

# **The Way Christian School**

## **Family Handbook**



### **Mission Statement:**

The Way Christian School exists to glorify God by providing an educational community committed to "training up a child in the way he should go..." (Proverbs 22:6a) So that he/she "will love God with all of their heart, soul, mind and strength."  
(Mark 12:30)

## Preface

*The purpose of this handbook is to provide a standard of behavior for every family/student attending The Way Christian School . We recognize that this handbook is silent on some issues that may arise. In the event of differences of interpretation, The Way Christian School Board will render decisions that are fair and in the best interest of both the student and the school.*

*Some of the regulations and practices are necessary for the smooth and efficient operation of the school. Others are guidelines to Christian conduct, the building of character, the forming of good habits, and the rounding of our students' education.*

*Please accept this handbook in the spirit in which it is intended.*

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## **Faith Statement:**

The Way Christian School 's foundation is built upon the following beliefs. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels.

- We believe the Bible to be the only inerrant, authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith in Jesus Christ alone.
- We believe we are eternally secure in our salvation through Jesus Christ.
- We believe faith without works is dead.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost--they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- We believe in the spiritual unity of the Church which is the universal body of believers whose head is Christ and whose mission is to carry on His work until He returns in glory.

The Way Christian School celebrates the diversity of belief and practice found within the larger Christian community and is committed to preserving the unity of all Christians in the bond of peace. As an interdenominational and ecumenical community, The Way Christian School seeks to serve the educational needs of Christians from all denominational and nondenominational faith traditions. Therefore, doctrinal issues which are not addressed in the The Way Christian School Statement of Faith are called "Secondary Doctrine." Classroom discussion of secondary doctrine is only addressed on an informative, non-partisan, and non-coercive level. Teachers are trained to be careful not to speak to the students in a manner that would cause offense to the parents.

## Vision Statement

### Vision for Students

The Way Christian School aims to graduate young men and women who:

- Think clearly and listen carefully with discernment and understanding
- Reason persuasively and articulate precisely
- Are capable of evaluating their entire range of experience in the light of the Scriptures, and do so with eagerness in joyful submission to God.
- Distinguish cultural from biblical influences, seeking to influence the former with the latter
- Possess knowledge, wisdom, understanding, and virtue
- Are prepared for the academic and social challenges of college and university life
- Are socially graceful, spiritually gracious, and respect all fellow beings
- Have a passion for learning and are prepared for life

### Vision for Parents

- We aim to cultivate in our parents a sense of responsibility toward the school; to see them well informed about the Christ-centered approach.
- We hope to encourage them to be involved in and excited about our school.
- We aim to help them follow biblical principles in addressing concerns, to be inclined to hear both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

### Vision for the Faculty

- We likewise aim to cultivate these same qualities in our staff.
- We desire our staff to be professional and diligent in their work, gifted in teaching, loving their students and the subjects they teach.
- We desire they clearly understand Christ centered education, how it works in their classroom, and that they possess a lifelong hunger to learn and grow having the opportunity to be refreshed and renewed.
- We desire to see them coach and nurture new staff and to serve as academic mentors to students, as they mature in Christ and grow in the knowledge of God.

## Ten Goals for Graduates

1. Understand that they were created by God and that their lives have a “Divine Design” and purpose; understand that they are saved by God’s grace to be a part of His Kingdom and work.
1. Maintain a deepening personal relationship with Jesus Christ in joyful submission to His Word; be led by the Holy Spirit; understand true worship and the supernatural dimension of their faith, including the spiritual gifts given to them for God’s purposes.
1. Articulate the Good News of the Gospel and their Christian convictions based on the Word of God.
1. Defend their faith by engaging with respect and confidence those who question or oppose.
1. Perceive all of life from a Biblical Worldview.
1. Discern the philosophies behind all literature, music, movies, television, and other media and entertainment sources so that they are able to judge the presented messages of morality and truth against God’s World.
1. Understand current issues in politics, science, medicine, business, law, economics, and sports with the ability to discern the ethics behind each issue.
1. Comprehend God’s providential hand in history and how this knowledge gives them insight into current events.
1. Express themselves through writing, public speaking and the arts with excellence.
1. Learn without limitation as they pursue God’s will and plan for their lives, with a desire to live their lives joyfully for the glory of God.

## Integration of Biblical Faith and Learning

Integration of biblical faith and learning is the primary function of the teacher. The school employs born-again administrators, faculty, and staff who serve as role models in their Christian walk and professional lives. The Bible, the inspired, infallible Word of God, not only provides the blueprint for Christian education but also provides parents and the Christian school with the principles to be taught. The school endeavors to select the best curriculum available from primarily Christian publishers in order to reach its goal. This college preparatory curriculum incorporates a traditional, well-balanced core of essential subjects taught from a biblical worldview. The entire education process is planned to weave God's truth into practical Christian living (Prov. 3:5-6)

## **Application Process**

The Way Christian School considers the following:

Families who are growing in their personal Christian walk and are involved in a local Bible-believing church. While we are primarily a discipleship school, we do believe that outreach and evangelism is crucial and we will consider all applicants.

Students whose academic records demonstrate proven capabilities to succeed at The Way Christian School. Student records are carefully evaluated during the application process.

Kindergarten students must be age 5 by June 1<sup>st</sup>. **Preschool students must be 4 by June 1st.**

Students whose recommendations show a behavioral history that matches the behavioral expectations of The Way Christian School. Students who have had prior discipline problems at another school, who are not eligible to return to the previous school, who are married, or who are parents are not eligible for enrollment or attendance at The Way Christian School.

In harmony with our purpose of assisting Christian families with the education and nurture of their children, The Way Christian School desires that families carefully consider its mission before seeking enrollment.

The Process:

1. Contact the school to receive an informational packet and meet with a school representative.
2. Pay the \$300 registration fee per child to hold a spot in the class roster.
3. Fill out the admissions application and turn in all required forms.
4. Fill out tuition assistance form (if applicable). The deadline to submit the application is June 1<sup>st</sup>.
5. Attend an interview with an admissions representative.

## **Accreditation**

At this time, The Way Christian School is not accredited by any organization, but is exploring accreditation options. Parents should be aware that some schools do not accept credits from an unaccredited high school. If a student is transferring to another school or enrolling in college, the parent should contact that organization to determine their requirements.

## **Parental Involvement**

One of the strengths of The Way Christian School is the parent involvement and cooperation with the teachers and educational program. Parent orientation, special school functions and Parent-Teacher conferences are a vital part of The Way Christian School . Absence from these events may require a meeting with administration. These special times promote a good understanding between parents, the faculty, and administration of this school.

## **Required Hours**

The Way Christian School is greatly indebted to the work and financial support of many volunteers/parents.

**Required Hours:** At least one adult family member from each family is required to participate in a minimum of fifteen (15) hours of service during the school year. These hours may be completed by helping with the upkeep of the school; during the school day in the classrooms or during school activities such as events, fundraisers, etc. Parents will fill out a required hours form at the time of service. Then the parent will turn the form into the school office.

**The Way Christian School values these hours to be worth \$300 per year. Any hours not served or lacking paperwork will be billed to the student's account on the May tuition statement.**

## **Parent Orientation**

Parent orientation will be held every year in August or September in order to cover educational policies, procedures, curriculum, and spiritual emphasis. This provides the opportunity for parents and teachers to have mutual understanding and cooperation. This orientation is required and will be conducted at the school or as a home visit by the teacher

## **Parent-Teacher Conferences**

There may be two Parent-Teacher conferences during the school year. The first one is after the first quarter to review student progress and any other concerns that may require mutual involvement. A Parent-Teacher conference may be scheduled in the third quarter and will be used to share accomplishments, and any recommendations for future development. Please don't hesitate to contact the teacher at any time with any concerns.

## **Parent Visitation Procedure**

Parents of students are welcome and encouraged to visit the classrooms. Please make arrangements in advance with the school office. Feel free to bring forgotten items to the office and we will deliver them to the student. If a conference is desired with any teacher, please make arrangements in advance with the school office or the teacher.

## Parental Contract

***A copy of this must be signed by each parent or guardian and kept on file at the school.***

I, the undersigned, do hereby commit to the following:

- That all the information provided on this application is true, to the best of my knowledge, and that I have not intentionally withheld or misrepresented any pertinent data.
  
- To fulfill my financial obligations to The Way Christian School , namely:
  - a. I am responsible for the timely payment of the full annual tuition and other fees owed to The Way Christian School , even if my child is voluntarily withdrawn or expelled from school.
  - b. In the event that I decide to withdraw or choose not to re-enroll my child in The Way Christian School , I will, for the school's benefit, inform the school office in writing concerning my reasons.
  - c. I am responsible for any and all damages my child may have made to school property.
  
- I will fully support and abide by all The Way Christian School policies. I affirm that I have read the Family Student Handbook in full.
  
- I will support school personnel, programs, policies, and activities with prayer and communication, and endeavor to serve as a volunteer in various capacities.
  
- I will nurture habits of punctuality, thoroughness, neatness, honesty, resourcefulness, independent reading, and study. I will encourage my child to complete all homework daily and return all books and completed homework to school each day.
  
- I will direct any grievances, concerns, or issues which I may have through the proper channels, according to the principles outlined in chapter eighteen of the gospel of Matthew as summarized below:
  - a. I agree that all persons are to deal with the situation at its source. This usually means initially speaking privately with the person involved in a constructive and supportive attempt to attain clarification or resolution.
  
  - b. If, after honest attempts have been made and clarification or resolution has not been satisfactorily reached, then I will proceed to the The Way Christian School Headmaster. The following step if resolution has not been satisfactorily reached, then I will proceed to the The Way Christian School School Board by bringing the matter to the board's attention in writing.

I have read the above contract and Family Student Handbook and agree to abide by it while my child is enrolled as a student at The Way Christian School .

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

## **Administration and Staff**

### **School Board Members**

Michael Flannery– President

Aaron Winfrey– Vice President

Tami Flannery– Treasurer

Sarah Lucas– Secretary

Audrey Winfrey -Member

Bryan Lucas -Member

Jonathan Gilbert -Member

Keisha Gilbert -Member

### **Faculty**

Teacher - Keisha Gilbert

Teacher - Karen Meece

## Graduate Requirements

Please refer to the High School Fusion program requirements

### Grading

Kindergarten students are given a checklist of skills accomplished at the end of each grading period.

Beginning in first grade, students are graded on the following scale:

90-100	A
80-89	B
70-79	C
Below 70	F

### Grade Reporting

Report cards are sent home with the students at the end of each quarter.

### Extra Credit Policy

Regular classroom participation and assignments should constitute the majority of a student's academic progress. Our goal is to help students develop diligence and understand the value and priority of daily work. Extra credit, therefore, should not be necessary in most cases. If a teacher agrees that extra credit would be profitable and would not reward procrastination and laziness, an assignment will be discussed with the student. **No extra credit will be accepted by a teacher within one week of the end of a quarter.**

## **Late Homework/Assignment Policy**

A 10% grade reduction will be assessed for each day that an assignment is late (unless otherwise noted in the attendance policy). Each teacher may, at his/her discretion, increase this penalty or incur other disciplinary action if lateness becomes a habit. **No late assignment will be accepted by a teacher within one week of the end of a quarter.**

## **College Days**

Juniors and seniors will be allowed two school days off per year to travel to visit prospective colleges. These days may ONLY be used for college visits and parents are encouraged to try to arrange visits on a non-school day. Students must communicate with their teachers when deciding on appropriate days to be absent and all assignments must be completed within the time allotted by the teacher.

## **Honors and Awards**

At The Way Christian School we recognize that every student is made in the image of God, and as such each bears attributes of the Creator. Through our awards we seek to recognize the unique way that each child displays these attributes of God. In addition, we want to recognize individual efforts towards excellence in character and academic achievement. We have an opportunity to counter the culture by acknowledging the value every student holds in Christ, as well as by recognizing their unique giftedness in various areas of scholarship and character. Some students achieve more, some work harder, and some seek to serve more. We want to recognize and reward a good work ethic, as we encourage it in others.

## **Honor Roll**

Students earning all A's will be placed on the honor roll and will be recognized every quarter.

## **Awards and Recognition**

**Faculty Commendation Award:** This award is based on three factors: 1) Exemplary conduct, 2) Academic achievement, and 3) A positive attitude toward school. In order to receive this honor, a student must be unanimously selected by their teachers. This award is presented at the end of the year celebration.

**Christian Life Award:** At the discretion of the administration and teachers, this award may be given at the end of the year celebration to recognize any student who, in some very notable way, practically exemplified the Christian life before their peers and younger students.

**Perfect Attendance:** This award is presented at the end of the year to any student who has not missed one day during the school year.

**Valedictorian and Salutatorian:** Each spring, the administration and a committee of teachers will select the senior class valedictorian and salutatorian. In order to determine the senior who best represents and articulates the goals and vision of The Way Christian School, the committee will evaluate the seniors based on the following criteria (in order of priority): spiritual testimony, academic performance, extracurricular activities, and honors received. To be eligible to receive either award, a student must have attended The Way Christian School for at least two years and have a cumulative grade point average of 3.5 or higher. After ranking by the teachers, the highest scoring student will be valedictorian and the next highest will be salutatorian.

**Character Recognition Awards:** Students may be given a special recognition of specific character traits that have been noted by school faculty and staff for the year.

## Student Etiquette While at School

*"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others."* Phil. 2:3-4

We want to encourage our students to show proper respect to their teachers and other adults. (*"Submit yourselves for the Lord's sake to every authority instituted among men; whether to the king, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right."* I Peter 2:13)

- Students should address their teachers by Mr., Miss, or Mrs.
- Students should respond by saying "yes" or "no", not "yeah" or "ugh". ("Sir" and "M'am" are always welcome, too.)
- Offers of help to teachers with physical tasks are much appreciated.
- In most situations, students should stand when an adult enters the room. (The teacher will let them know when to sit down.)
- In the classroom, parents should be greeted kindly and ladies given a place to sit.
- Make a special effort to welcome students who are new to The Way Christian School .

We would like The Way Christian School to be a place where visitors sense the aroma of Christian love. (*"But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life."* II Corinthians 2:14-15)

## **Basic School Rules**

***All students are expected to adhere to the following list of school rules:***

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. Older students are expected to demonstrate exemplary conduct before the younger students. Therefore, inappropriate public displays of affection are not permitted at school or school activities. The Way Christian School realizes that a student's personality develops over time through many relationships and personal interactions. We encourage the growth of godly personal friendships; however, in the school environment dating relationships are not encouraged.
3. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
4. Drugs, alcohol, tobacco, pornographic and inappropriate reading materials, guns, matches, lighters, and knives are not permitted on campus or school related functions. Any offense pertaining to these violations can result in expulsion from The Way Christian School .
5. Cell phones should be turned off during school hours. No toys may be brought from home unless approved by administration, faculty or staff. Laptops are allowed with authorized use (games, music, movies, blogs, emailing, or instant messaging are not allowed). Inappropriate use of any of these items will result in the item being brought to the office and administration will determine how, when, or if the item will be returned to the student.
6. Radios, pagers, electronics toys, game boys, cassette tapes, music, IPODS and game CD's (other than for authorized use), and video games are not permitted on campus or school related functions.
7. Students are expected to treat all of the school's materials and facilities with respect and care. Students will be charged for lost or damaged textbooks.
8. The following, without permission of the staff or teacher, are off limits to students: school office, other student's property, teacher desks, classroom files, any classroom while staff is not in attendance, autos, kitchen, and staff working areas.

## **Weapons**

Students are not allowed to possess any weapon including firearms, knives, martial arts weapons, etc. while on school and church property. Any violations can result in expulsion from The Way Christian School .

## **Discipline Policy**

*Proverbs 12:1 "Whoever loves discipline loves knowledge, but he who hates reproof is stupid."*

### **Student Conduct and Parent Response**

Parents should not enroll their child with the idea that we will reform the student. Our goal is to work alongside parents, not to take their place.

This school is dedicated to the training of children in a program of study, activity and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

Our goal is to encourage the student to conduct himself in a manner becoming of a Christian at all times (Col. 1:10). Complaining should not be encouraged (Phil. 2:14). If your child comes home with a complaint about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt, and in a spirit of love, contact the school for more information.
2. Take into consideration that your child's perception and reporting may be emotionally biased and may not include all the information.
3. Keep in mind that the school has reasons for all rules.
4. Proceed to talk with teacher or administration.

It is vital for parents and students to understand that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at The Way Christian School, *love and forgiveness* will be an integral part of the discipline of a student.

The form or type of discipline a student's action may warrant will be determined by the teachers and, if necessary, the administration. The discipline will be administered in the light of the individual student's problem and attitude. All discipline will be based on biblical principles, *e.g.* proven guilt, seeking forgiveness (publicly and/or privately), love expressed for all parties, appropriate restitution, restoration of fellowship, no lingering resentment.

Discipline Policy--

Discipline options will be offered as a means of strong discipline when deemed necessary by the teacher or staff. Parents may choose one of the options below if deemed necessary by the staff and/or parent. Discipline will never be given out of anger, instead a biblical model of loving discipline and forgiveness will be used.

Administration of discipline at school:

1. A school official will administer a consequence appropriate for the behavior such as a chore, loss of privilege, suspension, etc.

or

2. The parent may come immediately and pick the student up for the remainder of the day.

Consequences may also include public or private apologies, and financial restitution in the event of damaged property. Dishonesty, such as plagiarism, may result in an academic penalty at the discretion of the teacher.

Most discipline problems will be dealt with at the classroom level, i.e. largely through wise prevention and warnings. In order to maintain consistency, teachers and staff will regularly meet together to discuss school policy concerning discipline.

### **Policy Concerning Discipline, Suspension and Expulsion**

We consider it is a privilege to attend The Way Christian School . The school administration has the authority to deny that privilege or take other disciplinary action to any student whose conduct or attitude is not beneficial to the school.

The school administration has the authority to suspend or expel a student from classes and school activities whenever the general welfare of the school demands it. A suspension will be from school and school activities for a determined period of time. All classroom work missed due to suspension, will be required to be completed at the discretion of the teacher.

In order to return to school, both parents and the student must schedule a conference with the administration and teacher. At this time the student may be re-admitted and placed on probation. The terms of the probation will be defined by the teacher and the administration. A written copy of the terms will be given to the parents, and a copy will be placed in the student's file at school.

## **Yellow Slips**

Yellow Slips are given to students when they have clearly breached the rules and expectations of The Way Christian School . These reports are a means of communications to parents and students, and they help the school keep orderly records of a student's behavior in case serious future action must be taken. A yellow slip may be given to a student for a variety of reasons. Some of the reasons may be as follows:

- Persistent disruption of class
- Willful damage or destruction of school property
- Plagiarism, forgery, lying, cheating and other falsehood
- Showing disrespect to a faculty/staff member
- Flagrant disobedience
- Obscene, vulgar or profane language
- Physical fighting

A faculty or staff member will fill out the yellow slip form, sign it, and also have the student sign it. The form will then be given to the school office that will mail a copy home and keep a copy in the student's file.

**The Way Christian School reserves the right to search anything brought on school property.**

## **Student Drug Testing Policy**

When deemed appropriate, The Way Christian School reserves the right to require drug testing for any student at the expense of the parent.

## **Grievance Policy**

The objective of this policy is to establish Biblical guidelines for the resolution of disputes and grievances in the operation of The Way Christian School . These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of The Way Christian School 's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, and administration.

1. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents may bring the concern to the Headmaster (Board Member will fill this role)
3. If the problem is still not resolved, the parents should appeal the decision to the entire School Board in writing.

## **Pledges**

We expect all students to participate in the following pledges:

### **Pledge to the American Flag**

I pledge allegiance to the flag of the  
United States of America,  
and to the republic for which it stands;  
one nation under God, indivisible  
with liberty and justice for all.

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian Flag  
and to the Savior for whose Kingdom it stands.  
One brotherhood, uniting all Christians  
in service and in love.

### **Pledge to the Bible**

I pledge allegiance to the Bible,  
God's Holy Word.  
I will make it a lamp unto my feet,  
a light unto my path.  
I will hide its words in my heart  
That I might not sin against God.

## **School Clothes**

*Love God Love Others*

The Way Christian School requires standardized dress uniforms and approaches standardized dress with the Word of God as its foundation and the best interest of all students in mind while allowing freedom to express individual tastes. Our desire is for the dress code to reflect the heart of our Savior as we desire to train our students to walk in humility, godliness, and modesty. Therefore, we hope to train our students to be disciples of our Lord Jesus and representing Him well in and through the way they dress.

The cooperation of students, parents, and teachers is necessary in maintaining the standards of the dress code. It is very important that the code is accepted fully and is enforced consistently. (It is especially important to be mindful of this when school clothes are purchased.) Enforcing the dress code is not the sole responsibility of the school – parents are expected to cooperate with the school in monitoring their child’s daily attire. Please ask administration if you are unsure of a particular item before purchasing. In promoting fairness to all students, all dress code violations will be addressed.

Boys and girls shall be neatly groomed.

### Shirts

Shirts may be available for purchase before the start of the school year and must be worn every school day and at all school events. Shirts must be clean and in good appearance. Each family is responsible for purchasing a minimum of two uniform shirts per student. The colors of the school are dark green and gray. The uniform shirts will be offered in both colors and each student must own one of each color. Parents may order more than two shirts. Students may wear a solid color long sleeve shirt under their uniform on cold days.

### Pants

Khaki, navy, black and denim pants of your choice will be worn every school day and at all school events. Girls may wear a skirt (approved colors above). All skirts must go below fingertips and must have tights or leggings underneath. Girls may also wear capri (calf length) pants as long as they follow the pant color guidelines. Shorts may be approved for special occasions. In the event that shorts are allowed they must come to the knee on both boys and girls. Each student must have a minimum of one pair of khaki pants for special events. Pants must be clean and in good appearance. No tights, leggings or stretch pants without the cover of a skirt. Attire may not be frayed or cut on the bottoms. Pants should be an appropriate length according to administration. A good rule of thumb is that pants should touch the shoes when standing. No holes or extreme fading will be allowed. Attire should not be tight fitting according to administration.

### Belts

Shirts must always be tucked and a belt worn every day.

### Shoes

All shoes may be worn. Tennis shoes are permitted

## Hats

Hats are not to be worn inside the building.

PE Clothes: No tights or leggings. No shorts above the fingertips. Shirts, when arms are lifted, can not have midriff showing.

Special Events may require special dress in which the parents will be notified.

The administration or faculty may deem that a certain style of dress may be inappropriate and will discuss this with the parents and students.

## **Attendance Policy**

Regular attendance at school is of the utmost importance and students are expected to be present each day that school is in session. Each day in class, learning is taking place. These learning experiences can never be duplicated, and when a student is not in attendance, they are missing some portion of their total educational experience.

Absences will be recorded as excused, unexcused, or planned. Examples due to illness, injury, doctor or dentist appointments, and family emergencies are legitimate excused absences. All other activities should be scheduled outside of school hours or during normal holiday and vacation times. Any absences other than those caused by illness, family emergencies and medical appointments that cannot be scheduled outside of school hours will be considered unexcused. Planned absences are those absences that are the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable. Planned absences must be scheduled with the teacher and administration at least three days in advance. Failure to give this notification will result in an unexcused absence.

Examples of excused absences:

- o Illness/injury
- o Doctor/dental/counseling appointments (doctor's note required)
- o Family emergencies
- o Death in the family

Examples of unexcused absences:

- o Absences without notification
- o Oversleeping or being tired
- o Feigned illness
- o Private lessons
- o Suspension or expulsion from school

Examples of planned absences:

- o Family Vacation
- o Important Family Activity

### Regular Attendance

A student receives a full day credit if he/she is at school, ready to start the day when the morning bell rings and stays until the dismissal bell rings at the end of the day.

#### Reporting an Absence to the School

Should it be necessary for a student to miss school, the following procedure must be followed:

1. On the day of the absence, a parent should notify the school office before 8:00 a.m.
2. On the day the student returns to school, he/she must bring in a written excuse from a parent,  
providing the following information: (This is necessary even if the parent has called the school office on the day the student was absent.)
  - a. Student's name
  - b. Brief explanation for the student's absence
  - c. Specific days being excused
  - d. Parent signature
3. The written note, which will be kept on file, is needed when a student is absent. The note should be taken to the office at the beginning of the day the student returns. It is the student's responsibility to make sure the office receives the note. If a written note is not turned in within two (2) school days of the student's return, the absence will be considered unexcused. A doctor's slip must be submitted along with the parent's written note for all doctor visits.
4. Extended absences, six (6) or more consecutive school days or seven (7) accumulated school days within a ten (10) day period, due to illness or injury requires a doctor's written note stating how the illness or injury prevented the student from attending school. If the written notice is not turned in within two (2) school days of the student's return, the absences will be considered unexcused.

If a student reaches eight (8) absences in a quarter, the parents and student will be notified that the credit of the class will be reduced 1 point per day that absences exceed the 8 absence limit.

Student absences should not exceed 10% of the total number of school days. If absences exceed this number, consideration will be given to retaining the student in the current grade.

In the case of extended illness or injury, as verified in writing by a doctor, these absence limits may be reconsidered. The administration will make this decision upon review of the student's academic record.

### Attendance and Extra-curricular Activities

A student who is absent for more than 3 hours of the school day may not participate in any extracurricular activities held that same school day.

### Make-Up Work for Absences

For an excused absence, a parent/student may request homework if the request is made to the office by 11:00am on the day of the excused absence. All collectable homework may be picked up between 2pm and 2:15pm on that same day. Students will have the same number of days to make up their work, as they were absent. The teacher will determine appropriate credit for such work.

For an unexcused absence, it is the student's responsibility to obtain any information and work missed. Teachers are not required to prepare homework in advance of the unexcused absence. Alternative assignments for class activities may be provided at the teacher's discretion. No time extensions will be given for homework, tests or quizzes that the student is aware of prior to the absence unless they make arrangements with their teacher before they leave. All homework missed must be completed within the timeframe determined by the teacher(s).

### **Tardies**

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. When a student is marked tardy two days in any grading period, he/she will receive a detention and may be asked to make up work.

## **General Information**

### **Office Hours**

The school office opens at 8 a.m. and closes at 3:30 p.m.

### **School Hours**

School begins promptly at 8:15 a.m. Students must not arrive before 8:00 a.m. unless authorized. All classes will be completed by 3:15 p.m. on Monday through Friday. Parents are expected to pick up their children at those times. Arrangements must be made, in advance, with the office if your child is to come early or leave late.

### **Arrival and Dismissal**

Students should proceed to the playground upon arrival, weather permitting. Otherwise, proceed to the classroom where adult supervision will be provided. Students are not to arrive before 8:00 a.m. when school supervision begins. Dismissal will be at 3:15 p.m. At 3:30 parents will be considered late and will result in a tardy. Classrooms are not open after school.

### **Inclement Weather**

School closings due to inclement weather will be announced. Should weather become increasingly severe during the course of the day, parents will be notified to pick up their children early.

### **Lost and Found**

The Lost and Found Department of the school is operated from the school office. All items that have not been picked up will be the property of the school and will be disposed of.

## Leaving Campus

If a student needs to leave school during school hours, a parent must notify the administration either by calling or sending a note.

Students who need to leave school for **any** reason, such as a doctor, dentist, or orthodontist appointment, must check in with the office upon leaving and returning to school.

## Student Drivers

Students who drive to school are expected to do so responsibly. Special attention should be paid to students in the parking lot before and after school. Driving to school is a privilege which may be revoked if necessary. Due to insurance policy, students may not drive other students during school hours or functions.

## Lunch Procedures

All students are responsible for bringing their own lunch to school every day. Lunches are not provided by The Way Christian School . If a student forgets their lunch, the parents will be notified to bring one. Students eat only in assigned areas. The refrigerator and microwave are available to students. Put trash in wastebaskets, clear off table and clean up any messes. Go to recreation area after receiving permission to be dismissed. Food is to be eaten only during the snack/recess time and lunch unless pre-approved.

## Health and Medical Regulations

We can accept only healthy children. WE ARE DEPENDING ON YOU TO HELP US MAINTAIN THIS POLICY. All children will be visually observed daily on arrival at the school for injury or symptoms of possible illness. Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of 100 degrees, vomiting or diarrhea will necessitate our sending your child home.

If a child becomes sick during the school day, they will be taken to the school office and given appropriate care until a parent/guardian arrives. The school shall also notify parents/guardians of a suspected communicable disease exposure. The parent/guardian shall notify the school of the child's possible exposure to a communicable disease.

A sick child who is sent home, cannot return to school for **24 hours** after he/she is free of all symptoms. This is for the protection of your child as well as the other children. Readmission of

a child recovered from a communicable disease, including head lice, a severe skin rash, or pinkeye, or disability will be upon approval by the school office and possibly a doctor's written statement.

In instances where a student needs medical attention, the secretary will call the parent or 911 depending on the urgency of the situation.

No staff member will be allowed to administer any medication to any student for any illness or discomfort without parents' permission. A signed waiver must be in the student's file. No one is allowed to carry medication of any kind on his person, or in his lunch box, etc. All medications must be accompanied with written instructions and permission from the parents. Medication will be kept and administered at the school office.

### **Immunization**

Montana law requires a completed Immunization Card for each student attending school or a completed exemption form. The Immunization Card or Exemption Form must be on file with the school office before enrollment

### **Reporting Injuries**

It will be the student's responsibility when injured on the school property to report the injury to the teacher or playground supervisor immediately.

### **Student Likeness**

The Way Christian School may place student photos and information on the school's website and other media related instruments without parental permission.

## **Computer Usage Policy**

The Way Christian School believes that the Computer has much to offer students with its wide variety of resources. It is The Way Christian School 's goal to educate students about efficient, ethical, and appropriate use of those resources.

Internet access for students is a privilege and useful tool, not a right. The Internet user is held responsible for their actions whenever using the Internet. Unacceptable uses of the network may result in the suspension or revocation of these privileges. The student and the parent must sign an agreement before the student will have access to the Computer Lab's Internet (this includes student's personal laptops). It is the student's responsibility to inform a teacher if inappropriate material is found on the Internet. Unauthorized use will be addressed by a teacher or administration.

The Way Christian School student computers may only be used for homework purposes (no checking email, playing games, listening to music or watching videos). Internet use is only for school assignments. If anything suspicious is suspected, the student's Internet privilege will be revoked and a meeting with the administration will be required. A school pass obtained from a teacher or staff member must be visible when using the lab outside of class time.

## **Telephone**

The church school phone is not intended for personal communication. If there is an emergency, **the office will make all appropriate phone calls.**

Children are discouraged from using the school phone except in case of a real necessity. Forgetting homework will not be considered an emergency.

## **Child Abuse**

Staff is required to report any suspected cases of child abuse or neglect.

## **Playground Safety**

For the sake of common courtesy and safety, these following rules apply:

- There is to be no pushing or scuffling.
- Throwing of sand, rocks, and other objects is prohibited.
- Children are not allowed to take things from other children.
- No fighting is allowed and/or watching of fights is not acceptable.
- Shoes should be worn at all times.
- Playground equipment is to be used properly and age appropriately.
- Each week students will be assigned playground clean-up.

## **Building and Grounds**

Students are requested to please help keep the school property in good repair by never defacing or harming it and by reporting anything that is broken.

## **Transportation**

The Way Christian School does not provide a bus service for students. Individual families are responsible for arranging their own transportation. The Way Christian School does not arrange rides for students.

## Billing Procedures

The Way Christian School will have monthly statements available for pick up your at the office. Tuition is payable on a 12 month plan which starts August 1<sup>st</sup> and ends with July 1<sup>st</sup> payment. Tuition is due at the first of the month and considered late after the 5<sup>th</sup>.

The Way Christian School 's tuition and fees payment policy is as follows:

- Tuition statements will be billed out on the 1st of each month for the following month. Tuition must be paid by the 1st of each month.
- A late charge of \$10 is applied to fee balances not paid by the 5th of the month.
- On or about the 10th, a letter from the administration will be sent to all delinquent accounts stating the unpaid balance and available options, including possible de-enrollment.
- There is a fee for any returned check.
- Parents should contact the school administration immediately should financial difficulties arise to make necessary arrangements.
- On the 15th day of the month of nonpayment a meeting will be called between the headmaster or school board and the parents. At this time the parents may explain their situation to the school. The school board will then make a decision on moving forward with repayment or dismissal from The Way Christian School .

## Transfers and Withdrawal

Students who withdraw or transfer to another school will have their records forwarded to the new school only after their account has been paid in full. Transcript requests must be made in writing and the office given at least seven (7) business days for the records to be copied and mailed.

## Sports and Eligibility

We realize that students may be involved in community sports. If a *game* occurs during school, it is the student's responsibility to inform the teacher at least one week in advance and to complete all assignments within the time allotted by the teacher. Students are not allowed to miss school for sport practices. All The Way Christian School students participating in sports at any school must maintain a **G.P.A. of 2.0** or above.

## Physical Education

We believe that training in physical education is very important. We are offering PE classes for K through 8<sup>th</sup> grade this year. We encourage all families to participate in physical activity. We will be encouraging all students during break and recess time to be physically active.

### **Physical Activity Waiver**

If a student needs to be excused from physical activity, a note from the parent explaining the reason is to be sent to the office.

### **Student Birthday Parties**

If you would like to bring a treat for all the students in the class to celebrate your child's birthday, please contact your teacher to make arrangements. ABSOLUTELY NO birthday invitations are to be distributed at school UNLESS all classmates are invited.

### **School Policy Changes**

As with any handbook, it is impossible to cover all areas, so some additional rules and changes may be encountered during the school year. Notices will be given to all concerning these changes. We would encourage parents and students to be familiar with the regulations and procedures of the school.

\*Addendum 9/1/17 - Electronic Policy for High School Students: Any student attending The Way Christian School or participating in the Fusion Program must have an adequate filter on any electronic device used on the school premises. This filter should be verified by the parent to the teacher or administrator. The filter must be set to exclude and filter out any adult content and language.