parents will be notified of detentions longer than fifteen (15) minutes. Office detentions may be issued by the administration or repeat offenders or serious offenses.

### **E. DISCIPLINARY NOTICE**

For serious infractions, parents will be notified of their child's behavior by means of a phone call or a notice that is to be signed and returned.

### **OTHER MATTERS**

#### **A. TEXTBOOKS**

All textbooks are the property of the school and must be treated with respect. If books are lost or damaged, the student will be charged for the damage or replacement cost of the book. All books must be covered, and

students must refrain from writing other than their names in them. Students need to purchase their Bibles. Each student in grades 3-5 is expected to have a Bible at school for use in devotions, chapel, and Bible courses. Additional materials for classroom use will need to be purchased.

#### **B. CHAPEL**

A regular part of the student's life at Westminster is the weekly Chapel service involving guest speakers, musical groups, films, visiting missionaries, as well as student and faculty led services. Chapels develop Christian growth and provide the opportunity to praise God with teachers and fellow students.

#### **C. LIBRARY**

Library books circulate on a two week loan. Reference books are checked out overnight. To maximize circulation, it is requested that books be returned as soon as possible after use. The library will charge a fine for books that are overdue. Any fine or overdue book which remains outstanding for more than two weeks will result in the loss of library privileges until the book is returned, fine paid or the lost book is paid for.

#### **D. Lexia Lab**

Students may be placed into the Lexia Lab, a multi-sensory computer program, after proper diagnostic testing and communication with the parents and teachers. This is an after school program. Interested parents should contact the Director of Horizons for information regarding this program.

#### **E. GRASP**

Academic therapy is accomplished through our GRASP Program (Guidance, Remediation, and Support Programming.) This program is a small group clinical training approach requiring parent involvement for children who have special learning needs.

#### **F. QUEST**

The Quest is a for-fee program for gifted and talented students. More information is available through the office.

#### **G. PARTIES AND HOLIDAYS**

Official classroom parties are held on Christmas, Valentine's Day and at the end of the school year. These parties shall take no longer than one hour. Classes in grades Pre K-5 may collect money from students to help defray expenses. Teachers will receive assistance from room mothers in planning activities. Private parties that are publicized in school must include ALL students in the room. If private transportation service is provided, students remain with their class until the conclusion of pick-up. They then proceed to the office for dismissal directly to the party host. If you wish to celebrate your child's birthday at school, cupcakes or cookies and punch may be brought and served to the students at the **end of the day**. Parents, please check with your child's teacher to plan this. WCS respects the right of parents to celebrate the holidays of Halloween, Christmas, and Easter with their families as they wish. Within the school program, however, the following principles serve as our school guidelines. Halloween - WCS emphasizes a harvest theme at this time of the year. Excluded are the themes and symbols including witches, ghosts, death, black cats, superstition and fear. In general, smiling pumpkins, stalks of wheat, displays of produce, and the like are acceptable harvest symbols. Christmas and Easter - WCS treats these holidays as joyous times of the year to celebrate the birth of Jesus Christ and His Resurrection. Activities and symbols which complement these biblical events are prominent in our classrooms. Symbols such as Santa Claus, elves, and the Easter Bunny are de-emphasized.

#### **H. EXTENDED DAY (2:45-5:30 P.M.)**

Extended Day for grades PreK3-5 is available for students. Please contact the elementary office or extended day coordinator for further information. A registration fee is charged for regular use. Students not picked up by 2:45 p.m. will be charged at the current daily rate.

#### **I. FIELD TRIPS**

All classes will be taking field trips during the school year. Field trips will be educational enrichment activities that support classroom instruction. **Chaperones will meet with the teacher prior to the field trip to receive specific information about the event.** While on the field trip, chaperones shall only use cell phones in case of emergency. To expedite the process of obtaining parent permission, we ask that you sign the permission form and return it to the Elementary Office the first week of school. You will be notified by the teacher for class trips. You will be notified by your child's teacher regarding dress for the field trip.