

ACHIEVEMENT TESTING (Grades 3-8)

In preparation for the week of Achievement Testing, we ask that vacations not be scheduled and, whenever possible, doctor appointments be scheduled for the afternoon hours. Especially during Achievement Testing, please make sure that your child(ren) get plenty of sleep and eat a healthy breakfast. Also, we cannot admit students to the classroom once testing has begun; therefore, we thank you for the timely arrival of your children. If two or more days of Achievement Testing are missed, the test does not get made up.

ANTI-BULLYING POLICY

Philosophy

It is the goal of West Fallowfield Christian School to provide a safe and nurturing environment for the children who have been entrusted to our care. As a part of creating a safe, secure, and positive place to learn and grow, we will not tolerate any action that constitutes bullying. As Christians, we are called to both love God and love our neighbors.

Part of loving our neighbors is to intentionally care for "the least of these." It is our intent to ensure that this is not only to protect students who may be potential victims, but also, to encourage through our words, and promote in our actions, positive character development. It is our aim to teach students how to participate in "right relationships" that promote growth in relationship to God, each other, and the broader community.

Definition

Bullying occurs when a person is exposed to one or more negative actions or implied actions that are intended to hurt, threaten, or frighten for the aggressors own gain or gratification. Students may be bullied because of appearance, ethnicity, social or economic status, academic achievement, faith or family values, interests, hobbies, or for any number of reasons.

The behavior of bullying can manifest itself in various forms, including but not limited to: physical, verbal, social and cyber-bullying.

1. Physical Bullying – hitting, kicking, and destroying the property of another or any physical aggression.
2. Verbal Bullying – teasing, name calling, put downs, sarcasm, the use of ethnic slurs, or any other attempt to demean others through words.
3. Social Bullying – gossiping, starting rumors, exclusion, or any action that may cause another student to be ostracized.
4. Cyber-bullying – bullying (as defined above) through email, instant messaging (IM'ing), chat room exchanges, website posts, or digital messages or images sent to a cellular phone or other personal electronic device.

Response and reporting procedures

Once a behavior is identified, school personnel must report and/or investigate all incidents of bullying/intimidation and take appropriate action, whether they personally observe incidents or are made aware of them by some other means. Reporting, investigation, and action must occur even if the victim does not complain, and even if the victim does not express any overt disapproval of the bullying/intimidating act. All incidents of bullying will be documented and submitted to the office to be kept on file.

Staff members will intervene immediately or in a timely fashion to address the behavior. The intervention will consist of identifying the appropriate behavior, meeting with the students involved individually, sending documented communication to the parent/guardian of the child acting as the aggressor, and may include the involvement of the administration. Repeated or severe incidents of bullying/intimidation require a mandatory meeting with the administration and parents/guardians. Information regarding any complaints of bullying/intimidation shall be treated confidentially.

Process for teacher intervention

1. Identifying bullying behaviors.
2. Stop the behavior.
3. Debrief the student or students.
4. Report the incident using the referral sheet available in the office.
5. Make a parent contact.
6. If necessary, initiate administrative involvement.

Procedures after an administrative involvement

1. An immediate investigation will be completed, which may include verbal and written statement for the purpose of documentation. All components of the investigation and all information will be kept confidential.
2. All parties and their parents will be notified of the following:
 - a. Bullying and/or intimidation are unacceptable behaviors and will not, in any form, be tolerated at West Fallowfield Christian School.
 - b. Consequences will occur for inappropriate behavior.
 - c. Retaliation against victims or witnesses will not be tolerated.
3. Consequences will be assigned which may include, but are not limited to, the following:
 - a. Verbal warning/reprimand.
 - b. Written warning/reprimand entered in student's file.
 - c. An apology written to the victim.
 - d. A restorative discipline meeting.
 - e. Loss of privilege to participate in extra-curricular activities for a specific period of time.
 - f. Community service
 - g. Suspension
 - h. Other consequences deemed appropriate by the school.

ATTENDANCE/ABSENCES/TARDIES

Parents should notify the school when their child will not be in school due to illness. If we do not receive a call from the parents, the office may call to verify the student's illness. The day following an absence, the student shall bring a written excuse card signed by a parent (included in the school calendar).

The responsibility to report an absence by way of a completed excuse card lies with parents. ABSENCES WILL BE AUTOMATICALLY APPLIED TO THE UNEXCUSED CATEGORY WHEN THE EXCUSE CARD IS NOT RETURNED TO SCHOOL WITHIN SEVEN DAYS FOLLOWING AN ABSENCE.

Regular and prompt school attendance is important. Students traveling by car should arrive between 8:40 and 8:50, so they are ready for classes when they begin at 8:55 a.m. Students arriving after 10:00 a.m. or departing before 2:00 p.m. will be charged a half-day absence.

Parents are urged to consider the health of staff and other students when deciding if their child is too ill to attend school. Due to the contagious nature of pink eye and ringworm, we will need to confirm that the student has received treatment. For head lice, inspections by the school nurse on three consecutive mornings shall show the head to be clear of lice in order for the student to return to school.

Absence categories:

1. Excused Absences
 - a. Illness – Students absent due to illness. In general, absences exceeding three consecutive days require a doctor's note. Parents are encouraged to arrange dental and eye appointments outside school hours whenever possible.

- b. Funeral – Funerals of close family members or friends are deemed approved absences.
- c. Approved trip – Approved family trips (defined as traveling with one’s parents) having an educational benefit fall in this category. A guideline of seven school days or less should govern the length of absence in this category in any school year. Days exceeding the 7-day limit shall be deemed unexcused. Hunting with family members and family days fall into this category. **Approval must be granted prior to an absence in order for it to be an excused absence.**

2. Unexcused Absences

- a. Failure to receive excuse cards for an excused absence within seven days of the absence.
- b. Educational trips with individuals other than the student’s parents.
- c. Excused trip days exceeding seven days in a school year.

3. Illegal

- a. Student is truant from school.
- b. Excessive absences from school in the unexcused category.

Tardies: Parents are highly encouraged to get their children to school promptly by 8:50 a.m. Students arriving late disrupt the flow of the class as well as distract other students in the class. If students arrive after 8:50 a.m., the following actions will take place:

- 1. After a student arrives late to school three (3) times, the student’s teacher will notify the parents via email regarding the student’s tardiness.
- 2. After the student arrives late to school five (5) times, the office will contact the parents via phone regarding the student’s tardiness.
- 3. After the student arrives late to school ten (10) times, the office send a letter to the parents regarding the student’s tardiness.
- 4. Unexcused absences and the amount of days a student is tardy will appear on the student’s report card.

BAND/PIANO LESSONS

The WFCS band meets weekly for qualifying students who are taking instrumental lessons. Lessons are available for students in grades 4 – 8 who wish to play a band instrument. Arrangements for instrumental lessons are made at additional cost to the student. Opportunity is provided in September for new students to sign up for lessons and instrumental rentals.

Piano lessons are also available for a limited number of students in grades 2 to 8 at an additional cost. Arrangements for lessons are made in September.

BIBLES

Students in grades 5 – 8 need to have a personal Bible for use in Bible class. It should have a cross reference, a small concordance and some maps. It does not need to be a new Bible. This Bible will become an important study tool.

BICYCLE RIDING

For the safety of our students, bike riding to school is discouraged. Students who bike to school do so at the responsibility of the individual family. A phone call to the school office giving notice is required. Bicycles shall be locked and parked under the pavilion.

BIRTHDAYS, SNACKS AND FOOD ALLERGIES

Due to the number of students with severe food allergies, foods containing peanuts or peanut products should be avoided as classroom snacks to be shared on "special" days. Please contact the office or the classroom teachers should you have questions concerning a specific treat.

Children in the elementary grades like to share their birthdays with their classmates at school. If you wish, you may bring cupcakes, cookies or another treat, or purchase a book for the classroom library in honor of your child. If you have a home party, we encourage you to invite the entire class. Please do not send invitations to school if the entire class is not invited to help prevent hurt feelings.

Snacks and water bottles may be packed in accordance with the teacher's policy. Preschool and Kindergarten students have snack time scheduled into their day.

BODY PIERCING

Body piercing (i.e., nose, tongue, abdomen, etc.) is not part of our appearance code. For girls, earrings are permissible but should be non-ostentatious. Earrings are not permissible for guys.

CELL PHONES

Cell phones are not to be used as part of our school day and should not be seen except in the case where transportation arrangements are necessary at the end of an after-school practice or activity. Parents should continue to channel all phone communications through the school office during the day. In no case should phones be used here at school for purposes other than communication with parents or an emergency situation. Phones that are out of a student's backpack or locker throughout the day will be held until contact is made with the student's parents.

CHANGE OF CLOTHING FOR PRESCHOOL, KINDERGARTEN AND FIRST GRADE STUDENTS

Parents may elect to send a change of clothing to be kept at school in the event of a mishap. Otherwise the office will call for parents to bring a change of clothing when needed.

CHAPEL/DEVOTIONS

Devotions are held in the classroom each morning with the exception of Wednesday when chapel is scheduled. Parents, pastors, and other community members share with the students once a week. This is a time for us to worship together as a student body. Parents are welcome to join the group for chapel any Wednesday from 9:15 to 9:40. Each elementary grade will have an opportunity to present a chapel program during the year. Preschool students will attend the elementary chapels, and other chapels which are age appropriate.

COMPUTERS

Elementary classes have classroom computers. They may also work in the computer lab under the supervision of classroom teachers or aides. Students in grades 3 – 8 have formal computer instruction and may work in the lab with teacher supervision.

DESK AND COAT AREAS

A place is provided for all students to store their coats, books, lunches, and personal belongings. These areas shall be kept neat and orderly at all times. Desks and tables shall be kept clean and unmarked. All students will be expected to help keep rooms neat and tidy.

Lockers (Grades 5-8) are to be free of stickers inside and out. Magnets may be used to hang items on the inside.

DISCIPLINE

1. Teachers shall be responsible for discipline of students under their supervision with the following understandings:
 - a. Discipline of students shall be consistent.
 - b. Discipline will be most effective when administered immediately.
 - c. The administering of disciplinary actions shall be commensurate with the offense.
 - d. Neither the level coordinator nor principal will intervene in a teacher's routine disciplinary cases unless asked to do so. If a case is referred to the level coordinator or principal, he/she will deal with it as seems best for all involved.
 - e. The teacher shall notify the level coordinator of major infractions and continuing minor infractions. The level coordinator shall then notify the principal and the parents/legal guardians of major infractions, continuing minor infractions, and any disciplinary actions being considered. Telephone and/or face-to-face conferences shall be used to notify parents/legal guardians. The principal shall be a party to all decisions and actions at the point when he/she becomes notified by the level coordinator.
 - f. Anecdotal records of the behavioral history and the disciplinary process shall be kept by the teacher and coordinator and filed in the school office.

2. Suspension and Expulsion
 - a. For major infractions or continuing minor infractions that require stronger disciplinary measures, the student may be removed from the classroom immediately until parents/legal guardians can be notified and a conference scheduled. Parent/legal guardians, faculty member involved, level coordinator and the principal shall determine the disciplinary action to be taken. This action may include in-school suspension, out-of-school suspension, expulsion, or other action suitable to the misbehavior.
 - b. In-school suspension shall not exceed five days per incident.

3. A student under suspension is required to fulfill all the obligations of schoolwork and will be graded accordingly.

Bd. Policy Code 154

DRESS CODE

Within the WFCS community, our desire to follow scriptural truth affects the way we dress. Varied preferences in how we dress exist among families. An acceptance of dress guidelines is important in light of these variations.

WFCS dress guidelines address Biblical and Anabaptist perspective on modesty, simplicity, safety, a concern for neatness and orderliness, and a common sense approach to attire suitable for the activity, whether in the classroom or on the playground.

Parents purchasing clothing for students according to the standards below will contribute to a positive learning environment for their children.

General

Clothing shall be neat, clean, and in good repair. Torn clothing, even if purchased new in that way, is not acceptable.

Jewelry should not be ostentatious or excessive.

Camouflage (hunting, military or digital) of any color is not allowed on clothing, backpacks, lunchbags, accessories, jackets, etc.

Sweats, shorts, spandex tights, and similar casual wear are for PE and after-school sports only and not for general school daywear.

Dress shorts or capris, of a length not to exceed three inches above the

knee cap, may be worn during the warmer months of August, September, October, April, May, and June. Sport shorts are not appropriate attire during these warm weather periods.
Hats and visors are not to be worn in the school building.
All clothing should be in good taste and be congruent with the mission of WFCS.

For the girls

Dresses, skirts and blouses, slacks, and jeans are appropriate styles for classroom wear. Girls wearing dresses, skirts, and jean shorts that are of a modest length, not to exceed three inches above the knee, will be appropriately dressed. Clothing with a camouflage pattern (hunting, military or digital) is not appropriate. Sleeveless shirts, tank tops, and tops with narrow straps are not acceptable.

For middle school and grade five students: dresses, skirts, blouses and attire with sleeves are considered appropriate. Shirts and blouses must have obvious sleeves and should not reveal midribs even when placing one's books in the locker. Shirts and blouses must completely cover the shoulders and should not reveal undergarments and shoulder straps. Tight fitting and low cut clothing should be avoided. Clothing with a camouflage pattern (hunting, military or digital) is not appropriate.

Hair Color: Natural hair color is allowed. Unnatural hair color is not permitted.

For the boys

Slacks or jeans are appropriate for classroom wear and shall hang from the waist. Shirts with sleeves are considered appropriate. Lettered tee shirts shall be in good taste and not represent ungodly ideas. Clothing with a camouflage pattern (hunting, military or digital) is not appropriate. Hair color should be natural. Earrings shall not be worn.
Hair Color: Natural hair color is allowed. Unnatural hair color is not permitted.

Sports wear

Middle school students are required to purchase shorts for PE from the school store. These shorts will also be used for athletic uniforms.

PE – Tee shirts with sleeves are considered appropriate for practice and PE.

Indoor sports – Team members shall wear WFCS issued team shirts with shorts. Sweats are suitable alternatives.

Outdoor sports – Team members shall wear WFCS issued team shirts with shorts, sweats, or pants.

For physical education, including athletic practice and games, shirts with sleeves are appropriate attire, as well as shorts that come down to at least the middle of one's thigh. Shorts are not to be rolled up.

These guidelines serve as the framework within which the administration and staff will make final disposition regarding clothing selection. Parents will be contacted when students come not appropriately dressed and may be asked to pick the student up or bring a change of clothes.

EARLY DISMISSAL

Students who are to be excused before the close of school for any reason must present a written request or email from their parents to their teacher and the office in the morning. PARENTS SHALL REPORT TO THE OFFICE FOR THEIR CHILD.

ELECTRONICS

Electronics such as games and musical devices (CD players, iPods, etc) are not part of our school setting. If their use is needed and permitted for the bus ride, they are to be placed in the student's backpack before entering the school building. Violation of this policy will result in the electronic devices being held until a parent picks them up.

ENERGY/HYPER-CAFFEINATED DRINKS

Student possession and consumption of high energy and hyper-caffeinated drinks is not acceptable at WFCS.

ENROLLMENT REQUIREMENTS

LITTLE FALCONS PRESCHOOL Children must be three years old before September 1 of the school year which they are registering. Preschool students must be potty trained (no pull-ups).

KINDERGARTEN Children must be five before September 1 of the school year for which they are registering and show satisfactory readiness on the testing given by WFCS. A birth certificate must be presented when registering, and a completed physical examination form including immunization record must be on file in the office before attending school.

FIRST GRADE The child must have completed kindergarten or be six before September 1 and show satisfactory readiness on the screening given by WFCS.

For new families, parents and students shall meet with the principal and admissions committee for consideration. Records will be requested from the student's previous school. A \$200.00 registration fee is charged per family. This fee is discounted to \$100.00 if received by the specified date. The same fee and early registration deadline apply to re-registration of returning students. The registration fee for Preschool students is \$100.00. *The registration fee is non-refundable.*

FIELD TRIPS

Field trips can be valid educational experiences for the students. It is assumed that all field trips will relate directly to classroom study or provide grade appropriate educational value. Cost and time will also be factors in planning field trips. A signed permission slip will be sent by the teacher and is needed in order for a child to accompany the class. Siblings are not permitted on field trips. Parents acting as chaperones are required to have both criminal record check and child abuse clearances. Grandparents who are acting as guardians may chaperone field trips, provided clearances are on file.

FIRST DAY OF SCHOOL

The first day of school can be traumatic or exciting for children and parents! We will do all we can to make it a great beginning. You can help! Please sit down with your child and explain what will happen and what to expect. Please attach a nametag on your Kindergarten child with name, school district and bus number, along with "WFCS". This will help bus personnel in directing your child.

Elementary children meet with their classmates in the MPR after morning bus drop off and prior to class. The MPR is supervised. Kindergarten students are generally assigned a bus buddy to help them get to their bus in the afternoon and change buses if necessary.

GENERAL SECURITY MEASURES

It is our desire that our school be a safe and nurturing place free from fear and insecurity. In order to achieve this outcome, it is imperative that certain measures be taken to accomplish this. The faculty and students will discuss such measures at the beginning of the school year and throughout the year as needed. Listed below are a few general procedures that will help make our school a safe place.

1. Visitors (including parents) are to report directly to the office to sign in and pick up a “visitor lanyard”.
2. Individuals seen in the school building not displaying a lanyard shall be invited to move to the office and follow our school procedures.
3. During the school day, all exterior doors will be locked. The back doors for the bus students will be unlocked during arrival and dismissal times. Doors are not to be propped open.
4. In the case of an emergency, students should stay with the closest teacher or aide and follow implemented “lockdown” procedures.
5. If there is an emergency and a lockdown, parents shall refrain from coming to the school, but please look for an email, on our Facebook page or on our website (www.wfcs.org) for updated information. Please do not call and tie up the phone lines as the office will contact families directly.

HOMEWORK

Assignments to be completed outside of the class are given at the discretion of the teacher. In the elementary grades, an assignment to be completed by the following day for a class will not take more than 30 minutes. In fact, most elementary students will be able to complete assignments in allotted class time and study periods. Middle school work may require more time.

Each night that the student does not have homework, students are encouraged to read a minimum of 15 minutes during the evening. When students need to take work home, it is expected that they will have it finished on the due date. If students do not complete homework, it will affect their overall grade, and when necessary, they may need to stay in at recess or after school to complete the work. Assignment books are available from the school store in the office.

HONOR ROLL

Students in the middle school (6 – 8) are eligible for the honor roll each quarter. Students with a cumulative grade point average for the year that falls within the honors range will receive a certificate of academic achievement.

Honors	3.50 – 3.75
High Honors	3.76 – 4.00

INVOLVEMENT IN SPORTS/ACTIVITIES OUTSIDE WFCS

In the event that a family desires that their student be involved in playing a sport or being a part of an activity in another school setting, which encroaches on the school day, the following parameters are to be applied:

- a. Written requests should be submitted by the parents to the Principal and the Board at least two weeks before the beginning of the activity and will be decided on a case-by-case basis.
- b. A student must be in good standing academically (maintaining at least C's), behaviorally, and in matters of attendance. If it is determined that a student is not eligible based on any of these categories or others, the school is not liable for any participation fees that the family may lose as a result of the student's ineligibility.
- c. Middle School students will be required to utilize the same “sign-in” procedures currently used to show that they are in good standing.
- d. Students must maximize their classroom time and should only miss school time for competitions and the like and not practices. Permission should be sought from the coach to allow for the late arrival for practices so as to minimize lost class time. Special circumstances will be evaluated on their own merit.
- e. A student may request to be dismissed at the beginning of afternoon homeroom (i.e., 3:00) to attend practices.
- f. If a similar sport or activity is offered by WFCS, it is the expectation of WFCS that the school's program should take priority over any outside organization.

- g. It is the responsibility of the student to obtain classroom work that they will miss before their early dismissal. The student is responsible for doing homework, quizzes, and tests during the next class period that they return.

Bd. Policy 371

LUNCHES

Elementary students eat in their classrooms under the supervision of their teachers. Middle School students eat in the MPR. After students finish eating, they will spend the remainder of the lunch period outdoors under supervision of staff. When it is raining or too cold, the MPR will be used for recesses.

A non-refrigerated place is provided for students to store their lunches. Lunches shall not be eaten at recess or between classes. After lunch, all paper and crumbs will be picked up before students go out for noon recess.

A hot lunch is provided for students by parents twice a month. The hot lunch is generally served twice a month at a cost of \$4.00. You may elect to purchase hot lunch for the year. Prior to hot lunch, a count is taken of students wishing to eat hot lunch. **HOT LUNCHES WILL NOT BE SERVED ON DAYS WHEN THE OPENING OF SCHOOL IS DELAYED.**

Milk orders are taken for the year at the start of the school year. The choice of 2% low fat white and fat-free chocolate milk is available. Also, milk is available at a subsidized rate for qualifying families.

MAKE-UP WORK

Assignments missed because of absence are the responsibility of the student. During an extended illness, arrangements should be made by the student or parents to keep the assignments up to date at home if possible. Arrangements for make-up work should be made before a planned absence.

MEDIA CENTER

The Media Center is for the use of all students and staff. Library books may be checked out for a two-week period. Magazines and reference books may not be checked out overnight. Encyclopedia check out is limited to older students. Newest editions are for use in the library only.

If a library book or magazine is lost, students should report it to the librarian immediately. If the book or magazine is not found or not returned by the end of the school year, the student will need to pay for the lost item. Report cards will be held at the end of the year until books are returned or paid for.

A quiet atmosphere is to be kept while in the Media Center. Teachers set the tone for student work procedures while in the library. For Media Center materials selection policy and guidelines, refer to the appendix of this handbook.

MEDICAL

The Octorara school nurse is available to our school for regular examinations as well as for emergencies. She maintains student health records and is also available for consultation.

If a student becomes ill during the school day, a place is provided for them to lie down until parents can be notified to pick the student up.

All medication that is to be taken during the school day is to be brought to the office in the prescription bottle that is specified for the student along with a note from the parents indicating the dosage and time for taking the medication. Medication will not be given unless this procedure is followed.

An emergency information form must be filled out for each student. This provides names of persons and doctors to contact in the case of an emergency. The school uses the services of LG Health Physicians County Line Family Medicine when the doctor specified by the parents is unavailable.

MENTORING PROGRAM

The mentoring program is designed to ease the transition to WFCS. Each new family is assigned a mentor for their first year as patrons at WFCS. Your mentor can answer questions you may have regarding our school program. Mentors will be in touch with new patrons at the beginning of the school year and throughout the year. Please do not hesitate to call your mentor or the office with any questions or concerns.

MORNING ARRIVAL PROCEDURE

Students in grades K-5 shall report to the MPR (Multi-Purpose Room) and sit quietly with their classmates. Two teachers will supervise the MPR until 8:40-8:45 a.m. Parents of carpool students should drop children off at the back door of school.

Rules of the MPR are as follows:

1. Teacher on duty will arrive by 8:25 a.m.
2. Students will be dismissed to their classrooms at 8:45.
3. Students should sit quietly along the wall with their class.
4. No balls or toys allowed.
5. Students may read a book or talk quietly.
6. Students may use the bathroom and/or get a water fountain drink with teacher permission.
7. Electronic games/devices need to be kept in backpacks.
8. Staff children (elementary age) should remain in parent's classroom until 8:25.

PARKING AND CARPOOL

Morning drop-off: Morning carpool drop-off takes place IN THE BACK OF THE SCHOOL (SOUTH PARKING LOT.) Drivers must stay with their car, and move through the line. If the driver needs to escort a child into the school, or enter the school for any reason, we ask that you park in the north lot so the carpool line does not get congested. Students in grades K-5 shall report to the MPR and wait with their respective class.

During the day: Parents and staff must park in the north lot (to the left of the classroom building) during the day. If you are dropping off or picking up a student in the middle of the school day, cars can be parked for a few minutes in front of the school.

Afternoon pick-up: Afternoon carpool pick-up takes place in the south parking lot, with cars forming a loop. Students on carpool will be dismissed by car as identified by Safety Patrol. Drivers should stay with their cars at all times.

For security purposes, we are implementing a car sign for parents who pick up their child in the car pick up line. The sign has your last name on it. Please hang it prominently on your rear view mirror so that our Safety Patrol members can clearly see it. Should anyone other than yourself be picking your child up, please make sure they have your sign. If you need one, please stop in the office when you arrive at the school.

Busing arrangements are worked out prior to the start of school by each district. Riding the bus is a privilege that has certain responsibilities. Respect for property and other persons is required at all times, including respect for and obedience to the driver. Failure to meet these requirements may mean losing bus privileges for a few days, and parents will then be responsible for transportation of their child.

It is important that students be ready for the bus each morning. When it is foggy or slippery, riders should be ready for the bus a few minutes early.

If your child will not be riding the bus in the morning, please call the family on the route before you so they may notify the bus driver. A student not riding the bus in the evening shall inform the driver when he or she gets off in the morning. **IN THE EVENT THAT THE SCHOOL HAS NOT RECEIVED A NOTE OR PHONE CALL TO THE OFFICE INFORMING US OF A CHANGE IN TRANSPORTATION ARRANGEMENTS, STUDENTS WILL BE ASKED TO TRAVEL HOME BY THEIR USUAL MEANS.**

Students must have written permission from parents to get off at a different bus stop. This note is to be given to the driver and the teacher.

Bus traffic will be restricted to the northern (left) side of the building.

FOR INSURANCE REASONS, STUDENTS MAY NOT RIDE BUSES FROM OTHER DISTRICTS

The office will notify parents to expect a delay should a bus not arrive at WFCS by 3:45 p.m. In the event of a bus accident, the bus drivers are obligated to take students to a location where extent of injury can be assessed before transporting students home. **PARENTS MAY NOT REMOVE CHILDREN AND TRANSPORT THEIR OWN OR ANY OTHER STUDENTS WITHOUT BUS DRIVER OR SCHOOL DISTRICT AUTHORIZATION IN THE EVENT OF AN ACCIDENT.**

PHYSICAL EDUCATION

A perceptual-motor program is provided for kindergarten each day to help develop coordination and motor skills. PE is a part of the curriculum for every grade level. Recreation skills and teamwork are emphasized.

A note from home is needed in order for a student to be excused from active participation in PE class, although the student is expected to report to class and participate in whatever ways possible.

Middle School students are asked to keep a pair of sneakers and appropriate gym clothing at school for use in PE. This helps prevent injuries and protects the floor. Sneakers that leave black marks on the floor are not allowed.

Extracurricular sports are available for both middle school boys and girls throughout the school year. Boys' soccer and girls' volleyball are played in September and October; basketball in January and February; and boys' volleyball, girls' soccer and boys'/girls' track and field in April and May. Games are scheduled primarily with other area Christian schools. Students participating on a team will need to practice with the teams after school during the season of the sport.

POLICY ON TEAM SPORTS

Sports are an important part of school life; however, academics and attitude are more important. Students who do not maintain a C average, or who earn two F's, or earn a D or F in school life will be ineligible to participate in the sports program until the next mid-quarter report or end-of-quarter report card showing improvement to an acceptable level of behavior or grade.

PRESCHOOL DROP-OFF AND PICK-UP

Drop-off:

Drop off will occur in the back of the building. Please use the south driveway and proceed to the back doors. An adult will greet you and your child. Children should arrive between 8:45 a.m. and 9:00 a.m. and walk down to the preschool classroom.

If your child arrives after 9:00 a.m., we ask that you stop in the office prior to going to the preschool classroom as attendance will have already been sent to the office.

Pick-up:

1. **For half day students:** Parents of preschool students should park in a line in the front entrance of the school. Everyone should pick up from the front of the school at 11:45 a.m. You do not need to come into the school. You can simply pull up and we will dismiss your child to you.
2. **For full day students:** Parents should arrive to the Car Pick Up line (south driveway) by 2:45 p.m. Preschool students will be dismissed to their car by their teacher and/or classroom aid. Cones will designate the area for preschool parking pick up. Our desire is to dismiss the preschool before the rest of the car pick up students are dismissed. Please display your car pick up tag from your rear view mirror (obtain the tag from the office.)
3. **For other times during the day:** Parents of preschool students are required to enter through the front door of the main building and proceed to the office. Someone will call the classroom to have your child dismissed to the office to be signed out. These procedures are for security reasons.

RECESS

Preschool students will have recess daily. Students in kindergarten through second grade will have several recess periods each day. Grades three to five have a break at lunch and another recess during the day. A formal physical education class may replace some recess periods.

Since all recesses will be held outdoors unless the weather prohibits, students must dress properly when coming to school. Fresh air and exercise are important during the school day. Each student is expected to participate. A doctor's excuse is required when requesting that teachers keep students indoors for more than three consecutive days.

In the case of cold weather, if the REAL FEEL temperature is 25 degrees or below, recess will be indoors. If it is 25 degrees and above, recess will be outside, so please dress accordingly. Wind will determine if recess is on the blacktop or on the playground. Teachers will make the decision in the morning. Recess aides should check with the teacher to determine where recess will be.

REPORT CARDS

Report cards are issued four times a year for students in grades 1st – 8. Kindergarten report cards are issued in January and May. Progress reports are issued for the 1st and 3rd quarters. Preschool students will receive an assessment mid-year, and at the end of the year. Interim reports for students in grades 5 – 8 will be sent home in the middle of each grading period.

Parent-teacher conferences are scheduled for every parent (K-5) and as requested for Middle School parents at the end of the first quarter in the fall and optional conferences are held at the end of the third quarter in the spring. Other contacts may be initiated by the teacher or parent through use of the phone or written communication.

Achievement tests are given each April to grades 3-8. The results of these tests are shared with parents.

The grading scale for middle school is as follows:

A	94 – 100%	Grades	E	Consistently, without teacher prompting
B	85 – 93%		S	Occasional teacher prompting required
C	74 – 84%		N	Repeated teacher prompting required
D	65 – 73%			
F	64 and below		School Life:	
				Attentive in Class
				Considerate of Others
				Respects School Property
				Prepared for Class

SCHOOL CLOSINGS

Delays and school closings due to snow, ice, or for any other reason will be announced on WDAC-FM (94.5), WCAU-TV (Channel 10), WPVI-TV (Channel 6), and WGAL-TV (Channel 8), as well as our website (www.wfcs.org), Facebook and via email.

For Preschool students: When WFCS is on a two-hour delay, half day preschool will operate on a modified schedule from 11:00 a.m. to 1:00 p.m. Everyone should pack a lunch. In the event of an early dismissal due to weather or other emergency, we will follow the instructions you have given to us on your emergency procedure form. If more than three preschool days are missed due to weather, they will be made up at the end of the school year.

In the event school will dismiss early due to weather conditions or other emergency, the office will follow the instructions you have given on your emergency procedure form. News of an early closure will be published on the website, Facebook, via email and will also be announced over the radio and television.

PARENTS ARE URGED TO REFRAIN FROM CALLING THE SCHOOL WHEN IN DOUBT ABOUT EMERGENCY ARRANGEMENTS. Phone lines must be kept open for outgoing calls. Students will be put on the bus unless we are unable to contact the family as we will not send younger students home to a vacant or locked house.

SCHOOL HOURS

School hours are 8:50 a.m. until 3:10 p.m. each day. Teachers have a daily devotion or meeting time and are preparing for the school day prior to the arrival of children. WE ASK THAT YOU RESPECT THAT TIME AND NOT BRING CHILDREN TO SCHOOL PRIOR TO 8:45 A.M. Early arriving bus students will be supervised in the MPR.

SCHOOL PICTURES

Individual pictures and class composite photos are taken each fall. Parents may purchase their children's picture packets. We will also offer individual student pictures after our spring picture day.

SCHOOL PUBLICATIONS

Each Friday the newsletter is sent home via email and posted on Facebook and Twitter with important announcements and reports of happenings during the week. Please notify the office of any change to email addresses as this is our primary form of communication. A hard copy may be requested. The *Falcons' View* is published twice a year.

SCHOOL STORE

The school office sells supplies to students at our cost. The items available include pens, pencils, erasers, poster board, notebook paper, rulers, colored pencils, assignment books, PE shorts, soccer socks, and recorder instruments.

SERVICE POINTS

Parental involvement in the life of WFCS is one of the most important influences in students' high academic achievement. In an effort to give all patrons an opportunity to become involved, the Service Committee has designated a minimum number of required volunteer hours for each family. New patron families, single parent families, and full time teacher families need to earn 30 points. Preschool families need to earn 15 service points. This can be accomplished by serving on a committee, helping in their child's classroom, or participating in our fundraising efforts, just to name a few. After your first year at WFCS, patron families will need to earn 50 points (1 hour = 1 point). There is a fee of \$15.00 charged per service point at the end of the year for unfulfilled service points. Service points are not transferable. Please refer to your calendar for the list of points earned if you are on a committee. An overview of the various committees follows:

Admissions	Meets with new patron families prior to admission.
Auction	Responsible for our fall fundraising auction. Numerous opportunities exist for involvement in all facets of this major event.
Building and Grounds	Maintains the physical appearance of the school.
Chapel	Schedules speakers for Wednesday morning chapel programs.
Finance	Develops salary and tuition schedules and supervises the investments and expenditure of funds for the school.
Golf	Responsible for our annual golf tournament.
Hot Lunch	Coordinates and serves hot lunch, Grandparents Day, and Track & Field Day.
PTF (Parent/Teacher Fellowship)	Sponsors Back-to-School Night and Teacher Appreciation Week.
School Board	Oversees the financial aspects of WFCS, hiring of personnel, and is the decision-making body of the school. The board is made up of patrons who may serve three consecutive terms. Election of members is held at the annual patron meeting.
Trash Stash	Responsible for our annual community clean-up day in conjunction with PennDOT's Keep Pennsylvania Beautiful campaign. Students collect pledges from family and friends for their efforts.

NOTE:

1. Service points for driving to away games is earned for travel time only.
2. Service points for chaperoning overnight field trips are counted as 10 points for a 2-day trip and 15 points for a 3-day trip.
3. Service points do not apply for the 8th grade Mission Trip.
4. Service points are the parent's responsibility. Please do not include your child's service time.
5. Volunteer hours for the Academy do not count towards the WFCS service point requirement.

SIBLING POLICY

We ask that you make other arrangements for siblings for volunteer opportunities and special events including classroom parties, recess duty, volunteering in the classroom, field trips, conferences, Parents' Day, Grandparents' Day and Trash Stash.

STUDENT SPECTATOR POLICY

Students are welcome to stay after school to watch interscholastic team sports; however, students in kindergarten through grade three need to have a parent present.

When canceling a school event because of weather, we will instruct students to travel home by their usual means unless we hear from parents. Cancellation decisions are made by 1:30 p.m. If you have a question about what has been decided, call the school office between 1:30 p.m. and 2:30 p.m. at the latest. This gives the office time to instruct students about transportation changes.

STUDENT SUPPLIES

Each student is given all the necessary textbooks and workbooks. Students are expected to take care of these materials, and if they abuse them, they will need to pay for the damage.

Each teacher will provide a supply list for the student and parent to purchase.

Materials for arts and crafts are supplied by WFCS. There are, however, certain activities that will require additional cost for the student.

USE OF TELEPHONE

A phone is available in the office for students, parents, and visitors to use. Students must have permission from their teachers to use the telephone.

Parents wishing to speak with a student or teacher may call the school before 8:10 a.m. and after 3:15. Messages may be left in the office throughout the day.

VACATION POLICY

Requirements/Qualifications – **Extended trips more than 2 school days require the completion of a “Request for Family Educational Trip” form that needs to be returned for administrative approval at least one week in advance of the planned absence.** Request for Family Educational Trip forms are available in the office. A copy of the approval will be given to the family requesting the trip. Family trip approvals will not be granted when the absence falls within the first week of school, achievement testing week, or the last week of school. Should there be any questions as to whether a trip qualifies for approved status, please call the school office.

For trips less than 2 school days, please inform the teacher so he/she can gather school work that will be missed.

VISITORS

1. A student wishing to bring a friend to visit school must receive permission from the principal and his/her teachers at least 24 hours in advance of the visit. To maintain a school environment conducive to learning, student visitors should be limited to perspective students. Special exceptions will be made on a case-by-case basis.
2. Our campus is closed to student visitors on days immediately before and after vacation. A half-day visit is recommended unless transportation is impossible to arrange. Non-WFCS students may not ride the bus.
3. An adult must accompany any visitors under the age of nine. All visitors shall report to the school office before visiting a classroom.
4. Please contact the office to arrange for a visit. We encourage all visitors to attend our school during chapel on Wednesdays at 9:00 a.m.

VOLUNTEERING

We know that it is extremely important for parents to be involved in the education of their child. One way that this can occur is through classroom volunteering. By volunteering in the classroom, you can assist the teacher in a variety of ways, allowing the teacher to focus more energy on the learning process. *When volunteering, please make other arrangements for siblings.*

Background Checks – To ensure the safety and security of our students, we require all volunteers to complete the Act 151 (PA Child Abuse History Clearance Form) and Act 34 (State Police Criminal Background Check Form) checks. There is a nominal fee associated with processing each form and it takes approximately two weeks for completion of the process. Once the forms have been returned to you, bring the original to the school office and the secretary will make a copy for the files and return the original to you. Both forms are available by request in the main office. To complete the Criminal Background Check form online, please go to epatch.state.pa.us. To complete the PA Child Abuse History Clearance form online, please go to dhs.state.pa.us/findaform/childabuseclearance. If you have any questions about the process, please direct them to the Principal.

Confidentiality – Students at West Fallowfield Christian School deserve the right to expect that all information about them will be kept confidential. Out of respect for the student, all school officials and employees work hard to maintain a strict standard of confidentiality. To this end, all volunteers are expected to maintain the same high standards of confidentiality. All volunteers will be asked to sign a Volunteer Confidentiality Agreement.

Discipline – The responsibility to discipline students belongs solely to the teacher charged with the care of the child. A volunteer should in no way take it upon themselves to discipline students. Instead, all misbehavior observed should be immediately reported to the teacher in charge.

APPENDIX I

I. Introduction

Over the past years, our Media Center has been growing steadily. New books are added to the shelves each year.

With the growing collection have come questions concerning the selection of new books and the appropriateness of books already in circulation. Even though West Fallowfield is a Christian school, a variety of viewpoints exist among our families. To help administration, staff, and parents provide wholesome, appropriate materials, the board has approved the following guidelines.

Please read the information carefully. If you find materials which you feel are not suitable, please consider that material in light of these criteria. If you still have cause for concern after doing so, please fill out the attached form and return it to the school with the objectionable material. The committee will review the material and inform you of their decision.

Every effort is being made to provide suitable library materials for our students. By implementing and following the criteria, we hope to further ensure the quality and suitability of our library collection.

II. Philosophy for Selection of Media Center Materials

General Criteria:

Materials should reflect the school's philosophy, educational goals, and support a Bible-based Christian expression of faith. Ref.: Amended Constitution and Bylaws, Article II – Object and Aim; Philosophy of Education and Concluding Statement.

All materials should be appropriate in content to the developmental level of students for whom the materials are primarily intended.

Literature and visual material serve a variety of purposes; therefore, media materials shall vary in topic, style of writing and presentation.

Materials shall be uplifting and supportive in nature. Recognizing that not all of life is wholesome, materials selected shall not advocate negative values and beliefs.

Specific Criteria:

Materials selected shall not exalt sins against God and humanity.

The use of profanity is not condoned. However, materials that contain profanity may receive special categorization if they have positive historical, literary, artistic, spiritual, or cultural value.

Sexuality and nudity shall not be depicted except for wholesome and legitimate instruction. Graphic or sensual material shall not be selected. Sexual relationships shall be portrayed within interpretation.

Materials that contain matters relating to the occult, witchcraft, evil spirits and New Age concepts shall not promote these perspectives and shall solely serve an age-appropriate educational purpose.

Scientific theories, legend and mythology shall be selected only for age-appropriate educational purposes with interpretation. Students shall learn discernment in identifying and interpreting material that cannot be supported by the Bible.

Fantasy in writing and visual story form can serve educational purposes and is appropriate for school use as long as they do not promote anti-Christian philosophies.

Materials selected shall not promote violence, graphic realism, and sensationalism. Materials that contain these characteristics shall be used with discernment.

Material on other religions shall be for age-appropriate instructional purposes and used as supplementary material by staff. Material that promotes self-centeredness, the humanistic spirit, animism and related non-Christian interpretations of man shall not be part of the collection.

When materials contain objectionable portions but otherwise have historical, literary, spiritual, artistic, or cultural value, special categorization shall be used such as disclaimers, limited circulation, teacher interpretation or elimination of objectionable portions.

III. Procedures for Review of Media Center Materials

Any person wishing to seek review of Media Center materials for the purpose of appealing their appropriateness in the Media Center shall complete and return the "Request for Media Center Materials Review" form to the Selection and Review Committee Chair. Forms are available in the school office and can be returned through the office to the attention of the Selection and Review Committee Chair.

Materials will be pulled from the Media Center until a decision is rendered. At least three members of the Media Selection and Review Committee shall read/review the materials in question, and evaluate them according to the current review guidelines. A recommended action will be taken to the full Committee for purposes of making a decision regarding the appeal.

The Selection and Review Committee will complete the "Response to Media Center Materials Review Request", send the original to the review requester, and maintain a response copy in the permanent library file.

If the requester is not satisfied with the Committee's decision, an appeal may be brought to the Curriculum Committee within ten (10) school days of the date the decision was signed. Should dissatisfaction continue, an appeal can be brought to the board of trustees through grievance procedures defined in Policy Code 270. Notice of the appeal shall be given to the Media Selection and Review Committee Chairperson.

REQUEST FOR MEDIA CENTER MATERIALS REVIEW

I Book Title _____

Author _____

II Please take time to answer the following questions:

1 Did you read the entire book? _____ Yes _____ No

2 What is the book about? _____

3 To what do you object in this book? _____

4 Is there anything good about the book? _____

5 What do you think might be the result of a student reading this material? _____

6 What would you like the school to do with this material?

_____ Return the book to the shelf.

_____ Recategorize for a different age level.

_____ Place a disclaimer in the book and shelve it in the "special request" section for student use. "Some information in this book may not be suitable for all students; therefore, use of this book shall be by parent permission."

_____ Place the book in the "for staff use" section.

_____ Remove the material from the Media Center.

III Comments:

Date

Signature

APPENDIX II

GRIEVANCE OF PATRONS

We recognize there will be differences between people, even in Christian circles. These differences may arise out of policy interpretations, misunderstandings, disagreements, or feelings of having been wronged. Nevertheless, we are encouraged to “make every effort to do what leads to mutual edification and peace”. (Romans 14:19, NIV)

1. The purpose of this policy is to provide a means for handling differences in a correct and orderly manner. (Matthew 18:15 – 17)
2. Whenever a person has a grievance involving an employee, he or she shall attempt to settle the complaint personally with the employee.
3. **If the grievance is not resolved, he or she may bring the matter to the principal.**
4. **The principal shall meet with the aggrieved person and the employee.**
5. The principal shall give a written response to all parties involved within five (5) school days of said meeting, stating the decision toward the grievance with supporting reasons.
6. In the event the written response is not acceptable, the aggrieved person may file a written appeal to the board stating specific reasons. The appeal shall be submitted to the board president.
7. The board president shall place the item on the agenda of its next scheduled board meeting or no later than the second regular board meeting following receipt of the appeal.
8. All parties to the grievance shall be present at the board meeting to state their views.
9. The goal of the meeting is to clearly understand and resolve the grievance.
10. The board shall give a written response to all parties within ten (10) school days of the board meeting, stating the decision toward the grievance with supporting reasons.
11. The board’s decision shall be final.
12. **Advance Step Filing** - A grievance shall be initially filed at the level where a decision or policy that affects a decision is made. Even though a parent may have a disagreement with a staff member, the grievance should be lodged with the principal or board if the grievance has to do with an administrative decision or board policy. If the grievance is the result of administrative interpretation of board policy, the grievance shall be filed with the principal as per step 3. If the grievance is the result of a board policy, the grievance shall be filed with the board as per step 6.