

STUDENT / PARENT HANDBOOK

2016 - 2017



For I know the plans I have for you,
declares the Lord,
"plans to prosper you and not to harm you,
plans to give you hope and a future."

Jeremiah 29:11

Welcome to West Covina Christian School

We will work with you to encourage spiritual, intellectual, emotional and physical growth through classes and activities.

Jesus Christ is our example. The Bible records in Luke 2:52 that, "Jesus increased in wisdom and stature and in favor with God and man." It is our desire to partner with you to see every WCCS student grow in wisdom and favor with God and man. We look forward to growing together.

We work to establish and maintain an atmosphere of love, encouragement and safety. The attitudes that enable us to maintain this atmosphere include respect, self-discipline, responsibility, hard work and enthusiasm for learning. The guidelines and rules within these pages have been designed with these goals in mind.

Partnering with you,
WCCS Administration

A MINISTRY OF BETHANY

763 N. Sunset Avenue • West Covina, CA 91790

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www.wccsonline.net

WCCS Goals

West Covina Christian School seeks to provide a solid academic education for students. In addition, we seek to share with students the truths of the Bible through weekly chapels and through the study of the Bible in their classes. In an effort to achieve our academic and spiritual goals, the WCCS staff is committed to the following:

- To provide a positive Christian atmosphere on campus where every student will sense the joy of following Jesus.
- To provide quality instruction and encourage excellence in each student.
- To provide firm but loving discipline.
- To provide for the development of the whole student, using many types of activities to enrich, build, and strengthen the student.
- To provide students with Biblical training and to encourage students to develop ethical values which will help them to make wise choices for their lives.

Mission Statement

West Covina Christian School exists to give our students a well-rounded education which provides opportunities for them to excel academically, discover and use their creativity, develop positive relational skills, use new technologies, and grow in their understanding of how spiritual truths can influence their lives.

Non-Discriminatory Policy

West Covina Christian School admits students of any race, color, nationality and ethnic origin. It does not discriminate on the basis of color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic policies, or other school-administered programs.

ATTENDANCE

Regular and punctual attendance is essential for success of a student. Excessive absences and tardies will be addressed by Administration.

Absence - When an absence occurs, the student, teacher and parent should partner together for any class work missed arrange to make up assignments, tests and quizzes. Students who are absent are required to bring a note signed by a parent or guardian the day they return or parent may call school office to inform them on the day of the absence. The note or phone call should state the following: Name of student, dates of absence, specific reason for absence. Parents may request homework to be picked up in the school office at the end of the day.

Anticipated Absence - If a parent knows a student will be out of school, please notify the teacher to determine with the student how assignments may be completed.

Early Pick-up - When a student needs to leave school before the normal dismissal time, we request the parent send a note to the teacher stating the reason for the early pick-up and the time the student is to be dismissed. When a student is picked up before the end of the school day, the parent/guardian must sign the child out in the school office.

Going off Campus - Students may not leave the campus during the school day or during Day Care without permission and being signed out in the school office.

Truancy - If a child is absent without the knowledge and consent of parents or school officials, he/she is considered truant. Leaving without permission or staying out of any part or all of a scheduled class without permission is also considered truancy. Students who are truant are subject to detention and/or suspension.

Tardies - It is important that students be punctual. Students not at their classroom when the bell rings are considered tardy. Classroom hours are as follows:

Kindergarten - 8th Grade: 8:30 am - 3:00 pm

If students arrive after 8:35 am, they are to go directly to the Student Services Office for a tardy pass.

Extracurricular Attendance Requirement - To participate in any extracurricular activity (including practices), a student should be in attendance at least half day.

Arrival and Departure Time - School hours are 8:30 am - 3:00 pm. All students who arrive at school before 8:15 am will be signed into Day Care and charged accordingly. Children not picked up after school by 3:15 pm will be signed into Day Care and charged accordingly. All students must be picked up from school in either the north or south parking lot.

VISITORS ON CAMPUS GUIDELINES

Any parent, visitor or volunteer on campus from 8:45am - 3:00pm must enter the south gate and sign in at the school office. You will receive a Visitor Pass to wear on campus.

STUDENT SERVICES OFFICE

Our Student Services Office is designed to handle a number of student-related items. It functions as a health office where students obtain treatment for injuries. Children who are ill are sent to Student Services. Parents may be called to come get them. When parents arrive at school to pick up a child who is injured or sick they should check into the office and then go to Student Services. ALL MEDICATION must be taken to the Student Services Office. All prescribed or over-the-counter medication must have a physician's written order as well as a parent's written permission form. A copy of the physician's prescription may take the place of the physician's written order. The following information must be on the medication container: Student's full name, physician's name and phone number, name of medication, dosage, schedule, and date of expiration.

Attendance books are turned in each morning to Student Services. If a child arrives late to school (after 8:35am), he/she should report to Student Services first for a tardy pass.

Parents bringing lunches for students are to drop them off in the school office.

A student may use the phone in the school office for emergencies only. Occasionally there is a change in the sports game or practice schedule.

EXPECTATIONS FOR STUDENT BEHAVIOR

Our goal is to teach students to love and follow God. It is our desire to help our students learn to accept responsibility at an age appropriate level.

General Guidelines for Behavior -

- Each student must respect the rights and property of others.
- Each student must be courteous and show respect and obedience toward all staff members.
- All trash must be placed in trash cans.
- Students must not damage or deface any school property. Students/parents will be financially responsible for the repair or replacement of any damaged property.
- Displays of romantic affection are inappropriate at school. Therefore, boys and girls may have no physical contact such as hand holding, arms around each other, hugging, or kissing on campus or at school sponsored activities.
- A student may not enter a classroom or building unless the teacher is present.
- The following may not be brought to school: weapons, fireworks, drugs, cameras, and all electronics. If a child brings personal toys, electronics, or sports equipment to school, the parent assumes full responsibility if they are lost or broken.
- Students may not use profanity at any time.
- Students may not harass other students with words or actions.
- Bullying, fighting, pushing, or picking on other students will not be allowed and could lead to detention, suspension or expulsion.
- Students may not chew gum on campus.
- Participation at all school activities, including graduation, is a privilege which may be revoked as a result of misbehavior and/or lack of cooperation.

The following areas are out-of-bounds during school and day care hours:

- Any room or building without a teacher present
- Parking lots
- Area outside the school fence
- Church offices, preschool hallway, sidewalks around Sanctuary and offices

Guidelines for Technology: Students using cell phones, computers and technology, on campus and during school functions are held accountable for inappropriate use. This includes profanities, sexual harassment and bullying. All offenses will be investigated and is not tolerated. Please review with your student the seriousness of inappropriate use of technology.

Guidelines for Student Cell phone Use: Students are allowed to use office or student services phones for legitimate reasons. Parents can get messages to their children by calling the school office. We realize that some parents want their child to bring a cell phone.

Cell phone guidelines:

- Phones must be off and out of sight in a student's backpack or purse during school hours and morning/afternoon day care.
- Students will be allowed to use cell phones from 3:00-3:15pm to make or verify pickup arrangements.
- WCCS assumes no responsibility for damage, loss or phone misuse.
- Students may not share their phones with others.
- Phones that are seen on campus or are on during school hours or day care will be taken to the office. Parents must pick them up.

Classroom Behavior -

- Each student must come to each class on time and be properly prepared with textbooks and school supplies.
- Anyone dismissed from a class for any reason will be issued a hall pass. This must be in the student's possession at all times when out of a class.
- Each teacher will establish specific rules for classroom activities. Positive reinforcement will be used by teachers. Loss of privileges or other disciplinary actions will be taken when necessary.
- A teacher's desk, cabinet, bookcases, and other possessions are regarded as personal property and are not to be touched by students without the teacher's permission.
- A student is not to be in a classroom unless the teacher is present.

Chapel Behavior -

It is our greatest desire that all students make a decision for Christ and grow in their relationship with God. Knowing this, we are dedicated to making the chapel experience a meaningful one. We want to present the plan of salvation in many different ways so that every student may be reached. Beyond this, we want to create an atmosphere in which students grow in the Lord and learn to put Him first in their lives.

- Enter Chapel Quietly. Come in the appropriate door and take your seat as directed by your teacher.
- There should always be an attitude of respect. This is not a time of talking, passing notes, studying for tests/quizzes, finishing homework or sleeping.
- Keep feet on the floor and sit up straight.
- Exit the Chapel quietly and in order.
- Student's in 4th-8th grades are to bring their Bibles to chapel. The New International Version (NIV) is used at WCCS.
- Have fun worshipping!

Lunch Table and Cafeteria Behavior -

- Parents bringing lunches to students on campus should deliver them to the School Office only. Students are not allowed in the parking lot to pick up lunches.
- Students need to respect noon aides, cafeteria workers and all school staff.
- No shouting.
- If you wish to acknowledge your child's birthday at school, you can arrange with the teacher to bring a treat for all students in the grade level.
- No carbonated sodas, energy drinks or coffee based beverages at school.
- Nothing is to be thrown, either at the table or toward the trash cans.
- Any spill should be brought to the attention of the noon aides and cleaned up immediately.
- All papers, trash, and food must be cleared from the table before student will be dismissed.
- The cafeteria is designed for the purpose of selling food only. Students who are not buying food may not be in the cafeteria.
- Excessive loud noises or behavior may result in removal from line in cafeteria.
- Students may only purchase food for themselves.
- Students wishing to purchase snacks at break time must do so at the beginning of the break. At break times students are to eat their food at designated areas.
- Students must leave the cafeteria as soon as they are given their food. At lunch time, they are to go to the back lunch tables.
- All trash should be placed in trash cans.

Standards for Playground Behavior -

- Always WALK on sidewalks and hallways around buildings.
- Respect and obey all adults supervising the playground.
- Be courteous and take turns.
- Do not play in or around the restrooms, drinking fountain area, planter areas or cafeteria. Do not bring food into the restrooms.
- Do not throw rocks, dirt, or sand.
- Respect others and keep hands to yourself.
- Have fun!

Follow these equipment guidelines:

Slides: Always sit so that you will land on your feet. Do not run up the slide or come down backwards. Wait your turn on the platform. Do not play tag on the equipment.

Balls: Keep balls away from classrooms and office windows.

Tetherball: Do not pull or sit on tetherballs or ropes. Be careful not to walk near the tetherball areas. Lines should be at a safe distance away from the ball's reach. Do not catch the ball or hit the rope.

Four Square: Underhand hitting only. Do not hold the ball.

Basketball: Do not touch or hang on the rims.

Accidents - All accidents, regardless of how slight the injury, should be reported immediately to the teacher or staff in charge of the class or activity. Accidents should be reported to the Student Services Office if first aid assistance is needed.

Bus Regulations - Riding on a bus to a field trip or sports activity is a privilege. State Department of Education and the California Vehicle Code Guidelines:

- Enter and exit the bus quietly.
- Stay in your seat and face forward with your feet on the floor.
- Be courteous, speak in a normal tone of voice, and use no profane language or gestures.
- Do not eat or drink on the bus.
- Do not throw any objects inside or outside the bus.
- Keep head, hands and feet inside the bus.
- Do not touch other people or their possessions.
- Do not damage or deface any part of the bus.
- Do not bring electronics, phones, games, etc. on the bus.
- Do not bring flammable material on the bus.
- Do not bring animals or insects on the bus.
- Keep the bus clean.
- Cooperate with the bus driver.
- Failure to behave properly will result in loss of bus riding privileges and disciplinary action.

Classroom Discipline Procedures -

- Each teacher will develop and communicate with the class the standards to be observed.
- Loss of privileges or other disciplinary action will be taken as necessary.
- Positive reinforcement will be used by teachers.
- Teachers will inform parents of discipline procedures for their individual classes. These will vary with different age groups and communicated by the teacher at the beginning of the school year.

Action Resulting in Immediate Action

- Deliberate disrespect to both adults or peers
- Causing physical injury
- Foul language or profanity
- Fighting in anger
- Rock throwing
- Stealing
- Lying
- Cheating or forging signatures
- Extreme violence
- Writing graffiti or Defacing property
- Bullying
- Possession of tobacco, alcohol, drugs, fireworks, weapons or pornography

Violations of school standards and rules will result in loss of privileges, detention, a conference with parents, or possible suspension or expulsion, as the situation warrants.

The administration has the authority to counsel and discipline as it deems necessary. We appreciate parents/guardians support.

Discipline Probation - Students who continue to be uncooperative with school standards may be placed on probation with the student's continuation at WCCS contingent upon his/her performance.

Detention Policy for Grades 6-8 - Detention is a means of discipline. Being assigned to detention is usually the result of serious or repeated behavior problems. Detentions will be assigned at lunchtime. Failure to serve a scheduled detention will result in an additional detention and parent notification.

Suspension - Students who have been suspended from school are not to be on campus and may not attend activities such as sports practices, games, parties, and field trips on the days they are suspended.

Expulsion - Students who exhibit extreme behaviors and/or disrespect are at risk of expulsion from school.

WCCS DRESS CODE

We feel personal appearance and good grooming are important. We have seen a correlation between good grooming, conduct, academic achievement and personal responsibility. We appreciate your support and cooperation.

WCCS students are required to wear school selected uniforms. Uniform T-shirts, polos, sweatshirts and jackets are ordered through the school office. Navy or khaki pants, shorts, skirts and jumpers you may purchase from any uniform supplier. Collared polo shirts with the school logo are available in navy, white, red, maroon, grey or light blue. WCCS T-shirts are also available to wear with their uniforms in navy, red, maroon, grey or light blue. All uniform shirts must be ordered through the school office. WCCS jackets and sweatshirts in navy, maroon, or grey can be ordered through the school office. A solid jacket in navy, maroon or grey from an outside store without any logo or advertisement is also acceptable.

The following provides the additional WCCS Dress Code guidelines:

ALL GIRLS:

Jumpers, Skirts, Shorts, Capri's and Pants: All jumpers, skirts, shorts, capri's and pants must meet WCCS uniform standards outlined above. Jumpers, skirts and dresses should not be more than 5" above the joint line in the back of the knee and no shorter than mid-thigh. Please begin with longer lengths to avoid having to replace garments in the spring which have become too short. Navy, grey or white leggings or tights may be worn under jumpers or skirts. Shorts are to be 1" below the finger tips when arms are at your side and not shorter than mid-thigh, they can be worn any day. Oversized, cargo or skinny pants are not allowed. Pants, capri's and shorts waistbands must be worn at the waist and fit the measurement of the waist. They must be clean and without holes. They may not be ragged or frayed. If patched, the patches must be of the same fabric and color. School approved shorts and pants colors are as follows: Khaki and Navy.

Shirts: All shirts must meet WCCS uniform standards outlined above. Acceptable t-shirt colors are navy, red, maroon, grey or light blue. Acceptable colors for polo shirts are: White, Red, Navy, Grey, Maroon and Light Blue (with WCCS logos). No undershirt should be showing at the hem or the sleeve.

Gym clothes: Approved gym clothes must be worn for physical education (grades 5 - 8). Students must change to regular clothes after P.E. before going home or to day care. WCCS gym clothes are sold at Fall Processing Day and are given to students in P.E. class.

Shoes: Shoes must have closed toes, heels or heel straps. Shoes must be worn with appropriate socks or tights (in navy, grey or white). No shoes are allowed that extend higher than the ankle. The maximum height of heels is two inches (grades 7th and 8th only). Platform shoes, flip-flops, combat or cowboy boots, and bare feet are not allowed. Ugg type boots are allowed under uniform pants, but not with shorts or skirts.

Hair: No unnaturally colored, shaved hair, artwork, and/or mohawks. No hair accessory i.e. extensions, beads, feathers, etc.

Jewelry: No more than 2 bracelets per arm. Necklace and other jewelry and accessories must not distract the class. Hoop earrings may not exceed the diameter of a quarter. Earrings should not extend over 1 inch below the earlobe for safety during play or activities. Girls may wear only two pair of earrings and one ring on each hand. Nose rings, body piercing and tattoos of any type are not allowed.

Casual dress or Spirit days: Casual dress day is a privilege. Shorts worn on casual day must extend 1" below the student's fingertips when arms are at the side and no shorter than mid-thigh. Shirts, blouses, shoes, make-up and jewelry must comply with regular dress code. Shorts, jeans or pants are acceptable providing they are not frayed or baggy. Straps must be at least one inch wide. No overly tight fitting, sheer or low cut/revealing clothing.

Jr. High Girls ONLY: Girls may wear a small amount of light colored make-up that would be appropriate for school. No eyeliner, lip liner, heavy mascara, dark eye shadow, dark lipstick or dark nail polish are allowed.

All BOYS:

Short and Pants: All shorts and pants must meet WCCS uniform standards outlined above. Skinny pants, oversized, long crotches, cargo or baggy-legged pants and shorts will not be allowed. Pants and shorts waistbands must be worn at the waist and fit the measurement of the waist. They must be clean and without holes. They may not be ragged or frayed. If patched, the patches must be of the same fabric and color. School approved colors for pants and shorts are: Khaki and Navy.

Shirts: All shirts must meet WCCS uniform standards with school logo. Acceptable t-shirt colors are navy, red, maroon, grey or light blue. Acceptable colors for polo shirts are: Navy, Red, White, Grey, Maroon and Light Blue (with WCCS logos). No undershirt should be showing at the hem or the sleeve.

Gym Clothes: Approved gym clothes must be worn for physical education (grades 5-8). Students must change to regular clothes after P.E. before going home or to day care. WCCS gym clothes are sold at Fall Processing Day and are given to students in P.E. class.

Shoes: Shoes must always be worn with socks. No shoes are allowed that extend higher than the ankle. Sandals must have a heel strap and closed toe. Combat or cowboy boots, flip flops and bare feet are not allowed. Ugg type boots are allowed under uniform pants, but not with shorts.

Hair: Hair must be neatly trimmed, tapered, clean and neatly combed. No unnaturally colored or shaved lines, artwork, and/or mohawks/faux mohawks. Hair should be cut above the collar, eyebrows, and out of the face with half the ears showing. No facial hair and side burns no longer than the bottom of the ear lobe.

Jewelry: No earrings or heavy, clunky jewelry are allowed. No more than one chain may be worn at a time. Body piercing and tattoos are not allowed.

Casual dress or Spirit days: Casual dress is a privilege. Oversize waists, long crotches, and baggy legs are not acceptable in pants. Colored t-shirts will be allowed. No shirts with inappropriate lettering, or pictures or graphics. No tank or sleeveless tops allowed. Cut, frayed, sloppy or sagging clothing will NOT be allowed.

ALL: Important reminder, be sure that all jackets and sweatshirts are labeled with your child's name.

Hats: No hats allowed. WCCS beanies are allowed, however they must be removed in the classroom.

Jackets and Sweatshirts: WCCS Sweatshirts and jackets are available through the school office. Sweatshirts must always be worn over an appropriate school shirt. Students are encouraged to purchase WCCS logo sweatshirts or jackets, in grey, navy or maroon. Students may also wear a solid color pullover or zip sweatshirts in grey, navy or maroon. These may not have any logo or type of advertisement.

Field Trip Dress: School uniforms with a class color WCCS shirt will be required on all field trips unless the field trip notice indicates that other clothing should be worn.

Note: Only 8th graders are allowed to wear special designated t-shirt or jacket uniform color.

GRADUATION REQUIREMENTS

The following guidelines have been established as a minimum standard for graduation. It is the teacher's desire that every student exceed the minimum standard to receive the maximum education possible.

Minimum standard for eighth grade graduation with diploma:

- The student:
- Must have a 2.0 grade point average, or better, for the entire year.
 - May not have excessive absences or tardies in the school year.

A letter of completion may be given to any student not meeting these standards.

Valedictorian, Salutatorian, and Marshal Guidelines: Students must demonstrate exemplary behavior to be eligible for valedictorian, salutatorian and marshal honors. Suspensions, detentions, excessive absences/tardies, and poor citizenship are grounds for removing a student from honors at graduation, regardless of GPA.

- **Valedictorian(s) requirements:** Student earning highest GPA in every quarter throughout their 7th and 8th grade years (regardless if having attended WCCS both years) in the following subjects: Bible, English, History, Math, and Science.
- **Salutatorian(s) requirements:** Students earning second highest GPA in every quarter throughout their 7th and 8th grade years (regardless if having attended WCCS both years) in the following subjects: Bible, English, History, Math, and Science.
- **Marshal(s) requirements:** Student(s) earning highest GPA in every quarter throughout their 7th grade year in the following subjects: Bible, English, History, Math, and Science.

EIGHTH GRADE GRADUATION AWARDS

- **California Junior Scholarship Federation** is an award honored to those students who have made the honor roll three out of the four quarters both 7th and 8th grade years.
- **Presidential Academic Improvement** is an award honored to those students who have shown dramatic improvement in their academics.
- **Presidential Academic Excellence** is an award honored to those students based on school criteria/standards, G.P.A., teacher recommendation and principal approval.
- **Graduating with honors** is determined by how many times the student has made the honor roll and as to which level. If a student has made Principal's List all quarters for 7th and 8th grade, he/she will graduate with highest honors. If a student has made mostly merit honors, he/she will graduate with high honors. If a student has made mostly honors, he/she will graduate with honors.
- **Each teacher will give out subject awards during the ceremony as well.** These awards are given to the students who have excelled in the individual subject matters and/or specific project assigned throughout the year.

HONOR ROLL

The following major subjects are used to determine honor roll placement for students in grades 3-8: Bible, Math, English (Language), History (Social Studies), and Science.

Principal's List: All A's with no more than 1 N (6th - 8th). All A's with no more than 1 minus under "Citizenship" (grades 3-5).

Merit Honors: All A's and B's, with more A's than B's with no more than 1 N (6th - 8th). All A's and B's, with more A's than B's with no more than 1 minus under "Citizenship" (grades 3-5).

Honors: A "B" average with no D's or F's no more than 1 N (6th - 8th). A "B" average with no D's or F's with no more than 1 minus under "Citizenship" (grades 3-5).

GRADELINK (3RD - 8TH GRADES ONLY)

An opportunity for Parents to keep track of their child's progress by viewing grades, and assignments. Parents can set up Automatic Grade monitoring; which sends e-mail alerts about their student's progress. Gradelink passwords are given to parents at the beginning of the school year.

Grading Scale: Grade point averages are calculated according to the following scale.

4.1	A+	=	Above 100
4.0	A	=	94 - 100
3.9	A-	=	90 - 93
3.1	B+	=	88 - 89
3.0	B	=	83 - 87
2.9	B-	=	80 - 82
2.1	C+	=	78 - 79
2.0	C	=	73 - 77
1.9	C-	=	70 - 72
1.1	D+	=	68 - 69
1.0	D	=	63 - 67
.9	D-	=	60 - 62
.0	F	=	59 and below

Note: To calculate students GPA, the following subjects are calculated: Math, History, Language Arts, Science & Bible.

PROGRESS REPORTS (MID-QUARTER)

For elementary grades K-5, report cards are issued at the end of each of the four quarters. In the fall parents are required to attend a parent conference to obtain the report card. At all other times report cards are sent home with the K-5 students.

6th - 8th grade report cards are issued at the end of each of the four Quarters. Parents are required to attend parent conferences following the first and third quarters to obtain the report card.

In 3rd - 8th grades, progress reports are sent home mid-quarter to communicate the student's current academic/behavior level. This provides time for improvement where needed before report cards are issued. Progress reports for Kdg. - 2nd grade students are sent mid-quarter to parents whose children are experiencing difficulty.

SPORTS INFORMATION

Physical Education Uniforms - All students in grades 5-8 are required to wear the official WCCS gym clothes. The gym shirts and shorts are available for purchase at Fall Processing Day and are given to students in their P.E. class. Tennis shoes and socks are required. Names are required on P.E. uniforms.

Sports Eligibility & Participation - After school sports program is a privilege. Students are required to maintain a "C" average in their core classes. If a student falls below this "C" average, they may be required to attend lunch time homework room. This is to give them extra help to raise their grades.

HOMEWORK POLICY

Homework is given to re-enforce what is learned in class. If your child seems to have excessive amounts of homework, send a note to your child's teacher to determine the cause. Sometimes students are not completing "in class" assignments and, therefore, are adding to their homework load. WCCS also offers homework club or tutoring at an additional cost.

If your child is absent and you want to request homework, please call the school office prior to 10:00 a.m. if you wish to have homework ready for pick up at 3:00 p.m.

PARKING LOT PROCEDURES

When children are dropped off for school between 8:15-8:30am, or picked up after school between 3:00-3:15pm, please follow these traffic flow procedures:

North Lot

- Enter the lot from Sunset Ave. via the entrance nearest the Sanctuary building.
- Park in a regularly marked space or drive through the pick up lane in front of Anderson Hall. No parking is allowed on the basketball courts or behind Anderson Hall.
- Your child is to enter your car at the extreme north end of the Anderson Hall "Drive-through Lane."
- Exit along the north side of the basketball courts onto Badillo Street.
- Courtesy to other adults and children always helps to make things go smoothly and safely.
- To keep traffic flowing, do not park in the spaces next to the Sanctuary.
- Students will be waiting in designated areas for their class.

South Lot

- Enter from Sunset Ave. via the entrance nearest the Sanctuary building.
- Park in a regularly marked space or drive through the pick up lane in front of the Chapel. When dropping off your child, drive up to the front of the chapel to protect your child and to keep traffic moving.
- Your child is to enter your car in front of the Chapel.
- Exit the parking lot via the south exit onto Sunset Ave. To keep traffic flowing out of the parking lot, make right turns only.
- To keep traffic flowing, do not park in the spaces next to the Sanctuary.
- Please do not park or leave your car in the "Drive-through Lanes". Be very careful when backing out of your parking space.
- Children are not to be dropped off or picked up at the curb on Sunset Ave. This is considered an unsafe, out-of-bounds area. Children walking through the parking lot are at risk due to the traffic.
- If you have a friend or relative pick up your child, please inform the person about our traffic flow procedure!
- Teachers who direct traffic are there to protect children and help the flow of traffic. Please give them your cooperation.

DAY CARE

Extended Day Care is available on school days for any student enrolled at West Covina Christian School. Day Care opens at 6:30 am and closes at 6:00 pm. Children arriving at school prior to 8:15 am, or those remaining after 3:15 pm, will be automatically signed into Day Care.

Day Care Fees are billed two ways. The annual rate is a flat rate for unlimited use and is the most economical fee for children who are in day care more than 13 hours per week. The monthly payment is due in the WCCS office and is late on the 10th of the month.

The hourly rate is billed at the end of each month and is designed for children who rarely stay in day care. Children on the hourly rate are charged for any portion of an hour they use - we do not bill by 1/4 or 1/2 hour increments.

Parents who arrive after 6:00 pm to pick up their students will be charged \$1.00 for the first five minutes and \$1.00 for each minute thereafter. This applies to hourly and monthly day care users.

Students involved in after-school sports, music activities, or field trips sometimes arrive back at school after Day Care closes. In this case the teacher sponsor remains with the child until the parent comes. Parents who come more than 15 minutes after the announced time of arrival will be assessed \$1.00 for each minute thereafter.

SUMMER ENRICHMENT PROGRAMS

WCCS offers summer enrichment programs for preschool through sixth grade. Information on these programs is available in the school office.

COMMUNICATION WITH PARENTS

Formal parent conferences are scheduled for Kindergarten through sixth grade parents during November and in April.

Informal conferences are available throughout the year. Please send a note, email or call the office to request a suitable time for a meeting with the teacher. Conferences will be scheduled before or after school hours.

If a problem should arise, the parent is asked to speak with the teacher before bringing the matter to the Administration. If necessary, an appointment may be scheduled with the teacher, parent, and Administrator to discuss the issue together.

If a parent is concerned about the behavior of a student who is not their own child, the parent is asked to bring it to the attention of a teacher or an Administrator. Parents may not discipline other people's children.

The monthly school newsletter, Knightwatch, will be emailed the first day of each month. Please read it carefully as it is the primary tool of communication between WCCS and parents. A yearly calendar is provided for your overall planning. Occasionally changes have to be made after the year begins so be certain to update your calendar by using the current dates published each month in the Knightwatch calendar section.

SCHOOL MESSENGER

WCCS has gone green in regards to school flyers. We will utilize our School Messenger mass email communication to send out flyers and information to the various email addresses you provide. We are happy to do our small part to help the environment.

YEAR END CLEARANCE

All accounts (ie: class fees, facility fee, day care, outstanding fundraisers, textbooks, tuition, library books, private music/dance lessons, sports fees, electives, etc) must be cleared by the 1st of June. If an account is not cleared, the students yearbook and report card will be held in the school office until the account is cleared.

TUITION INFORMATION

Parents have the option of choosing from the following five options to make tuition payments:

- Pay the year's tuition in full (payment due by July 15th or September 1st) and receive a discount;
- Pay the year's tuition in two installments (September 1st and January 1st) and receive a discount;
- Payments debited automatically from your checking or savings account on a monthly basis. You can choose to have payment made on the 1st or the 15th of each month. In the case of a check returned for insufficient funds, a late fee of 10% will be assessed as well as an NSF fee of \$25.00;
- All payments paid in the school office by cash, checks, money orders or debit/credit cards are charged a \$10.00 per payment processing fee. These payments are due on the 1st of the month and late after the 10th. There will be a 10% late fee for all payments received after the 10th of the month.

If your account is more than 30 days delinquent, your child may be asked not to attend school until the account is current. If your account becomes delinquent, WCCS has the option at any time to forward your account to collections.

Withdrawal Policy: If you desire to withdraw your child from school, a minimum of two weeks written notice must be given to the school office or two weeks of tuition will be charged to your account balance.

RETURN THIS PAGE ON THE FIRST DAY OF SCHOOL

I have read the Student/Parent Handbook with or to my child.

I agree to encourage obedience to the rules and regulations of the school. I will foster an attitude of respect and responsibility on the part of my child. I will support the teachers and the administration of West Covina Christian School in necessary disciplinary action. I understand that the decisions and actions of the administration are final. If my child does not comply with the behavioral standards of the school, I agree to withdraw my child from the school or he/she may be expelled.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Guardian's Signature _____ Date _____

I have read and understand the information in this book. I agree to obey these regulations. If I do not follow the regulations of my school, I understand that I may be asked to withdraw from WCCS or may be expelled.

Print Student's Name _____

Student's Signature (Grades 3-8) _____

Date _____ Teacher _____

Room Number _____ Grade _____