

Woodway Christian School



K-8th Grade Student Handbook

This handbook is designed to assist you in answering questions and giving guidelines for what can be expected at WCS. Although every effort has been made to include all important rules and information, it is impossible to cover all aspects of school life or to foresee what changes may become necessary during the school year. Therefore, Woodway Christian School reserves the right to make any changes, additions and/or revisions to this handbook that it deems necessary for the good of the school. In the event this should become necessary, notification will be provided to all WCS families.

WELCOME

We are honored that you have chosen Woodway Christian School for your child's education. The administration and faculty are committed to the total education of your child. We are training your child to impact their world for Christ academically, athletically, artistically and socially. The most important assets on our campus are our students and our well-prepared, highly motivated faculty. We are Christians who have been called to serve God through the education of children. Our prayer is that every child who attends Woodway Christian School will experience the love of Christ and begin to lay a strong foundation for a life that is successful in every way. The curriculum at WCS is Christ-centered and challenging. Our mission is to provide a complete educational experience in a spiritual atmosphere, based on a biblical worldview, enabling our students to become Christian leaders in our society.

HISTORY

Woodway Christian School, a ministry of First Baptist Church of Woodway, opened as a preschool for three and four-year-olds in 1993. After several years of prayer, we began adding a grade a year until we reached Grade 8 in 2008. The church/school has had three additions to the building including a gym and new Children's building, which have given us room to grow.

FACILITIES

WCS currently has an enrollment of over 250 students. Woodway Christian School facilities consist of classrooms, a multipurpose room, indoor playroom, outdoor playgrounds, school library, lunchroom, computer lab, music room, resource rooms and has access to the church sanctuary, kitchen and gymnasium. In addition, [SMART™](#) and other educational technologies are incorporated into our classrooms.

PHILOSOPHY

Woodway Christian School places high value on the lives of the students in our school because we believe God wants and desires a wonderful future for each one. We stand committed to partner with families in giving their children all the love, encouragement,

and training necessary to help each one achieve their highest potential. We offer Christ's love, in faith, believing that He alone can make the real difference in our world. Through investing in the lives of our students, Woodway Christian School impacts the future by helping our students develop into emotionally, spiritually, academically, and physically mature adults who can contribute to society in positive ways for the glory of God.

MISSION STATEMENT

Providing quality Christian education, impacting lives now and for eternity.

MOTTO

Be all God planned you to be!

MASCOT

Wildcat

COLORS

Black & Gold

"Behold, children are a gift from the Lord." Psalm 127:3

PURPOSE

Woodway Christian School's objective in teaching children is to enable them:

- To become strong leaders with biblical convictions for tomorrow.
- To grow in the ability to think creatively, establish good study habits, solve problems, and develop language skills.
- To work as an individual and with a group.
- To enjoy creative expression in music, art, and play.

GOALS

Emotional goals:

- To help each student develop self-worth as a result of a loving, supportive Christian atmosphere.
- To help each student have a healthy respect for authority and all other people.
- To help each student learn a sense of fairness in dealing with other people.

Spiritual goals:

- To teach the student that the Bible is the inspired Word of God.
- To encourage scripture memorization appropriate for the age of each student.
- To teach the students how the Bible stories apply to their lives.
- To lead each student to be aware of and experience God's unfailing love.
- To teach moral and ethical standards by example.

Academic goals:

- To provide a challenging curriculum that provides the student a biblical worldview.
- To instill in each student a love of learning and reading.
- To help each student develop critical thinking skills and problem solving abilities.
- To develop an appreciation for and enjoyment of art, drama, and music.

Physical goals:

- To provide activities which aid in both gross and fine muscle development.
- To promote good health habits.
- To teach each student to have respect for his/her body as well as those of others.

ACCREDITATION

As a member of the Texas Association of Baptist Schools, Woodway Christian School is fully accredited for 4-year-old Preschool through 8th grade by the Accreditation Commission of the Texas Association of Baptist Schools and recognized by the Texas Education Agency and all of our Kindergarten - 8th grade teachers are certified.

ADMISSIONS POLICY

Non-Discriminatory Policy

Woodway Christian School admits students of any race, color, religion, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational, admission, or financial aid policies, and athletic and other school-administered programs. Admission is based on the student application and the availability of space on a first come, first serve basis.

All faiths and nonbeliever families are welcome at Woodway Christian School. Enrolled students are taught Christian principles that are integrated into all areas of school life, and students attend Bible class and weekly chapel. Even our most secular academic subjects are taught in a Christian context, and students pray during class time, before or after athletic competitions, and before snacks or meals. We also joyfully celebrate the Christian holidays.

Woodway Christian School stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the biblical teaching that birth gender is both sacred and established by God’s design. Parents or legal guardians, who choose to enroll their children in Woodway Christian School, understand that the school stands behind these and other biblical values and Christian principles. Parents or legal guardians understand and support that the school will teach these principles and biblical values with no opportunity for opting out of such teachings.

ADMISSION PROCEDURES

- Make an appointment to tour the school and meet with the Administrator
- Provide a report card from the student’s previous school, if applicable
- Complete an online application form
- Upon acceptance, payment of the non-refundable registration fee
- Take appropriate testing for proper placement if deemed necessary
- Supply immunization records in accordance with Health Department requirements
- Complete Online Enrollment
- Pay the annual non-refundable supply fees
- Attend orientation in August

Student minimum age requirements

Minimum age requirements for each grade level are determined by the age of the child on September 1st of the current year.

<u>GRADE</u>	<u>AGE</u>	<u>GRADE</u>	<u>AGE</u>	<u>GRADE</u>	<u>AGE</u>
Kindergarten	5	Third	8	Sixth	11
First	6	Fourth	9	Seventh	12
Second	7	Fifth	10	Eighth	13

Special Needs Students

WCS strives to meet the special needs of all students. WCS may lack the facilities and specialized training necessary to adequately work with certain special needs. The school therefore reserves the right to determine the admissibility of any such child weighing the particular circumstances of the child against the prospective teacher, and classroom.

Withdrawal Policy

Upon completion of the enrollment process, you have entered into an agreement to attend and pay tuition at Woodway Christian School for the entire school year. Should an issue arise which would precipitate a student’s withdrawal before the end of the school year, 30 days written notice must be given to the school office. Notification of

less than 30 days will result in a \$200 contract release fee. Monthly tuition will not be prorated. A student's records will be released when all books and materials are returned and all outstanding fines and fees are cleared with the office.

TUITION AND FEES

Tuition

WCS uses an online service, FACTS, to collect all tuition and fee payments. All families must create an online account with FACTS/RenWeb. The office does not accept payments for tuition and fees by any other method.

Registration Fee

The registration fee is assessed per student, per year and is non-refundable for any reason. It must be paid in its entirety before enrollment forms will be sent.

Supply Fee

The supply fee is assessed per student, per year and is non-refundable. The annual supply fee is due on August 5th or after enrollment is complete. It is used to pay for student expenses such as technology updates and new equipment; arts and craft activities; and student supplies such as notebooks, paper, pencils, folders, den shirts, school shirts, etc. This fee varies by grade level and **does NOT include additional reading materials requested by teachers for class.**

Tuition and Late Fees

Regular tuition payments begin in August or the first month of enrollment. Please note that our online payment portal will assess a \$40 late fee to all overdue accounts. Tuition is divided equally over a 10 month period, and there will be no refund of tuition due to absences. Tuition remains constant regardless of the number of classes or days in any given month, it is not prorated. **If tuition is not received, the student may be suspended from school beginning on the first school day of the following month until the account is made current.**

ATTENDANCE

WCS complies with ACTABS accreditation in offering 175 days of instruction.

School Hours

½ day Kindergarten	7:50 am - 11:30 am
Grades K – 8	7:50 am - 3:10pm

Arrival

WCS will receive students from 7:40 am to 7:50 am each morning. Students and parents are not to enter the building before 7:40 am unless they have a scheduled appointment. Kindergartners must be escorted from the carpool line by a teacher. First

through eighth grade students are not to enter the building until a teacher is on duty to greet them at the door.

- ½ & Full day Kindergarteners will arrive/dismiss at the East side/School Office doors
- 1st-5th Graders will arrive/dismiss at the West side/Horseshoe drive doors
- 6th-8th Graders will arrive at the Horseshoe doors and dismiss at the gym door
- Older siblings will arrive and dismiss with youngest siblings at their door

Tardiness

Any student arriving after 7:50 am is considered tardy. Students miss important instructional time when tardy. In the event a student is tardy; the student will be given a tardy slip either by the school office or the teacher that is present at the time of drop off. If no teacher is present at the drop off area, the parents **MUST** walk the student into the school office to sign him/her in and the student will then receive a pass into class. Please note that at WCS, **5 unexcused tardies will equal 1 day unexcused absence.**

Extended Day

Extended Day is available for half-day Kindergarten students on Monday, Tuesday, Wednesday, and Thursday afternoons from 11:30am to 2:30pm. All students will need to bring a lunch and a rest mat on the day(s) they stay for Extended Care. Please bring your child's pick up name card, or send it with your pick up person. All students will need to be picked up inside the preschool area of the building. See the WCS Fee Schedule for pricing. All Extended Care charges will be billed through our online payment portal. We are not staffed after 2:45pm for child care so parents picking up students late will be charged a fee to cover additional staff costs. Students picked up 10-15 minutes late will receive a \$5 late fee, students picked up 16-30 minutes late will receive a \$20 late fee, students picked up 31-45 minutes late will receive a \$30 late fee, and students that are picked more than 45 minutes late will receive a \$40 late fee.

After School Care

After School Care is available from 3:10 pm-5:30 pm Monday – Friday for Kindergarten through 7th grade students provided by Champion Zone. Please see the WCS website for the cost of the program. Excessive late pick up will result in removal from the program.

Dismissal

Kindergarten-8th grade students will dismiss at 3:10pm from the carpool lines. Please have transportation cards visible in car windows. For pick ups with no card, please contact the school office, as no students will be released without permission from a parent or guardian. ***All students not picked up by 3:20pm will be charged a late fee if no arrangement has been made with the office.***

Absence Policy

School officials actively enforce the state compulsory attendance laws. If your child is absent from school for 10 or more days OR partial days within a six-month period in the same school year or on three or more days OR partial days during a four-week period, or more that 18 days per year legally you would be eligible to be prosecuted for contributing to truancy. We don't ever want to be put in that situation and ask for your cooperation in making sure your child is in attendance.

There are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if he or she is sick and will not be at school that day, we ask that you email or call the school office to let them know of the absence. **Whenever a child is absent from school for any reason, she or he must bring a note signed by you explaining the reason for the child's absence when she or he returns to school OR a doctor's note.** If the child does not bring a signed note, the absence will automatically be classified as unexcused.

Students who are absent during the day, even if they are not ill, may not attend extracurricular activities after school hours. Students must also be present for at least 50% of the day to be able to participate in extracurricular activities. Exceptions can only be made through the school office.

Doctor and Dental Appointments: Tardies will be excused for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals if the student attends school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and, if necessary, the time the student left the doctor's office.

If the doctor's appointment is at the end of the school day, it will still be marked as excused if a doctor's note is presented. The doctor's note must be received by the school office the day the student returns to school. All medical absences are noted as excused. The student will be required to make up any missed work and it is the responsibility of the student to get that work and communicate with the teacher.

According to TEA guidelines, the reasons for an excused absence are as follows:

- *illness of the student
- *death in the family
- *doctor and dentist appointments
- *hazardous road conditions
- *extraordinary circumstances approved by the administrator

Family vacations, weddings, or family outings are not considered excused in absence or tardiness. It will be up to the teacher's discretion as to whether or not any missed work may be made up. If you have extenuating circumstances, please ask to speak with the School Administrator.

Separate and apart from the compulsory attendance requirements, students must

attend school a certain amount of time in order to receive credit for their academic work. State law requires students to be “in attendance” for at least 90% of the days a class is taught during a semester. Anyone picking up a student before class time is over must sign him/her out at the school office before the student can be released. Please email your student’s teacher as soon as you know that your student will be leaving early.

CHARACTER DEVELOPMENT

Chapel Services

Chapel Services are held each Wednesday to offer a special time for the Pre-K 4 through 8th grade student body to come together in praise and worship, prayer, and Biblical teaching. Each week WCS has a special speaker who brings relevant and age-appropriate messages to the students. Pre-K 4 - 8th grade students must wear the required Chapel uniform each Wednesday. Please see the uniform policy for more details.

Missions Training

As a part of our mission to equip students to successfully accomplish the purpose for which God created them, all grades participate in Missions and Outreach training. This is a structured program designed to develop an awareness of missions, beginning within one’s own family and reaching out to the community and the entire world. Classes participate in age-appropriate missions and outreach locally, nationally and internationally.

EDUCATIONAL POLICY

Woodway Christian School strives to create an atmosphere where learning takes place naturally. Emphasis is placed on high academic standards, self-discipline, and character building, as the students grow in body, mind, and spirit. God’s truths are integrated into all areas of learning. Instruction is teacher directed and student centered with a strong “hands-on” approach to learning. Our goal is to maintain an atmosphere of mutual respect between teachers, parents, and students so learning flourishes.

Maximum Class Size

Classes will be limited in number to provide quality teaching. The teacher to student ratio for Kindergarten is 1:12, Elementary (1st - 5th) is 1:15, and Middle School (6th-8th) is 1:18.

Curriculum

The instructional materials used are strong in presentation and sequential review. This allows the students to be presented with new information while reviewing and using what has previously been introduced. Our entire curriculum meets all Texas Essential Knowledge and Skills requirements. The Saxon Phonics program is used for teaching basic reading and spelling in Kindergarten and Grade 1. The McGraw Hill Reading Series supplements this program for Grades 2 through 6. Glencoe Literature and

Writer's Choice Grammar and Composition are used for Grades 7 and 8. The Math text for Grades 1 through 5 is Pearson's Envision Math and Everyday Mathematics: The University of Chicago School Mathematics Project. The Math curriculum for Grades 6, 7 and 8 is Prentice Hall: Courses 1.2, and 3. The curriculum for Social Studies is a combination of A Beka and Harcourt Press Studies Weekly. Texas History for Grade 7 is Holt, Rinehart & Winston: Holt Texas. History for Grade 8 is American Nation through 1877: Prentice Hall. The Science curriculum is Bob Jones. WCS uses Realidades for Spanish. The Bible curriculum is Positive Action. The Health curriculum is A Beka. A Bible lesson is presented in the classroom each day. All students attend a weekly Chapel service.

Subjects Offered:	<u>Core Curriculum</u>	<u>Enrichment</u>
	Language Arts	Physical Education
	Reading	Orchestra
	Spelling	Music
	Grammar	Art
	Handwriting	Computer Skills
	Writing	Spanish
	Mathematics	Drama
	Science	Missions
	Social Studies	Clubs
	Health	Athletics
	Bible	

Textbooks

The school issues all basic classroom textbooks to the students for use during the school year. These textbooks remain the property of WCS and should be treated as such. The condition of the textbook will be recorded at the time of issuance and examined again upon return at the end of the school year. Books that are taken home must be brought back to school daily, as the books are used in class and we do not have extra textbooks.

The replacement cost for a lost book must be paid before a new book will be issued. Payment should be made through our online payment portal. Report cards will not be issued until the student's textbook record is clear. The cost involved in replacing a textbook ranges from \$8 to over \$100.

Homework

Teachers are expected to give reasonable homework assignments. It is the intent of Woodway Christian School to cover the subjects in the classroom and provide time for independent study to prevent excessive homework. For Kindergarten through Grade 2, the homework load will range from 15-20 minutes a night; Grades 3 through 6, 30-45 minutes a night; and Grades 7 through 8, 45-60 minutes a night for students working at an average pace. The administrator may grant exceptions to this policy under extenuating circumstances.

Assignments

All assignments will be completed and turned in to the teacher. If a teacher places enough educational value on a task to assign it then the student will complete the assignment. The second day an automatic 25% deduction will be incurred. The third day a 50% deduction will incur and the following days a zero will be given for the completed assignment. A student will be suspended from all extra-curricular activities until the assignment is completed.

Grading Process and Reporting Procedure

Report cards are issued at the end of each six weeks. Parents are asked to sign and return the cards within three days. The grading scale is as follows:

E = Excellent	A = 90-100
S = Satisfactory	B = 80-89
I = Improving	C = 70-79
N = Needs Improvement	F = 69 and below
U = Unsatisfactory	

Make-up Work

It is important that students learn good study habits and responsibility in completing make-up work. Students with excused absences will be allowed to make-up the work within a reasonable length of time. Normally, students will have two days for every day missed to make up the work. Teachers will be available to assist in making up the work but it is the parent's/student's responsibility to determine what work has been missed and ensure that the work is made up. Please refer to the individual teacher's policy on make-up work.

Retention

Standardized tests, report card grades, and teacher recommendations will be major factors in determining the need for retention. The administrator will work closely with the parents and teachers in deciding the proper course of action.

Standardized Testing Program

Students in Grades 1 through 8 will be given a standardized achievement test each year in an effort to reveal progress or lack of progress. The results of these tests will be filed in the student's individual permanent record.

COMPUTER AND INTERNET USE

The use of technology in education presents many exciting opportunities for teachers and students at Woodway Christian School. These opportunities present themselves with many responsibilities as well. The goal of internet connection is to expand research and communication, to encourage technological innovation, and to allow worldwide interaction with other institutions.

WCS Acceptable Use Policy for Technology

Woodway Christian School provides computers, SMART boards, SMART tables, internet use, and online storage of data for educational purposes.

Elementary Acceptable Use Policy

- I will only use the Internet and computer with the teacher's permission, and for the purpose that the teacher has requested.
- I will respect copyright laws and will make sure to show where I found information, and will not copy it without permission.
- I will not enter inappropriate or hurtful language into the computer.
- I will stay safe on the Internet by making sure that I never share personal information, like my full name, address, or telephone number. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
- I will let my teacher know immediately if I see anything on the Internet that is inappropriate or that makes me uncomfortable.
- I will respect the school computer equipment. I will be sure to take good care of the equipment I use, and will not change any desktop icons, controls, or anyone else's files.
- I will only use my own passwords that have been given to me by the teacher.
- I will only download information onto school computers under the direction of my teacher.
- I will only use email for a class project directed by my teachers.
- I will not buy or sell anything using the school computer.
- I understand that I will only be able to use school computers if I follow all rules put in place by WCS.

Middle School Acceptable Use Policy

In addition to the rules above, middle school students will be asked to follow these additional guidelines below.

- I will not upload, link or embed an image of myself or another student to a non-secure, public site without my teacher's permission.
- I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use

language that is obscene.

BYOD (Bring your own device) Policy

Woodway Christian School allows students to bring technology devices from home, i.e. phones, tablets, computers, for use at school. The following rules apply to student's use of those devices while at school.

- I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property.
- I will not take photos or record video of any student, teacher or administrator unless I have that individual's express permission to do so.
- I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
- I understand that my device may be confiscated at any time and that a teacher or administrator may view the contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
- I understand that the district is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured in a locked locker.

MEDICAL INFORMATION

Illness

Students who, within the previous 24-hour period, show signs of illness such as temperature over 100°F, acute cold, heavy nasal discharge, constant cough, unexplained rash, vomiting, or diarrhea cannot be accepted in the classroom. If a student becomes ill during the class day, he/she will be isolated until a parent can be reached to pick him/her up from school and the same 24-hour rule applies. WCS will give notice in the event of any contagious disease within the school. Students may not participate in after school WCS intramural events if they go home sick during the day. Teachers will report minor bumps and scrapes that happen as a normal result of children playing or participating in physical activity.

Medication

Teachers may not give medication. If prescription medication is required to be given during school hours, please contact the school office for appropriate forms and information.

Return to School after Illness

A student with fever or other symptoms of illness must be fever-free and symptom-free for 24 hours (without the aid of fever-reducing or symptom-reducing medication) before returning to school. Fever is defined as 100°F or higher.

Health Screenings

Students in Kindergarten; grades 1, 3, 5, and 7; and all new students will receive vision and hearing screenings each year. Scoliosis screening will be given for grades 5 and 8.

Immunizations

Texas State Law mandates a current record of immunization to be required as a part of your enrollment process. Failure to provide these records in a timely manner may result in your student being excluded from school until the records are brought up to date. The school will review the immunization records and will notify parents of the need for further vaccination to comply with established guidelines. For those parents with further interest regarding details of vaccination guidelines please contact the school office. WCS has the right to decline admission to any child who is not current with their immunizations or who presents any record of exemptions from standard immunizations, including religious and medical exemptions.

Emergencies

WCS will exercise reasonable care and judgment in all matters related to the welfare and safety of the students. In case of accidental injury, a staff person will immediately attempt to contact a parent and, if necessary, 911 will be contacted. A staff person certified in CPR of children and first aid will be present at the school at all times. Please notify the school office if there is a change in your telephone number(s) at work or at home or if any other emergency notification information changes. It is important for this information to be up-to-date so you may be notified in case an emergency situation arises. In case of an evacuation, students will be transported by teachers to the Woodway Fire Department located at 920 Estates Dr., Woodway, TX 76712, phone number 254-772-4470. The office staff will assist any students with special needs.

Liability

WCS is not liable for accidents occurring to students while they are in its care. Liability for the acts of the student while they are under the care of WCS is the responsibility of the parent or guardian.

DISCIPLINE POLICIES

Discipline Philosophy

Students are encouraged and expected to maintain appropriate behavior at all times. School and classroom rules are distributed and discussed on a regular basis. Students will be guided verbally in a loving manner. Redirection is used to encourage positive classroom participation. Students are responsible for their own actions and should conduct themselves in a manner that displays respect for authority and for fellow students. If a discipline problem should arise, the teacher will work with the student to correct the situation. If necessary, the teacher will involve the administrator in a conference. Parents will be informed of any such conference.

Every attempt will be made to instill in each individual an understanding of the necessity

of the discipline and the potentially positive outcome. When all methods for helping a student have been exhausted without positive results, or a student (or his/her parents) is not cooperative in carrying out disciplinary procedures, or a behavioral problem is an extremely serious offense, it may become necessary for the student to leave for the greater good of the student body. This is not a desired occurrence and a great deal of effort will be made to prevent it from happening.

Purpose of the Policy:

- To provide positive reinforcement for positive behavior.
- To establish a clear description of the types of behaviors that are considered unacceptable.
- To set forth the disciplinary measures that will be used to deal with unacceptable behavior.
- To provide communication between all parties/individuals - parent, student, teacher, and administration - concerning the cause for the discipline and the action taken.
- To provide for accurate record keeping of disciplinary action so that discipline may be administered throughout the school in a firm, fair, and consistent manner.

Policy Boundaries

The discipline policy applies to students while they are on campus, on WCS field trips, or at school functions. Their behavior at other times or places is the responsibility of the parents and not of the school. Behavior that impairs the Christ-centered testimony of the school, however, cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

Parent Responsibilities

Parents have been given the responsibility by God for the discipline of their children. As a WCS parent, you have conferred this authority upon teachers and administrators during the school day and at school activities. If a parent has questions or disagreements regarding disciplinary actions, it is his or her responsibility to immediately discuss them with the teacher involved and not to bring the grievance to other parents, faculty, or students. For matters not resolved with the teacher, parents are encouraged to visit the administrator.

Student Responsibilities

A WCS student is expected to conduct him or herself according to the highest Christian standards of honesty, integrity, responsibility, and love. In harmony with the principles of Scripture, the rule by which a young person is to live is the conscious striving for God's

approval and the protection of his/her Christian testimony.

Teachers and Staff

Campus leaders are responsible to God for the lives placed under their care. They have the authority from the parents to discipline within the limits and guidelines of the discipline policy. It is also their responsibility to work with parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken and being available to parents and students for discussion and counsel.

Administrator

It is the responsibility of the administrator through personal observation, examination of records, and whatever other means are deemed practical, to see that the proper standards of discipline, within the guidelines of the discipline policy, are being uniformly maintained throughout the school and to communicate that status to the WCS Committee.

Classroom Discipline

Students are to conduct themselves appropriately in the classroom. Specific behavior guidelines are to be distributed, posted, and discussed by each teacher at the beginning of the school year. Most behavior problems occur and are handled at the classroom level and may be dealt with by the teacher.

Serious Offenses: Serious offenses are referred directly to the administrator for immediate action and may include suspension or expulsion. Suspension may include temporary removal of the student from the classroom or **immediate removal** from the school campus for up to three days.

Expulsion is permanent removal from the school. Listed below are some of the behaviors that would be considered serious offenses.

Cheating: Cheating includes the unauthorized copying of other students' work, copyrighted materials, or plagiarism.

Fighting: Fighting is not an acceptable Christian way of settling differences. The administrator may take into consideration such factors as bullying or excessive provocation and assign suspension or expulsion as warranted. However, a penalty up to and including suspension will be considered for any student who, in the course of defending him/herself, causes intentional physical harm to anyone.

Profanity, Profane Language and Gross Disrespect: This is considered as "Discourteous behavior" and "inappropriate language."

- Profane Language includes gross sacrilege, vulgar language (such as the use of sexually-oriented profanity), and obscene gestures.
- Gross Disrespect of authority includes either open defiance or active

resistance, which may be belligerent or vulgar in nature, toward a teacher, staff member, or other adult volunteer.

Prohibited Items

Our school prohibits the possession or use in any form of tobacco, alcohol, weapons, pornography, or the unlawful possession of drugs, by any person for any reason at any time on the school premises, on a school field trip, or at any other school-related function. Possession or use of any of these items will result in disciplinary action up to expulsion.

COMMUNICATION

Email

Our school uses email as a major form of communication. Please make sure that the school office has a valid email address at all times.

School Website

Please refer to our school website, www.woodwaychristianschool.org, for all information about our school. The Parent Resources tab will show links to our most recent policies, classroom information, Land's End uniform ordering, FACTS/RenWeb, and more.

Calendars

All of our classes have online calendars with important information including weekly announcements, events, and important activities located on our website: <http://woodwaychristianschool.org/classroom-information/>.

Social Media

WCS has private accounts on Facebook, Twitter, and Instagram for all families who are interested in requesting access to follow us. Please note that we will follow the privacy information collected during enrollment when using student photos and information.

ParentsWeb

ParentsWeb is our online parent portal, where you can find information regarding grades, online payments, and hot lunch orders. New families will need to create an account. Simply click on the create a new account link and follow the instructions. Here is the link to the ParentsWeb login page: <https://fw-tx.client.renweb.com/pw/>. You can also find this link on our website at www.WoodwayChristianSchool.org, under the Parent Resources tab. Our school code is FW-TX. Returning families that have already created an account will continue to use their same username and password. The ParentsWeb system is also used for online enrollment, tuition and fees, plus student demographic data. We encourage you to check ParentsWeb on a regular basis to keep up with student grades and payments.

Parent Conferences

Good communication is important in building a relationship between school staff and

parents. Please keep your child's teachers informed about any significant events happening in your child's life. Suggestions you might have to help meet the needs of your child more effectively are welcome. Your child's teacher or administrator will schedule conferences upon request at times other than classroom times. Conversations in the child's presence will be avoided. Classroom visits or observations should be arranged in advance, if possible. Parents should sign in at the office and wear a visitor name tag while visiting WCS.

Questions and Concerns

If you have a question or concern that cannot first be addressed by your child's teacher, please contact the school office to arrange a meeting with the administrator to discuss your concerns.

Weather Closings

If it is necessary to close the school due to weather conditions, it will be announced on local television stations, the school website, and social media.

Field Trips

Several field trips are scheduled throughout the year as enrichment to areas of study. Occasionally an additional fee may be charged. Advance notice will be sent home. Parents are invited to participate, as it is parental help that makes these experiences possible. All students will be secured in individual seat belts.

Class Activities

WCS will celebrate Christmas, Valentine's Day, and Easter with parties. Though each party will have a designated parent in charge, all parents are invited to participate. A room parent volunteer will be responsible for communicating party information. Arrangements should be made for the care of siblings during the parties in order to provide the best environment for the class, as they are not allowed to attend parties.

Birthdays

Birthdays are very special. Therefore, students are recognized in honor of their birthday. Parents may send or bring refreshments and other party goods to help celebrate during a time arranged with the teacher.

Parent Volunteers

WCS welcomes parental participation and encourages families to volunteer time at our school. Our PAWS (Parents and Wildcat Supporters) organization coordinates many school fundraisers, volunteer sign-ups, and a wide variety of functions including: book fair, Box Tops collection, teacher lunches, reward parties for dens, spirit shop, teacher appreciation week, and much more. Please email paws@wcswildcats.org to sign up or get more information.

DRESS CODE

The Bible teaches that both boys and girls are to be modest. One dictionary describes modesty as “an avoidance of extremes in dress and action.” As a Christian school this means that our students should carefully avoid any action or any style of clothing that identifies us with the world or that draws attention to any specific part of the body. Therefore, the WCS uniform committee has adopted this uniform policy and will adhere to it throughout the year.

Uniforms will be worn 4 days per week (Monday through Thursday). Students are required to be in full uniform on the first day of school and each day thereafter. Exceptions are made on Fridays and some special dress days. Students will be notified of any special dress days (i.e. field trips, pajama day, etc.). Parents/Guardians must purchase student uniforms from Land’s End School Uniforms.

A separate WCS Uniform Rules packet is available to cover all uniform rules and guidelines.

LIBRARY

Students have library time a minimum of one day each week. Books are checked out for one week at a time. If a book is lost or damaged, the student is expected to pay for replacing the book.

LUNCH & SNACKS

Students are to bring their own lunch each day. An option to purchase a “hot” lunch to be brought in to the students is available several days a week. You will be able to order these hot lunches through our RenWeb program and all payments will be made through Smart Tuition. The ordering window is usually a few days and is done a month at a time in advance. You will receive notice by email of when it is time to order the lunches. The school website has a link for instructions under the Parent Resources tab.

Snacks are at the discretion of each teacher. Water bottles can be brought from home to be used in the classroom.

ADMINISTRATIVE STRUCTURE

WCS Committee members are selected by the First Woodway Baptist Church and serve as an advisory body to the school. To see the current list of WCS Committee members, please see the school office.