



# **Family Handbook**

## **Elementary**

### **Grades K -5**

Revised 7-1-10

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## **Mission, Purpose and Philosophy**

In partnership with parents, Water of Life Christian School exists to provide a distinctive, Biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and be prepared for a life of enduring commitment to Christ.

We (The Board, Administration, Faculty and Staff) are committed to provide an educational program that seeks to help our students develop spiritually, academically, socially, emotionally, culturally and physically. In addition to a traditional core curriculum, the student will be exposed to a wide range of educational experiences including, computer science, art, music and physical education.

As a Christian school, we are dedicated to establishing a Godly environment where the Bible, as the Word of God, is actively integrated into all aspects of school life (Matt. 6:33). Each student will be challenged to live his/her life according to God's principles and purposes (Jeremiah 9:23-24).

Our staff is dedicated and called to ministry, teaching our children the skills necessary to lead productive lives. We are also dedicated in assisting them to know God personally through a relationship with His Son Jesus Christ, hear His voice when He speaks to them and respond to His call on their lives. Our goal is to establish a relationship with each student based on Godly love and trust. Our prayer is that we will impact their lives for the benefit of God's Kingdom in a way that will make Christ the foundation for their future.

Our program is designed to balance the necessity of high academic excellence with a creative and exciting awareness of life. We are training children now for the things that will be integral parts of their lives tomorrow.

We also want our students to encounter the educational process in an environment that assures security, positive self-worth and mutual respect. Our classrooms are controlled with loving discipline that is applied by qualified and dedicated Christian teachers.

In everything, the Word of God sets the standard for our school. The student is taught to interpret life according to God's principles and purposes.

## Doctrinal Statement

**WE BELIEVE** that there is one living and true God, eternally existing in three persons, the Father, the Son, and the Holy Spirit. Equal in power and in glory, this triune God created all, upholds all and governs all.

**WE BELIEVE** that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts and the infallible rule of faith and practice.

**WE BELIEVE** In Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teaching, His substitution atoning death, and bodily resurrection, ascension into heaven, perpetual intercession for His people and personal visible return to earth.

**WE BELIEVE** in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.

**WE BELIEVE** that all men are sinners by nature and choice and are therefore under condemnation that God regenerates by the Holy Spirit those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes a seeking believer with the Holy Spirit with power for service, often subsequent to regeneration.

**WE BELIEVE** in the universal church, the living spiritual body of which Christ is Head and all regenerated persons are the members.

**WE BELIEVE** that the Lord Jesus Christ committed two ordinances to the church, Baptism and the Lord's Supper. We believe in baptism by immersion and that communion is open to all believers. We believe also that we may use the laying on of hands for the baptism of the Holy Spirit, for ordination of Pastors, Elders and deacons, and for receiving gifts of the Spirit or healing.

**WE BELIEVE** in the personal, visible return of Christ to earth and the establishment of His Kingdom; in the resurrection of the body, the final judgment and eternal blessing of the righteous, and endless suffering of the wicked.

**WE BELIEVE** in what is termed "The Apostles Creed" as embodying fundamental facts of Christian faith. The Apostles Creed was foundational to the early church and is often found today in its entire form in the back of hymnals.

## Parents and Staff as Role Models for Children

Water of Life Christian School desires to partner with parents to instruct children according to Biblical standards. This partnership works best when both staff and parents hold themselves to a high standard regarding their Christian walk and life style choices. The following paragraphs from our teacher contract outline our expectations for teachers.

*The staff member will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school to students (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the abuse of alcohol, tobacco and illicit drugs, and the use of vulgar and profane language. (Colossians 3:17 KJ, Titus 2:7-8 TLB, I Thessalonians 2:10 TLB, I Thessalonians 5:18, 22-23 KJ, and James 3:17-18).*

*The staff member further agrees that the Bible dictates the standards for sexual behavior. Any promiscuity or other unbiblical sexual behavior is forbidden and as such violates the occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Deviation from Scriptural standards is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).*

*The staff member affirms that, as part of the qualifications for this position, he/she is a "born again" Christian who knows the Lord Jesus Christ as his/her personal Savior. (John 3:3, I Peter 1:23).*

When parents conduct themselves in a similar manner our partnership in Christian training of children is much more likely to have a positive outcome. When this does not happen there is the possibility that adult life style choices speak loudly enough to have a negative effect on our program of Christian education and therefore jeopardize continued enrollment of students.

## Instructional Program and Grading

### Curriculum

Our curriculum is designed to develop the whole child in the context of a Christ-centered, biblical worldview. Bible is taught as a separate subject from a non-denominational point of view. Our excellent academic program is augmented by chapel services, art, music, physical education, computer education, Spanish, field trips, interscholastic academic competitions and opportunities for dramatic expression.

The goals outlined below address not only what we hope our children will know, but who they will become as they grow in understanding of God's unique purpose and calling for them.

Curriculum Goals: We strive to help each child

- Come to a personal relationship with Jesus and become his follower,
- Think biblically and creatively,
- Gain understanding from what is read,
- Develop a compassionate heart,
- Develop excellent verbal and written communication skills,
- Experience, enjoy and understand the wonders of the world around us,
- Become a lifelong learner,
- Become a person who will “be an ambassador for Christ, sharing the life of Jesus with others.

**Staff**

Staff members are chosen who we believe have a calling on their lives to teach children in a Christian school, who are dedicated to serving God through Christian education and who have prepared themselves academically and spiritually for the task.

**Homework Policy**

Homework is designed to practice and/or augment what has been taught in class. Parents are expected to provide a quiet place, appropriate tools and any help that may be necessary for the successful completion of homework. Because homework is to increase student understanding, it should not be completed by parents.

**Grading**

Report cards are provided for each of the three trimesters. Letter grades or symbols are given for achievement, effort, work habits and citizenship. These may be augmented by written comments by the teacher. Parent-teacher conferences are regularly scheduled after the first trimester. Additional conferences can be scheduled at the parents' or teachers' request at any time throughout the year. The grading scale is as follows:

Grades 3 and Above			GPA	Grades 1&2			GPA
A+	=	99 - 100%	4.05				
A	=	93 - 98%	4.00	4 = Advanced		90 – 100%	4.00
A-	=	90 - 92%	3.80	3 = Proficient		80 – 90%	3.00
B+	=	88 – 89%	3.50	2 = Basic		70 – 79%	2.00
B	=	83 – 87%	3.00	1 = Below Basic		Below 70%	1.00
B-	=	80 – 82%	2.80				
C+	=	78 – 79%	2.50				
C	=	73 – 77%	2.00	<u>Kindergarten</u>			
C-	=	70 – 72%	1.80	S –	Secure		
D+	=	68 – 69%	1.50	I –	Improving – still needs help		
D	=	63 – 67%	1.00	NC -	Concept not yet covered		
D-	=	60 – 62%	0.50	N –	Concept not yet grasped		
F	=	0 - 59%	0.00				

Citizenship:

**O** – Outstanding      **S** – Satisfactory      **N** – Needs Improvement      **U** - Unsatisfactory

## School Records

Parents may come to the school office to view their students' records during regularly scheduled office hours. Provision can be made to have documents copied if necessary. Other rights and privileges are afforded parents as per the California Education Code, Section 49063. Please phone ahead of time to make an appointment to see your child's records or to have them copied. Twenty four hour notice is required.

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## Academic Awards Guidelines

Awards assemblies are held at the end of each trimester. The following awards are given:

### Grades 3-5

<u>Principal's Honor Roll</u>	3.93 grade point average with "S" or above in citizenship
<u>Honor Roll</u>	3.5 grade point average with no "Cs" & "S" or above in citizenship

### Grades 1-2

<u>Principal's Honor Roll</u>	3.90 grade point average with "S" or above in citizenship
<u>Honor Roll</u>	3.4 grade point average with "S" or above in citizenship

### All Grades

<u>Perfect Attendance</u>	No absences and three or less tardies
<u>Citizenship</u>	Criteria set by classroom teacher – Daily behavior charts
<u>Accelerated Reader</u>	Student meets personal goal for trimester
<u>HUG Award</u>	Hiking Up Grades – Most improved in an academic area
<u>Character Award</u>	Every Student is given a character award at the end of the school year

## Field Trips

Field trips are an extension of classroom learning activities. The goal is that each trip will expand imagination, understanding, the thinking process, and will also instill in students a desire to take the message of Jesus to other peoples and places.

In order to maintain an equitable field trip program, the following guidelines shall apply to all grade levels:

- The number of parents permitted to go on field trips will be specified by the venue or the teacher if the destination does not specify a certain number. We will always take as many parents as is deemed necessary for the safety of the children.
- Depending on the nature of the trip, sometimes additional parents may not be allowed to attend with the students, even if they volunteer to drive their own car to and/or pay their way.
- Siblings are not allowed to attend field trips.
- Parents wishing to go on field trips will be rotated so that we can accommodate as many parents as possible throughout the year.

## Field Trip Transportation by Chartered Buss

Busses are chartered for most WOLCS field trips.

## **Field Trip Drivers**

Occasionally trips are scheduled that require the use of private vehicles.

If you wish to be a driver for a field trip, the following requirements must be met and proof verified by the school office:

1. Liability insurance coverage of \$100,000/\$300,000/\$100,000 on the vehicle you will be driving. This is the responsibility of the driver and owner of the car.
2. Seat belts are required for each rider.
3. No child under 13 should be seated in the front seat of a vehicle outfitted with a passenger-side air bag.

***PLEASE NOTE: Effective July 1, 2006, all children ages 4, 5, 6 and 7 who either weigh less than 80 lbs. or are shorter than 4'9" in height must be in an "appropriate child passenger restraining system" such as a booster seat that meets federal guidelines***

Drivers for field trips take on a tremendous responsibility when they volunteer to drive. The driver's insurance company holds primary responsibility in the case of an accident while school's liability insurance provides secondary coverage. Drivers are expected to drive responsibly, have proper insurance and license, and require ALL passengers to wear seat belts. No stops for treats or shopping, etc., are permitted unless the entire class participates and the stop is part of the field trip experience and has the prior approval of the teacher.

## **School Supplies**

The school provides many academic materials and major arts and crafts supplies for classes. Each teacher will prepare a list of supplies to be purchased by the parents. Copies of the supply list are available on our website.

## **Chapel**

Chapel services for students are held on a weekly basis and are appropriately designed children. Chapel attendance is mandatory. Parents are welcome to join us for chapel.

## **Pledges**

Each day at opening exercises we will recite the Pledge of Allegiance to the American Flag, the Pledge to the Christian flag and the Pledge to the Bible. Teachers may also choose to have their students say the pledges in their classrooms during the school day. Wording of the pledges is as follows:

"I pledge allegiance to the, flay of the United States America and to the republic for which it stands: one nation under God, indivisible, with liberty and freedom for all.

"I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, One Savior, crucified, risen and coming again with life and liberty for all who believe."

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

## **Service Projects:**

Water of Life students participate in a variety of service projects each year designed to develop in them compassion for people as they touch the lives of others with the love of Jesus Christ.

## **Textbooks and Workbooks**

All hardback, non-consumable textbooks are loaned to the student for use during the school year. When collected, either at the time of withdrawal or at the end of the year, texts will be examined and students may be assessed a fine for undue damage to any book. Lost books must be paid for at their current replacement cost including shipping.

## **School Schedule and Calendar**

### **Traditional School Year**

Water of Life Christian School operates on a traditional calendar with approximate start and finish dates on August 1 and May 30. School is in session from 8:30 AM until 3:00 PM. Students may arrive no earlier than 8:15 AM, and must be picked up by 3:15 PM to avoid daycare charges.

### **Extended Day Care**

Extended day care is available from 6:30 AM – 6:00 PM.

### **Calendar**

School calendars are available in the school office and on our website. The calendar shows all holidays, minimum days, special events, etc.

### **Summer Camp**

Summer camp is available each summer. Applications for enrollment are available in April.

### **Summer School**

An academic summer session is available and may be attended in conjunction with the summer camp.

## **Attendance and Sign-In Procedures**

### **Absences and Written Excuses**

Whenever a student is absent from school, the parent should send a note to the teacher stating the reason for the absence. Please bear in mind that more than 15 absences in a school year will be considered excessive. Excessive absences may result in the child being asked to withdraw from school. Students must be in school at least four (4) hours of the school day to be considered present for the day.

### **Absence due to illnesses:**

When a child misses school due to an illness, the school is happy to provide make-up work within the following guidelines:

- (1) Please call the school before 11 am in order for the staff to ensure that the take home work will be available for parents to pick up in the office by 3 pm.
- (2) The teacher will give work that is relative to the day's lessons but completion of this work will not guarantee that children will be caught up with the class when they return.

(3) Students are generally allowed the number of days they are absent to turn in missing assignments or make up any tests or quizzes. However, the sooner the assignments and tests are completed, the better the student can focus on the current work in the classroom.

**Absence due to visits to the doctor or dentist:**

Please make every effort to schedule all medical appointments after school hours. When your child visits your doctor because of illness, please ask the doctor for a note stating that it is OK to re-enter school. Students who have a contagious illness, a fever or persistent cough should not be brought to school.

**Absence due to Family Vacations:**

It is best to schedule family vacations when school is not in session. In the event that a vacation must be taken during instructional days, please follow this procedure.

- Advise the teacher and the school office of the dates of the absence as early as possible.
- Two weeks notice will allow the teacher time to prepare lessons for the student to take along on vacation. This work will be due when student returns to school.
- Any tests or quizzes that the student missed may be given when the student returns to school.
- In the interest of the entire class, please keep in mind that lessons cannot be re-taught, therefore students may lack understanding of concepts taught while they were absent.
- We encourage parents to make every effort to use the time away from school as an educational opportunity for their children and to do whatever is necessary to maintain student academic progress.

**Arrival and Dismissal:**

Upon Arrival students will go directly to the north playground area for morning assembly. After opening prayer, pledges, and announcements, students will be escorted to their classrooms by their teachers. Parents will exit by way of center hall and are asked not to accompany their children to the classroom.

After School Student Pick Up Procedure (3:00 – 3:15 PM)

Students will be escorted by class to a pickup area adjacent to the grass area of the north playground where they will line up by class with their teachers. Parents will drive to this area by car to pick up their children. If inside dismissal is necessary, parents will park and then come in to sign out their children in the classroom at 3:00 p.m.

When tardy or arriving late in the day, students must go directly to the office for a "late slip." Students will then enter the classroom unaccompanied by the parent to avoid disruption of the learning process.

When picking up a child early the parent or person picking up the child must first go to the office, sign the dismissal log, wait for the teacher to be informed, after which the child will be excused directly from the classroom. No one will be excused early without first being signed out. Please call the school office ahead of time or write the teacher a note if you know you will have to pick up your child during school hours. If you return

your child to class before the end of the day, it is necessary to stop by the office and “check in” your child. Please do not pick your child up just before dismissal.

### **Who May Pick Up Your Child?**

Only the parents, legal guardians or those listed on the “safe person” form may pick up the child. Should you wish to have the child(ren) picked up by anyone else, the school must have written authorization. We may ask for a picture ID even for those listed on the “safe person” form. Please tell us ahead of time if someone will be picking up your child who does not normally do so.

### **Regarding Tardies:**

It is important to have your child at school on-time and ready to work. Being late just 10 minutes a day can add up. If a child were late 10 minutes each day for the entire year, that student would miss out on 30 hours of classroom instruction. Tardies are recorded on your child's permanent record and negatively affect eligibility for attendance awards. Missed class time will result in lowered grades. Students who arrive late disrupt the learning process for the rest of the class, so please make every effort to arrive on time. Repeated tardies will result in less learning time, diminished student progress and eventually disciplinary action which may include loss of free time, service project, or detention after school or on Saturday

### **Attendance Awards:**

Perfect Attendance Awards are given to those students with up to three tardies and no absences during the regular school year.

## **Health and Safety**

### **Immunizations**

All new students (previously not enrolled at WOLCS) must provide a written immunization record of each required vaccine dose (DPT, Polio, Measles/Mumps/Rubella and Hepatitis “B” Series) updated list showing the month, date and year received. All immunizations must be current and the completed form returned to the school office no later than the first day of school, in order for the student to be admitted to class - (Health and Safety Code Sections 120325-120375 of California State Education Code)

### **TB Tests**

All Kindergarten students must have a Mantoux skin test within one year prior to the first day of school. All students in grades 1 – 12 who have not previously attended a California school are required to have a Mantoux skin test. The test could have been performed at a previous time. If the test result is positive, proof of further appropriate medical treatment must also be on file.

### **Health Check Up For New First Grade Students**

California State law mandates that all children entering first grade must have either a certificate of a Child Health and Disability Prevention health examination or a waiver on file at the school in which they enroll.

WOLCS will comply with this law by requiring parents of new kindergarten and first grade students to present a CHDP completed by their physician no later than the first

day of the school year. This check up must have been done within 18 months of the first day of the child's first grade school year.

### **Medications**

If your child is receiving any prescription medication, it may be given at school only under the following conditions:

1. The medication must be prescribed by a doctor for the student and in the original container.
2. The exact time the dosage is to be given must be stated in writing.
3. Written permission from the parent or guardian must accompany the medication.
4. Medications must be given to the office with a form completed by the parent. Inhalers are the only exception, which by law students may carry on their person. We recommend that inhalers are kept in the school office also.

Non-prescription medications including cough drops, cough syrup, aspirin and the like cannot be dispensed at school. Parents are allowed to come to school to give them with advance notice to the school office.

### **Communicable Diseases**

Children with fevers, coughs and severe congestion will be sent home. Please notify the school office of any allergies. Parents are required to promptly report any communicable disease to the school office. Some common examples are chicken pox, head lice, impetigo, measles, mumps, pink eye and ringworm. The California State Law then requires that *"the Principal or other person in charge of a public, private or Sunday school exclude any child or person affected with a disease presumably communicable, until the expiration of the prescribed period of isolation for the particular communicable disease."* In order to provide for the well being and educational progress of our students we will not allow children to attend who are currently infected with illnesses of a communicable nature.

### **Head Lice**

As recommended by the Centers for Disease Control, Water of Life Christian School maintains a *no nit policy*. This means that occasional school wide head checks will be conducted by school personnel.

When a student is found to have head lice, the student, class and siblings will be checked. Students who have lice or nits will be sent to the office and their parents will be called to pick them up. Students may return to school the following day after applying medicated shampoo specifically for lice and nits and using a special nit comb to remove all lice and nits. Students must be checked through the office prior to being allowed to return and must be free of lice and nits. A notice will be sent to the class or classes when the infection has been manifested in a student or student group. We will continue head checks as needed until no lice or nits have been found in two consecutive checks.

### **Lunches and Snacks**

#### **Lunches brought from home:**

Students who bring lunch to school must bring items that do not require heating. Facilities to heat student lunches are not available. Sodas are not allowed. Well balanced nutritious lunches enhance children's academic performance.

If you bring your child's lunch to school after school has begun....

- Please let your child know you will be doing this so that he/she will know whether or not to order a hot lunch when lunch count is taken at the beginning of the school day.
- Please bring your child's lunch to the school office with their name on it before the lunch period begins.
- Please do not make a habit of bringing your child's lunch after school begins, especially if it is fast food. This might be proper for a special treat occasionally.

### **School Lunch Program:**

School lunches must be pre-paid thru RenWeb by the beginning of each month. You must maintain a credit on file at all times or you will be subject to late fees. If a child forgets their sack lunch, the student will be given a school lunch and the parent will be billed. If you forgot to tell your child to order school lunch or if your child will arrive late because of a doctor's appointment, please call the school office by 9:30 so we can inform the kitchen staff to add your child to the lunch count. If you call late to order school lunch and the kitchen staff does not have enough of the day's menu prepared, your child will be given an alternate healthy lunch and you will be charged.

### **Snacks:**

The school does not provide morning snacks. Please pack a nutritious snack for morning break. Avoid sweets and chips for snack times. Afternoon Day Care children will receive a snack in the mid-afternoon. Vending machines are off limits for students.

### **School Attire**

WOLCS has chosen the following School Attire for our students in order to promote a positive learning environment void of the distractions. We know that God looks at our hearts, not our outside appearance, so we do not want to send the message that our guidelines for dress are more Godly than other wardrobes. Students will have a number of choices of colors and styles.

### **School Attire for Elementary Girls**

School Logo Polo Shirts (must order online via RenWeb)

Available colors: Navy, Red, Light Blue, White

Jumpers, Skirts, Skorts, Pants, Capri's and Shorts:

*From the school uniform section of your favorite store - in **navy** or **khaki** color only*

Shorts – mid-thigh length or longer

Skirts, jumpers and culottes may be no shorter than 3" above the knee.

Socks, leggings, tights (must be worn under skirts only. No leggings worn under shorts):

Solid colors only - *white, red, light blue, navy blue*

Shoes:

Tennis shoes or other athletic type shoes suitable for play and P.E. classes

P.E. Class:

Shorts should be worn under skirts or jumpers on P.E. days. Children **MUST** wear tennis shoes on P.E. days.

## **School Attire for Elementary Boys**

School Logo Polo Shirts (must order online via RenWeb)

Available colors: Navy Blue, Red, Light Blue, White

### Pants and Shorts:

*From the school uniform section of your favorite store - in **navy blue** or **khaki** color only*

Long Pants including Cargo Pants

Shorts - mid-thigh length or longer

### Shoes:

Tennis shoes or other athletic type shoes suitable for play and P.E. classes

## **Outerwear – jackets, sweaters and sweatshirts**

Student's Choice – within general dress guidelines outlined below. We offer WOLCS sweatshirts in red, white or navy (order online via RenWeb).

## **General and Free Dress Guidelines Elementary Boys and Girls:**

1. There should be no extremes either in hair length or style. Coloring of the hair is not permitted.
2. Open-toed shoes or sandals are not acceptable, and the boys must wear socks.
3. Pants are to be worn at the waist (hip bone) level.
4. Hats are not to be worn in the building. They may be worn outside during breaks and lunch.
5. Jeans of any color are OK on free dress day, but no extra large baggy clothing, fatigues or short-shorts. T-shirts worn on free dress days are to be free of inappropriate wording or logos.

## **Additional Dress and Free Dress Guidelines for Elementary Girls:**

1. No earrings are acceptable except for small "stud-type" earrings that lay flat against the ear. No hoops of any size may be worn.
2. Skirts, jumpers and culottes may be no shorter than 3" above the knee while kneeling.
3. Girls must wear play shorts underneath their skirts or jumpers while playing on any play equipment, and when participating in P.E.
4. Girls' tops must cover the midriff at all times.
5. Make-up should not be worn at school.
6. Clear or pastel nail polish is acceptable.

## **School Attire Dress Violations:**

When students are in violation of school dress attire or the general appearance guidelines, they will be issued a "School Dress Notice" that will be sent home and must be returned with the parent's signature the following school day. If this happens more than twice, the student will be sent to the school office and the parent will be called to bring appropriate school clothing.

## Student Character and Discipline

As part of our character building emphasis, we attempt to teach the children proper respect for authority, mutual respect for each other and an appropriate level of manners and etiquette. We make a concerted attempt to allow the students to grow and develop in a wholesome atmosphere. Accordingly, we monitor their language and behavior. Discipline basically is the responsibility of the teacher in charge. Serious discipline problems are sent to the Administrator/Principal who will administer necessary corrective measures. The school's goal is to promote and secure the development of a positive, healthy self-esteem. The teachers demonstrate kind and loving reinforcement techniques. Our desire is to correct attitudes and stimulate good behavior, not to punish the child.

The discipline system includes rewards as well as negative consequences that are well understood ahead of time by the students. The goal is to guide our students, with the help of God's Holy Spirit, to make good choices. Rewards include verbal praise, extra privileges, occasional classroom or special events, positive notes home, etc. Negative consequences include but not limited to time outs, extra assignments, loss of free time, notes to parents and detentions.

**Detention Guidelines:** Detentions may be served at lunchtime or after school hours.

- Students are expected to work quietly without talking
- The student will bring work or will be assigned alternate work
- Misbehavior in detention room will result in another day of detention

### Suspension

In cases of serious behavior problems the student may be suspended from school for one or more days. If suspended, the student will receive a "zero" on all homework and tests/quizzes for the day(s) he or she is absent.

However, all homework must be made up and turned in within one day after the suspension so the teacher will be assured the student is continuing to keep up with the class assignments. Suspensions MAY be given for the following reasons but are not limited to these offenses:

- \* Repeated failure to turn in homework/assignments
- \* Repeated failure to follow classroom or school rules
- \* Use of improper language
- \* Repeated failure to come prepared for class
- \* Physical aggression, violence, threat of violence, intimidation or bullying
- \* Lying to a staff member
- \* Cheating
- \* Bringing any type of weapon or explosive to school
- \* Sexual harassment
- \* Inappropriate touching or signs of affection
- \* Drug or alcohol use

Suspensions may be given in one of two ways: in-house or out of school. For an in-house suspension the student will be required to stay at school in a designated area (not in their own classroom) and complete all assigned work. He/she will be given time for restroom breaks and lunch but not be allowed to join classmates until after

the regular school day is completed. For an out-of-school suspension, the parent will be called and will be expected to come and pick up the student from the office immediately.

### **Expulsion**

In some instances, for severe or repeated behavior a student may be expelled. If expelled, the student will be dismissed from school immediately pending a final review by the school board.

Expulsion from school MAY occur for the following reasons:

- \* Upon the third suspension in a school year
- \* For any serious offense where the presence of the student presents a clear danger to others
- \* Bringing any type of weapon or explosive to school whether there was intention to use it or not
- \* Violence or excessive physical aggression upon another student or staff member
- \* Sexual harassment
- \* Intimidation/bullying other students
- \* Accumulated discipline issues over a period of time

### **Probation**

If a student has a serious discipline problem, (behavior or attitude), or impedes the learning of any child or class, he or she may be placed on non-academic probation. It is hoped that during the probation period the student will take the opportunity to correct his/her problem. A Probation Conference will be held with the student, his or her parents, the classroom teacher and the administrator. Details of the probation and steps for corrective action will be discussed. One week before the probation period has ended there will be a faculty meeting to determine the student's status. A student will be removed from disciplinary probation after satisfactory improvement has been reached in the identified areas.

Repeated Probation: If a student is placed on probation a second time during the school year, the student may be dismissed immediately or asked to withdraw at the end of the school term.

### **Radios, CD Players, Game Boys, Etc.**

Students may not have personal radios, pagers, cell phones, tape players, CD players, Game Boys or any electronic hand-held game equipment at school unless they have been given specific permission by an administrator or teacher for a specific event/field trip. School personnel may at times allow handheld games during after school child care for a specified period of time only. In such cases, children are responsible for these games and the school will not be responsible for loss or damage.

### **Personal Items Brought to School**

Toys are not allowed in the classroom, on the playground or in students' pockets or clothing. The school does not assume responsibility for any personal items and toys brought to school in the event of loss or damage. Toys or other items which distract the learning process will be taken away and may be retrieved by the student after

school. If this happens more than once the toys will be kept by the teacher or the school administrator until parents can retrieve them.

## **Admissions**

### **Non-discrimination Policy**

Water of Life Christian School shall make no distinction in its admission policy or education services on the grounds of race, color, national or ethnic origin.

### **Age Requirement for School Entrance**

Students must be 5 years old by October 1, 2010 to enter Kindergarten for the 2010-2011 school year. For the 2011-12 & subsequent years, students must be 5 years old by September 1, 2011.

### **Procedures for Enrollment**

Admission to Water of Life Christian School is obtained by written application and personal interview. Complete the following steps for enrollment:

- Parents are invited to visit the school and tour campus.
- All new students and all students entering kindergarten from Water of Life Preschool are given a readiness test.
- The next step is an interview with the administrator and/or one of the teachers.
- The application packet is filled out and returned to the school with the non-refundable registration fee.
- Parents submit the following forms with your application:
  - Birth certificates
  - Immunization records
  - Physician's reports for kindergarten and new first grade students

The student will be placed in one of the WOLCS classrooms by the administrator.

### **Class Assignment and Grade Placement**

The faculty and administration of Water of Life Christian School reserve the right to make the final decision concerning class assignment and grade placement. Grade placement will be based on achievement testing, the previous year's report card, the admission entrance test, and recommendations from involved teachers. Class assignments will be made by the school administrator who will consider teacher recommendations. While parental input with such decisions is considered, the final decision remains with the administration.

### **Children With Special Needs**

WOLCS strives to provide a successful learning environment for students with different learning styles; however, WOLCS may choose not to enroll students whose academic or behavioral needs cannot be met by our school's program.

### **Emergency Information**

It is vital that we have current and accurate records of parents' phone numbers. This includes work phones, cell phones, pagers, current home phone(s), relatives' numbers and any other emergency numbers. You may make changes on Renweb at any time or promptly notify the office of any changes in phone and/or address.

## **Readmittance After Withdrawal or Dismissal**

A student who has been dismissed from WOLCS will be considered for readmission to our school only after a minimum of two trimesters from the date of dismissal. When parents choose to withdraw students from WOLCS and then seek readmittance at a later date, a parent conference with the administrative team will be held to determine the feasibility of readmission.

## **Fees**

### **Registration Fee, Tuition and Activity Fee**

A non-refundable registration fee is payable with the application when the child enrolls. The registration fee includes curriculum, educational materials, supplies, Christmas Program t-shirt, field trips, assemblies and administrative costs. Tuition is paid one month in advance by electronic funds transfer (EFT). A late charge will be assessed on all accounts not paid by the due date. A \$25 NSF fee will be made for any EFT that fails or on all returned checks. Two or more failed EFT's or returned checks will result in the account being placed on a cash-only basis. Student's whose tuition is not paid by the first of the month will not be allowed to attend school until tuition is paid for that month.

In the event of an early withdrawal, a two week notice must be given in writing to the school office. Refunds of tuition fees paid in advance will be prorated for school days the student has not been in attendance. If no notice is given upon withdrawal, you will be responsible for all fees for the two weeks following the withdraw date. Discounts which have been applied to accounts for paying for the entire year in advance will be disallowed in the event of an early withdrawal and will appear as a debit on the family's final statement. A detailed explanation of charges and payment schedules is available in the school office and is also included with enrollment information.

### **Extended Day Care – Kidz Club Fees**

An extended Day Care program is available to our students. The program is supervised by qualified personnel and provides afternoon recreation and study time. Day care hours are: mornings 6:30 AM to 8:15 AM; afternoons, 3:15 PM until 6:00 PM. Daycare fees may be paid in one of two ways, **monthly flat fee**, which is advantageous for families whose children arrive early or stay late, OR a **prepaid daycare rate**. Charges will be calculated in half-hour increments. All daycare fees must be pre-paid and a credit on file in Renweb at all times or your child cannot use these services. Children must be picked up no later than 6:00 PM. THERE IS A PENALTY CHARGE OF \$1.00 PER MINUTE FOR PICK-UPS AFTER 6:00 PM.

**IMPORTANT:** For the safety and security of all children, each child entered into school must be signed "in and out" on a daily basis by the parent or accompanying adult with a signature AND time of arrival and departure. This may be a manual signature or may be done by electronic scanning. If a child in daycare is not signed in or out in a manner that can be verified, the charge for that morning will be for 1-3/4 hours (6:30-8:15) and the afternoon will be for 2-13/4 hours (3:15 -PM – 6:00 PM). The only exception to signing students in and out is that students may be dropped off at the front entrance between 8:15 AM and 8:30 AM without being signed in.

## **Discounts and Financial Aid**

Discounts are given for the second and third child in each family. Limited financial aid is available for qualifying families. Forms are available in the school office.

## **Special Policies**

### **Harassment Policy**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and an environment which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Harassment of any student by any other student, teacher or employee is strictly prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment in itself will not create the presumption of wrongdoing; however, a substantiated act(s) of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges of harassment will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur anytime during school or school related activities. It includes, but is not limited to, any of the following:

- A. Verbal Harassment: Derogatory comments and jokes, threatening words spoken to another person.
- B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or any intimidating interference with normal work or movement.
- C. Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

It is the student's responsibility to:

- A. Conduct himself or herself in a manner which contributes to a positive school environment.
- B. Avoid any activity that may be considered discriminatory, intimidating or harassing.
- C. Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome.
- D. Report all incidents of discrimination or harassment to the administration.
- E. Discontinue immediately any discriminatory, intimidating, harassing or unwelcome conduct of which he/she is accused.

If the harassing behavior continues, the student is subject to further disciplinary action up to and including expulsion from school. The student is also subject to legal remedy.

### Where to report harassment:

Teachers/staff members are to report incidences of harassment to the following individuals who are specifically authorized to receive complaints, investigate, and respond to questions regarding any form of harassment.

Arden Schlecht, Administrator  
909-463-3915, ext. 165

Eileen Stinner, Office Manager  
909-463-3915, ext. 171

Leslie Norman, Preschool Director  
909-463-3915, ext. 158

### **Child Abuse Reporting Requirement for Educators**

AB 2710 Child Abuse Reporting (As it applies to Christian school employees responsible for the care of children.) Any person who enters into employment on or after January 1, 1985, shall sign and comply with statement on a form provided by the employer to the effect that he or she has knowledge of the requirement to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone. This report is to be prepared, written and sent within 36 hours of receiving the information concerning the incident. No Christian school employee responsible for the care of children, who reports a known or suspected instance of child abuse, shall be civilly or criminally liable for any report required or authorized by this law, unless it can be proven that a false report was purposefully made. Any person who fails to report an instance of child abuse, which he or she knows to exist, or reasonably should know to exist, as required by this law, is guilty of a misdemeanor. Christian school employees responsible for the care of children who, pursuant to a request from a child protective agency, provide the requesting agency with access to the victim of a known or suspected instance of child abuse shall not incur civil or criminal liability as a result of providing the appropriate agency information.

### **More about Life at WOLCS**

#### **Birthdays**

If you wish us to acknowledge your child on his/her birthday, please contact the classroom teacher ahead of time to make arrangements. Usually birthday celebrations are limited to ten – fifteen minutes at the end of the day or before recess. Teachers may decide to celebrate all birthdays for the month on one day.

If you wish to pass out birthday party invitations at school, you must include all of the students in your child's class. (If it is an all-girl or all-boy party, then just make sure that all of those students are included!) If you choose to be more selective, you must mail out the invitations, and please be careful to not have your child announce the invitation list at school. Not being invited to these parties can be a very hurtful thing for the children.

#### **Drop Off and Parking**

Please do park your car in the middle of the circular drive. This blocks traffic for other parents. Between 8:15 and 8:30 cars should stop in the circular drive only to let off elementary age students. Any parents who wish to accompany their children into the school during this time should park in the parking lot and accompany their children to the north play area in time for opening exercises at 8:30.

**Exchange of Gifts**

There is to be no student-to-student gift exchange during Christmas. On Valentine's Day students who bring Valentines are to bring one for everyone in the class.

**Facilities**

We are blessed to have the use of wonderful facilities for our school, and we strive to maintain them with excellent care. Should a child damage or destroy furniture, fixtures or any school property, above and beyond normal wear and tear, his or her parents will be financially responsible for repairing or replacing the damaged item.

**Home Phone Numbers**

The school reserves the right to contact you or to pass along your address and phone number to authorized people (room mothers, Parent-Teacher-Fellowship, carpoolers). If you choose not to have your phone number available to these people, please indicate that on your return form that will come back to the office stating that you have read the handbook and have gone over it with your child(ren).

**E-mail Addresses**

It is mandatory that we have an e-mail address on file so that you may access Renweb for your child's grades, financial account, homework page and class newsletters.

**Lost and Found**

Articles found by teachers and pupils should be turned in to the "Lost and Found" area. We will distribute unclaimed items to a mission in Mexico periodically throughout the year.

**Telephone**

The school office phones are business phones only; students will not be permitted to call home unless it is deemed an emergency by office personnel. Students may not carry cell phones at school.

**Transportation**

Bus services to and from school are not provided. Car-pooling is encouraged.

**Visiting Our School**

Parents, please feel welcome to visit WOLCS. Stop at the school office or call ahead to make arrangements for a visit.

**Parent/Teacher Conferences**

Teachers are not available for conferences during school hours. When parents want to speak to the teachers during school hours it disrupts class time and is not helpful for student learning. If you need to speak with a teacher please...

- Stop in after dismissal at 3:15
- Email the teacher or staff member
- Call the school office to schedule a conference.

If your student is tardy please do not walk them up to their classroom. Students who are late are to enter through the main front entrance, get a tardy slip and walk independently through the hallway to our classroom. Please do not stop in to talk to the teacher is teaching or in charge of her/his class.

## **We Love Our WOLCS Parents**

### **It's a Team Effort**

We greatly value the partnership of parents in the process of Christian education at WOLCS. The charge to bring up children in the nurture and admonition of the Lord was first given to parents. We consider it a privilege to be part of that process and welcome the assistance and support of our school parents.

### **Opportunities to Serve**

We strongly encourage parents to ask the classroom teacher how they might help with the educational process. Parents may be asked to assist with fund raisers, serve as lunch aides, help in the school office or serve in a variety of ways at school. We also want to provide an enjoyable family atmosphere and have planned several family events throughout the year. Please make plans to attend.

### **Communication with WOLCS Families**

**Our school provides a "parent-web"** via RenWeb by which parents can access their children's grades, the teacher's weekly newsletter, homework assignments, and account information. Access is password protected and student/family information is available only to you. Formal **Parent Teacher Conferences** are held in November. In addition to these formal conferences we encourage parents to make an appointment when necessary to see your child's teacher at a time that is convenient for both parent and teacher. Please make an appointment for an extended conversation. You will receive weekly letters from the classroom teacher and periodic newsletters from the administration. We welcome calls, notes and personal conversations because we know that good communication will make us more successful in bringing about the best educational program for our children.

### **PTF -Parent Teacher Fellowship**

WOLCS has an active Parent Teacher Fellowship which supports the school through fund raisers, student services and family activities. All parents are encouraged to participate.

### **Fundraisers**

Several fundraisers are held each year for the purpose of enhancing the school's educational program. All families are expected to participate.

**WATER OF LIFE CHRISTIAN SCHOOL  
FAMILY HANDBOOK  
ELEMENTARY GRADES K - 5**

**Please sign and return this page to the school office!!**

**Parent:**

*My child, \_\_\_\_\_, and I have read the Water of Life Christian School Handbook together. I agree to support the school in spirit as well as in actions. My family will cooperate fully with the teacher's educational plans for my child. I understand that the Bible and Biblical principles will be a consistent part of my child's education at Water of Life Christian School. I will encourage my child to follow the guidelines that have been set to promote a learning experience that is safe, nurturing, fun and God-pleasing. I understand that if each child follows the guidelines written in this handbook, our school will function better as a Christian educational institution.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Child:**

*I will do my best to love God, others and myself. I will respect school property, and try everyday to be a good friend to others just as Jesus did when He lived on earth. I will always remember that school is an important part of my life and I can do great job if I try my best.*

Child's name \_\_\_\_\_ Date \_\_\_\_\_