



2026-2027 Family Handbook

Terms:

TWCS: The Way Christian School

Administration: Either the Administrator or a member of TWCS's Board of Directors.

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 s/he "will love God with all of their heart, soul, mind and strength." (Mark 12:30)

Preface

This handbook is to provide a consistent standard of behavior for every student attending TWCS as well as their families. These guidelines are necessary for smooth and efficient operation of the school, training in Christian conduct, building of character, forming good habits, and developing each student's full educational and spiritual potential.

If there is an issue not specifically addressed in the handbook or a difference in interpretation, TWCS Board members will render a decision that is fair and considers the best interest of both the student and the school. Their decision will be final.

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

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Administration and Staff

School Board Members:

President: Toni Flanagan (shanetoniflan@gmail.com)

Vice President: Gary Boone (GLBoone@outlook.com)

Treasure: Marc Graham (marc.s.graham@gmail.com)

Secretary: Jill Graham (mjmtjdj@gmail.com)

Mykayla Booth (mykaylaraegormley@gmail.com)

Joel Murphy (jtm_jr@hotmail.com)

Karen Schneider (kgbrr13@gmail.com)

Staff:

Administrator – Marc Graham

PK-K teacher - Leah Rhodes

1st-2nd teacher - Audrey Malcolm

3rd-5th Teacher – Connie Colley

6th-8th teacher –

High School Mentor – Vance Colley

Teacher's Aide – Rosemary Nazari

Accreditation

TWCS is an independent, private educational institution and is not accredited by any organization. While TWCS maintains high academic standards, the transferability of credits earned at TWCS are entirely decided by the receiving institution. TWCS provides report cards and limited documentation to assist in any necessary transfer.

Integration of Biblical Faith and Learning

Biblical knowledge, principles, and faith are relevant in every area of the Christian's life. The Bible, while its own separate subject within the classroom, should not be isolated from any other subjects. The entire education process is not only a growth process in learning but in practical Christian living (Prov 3:5-6). Therefore, TWCS seeks to integrate Biblical faith and knowledge into each subject and every aspect of the classroom.

- TWCS employs born-again, Christian staff who serve as role models of faith not only in knowledge but in the Christian walk inside and outside of daily school life.
- TWCS utilizes solid Christian curricula for lessons that incorporate well-balanced core subjects presented in a Biblical worldview.
- TWCS views the Bible as a blueprint for education, teaching principles, guidelines for conflict resolution, and classroom behavior for the students, staff, and parents.
- TWCS utilizes its vision and goals for students as guidelines for daily learning.

Faith Statement

We believe (scriptures listed are representative not exhaustive):

- the Bible to be the only inerrant, authoritative Word of God. (2 Tim 3:16-17)
- that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent. (Gal 4:4-7)
- in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal future return in power and glory. (John 1:1-3, Matt 1:18-23, 2 Cor 5:21, John 20:30-31, Rom 5:8-11, Luke 24: 36-43, Acts 1:9-11, Matt 24:30)
- that salvation is by grace alone through faith alone in Jesus Christ alone. (Rom 3:21-25)
- that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost and sinful persons. (John 3:3-8, Titus 3:5)
- faith without works is dead. (James 2:14-26)
- in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 14:16-17)
- we are eternally secure in our salvation through Jesus Christ. (John 6:37-40, 1 John 2:24-25)
- in the resurrection of both the saved and the lost—the saved to the resurrection of life and the lost to the resurrection of damnation. (1 Corinthians 15)
- 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. (Rev 7:9-12, 1Peter 2:1-17)

TWCS's foundation is built upon these core beliefs which are the key elements of the Christian faith. These will be unapologetically taught in all grade levels and all subjects.

TWCS both 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, TWCS seeks to serve the educational needs of Christians from all denominational and nondenominational faith traditions. Therefore, doctrinal issues which are not addressed in TWCS's Statement of Faith are considered secondary doctrine. Classroom discussion of secondary doctrine is informative, objective, and non-coercive. Teachers are trained to encourage students to have conversations with parents in regard to secondary doctrine rather than offering interpretation.

Vision Statement

Our vision for students is to mentor, encourage, and train them to become students who:

- think clearly and listen carefully using discernment and understanding.
- reason and articulate logically.
- evaluate all life experiences through Biblical understanding (Biblical worldview).
- eagerly obey God with joyful submission.
- distinguish between worldly influences and Godly (Biblical) influences in their lives.
- advance the Kingdom through being a Godly influence on the world.
- continually and persistently grow in knowledge, wisdom, understanding, and virtue.
- develop academic and social readiness to meet the challenges of post-secondary education.
- are socially graceful, spiritually gracious, and respectful of all fellow beings.
- have a passion for learning.
- develop knowledge and skills for success as an adult Christian living out their calling.

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 TWCS and its mission.
- 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 Faculty

- We aim to cultivate the same qualities in our staff as in the parents.
- We desire our staff to be professional, diligent in their work, gifted in teaching, loving their students and the subjects they teach.
- We desire that our staff clearly understand Christ-centered education and its application in their classroom.
- We aim to foster in our staff a lifelong hunger to learn and grow.
- We desire they clearly understand Christ-centered education, the application of it in their classroom, and that they possess a lifelong hunger to learn and *grow*.
- We desire that our staff maintain an appropriate work/life balance.
- We desire to see our staff coach and nurture new staff as well as serve as academic mentors to students, as they mature in Christ and grow in the knowledge of God.

Goals for TWCS Students

The Way Christian School has ten goals for all Students:

1. Understand their identity and purpose: that they were created by God, their lives have a divine design and purpose, and they are saved by God's grace to be an active participant of His Kingdom and work.
2. Maintain a deepening personal relationship with Jesus Christ in joyful submission to His Word; be led by the Holy Spirit; and understand true worship and the supernatural dimension of their faith, including the spiritual gifts given to them for God's purposes.
3. Articulate the Good News of the Gospel and their Christian convictions based on the Word of God.
4. Defend their faith by engaging with respect and confidence those who question or oppose.
5. Perceive all of life from a Biblical Worldview.
6. Discern the philosophies behind any literature, music, movies, television, and other media/entertainment sources so that they learn to judge the presented messages of morality and truth against God's World.
7. Study and gain the ability to discern the ethics behind issues regarding politics, science, medicine, business, law, economics, and sports.
8. Comprehend God's providential hand in history and as a result, begin to gain godly insight into current events in our world.
9. Express themselves through writing, public speaking, and the arts with excellence.
10. 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.

School Policy Changes

It is impossible to address all issues and concerns in a handbook. Changes may be made as needed as different circumstances are encountered. Families will be notified of any changes. The intent of the handbook is to maintain order and consistency with expectations. Please accept it in the spirit which it is intended and bring concerns to the teacher, the administrator, or a member of the TWCS School Board.

Hours/Dropoff/Pickup

Office Hours: 8:00am-3:30pm

School Hours: 8:15am-3:15pm

School begins promptly at 8:15am. Students may arrive NO EARLIER than 7:45 am. This is a safety issue as adult supervision cannot be provided prior to 7:45am.

Parents must pick up their child by 3:25pm or it is counted as a tardy. Classrooms are not open after school.

Arrangements must be made, in advance, with the office if your child needs special accommodation for arrival/pickup.

Families are required at the beginning of each school year to provide a list of approved individuals to pick up their children from school. This list can be modified at any time via text to the school phone (406-220-3509) or email to the school's address. It cannot be modified by texting a staff member. This is a safety issue.

Pledges

TWCS expects all students to participate daily 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 whose Kingdom it stands.
One Savior, crucified, risen, and coming again
With life and liberty for all who believe.

Pledge to the Bible:

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

Inclement Weather

School closings due to inclement weather will be announced via the Remind App. 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 is operated from the school office. All items that have not been picked up by the last day of school will become school property and will be donated.

Lunch Procedures

All students are responsible for bringing their own lunch to school every day as lunches are not provided by TWCS. 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. Food is to be eaten only during the snack/recess time and lunch unless pre-approved. Students may not trade or share food with their peers.

Transfers and Withdrawals

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 7 business days for the records to be copied and mailed.

Sports and Eligibility

Sports are an important part of childhood development and TWCS supports participation but prioritizes in-person instruction. Students are not allowed to miss school for practice. If a game occurs during school hours, it is the student's responsibility to submit a planned absence form and to complete all assignments within the time allotted by the teacher. Students participating in any sports at any school must maintain a G.P.A. of 2.0 or above.

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. It is preferred that birthday treats be enjoyed later in the afternoon (usually during the 2:30 recess). ABSOLUTELY NO birthday invitations are to be distributed at school and no discussion of birthday parties either before or after the event.

Nutrition Policy

TWCS does not use sweets for rewards or incentives. Sweetened foods and beverages are not allowed to be distributed at school events. The one exception to this policy is birthday treats.

Food is not allowed to be traded or gifted during lunch or recess. A student may only eat what a parent sends with them to school.

Parent Visitation Procedure:

Parents of students are welcome and encouraged to visit the classrooms or have lunch with their child. Please make arrangements in advance with the school office so staff can expect you. Items brought to the school after 8:30 a.m. need to be given to a staff member at the front door or office who will gladly deliver it to the student.

Office Telephone

The school phone is not for student use. The office will make all appropriate phone calls or texts. The administrator will determine when/if a phone call or text needs to be made. Forgetting homework will not be approved as an exception.

Obligatory Reporting

All staff at TWCS are obligatory reporters. They are required to report any suspected cases of child abuse or neglect to the proper authorities.

Building and Grounds

Students are requested to help keep the school property in good repair by never defacing or harming it and by reporting anything that is broken. Daily chores are assigned to instill work ethic and accountability for the status of the building and grounds.

Transportation

TWCS does not provide a bus service for students. Individual families are responsible for arranging their own transportation. TWCS does not arrange rides for students.

Reporting Injuries

It will be the student's responsibility when injured on the school property to report the injury to the supervising adult. Parents will be notified of the injury if the administrator/teacher deems it significant enough.

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

Student Likeness

TWCS may place student photos and information on the school's website and other media related platforms without parental permission. Families may opt out by writing a letter to the school.

Computer Usage Policy

TWCS believes that computers can be a beneficial tool in education. It is TWCS's goal to educate students about efficient, ethical, and appropriate use of those resources. Internet access for students is a privilege, 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 school's internet/computers. It is the student's responsibility to inform a teacher if inappropriate material is found on the Internet. Computers may only be used for homework. Email, games, music, videos, or other non-school related activities are not permitted. Unauthorized or suspected misuse will be addressed by a teacher or administrator.

Parental Involvement

Parental involvement and cooperation are essential for TWCS to maintain strength in its mission/vision. Parental attendance/involvement is vital to the overall goals of TWCS and promotes good relationships with staff, administration, and other parents as they partner together for the good of the students.

Mandatory involvement each school year includes:

1. Parent Orientation
2. Fifteen volunteer hours per family enrolled
3. Two parent-teacher conferences
4. Attendance at the end of the year program

Should an unavoidable conflict prevent attendance in any of the mandatory events, please write a letter to the Board explaining the situation.

1. Parent Orientation:

Every fall, parent orientation will be held to cover policies, procedures, curricula, culture of faith, and prioritization of Biblical worldview as well as any other relevant issues dependent on the teacher and his/her classroom. This event starts the school year with mutual understanding and cooperation.

2. Fifteen Volunteer Hours:

The adults of each family are required to provide a total minimum of **15 hours** of volunteer work per academic year. While TWCS values and encourages participation of students and siblings, only the hours served by adults from each family will be counted towards the total requirement. The Administrator and teachers keep a dynamic list of tasks that qualify for volunteer hours.

*TWCS values the completion of these hours to be worth \$300 per academic year. Any hours not completed by May 31 will be billed (prorated) to the student's account. ***EACH FAMILY IS RESPONSIBLE FOR DOCUMENTING HOURS SERVED ON THEIR VOLUNTEER LOG.***

3. Two Parent-Teacher Conferences:

There are two mandatory parent-teacher conferences per year. Routinely these are held in the fall and in the spring. Parent-teacher conferences are held in order to discuss student progress, concerns, accomplishments, necessary recommendations, and to strengthen mutual involvement in the student's educational well-being. Additional conferences may be requested

by the teacher or the parent and are scheduled directly with the teacher at a mutually agreed upon time. Please contact teachers or the administrator if any immediate concerns arise. The sooner an issue is brought to the staff's attention the better it can be handled.

4. End of Year (EOY) Program:

The End of Year program is an important formative/summative event to celebrate the accomplishments of each student and show comradery within TWCS's community. This celebration is truly unique as each student receives positive affirmation in front of the school community, friends, and family.

Required Behavioral Etiquette

TWCS should 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

Students will be expected to adhere to the handbook rules and etiquette based upon these truths:

"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

"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

Student Expectations

Students will:

1. show proper respect to their teachers and other adults.
2. address their teachers by Mr., Miss, Mrs., Sir, or Ma'am.
3. respond to questions with 2-word answers using "yes" or "no." (i.e. "Yes, Ma'am" or "No, Mr. ____." A response of "Yeah" or similar is not acceptable.
4. always offer to help staff with tasks, especially those of a physical nature.

5. greet adults kindly and give ladies a place to sit
6. make a special effort to welcome students who are new to TWCS.
7. cooperate with basic Christian standards of behavior and conversation. If it is not okay at church, it is not okay at TWCS.
8. demonstrate exemplary conduct as an example to younger students.
9. not talk back or argue with staff.
10. obey promptly and cheerfully. Obey all the way, right away.
11. treat all school property with respect and care. Students will be charged for lost or damaged property, including textbooks/workbooks.

Other behavioral expectations

1. Public displays of affection are not permitted at school or during school activities.
2. Dating relationships are not allowed or discussed in the school environment, including recesses and lunch time.
3. Drugs, alcohol, tobacco, pornographic or inappropriate reading material, matches, lighters, or weapons are not permitted on campus or at school related functions. Any offense pertaining to these items may result in expulsion from TWCS. Weapons include guns, knives, martial arts weapons, or any other device designed or intended to cause bodily harm. (Fusion students: see Fusion handbook for pocketknife exception guidelines.)
4. Cell phones (or similar communication devices) must be turned off and stored in the student's locker during school hours.
5. Any other electronic devices such as a personal laptop or tablet are not permitted at TWCS. Middle School students who utilize TWCS Chromebooks must sign the online activities agreement. (Fusion students: see Fusion Handbook for high school guidelines.)
6. No toys may be brought from home unless approved by staff.
7. The following areas are off limits for students: school office, other student's property, teachers' desks, classroom files, any classroom while staff is not in attendance, vehicles, kitchen, pantry, and staff working areas. A staff member may grant permission to a student for a specific task in one of these areas.

Playground Safety

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

1. There is to be no pushing or scuffling.
2. Throwing of sand, rocks, woodchips, and other objects is prohibited. Designated areas are approved for throwing balls and snowballs.
3. Children are not allowed to take things from other children.

4. No fighting is allowed. If an argument or fight breaks out, other students must call this to the attention of the adult on recess duty.
5. Shoes will be worn at all times.
6. Playground equipment is to be used properly and age appropriately.
7. Students will stay within set physical boundaries.
8. Each week students will be assigned playground clean-up.

Discipline Policy

Spirit of Discipline at TWCS:

Parents should not enroll their child with the expectation that TWCS will reform the student. TWCS works alongside parents, TWCS does not take the parents' place.

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

TWCS is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. TWCS and parents are partners in this process. Parents should not depend solely on TWCS to reform student's behaviors.

"All things should be done decently and in order." Students should be taught to accept the responsibility to "walk honorably before all men."

The 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.
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. In a spirit of love, contact the teacher or administrator for more information and to discuss the issue.

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

The specific consequence for a student's action will be determined by the teachers and, if necessary, the administration. The discipline will be administered in consideration of the individual situation and the student's 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 will never be given out of anger, instead a biblical model of loving discipline and forgiveness will be used.

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

In certain cases, the teacher/administrator may decide that instead of being disciplined at school the parent needs to come immediately and pick the student up for the remainder of the day.

Consequences at school may include:

- Extra chore or service to support school/classroom operations.
- Loss of a privilege such as an outing or recess.
- An apology, either private or public
- Financial restitution in the event of damaged property.
- Academic penalty in cases of cheating or plagiarism.

Yellow Slips (Academic Discipline): ***See appendix A for image***

Yellow slips are given to students for academic reasons only. A yellow slip is given when a student earns a 69 percent or below on any work. This is an important means of communication between teacher, student, and parents. The teacher will fill out the yellow slip form and send it home. It is expected to be returned the next school day with the student's and parent's signature. Yellow slips are kept in the student's file.

Blue Slips: ***See appendix A for image***

Blue slips are used in lower grades as friendly reminders to students and families of non-behavioral school etiquette expectations.

Red Slips: ***See appendix A for image***

Red Slips are given to students when they have clearly breached the rules and expectations of TWCS. These reports are a means of communication to parents and students as well as a behavioral infraction record. The following are examples of infractions that would receive a red slip:

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

A faculty or staff member who observed the behavior will fill out the red slip form and send it home. The staff member or the administrator will have a conversation with the parent/guardian about the behavior. The red slip will be signed by the student and parent and returned the next school day. Red slips will be kept in the student's file. If a student receives 5 red slips within a semester or 10 in an academic year, parents will be required to meet with representatives of the School Board and the teacher to discuss the behaviors and a plan to move forward at TWCS.

Discipline of Severe Infractions

It is a privilege to attend TWCS. The school administration has the authority to take disciplinary action for any conduct or attitudes that are not beneficial to the overall welfare of the school, its students, or its staff up to and including denying the privilege to attend. The school administration has the authority to suspend or expel a student from classes and/or school activities.

**TWCS reserves the right to search any item brought onto school property.*

**TWCS reserves the right to require drug testing for any student at the expense of the parent, if deemed appropriate.*

Suspension

A suspension is cessation of attendance in school or school activities for a determined period of time. All classroom work missed due to suspension will be ineligible for credit as suspension is considered an unexcused absence. To return to school, both parents and the student must schedule a conference with the administrator and the 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 administrator. 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.

Expulsion

Expulsion is becoming ineligible for attendance at TWCS. Any situation warranting consideration of expulsion will be brought before the School Board for a decision.

Grievance Policy

The objective of this policy is to establish Biblical guidelines for the resolution of disputes and grievances. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of TWCS'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. If the student presents the concern, a respectful demeanor is required.
2. If the problem is not resolved, the parents may bring the concern to the administrator (or an appointed school representative).
3. If the problem is still not resolved, the parents should appeal the decision to the School Board in writing.

*As much as is possible and appropriate the student should be a part of discussions and resolutions.

Grading

PK and Kindergarten: A skills checklist is used quarterly to assess kindergarten students' progress as satisfactory or unsatisfactory.

First through eighth grades receive quarterly grades for each subject that are cumulative in score. Report cards are sent home quarterly.

Grading scale:

A	90-100
B	80-89
C	70-79
F	69 and below*

*If a student has not mastered the material to at least a 70%, it is considered failing.

Extra Credit Policy

Regular classroom participation and daily assignments constitute the majority of a student's academic progress. The goal is to help students develop diligence, understand the value of daily work, and learn proper prioritization. Extra credit, therefore, should not be necessary.

If a teacher agrees that extra credit would be profitable and would not reward procrastination and laziness, an extra credit assignment can 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 deducted for each day that an assignment is late (unless otherwise noted in the attendance policy). Each teacher may, at his/her discretion, increase this deduction or initiate 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.*

Awards and Recognition

At TWCS we recognize that every student is made in the image of God, and as such each bears attributes of the Creator. Through 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. TWCS seeks 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.

Quarterly Honor Roll: Students earning all As each quarter will be placed on the honor roll and will be recognized every quarter.

Year-End Honor Roll: Students who earn all As in their year-end cumulative grades will be recognized at the EOY program.

Faculty Commendation Award: This award is given to a 3rd through 8th grade student and is based on three factors: 1) exemplary conduct, 2) academic achievement, and 3) a positive attitude toward school. To receive this honor, a student must be unanimously selected by all school employees. This award is presented at the end of the year program.

Junior Faculty Commendation Award: This award is given to a PK through 2nd grade student and is based on three factors: 1) exemplary conduct, 2) academic achievement, and 3) a positive attitude toward school. To receive this honor, a student must be unanimously selected by all school employees. This award is presented at the end of the year program.

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

Character Recognition Awards: At the discretion of any staff, students may be given a character recognition award at the end of the year in special recognition of specific character traits.

Perfect Attendance: This award is presented at the end of the year to any student who has not missed any school days for that school year.

School Dress Etiquette

Love God, Love Others

TWCS requires standardized uniforms. The intent of uniforms is to train our students to walk in humility, godliness, and modesty, and to reflect our Lord Jesus by representing Him well in and through the way they dress. A person's beauty and distinctiveness come from our identity in Christ and not in external adornments. These guidelines address overall appearance as well as articles of clothing.

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 enforced consistently. (It is especially important to be mindful of this when school clothes are purchased.)

Parents are expected to cooperate with the school in monitoring their child's daily attire. Please ask the administrator if you are unsure of a particular item before purchasing it.

All dress code violations will be addressed and required to amend as soon as possible.

Repeated, deliberate infractions will receive a red slip.

All students shall have a neatly groomed appearance.

Boys Hair:

Hair must be neat and clean, a natural color*, and cut above the collar line, middle of the ear, and eyebrow. Any style that, if not styled, violates the length requirements such as ponytails or other "long top" styles, are not allowed. In addition, the following are not allowed: cut in designs, dreadlocks, mohawks, shaved heads, large afros, hairbands, barrettes, or headbands.

Facial hair must be cleanly shaven or trimmed neatly.

Girls Hair:

Hair must be neat and clean, natural color*, styled out of the eyes and face. Hair pieces are only allowed if abiding by natural colors and modesty. No feathers, beads, or other non-hair extension type hair pieces. Barrettes, scrunchies, and hair ties are allowed if not disruptive to learning.

*All students' hair color must be a natural color. Natural colored highlights are acceptable (brownish, blondish, reddish). Unusual or unnatural (for ex: green, pink, purple, orange, sparkled, etc.) coloring, ombre coloring, or stripes/streaks) are not allowed.

Shirts:

Students will wear a dark green or grey polo shirt daily. It will be clean, without holes, and match the color swatches displayed at school. Dark green polo will be worn to every field trip/outing. Students may wear a solid color long sleeve shirt under their uniform. In the classroom only approved grey or dark green sweaters/fleece are allowed.

Pants:

Solid color khaki, navy, black, or denim pants will be worn every school day and at all school events. No holes, staining, extreme fading, acid washed, baggy, frayed, cut, or other trendy styles. Pants must be in good repair and fit well. Hems of pant legs should touch the tops of shoes when standing. Skirts or capris in the same colors are also acceptable for girls. Skirt hems must fall below fingertips when the skirt waist is at the waist and the arms are extended toward the feet. If a skirt is worn leggings or tights are required to be worn underneath. No lower article of clothing should be of a sweatpants type material.

Modesty is required. No tights or leggings are ever to be worn without the cover of a skirt or shorts of appropriate length. No article of clothing should be tight fitting. No article of clothing should show any midriff when arms are lifted. Polo shirts may only have the topmost button undone.

On occasion "athletic wear" may be approved. Approved athletic wear includes shorts, sweatshirts, tee-shirts, and athletic pants. Shorts must come to the knees for boys and past the fingertips for girls. Shirts must be in good repair without images or slogans. Athletic pants must be in good repair and not be too tight or too baggy (sweatpants are NOT athletic pants and are not allowed). Sweatpants and hoodies are considered sloppy and not in line with the intent of the school dress etiquette.

Shoes:

Two sets of shoes will be required: one for outdoor use and one for indoor use. Outdoor shoes should be sturdy and appropriate for recess play, and all-weather conditions. Inside shoes are dependent on classroom preferences but ALL shoes must have hard/rubber soles. Lights or wheels on shoes are not allowed.

Hats:

Hats are not to be worn inside the building.

Jewelry:

Jewelry must be modest and simple. Large ornate adornments will not be allowed as they are contrary to the intent of the dress code. No piercings allowed other than in the ears for girls. The administration has the final say in jewelry that is deemed acceptable.

Artificial nails and make-up:

Nails must be groomed and clean. If painted, only muted, non-chipped nail polish is allowed. Artificial nails are not allowed which is due to infection prevention concerns as well as encouraging modesty. Make-up must be simple and natural.

Logos/Images:

Any logo/image worn on any article of clothing worn at any time during the school day should be in line with the spirit of TWCS.

**The administration reserves the right to address any additional concerns with appearance.

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. Daily learning experiences can never be duplicated, and when a student is not in attendance, they are missing a portion of their total educational experience. These absences also increase the staff's work burden. Daily attendance also offers an opportunity to exercise loyalty and commitment.

All absences (for any amount of time) **MUST** be reported through the on-line absence form.

While communicating absences/tardies with the administrator and/or teacher is appreciated, it does not satisfy the requirement of officially reporting the absence. TWCS requires accurate documentation through the on-line absence form for any missed school time. This helps keep our students safe.

The absence form may be found at: thewaychristianschool.org

Absences will be recorded as excused or unexcused. Student absences should not exceed 8 days total in a semester or 16 days total in a school year (both excused and unexcused).

If a student has 8 absences in a semester or 16 in a year, the student's record will be reviewed and recommendations made. This process will require a letter from the parents including details and pertinent documentation as well as a possible meeting with the administration to discuss the student's situation. It may also include retaining the student in their current grade for the next school year.

If a family anticipates extenuating circumstances that will cause a student to miss a significant amount of school, it is strongly recommended that they write a letter to the School Board to alert them to the situation.

Excused Absences

It is the parent's responsibility to schedule appointments, trips, activities, or other extracurricular events during non-school hours.

1. Absences that are unavoidable.

- *Examples: Illness, injury, or family emergencies.*
- BY 8:15 AM all unavoidable excused absences **MUST** be reported using the on-line absence form. If submitted late they will be unexcused. This helps us ensure the safety of the students.

2. Absences that are planned and submitted appropriately.

- *Examples: doctor or dentist appointments that were submitted three or more days prior.*
- Planned excused absences MUST be submitted using the on-line absence form.
- Planned absences can be submitted at any time in the year but must be AT LEAST THREE DAYS prior to the absence.
- If an absence is not submitted at least three days in advance it will be considered UNexcused.

Unexcused Absences

Any absence that is not submitted in line with the aforementioned parameters will be considered UNEXCUSED.

Proper submission of absences is important to ensure the safety of our students and to respect our staff's time and workflow.

Absences that do not fit the excused absence definitions are considered unexcused. The administration has the final say in whether an absence is excused or not.

For every 2 unexcused absences a notification will be sent home from the administrator.

After 4 unexcused absences the administrator will request a parent conference.

Six unexcused absences will require a letter from the parents to the School Board explaining the situation. The School Board will respond with an appropriate plan moving forward.

Leaving early

Anytime a student leaves or returns to school during school hours, a parent must check in with the office and sign their student out/in.

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.

If a student leaves school for less than 3 hours, it is counted as a half-day absence. The only exception is leaving with parent for the 1200-1230 lunch period.

If a student is gone more than 3 hours in a school day it is considered a full-day absence.

These absences will be excused if proper notification is given. If the school was not notified as outlined in the excused absence policy then the time away will be considered as unexcused.

Tardies

Tardies are disruptive to the classroom and have an adverse effect on your child's educational progress. When a student is marked tardy two days in any quarter, he/she will receive a chore to be served at recess. If they are more than an hour tardy it will be considered a half-day absence.

Make up work

Work missed for planned excused absences is due at 8:15am the day the student returns or it will not receive credit.

Students who missed work for unavoidable, excused absences will be given one school day per excused absence to complete and turn in missed assignments. There may be some experiences or class participation work that cannot be made up. A parent may request make-up work on the day of the absence by indicating it on the on-line absence form. All collectable homework may be picked up between 2:30 pm and 3:15 pm.

Parents are expected to assist their student with their makeup work. Due to heavy workload, teachers are not expected to reteach lessons. It is the parents' and student's responsibility to make sure work is completed.

**Students do not receive credit for work missed during an unexcused absence.*

Health Policies

Medication Policy

Any/all medication brought to school must be kept in the locked medication drawer in the main office. No controlled substances may be kept at school.

No medication will be administered by TWCS staff unless:

1. A signed waiver is in student's file.
2. The parent has provided medication along with instructions for administration.

Immunizations

Montana law requires up-to-date immunization records or an exemption form for each student attending school. The immunization record or exemption form must be on file with the school office before attendance. These records may be requested each year depending on age of child and expected vaccines per the recommended schedule. TWCS reserves the right to employ a volunteer registered nurse to organize, evaluate, and request documents for this purpose.

Illness Policy

We are aware of the importance of “in-person” teaching and the role that this plays in students’ lives as well as with keeping the families and staff of the school healthy. With these things in mind, TWCS Board implemented a health policy in 2020. This health policy is subject to change. TWCS students meet on campus for in-person classes on every school day. TWCS does not necessarily adhere to local public schools’ health guidelines; however, their guidelines are relevant data points in our health policy decisions.

TWCS will teach in-person and will not offer offsite learning. If the governor of Montana were to mandate the closure of all schools in the state of Montana do not assume TWCS is closing until you receive communication from the School Board.

Regular sanitation is performed at TWCS. As need dictates sanitation is increased or decreased.

Masks are not required for children but are optional for those who desire to wear them.

Sick policy

When a child has symptoms, please refer to the following list to determine necessary absence and eligibility for returning to school.

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.

If at any time a teacher believes a child has become unwell while at school the parents will be immediately notified, and the student will be isolated until a guardian arrives to pick them up. For any concerning symptoms TWCS may ask for an Advanced Provider's (MD, PA, NP) note clearing the child to come back to school.

Fever

A child may not come to school with a fever of 100 or greater. A child must be fever free for 24 hours prior to returning to school.

Vomiting and/or diarrhea:

A child may not come to school with either vomiting or diarrhea. Diarrhea is defined as 3 stools within 6 hours. The student must be free of both for 24 hours before returning to school.

Cough:

A child may come to school with a cough IF there are no accompanying symptoms (fever, malaise, sinus congestion, etc.) AND the cough does not interfere with their daily activities.

Flu:

Refer to above criteria concerning diarrhea, vomiting, coughing, and fever.

Sore throat:

A student may come to school with a sore throat IF there is no fever AND there are no white spots or significant redness noted in the back of the throat. See strep throat for more specific criteria.

Pink eye:

A child may not come to school with pink eye UNTIL they have received 24 hours of treatment drops (for bacterial cases only) AND drainage has stopped (for all cases). Note: this may mean that viral cases may need to stay home longer to allow drainage to stop.

Strep throat:

Student may not come to school until 24 hours after treatment via shot OR 48 hours after oral antibiotics have been started.

Rashes:

A new, undiagnosed rash must be evaluated by a physician or have resolved before determining whether or not a child may return to school.

Chicken Pox:

A student may return to school when all lesions are dry and crusted over.

Impetigo:

A child may return to school when all blisters are crusted, and they have received 24 hours of treatment. A doctor's note may be required.

Lice:

A student may return to school after treatment and a note of a clear scalp exam.

Pin worms:

A student may return to school 24 after start of treatment.

Ring worms:

A student may return to school 24 hours after start of treatment AND have lesions completely covered at all times in class.

Wounds:

If a child is diagnosed with a wound that involves an MRSA or staph infection, they may return to school 24 hours after the start of treatment AND must keep the wound completely covered with a DRY dressing at all times in school.

Please note that the law requires TWCS to notify parents of any communicable disease that a student had while they attended class. This includes: Covid-19, strep, chicken pox, scarlet fever, pertussis, meningitis, mononucleosis, measles, lice, and mumps.

Application Process

In harmony with our purpose of assisting Christian families with the education and nurturing their children, TWCS desires that families carefully consider the mission of the program before seeking enrollment.

TWCS is primarily a discipleship school to assist families in nurturing and educating their children. TWCS seeks to partner with families who are continually growing in their personal Christian faith and consistently involved in a local Bible-believing church. However, in the knowledge that outreach and evangelism are crucial, all applicants will be considered.

TWCS's small size and mission require careful consideration of each applicant.

Each applicant will need to demonstrate both academic capabilities and behavior aligned with the standards set forth in this handbook.

The family of each applicant will need to demonstrate an understanding of the discipleship mission and pledge partnership and support to the school, its employees, and the Board.

*All students must be successfully potty trained prior to attendance.

**Preschool students must be 4 years old by June 1 prior to first day of school. Kindergarten students must be 5 years old by June 1 prior to first day of school.

***Students who have had previous discipline problems at any school or who have learning and/or behavioral challenges beyond the capabilities of current staff will be ineligible for admission to TWCS.

Application Process:

1. Download the Handbook and read thoroughly. Understand the mission of TWCS.
2. Schedule an appointment for an initial informational meeting and tour of the school.
3. Submit the application with the non-refundable \$50 application/assessment fee (per child), as well as previous school records (if applicable). These may be submitted at the interview as described in #4.
4. Make an appointment and attend an interview with an admissions representative. This interview will include an academic assessment of the student as well as a conversation between parents and the admissions representative.
5. The administrator will either email or call with the admissions decision and explain the next steps in the admissions process. (continued on next page)
6. Once accepted, submit the \$300 non-refundable registration fee (per child).

7. Complete any applicable scholarship forms. SSO scholarship deadline is March 1 of each year and the ACE scholarship deadline is April 15 of each year.

Billing Procedures

Once a student is enrolled at TWCS, the family is responsible to fulfill the financial obligation for the entire school year regardless of whether or not the student finishes the entire year for any reason.

There are THREE options for paying tuition.

- 1) Pay annual tuition in full by check on or before August 1 of the current school year.
- 2) Pay annual tuition in TWO payments by check. Check payments may be dropped off in the black drop box in main office.
 - a) First half of the total annual tuition is due on or before August 1 of the current school year.
 - b) Second half of the total annual tuition is due on or before February 1 of the current school year.
- 3) Pay annual tuition in monthly payments. This option is only available for families that enroll in automatic ACH withdrawal. Checks will NOT be accepted for this option.
 - a) Payments will be withdrawn on the first of every month.
 - b) The first withdrawal for the current school year will be August 1.
 - i) If changes to the ACH account are made after August 1, a \$30 fee will be added to the account.
 - c) The last withdrawal for the current school year will be July 1.
 - d) Late fee policy applies to any withdrawal attempt returned with “insufficient funds.”

Late Fees:

- 1) Payment is considered late if not submitted or cleared by the 5th of the month that it is due.
 - (a) A \$40 charge will be added to the account.
 - (b) A \$10 PER DAY late fine will continue to be added to the account until paid.
- If the account is not brought current by the subsequent 1st of the month, the administrator will meet with the responsible party to determine payment in full or dismissal.

Appendix A

A Friendly Reminder

This is a quick reminder about:

As we teach our students to follow the school handbook, we want to extend grace and a friendly reminder. A red slip may be given in the future. Please sign and return.

Student:_____ Teacher:_____

Parent Signature:_____

Yellow Slip- The Way Christian School

Student:_____

Academics

☐ Failed Paper- Attached ☐ Late Work- 10 Points deducted each day ☐ Other:_____

Teacher Signature

Date

Student Signature

Parent Signature

Red Slip- The Way Christian School

Student:_____

Behavior

☐ Persistent disruption of class ☐ Willful damage or destruction ☐ Lying ☐ Cheating
☐ Disrespectful to an adult ☐ Disobedience ☐ Profane or inappropriate language ☐ Physical fighting
☐ Other:_____ ☐ Additional comments on back

Teacher Signature

Date

Student Signature

Parent Signature