

Welcome to another school year! I am sure that this year will be one of enjoyment and great accomplishment for you. I want you to **REACH HIGHER!** Reach higher for Academic Excellence, Christian Character, and Responsible Behavior. Rather than focus on a bunch of rules and details, you and I will both be much better off if we have a common understanding of what I would like you to strive for as a WCS student. If we put our emphasis on positive behaviors, it changes the way we think about ourselves and our school. Let's all commit ourselves to meeting expectations and having a great year.

David Medder, High School Principal

I. GENERAL/ADMINISTRATIVE

A. EMERGENCY DISMISSAL PROCEDURES

While we certainly hope that we never need to take advantage of our emergency protocol, it is always better to be prepared. Should an emergency arise, we will use the media, the school website, the School Reach automated phone dialer and our voicemail system to convey important information to parents. The school will lock-down during an emergency. Once the school is secure, your parents may come to pick you up or release you to allow you to leave school. The teacher of the period you are in will dismiss you after communicating with a parent. Any student who has not been picked-up within the first hour will be moved to a common location in or near the auditorium. Snacks and other supplies will be available for the duration of a short-term emergency.

B. MEDIA CENTER

We have a fabulous Media Center for your use and enjoyment. The Hazel Ross Media Center houses an outstanding collection of books, magazines, audio-visual materials, and on-line databases for research. Access to the internet is provided for classroom research projects, but not for personal use. Check all of your favorite websites at home. The Ross Media Center is open from 7:30 a.m. until 3:30 p.m. To visit during classroom hours, students must present a pass signed by the classroom teacher and then sign in at the circulation desk. Reference books may be checked out overnight only. A fine of 25 cents per day will be charged for books and 1 dollar per day for overdue reference books. Any fine or overdue book which remains outstanding for more than two weeks will result in the loss of library privileges until books are returned and/or fines and replacement costs paid. You may access reference resources and on-line databases from home via the WCS web page at .

II. ACADEMIC EXCELLENCE

A. HONOR ROLL

An honor roll is published each semester containing the names of students who have sufficient averages to warrant this honor. The minimum criteria for Honor Roll status is an overall 3.50 grade point average. Students earning a 3.75 grade point average will qualify for the High Honor Roll.

B. MULTIPLE TESTS

You are not required to take more than two tests per day. If you have more than two tests assigned, you should take the first two assigned and make arrangements with your instructor prior to test day if a third test was to be taken. The test board in the faculty room determines what order tests are assigned, not the order of periods in the day or the preference of the student.

C. HOMEWORK

Homework will be assigned to provide adequate training in independent study and in practicing the skills covered in the classroom. In most subjects, homework grades will not account for more than 30 percent of the quarter grade.

D. ADDING OR DROPPING COURSES

To say that scheduling over 400 students into over 150 courses is a tedious process is, at best, an understatement. The College and Career Center spends hundreds of hours and pours over thousands of options to help you plan your individual schedule. You receive personal attention, and every effort is made to provide you with your selections. If for some reason you feel that a change is absolutely necessary, please see your College and Career Counselor before the term starts or before the announced deadline.

E. MAKE-UP TEST REGULATIONS

It is your responsibility to make arrangements with your teacher to make up any missed tests. You may be assigned to the extra help time to make up your test.

F. MAKE-UP ASSIGNMENTS

This is also your responsibility. You need to get your assignments turned in on time. You must turn in work on the day it is due unless you are absent due to illness. All other reasons for being absent do not excuse you from turning the work in the day it is due. If you miss a daily assignment due to an early dismissal from school or an athletic contest, musical performance, field trip, etc., you must inquire in advance with your teacher what the assignment is or if a test will be given. You are still responsible. In the case of an absence due to illness, you have the same number of days to make up the work as the number of days you were absent. If you do not make up work, you could receive a zero or even fail to receive credit for the class. Unusual cases requiring absence from school due to accident or other reasons will be reviewed by the administration. The bottom line is that you need to be responsible and get your work turned in!

G. EXTRA-HELP TIME

The Extra-Help Sessions, Tuesday and Fridays from 2:15-2:45, are available to you so that you can visit the College and Career Center or classrooms. Your teachers are there; take advantage of this time! You may also be assigned to the extra-help time by a teacher for extra help or to make up a test.

H. EXAMS

**Semester Exam Schedule
December 15 – 18, 2009**

Tuesday, Dec. 15	Wednesday, Dec. 16	Thursday, Dec. 17
8:00 English	8:00 Social Studies	8:00 Science
10:00 Math	10:00 Bible	10:00 Foreign Language
11:30 Electives	11:30 Make-up (by Appt.)	11:30 Make-up (by Appt.)

Friday, Dec. 18 for Make-up exams – by appointment.

May 25 – 28, 2010

Tuesday, May 25	Wednesday, May 26	Thursday, May 27
8:00 English	8:00 Math	8:00 Foreign Language
10:00 Bible	10:00 Science	10:00 Social Studies

11:30 Electives

11:30 Make-up (By Appt.)

11:30 Make-up (By Appt.)

Friday, May 28 for Make-up exams – by appointment.

Exam policies and procedures

1. No student may take an exam prior to the time scheduled for that exam.
2. Any student who is absent or who has two exams scheduled at the same time should make arrangements with the respective teachers to take the exam after the exam has been given to the other students.
3. Students must remain in the exam room throughout the first hour of the exam period. After the first hour, students who have completed the exam may be dismissed. Students who are dismissed early are not permitted to remain on the second floor. Students who are dismissed should get their books from their lockers and report to the library or gymnasium, or leave campus.
4. Students must wear standard school apparel (Warrior Wear) during exam week.
5. Unless requested by a faculty member or the administration, students may leave campus when they are dismissed from an exam. They are not required to be on campus if they do not have a scheduled exam.
6. Seniors are exempt from second semester exams if:
 - A. You have fewer than 6 absences (9 days for 5th period) in a semester class or 11 absences (17 for 5th period) in a year-long class excluding school sponsored absences, and
 - B. Your cumulative grade average in that class is a B- or higher.

III. CHRISTIAN CHARACTER

A. THE STUDENT HONOR CODE

“As a member of the Westminster Christian School community, I pledge to act honestly, responsibly and respectfully, and I will encourage others to do the same.”

B. WESTMINSTER COMMUNITY SERVICE REQUIREMENT

A Westminster student must serve a minimum of 40 hours of Community Service in order to graduate. The service is voluntary. Mr. Nolander will be happy to provide the guidance necessary to make your fulfillment of this requirement a rewarding experience.

C. DISHONESTY (CHEATING, LYING, PLAGIARISM)

Do your own work. You are extremely capable of doing so or you wouldn't be here. The consequences for cheating or plagiarizing are severe and include, but are not limited to the following: suspension and a zero grade on the work in question for the first offense and expulsion for the second offense. Students also face removal from positions of leadership and membership in honor societies.

IV. RESPONSIBLE BEHAVIOR

A. ATTENDANCE

Obviously, attending class is imperative for your academic success. Your parent should call the High School Office (305-233-2030, ext.1207 or 305-233-2033) or, preferably, email jbigelow@wscmiami.org by 15 minutes after the start of the first class period to let us know if you will

not be in school. If the school is not notified by 15 minutes after the start of the first class period, we will call. In order to excuse your absence, your parent must send a note or email to the HS Office. Any student who misses more than 8 days (10 days for 5th period) in a semester class or 16 days (20 days for 5th period) for a year long class, excluding school related activities, will be subject to a Final Grade reduction of 2% for each class based upon the number of days absent or may not receive credit for the course due to excessive absences. Students must get an admit slip from the office and present it to each teacher when they return to class. For college visits to not be included in the accumulated total, they must be approved from the HS Office prior to leaving for the visit.

B. LEAVING SCHOOL DURING SCHOOL HOURS

If you have to leave campus during the day for any reason, you must sign out through the High School Office after calling your parents or presenting a note signed by your parent. Failure to check out through the office will result in the absence being treated as unexcused and may bring other penalties as determined appropriate by the administration. You must be in attendance for a full day in order to participate in extracurricular activities.

C. TARDINESS

Be on time! You are permitted 3 tardies in any class during a nine-week quarter. When a 4th tardy is recorded, you will receive a morning detention. Detentions will be served from 6:30 a.m. until 7:30 a.m. Monday through Friday. An assignment will be given and must be completed in order to satisfy the detention. You must sign out in the HS Office before going to the nurse. Also check back in the office before returning to class.

D. APPEARANCE AND DRESS EXPECTATIONS

Clothing for girls and boys from the Warrior Wear Shop

Shorts	Khaki, Black
Polo	White, Hunter, Black, Khaki
Oxford shirts	White
Mock Turtle	White
Sweatshirt	Hunter with appliqué, Black with logo
Jacket	Hunter or Black fleece zip pullover
PE T-shirt	White with screen print
PE Shorts	Black with screen print

Clothing for girls

Culottes	Khaki
Slacks	Khaki, Black

Clothing for boys

Slacks	Plain or pleated Khaki, Black
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In addition to the above options from Warrior Wear, you may also wear non-cargo comparable Khaki or black shorts or slacks from other manufacturers which meets the same standard (color, length, material, style, etc.) of current uniform bottoms. You may also wear Young Life, College or Westminster sweatshirts. Hats, caps, or bandannas may not be worn. Sandals, flip-flops or shoes that expose the toes for girls are not to be worn. Boys must wear full enclosure shoes at all times. Regular Croc shoes are allowed. Please leave all of your handsome body piercing ornamentation at home except, of course, for earrings. All tattoos must be covered at all times at any WCS event. Boys' hair may not extend past the eyebrows, earlobes or collar of shirt. Boys may wear mustaches but no other facial hair. Please comply with the dress code. Let's not make it an issue.

At announced times throughout the year, the administration may grant free dress days to promote school spirit. The standard of dress will be regulated using guidelines of modesty and decency by the administration. The administration may discipline those outside the standards with detentions, suspension or other appropriate measures as deemed necessary.

E. STUDENT VEHICLE REGULATIONS

Please register your vehicle, get your decal, and park only in the student parking area. Drive appropriately and keep the music and horn blowing to a minimum. Such noise is the primary complaint of our neighbors. If we keep the parking lot quiet, they will be powerful advocates for our school. Once you are on campus and school has begun, you may not return to the parking lot without permission from the HS administration. Driving to school is a privilege. Please don't abuse it.

F. STUDENT CONDUCT

We could make a long list here, but let's keep it simple, shall we? You are here at great expense to someone and you are surrounded by people who care about you and want the best for you. Please behave in a manner that reflects your appreciation of your circumstance. Don't steal! Don't use bad language or chew gum. Eat your lunch in the cafeteria and please pick up after yourself. As difficult as it may be, try not to display your heartfelt affection for your boyfriend or girlfriend while at school. Limit your personal display of affection to handholding. Keep the cell phone, iPod, MP3 and any other electronic devices not required by your teacher turned off and in your bag during class time. If we take your cell phone or other electronic device, one of your parents will have to come to the school to retrieve it.

We work hard to keep our school attractive. Please don't vandalize it. Graffiti is an offense that can result in expulsion. If you damage school property or the property of a school employee, you are strongly stating that you do not wish to be here. These are expulsionary offenses. Fighting, win or lose, will normally result in up to a five day suspension the first time. The first time is one time too many. Any student arrested or taken into custody for a felony will be indefinitely suspended from WCS until the matter is cleared up through the legal system. The following items (and common sense says there are things not mentioned that qualify) should be left at home for your enjoyment there: water pistols, matches, stink bombs, noise makers (possession of these items will result in suspension), guns, knives, or fireworks (possession of these items will result in expulsion).

Each teacher determines the environment for his or her classroom. It is your responsibility to meet the expectations of the teacher. Directions are to be respectfully followed. If you fail to comply with what your teacher asks of you, you may be issued a morning detention, depending on the teacher's judgment or more severe discipline at the discretion of the administration. Chronic issues of non-compliance will result in additional disciplinary action.

Any other issues not specifically addressed in this handbook will be handled at the discretion of the administration.

G. DISCIPLINARY REGULATIONS

The teacher or administrator may assign a morning detention. Detentions are served every school day morning from 6:30 – 7:30 a.m. You must serve the detention within 2 school days of receiving it. Failure to serve a detention will result in suspension. If you receive four detention notices, you will be suspended and a parent conference will be held.

While we all strive for excellence, we also all make mistakes. If you make a poor choice that leads to a suspension from school, you may not be on campus at anytime for any reason, including after school and evening activities. You are responsible for making up any missed work, and you may receive a zero for a participation grade. You may forfeit your right to receive any type of public recognition for earned awards at the various award functions at school or school related assemblies. Club or organization officers may also be suspended or removed from office depending upon the offense. In chronic cases of a disciplinary nature, the consequences only get worse, so let's work together to stay on the right path. If you incur three suspensions or 2 multiple day suspensions in one school year, you face the probability of expulsion. Some offenses warrant immediate expulsion as determined by the administration.

H. TOBACCO USE

Don't use tobacco products. Use on school grounds or school sponsored events will result in a suspension for first time and more severe penalties for the second time including the possibility of expulsion. Use of tobacco products off campus will be handled at the discretion of the administration.

I. PREGNANCY

God has clearly communicated His standard of reserving sex for the institution of marriage. However, Jesus also clearly communicated that a person guilty of adultery/fornication, who subsequently repents, is to be forgiven. If the school becomes aware of a pregnancy, the students involved – male and/or female – will be suspended for a period of time to allow for an investigation of the facts, a discernment of the spiritual condition of the student or students responsible, and the appropriate response of the school. The student and his or her parents must fully cooperate with the school's attempts to determine the facts of the situation and to fulfill these conditions. The continued attendance of expectant parents will be considered on an individual basis. Each decision will be made on the basis of Christian concern for the welfare of each student and family involved and for the welfare of the student body. This policy will apply to both male and female students.

J. DRUG & ALCOHOL USE

Put simply, drug and alcohol use will not be tolerated. A first offense of use, possession, transportation, or involvement in the purchase of drugs or alcohol at school or at a school sponsored function will result in expulsion. A first offense of use, possession, transportation, or involvement in the purchase of drugs or alcohol at any time or place other than school or a school function may result in disciplinary action and possible expulsion depending on the circumstances. A second offense involving drug or alcohol use off campus will result in expulsion from school.

If a student chooses to voluntarily disclose personal drug use with a genuine attitude of seeking help, such conduct will be dealt with according to the wisdom of the administration. This is a difficult step to take, and you may not face the same consequences you would if you did not voluntarily disclose. Obviously, voluntary disclosure is not defined as coming forward after the school has been made aware of an incident of drug or alcohol use.

With the goal of working to make WCS a drug free environment, the school will conduct random drug testing and testing of specific students at the Principal's discretion. Random testing will be done at school expense on an intermittent basis at the discretion of the administration. All drug test collection will normally be conducted on site by WCS employees trained to follow authorized collection, handling, storage and transfer protocols. The testing will be by urinalysis, hair, or other appropriate measure. The student will be given an opportunity before random testing to voluntarily disclose any relevant information.

The school reserves the right to question students about suspected or actual drug use. A student's locker, car, or personal belongings may be searched by school officials at any time without prior notification.