

# CWSCS

## Parent/Guardian Handbook

### 2022 - 2023



***Our Mission:*** Chicago West Side Christian School's mission is to engage children in dynamic Christian education that nurtures and challenges youth to develop intellectually, spiritually, emotionally, creatively and socially so they are able to lead and serve as Christians in the world.

## **School Administrators' Welcome**

Welcome to another school year at CWSCS. Thank you for giving us the opportunity to share a quality, faith-filled education with your child! Our mission is to nurture each child academically, spiritually, socially, emotionally and creatively so they are equipped to lead and serve as Christians in the world. We are excited to embark on a new school year and want to welcome you to the CWSCS family!

Please use this handbook as a resource to answer any questions you may have about our school's climate and culture, procedures and policies. If you can not find answers here, please feel free to stop by the main office for assistance.

We look forward to a great school year!

*Mrs. Sears* - Principal

*Mrs. Post* - Director of Operations and Development

*Mrs. Edwards* - Dean of Students

# The CWSCS Way: Policies and Practices

## Attendance

### **Absences**

Our school-wide goal for attendance is a **95% daily attendance rate**.

Please make every effort to have your child at school every day. If your child is absent, **you must contact the school via phone or email by 9am to inform of the reason for the absence**. Failure to do this will result in the student receiving an **unexcused absence**. We also ask that you contact your child's teacher(s) and request any work that needs to be made up.

The school will determine if the absence is excused or unexcused based on the state guidelines below:

An **excused absence** is an absence which the school has reviewed and has determined does meet the following legal requirements for an excused absence:

1. Student illness
2. Death in the immediate family
3. Family emergency
4. Observation of a religious holiday
5. Circumstances causing reasonable concern to the parent for the child's health or safety
6. Other situations beyond the control of the student, as determined by the principal

An **unexcused absence** is an absence which the school has reviewed and has determined does not meet the legal requirements above.

### **Excessive Absences:**

- An attendance report will be run by the school each week. If your child has **more than 3 unexcused absences** in a month, school personnel will contact you to address the concern and establish a plan for improving attendance
  - **Level 1 Intervention:** Contact (*via phone or Bloomz by Dean of Students*) to identify further support that may be required to improve attendance.
  - **Level 2 Intervention:** In person meeting scheduled for formal attendance plan contract to be established and signed ; parents will be advised of their legal responsibility to ensure that their child attends school.
    - Parents may be encouraged to participate in parenting skills training
- If your child is absent 27 or more times during the school year, he/she will be required to attend mandatory summer school and/or may be retained in their current grade.
- **Truancy:**
  - Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.
  - Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

- If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:
  - Referral to the truancy officer
  - Reporting to officials under the Juvenile Court Act
  - Referral to the State's Attorney
  - Appropriate school discipline
- A parent/guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Tardies**

- A student is tardy if he or she arrives **after 8:15am**.
- Instructional time lost due to tardiness will be taken into consideration when determining summer school requirements.
- If a child is frequently tardy, parents/guardians will be contacted by school personnel to discuss how we can work together to improve the student's timeliness to school

Being consistently tardy is a hindrance to academic progress for both the individual student and his or her class:

1. *A child arriving late has to emotionally and academically adjust to a class in session and stress is added as they need to acclimate to learning in progress.*
2. *Arriving late is disruptive to other students' learning.*
3. *Teachers need to take additional time to ensure late children are on pace and ready.*
4. *Students with significant tardies throughout the year generally show less growth than their on-time peers.*
5. *Being on time to school communicates to your child the importance of what we do together everyday.*

### **After School Program (3:15pm – 5:30pm)**

- Students will have homework and tutoring time, enrichment activities, recreational time, and snack time.
- Students who have not been picked up by 3:15pm must go to the after school program until they are picked up. A fee of \$3 / hour is charged beginning at 3:15pm. Charges will be posted weekly on your account.
- Pick up: the staff will use information you submitted in your FACTS enrollment form re: who can pick up your child. Please note that we will only release a child to authorized people and will require ID. If you need to send someone who is not on the pick up list, please contact the office.
- After 5:30pm, a late fee of \$5 per every 10 minutes is assessed—please be on time out of respect for our staff members' schedule.
- To contact the after school program staff, call the office at 773-542-0663.

# Anti-Bullying Policy

## STUDENTS

### I Anti-Bullying Policy

Chicago West Side Christian School is committed to creating a safe, caring, respectful learning environment for all students. Students will BE RESPONSIBLE, BE RESPECTFUL, BE KIND, BE ACCOUNTABLE, and MAKE GOOD CHOICES. The bullying of students at Chicago West Side Christian School does not follow our CWSCS Way, is strictly prohibited, and will not be tolerated. Members of the Chicago West Side Christian School Community have the right to be members of a bully-free school. For the purposes of our anti-bullying policy, "school" includes school buildings, school grounds, coming to and going home from school, any school-sponsored social event, field trips, sporting events, bus trips and the internet. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

### Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories - physical, emotional, and verbal. Bullying behaviors may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

## Preventative Measures

### 1. Student Instruction/Awareness

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the Too Good for Violence program and other instructional programs that Chicago West Side Christian School teachers will utilize throughout the year. With the support of staff and parents, students at Chicago West Side Christian School will do the following things to help prevent bullying:

- Refuse to bully others
- Refuse to let others be bullied and speak up if they see bullying
- Reach out to students that are being bullied and be a friend
- Include all students that want to be involved in games, especially those that are often left out
- REPORT BULLYING TO AN ADULT

### 2. Staff Awareness/Action

School personnel will receive in-service training on our anti-bullying policy to ensure a consistent approach is adopted on a school-wide basis. Staff at Chicago West Side Christian School will do the following to prevent bullying and help children feel safe at school:

- Closely supervise children in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens

- Respond quickly and use the **Four A Response process** (**A**ssess safety, **A**ffirm student's feelings, **A**sk questions, and **A**ct by coaching the student on what to do in the future.) Finally, the staff member will let the student know that he or she will be making a report and offer support
- School administration requires all staff members who observe, or become aware of an act of bullying to follow these steps

### **3. Student/Parent Action**

Chicago West Side Christian School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

### **Complaint/Investigation Procedure**

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (be they the victim or the bystander) may initiate a complaint by completing a confidential reporting form and returning it to a building administrator. These forms will be available in each class and also in the office.

### **Intervention/Consequences:**

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on:

- the child's age
- the results of the investigation
- the severity of the incident
- past incidences or continuing patterns of behavior

Consequences may include but are not limited to the following:

- Mediation
- Loss of privilege
- Parent conference
- Counseling
- Suspension
- Expulsion
- Referral to local law enforcement agency.

## Anti-Discrimination Policy

- At CWSCS, it is our policy to treat all students with the same level of equality; we will not discriminate in any way against a child because of race, gender, nationality or disability.
- We do not discriminate against students based on immigration status, in accordance with Plyler vs Doe 457.

## A.M. Arrival and Before School Program

- Students may arrive at school between **7:15 a.m. and 8:15 a.m.** Upon arrival, all students should go into the before school program located in the gymnasium.
- Parents or students will sign in with the before school program staff until 8:00 a.m.
  - There is a \$3/hr charge from 7:15 – 8:00 a.m. There is no charge after 8:00 a.m.
- **School begins at 8:15 a.m.**
- If students arrive **after 8:15 a.m.**, they must report directly to the **office** to sign in and receive their tardy pass.

## Birthdays

CWSCS will celebrate student birthdays as a community in a variety of fun ways. To be in compliance with our school's health and wellness policy, **food treats will not be allowed.** Our goal is to make every child feel loved and valued on their special day! Birthdays will be announced and celebrated in a variety of ways in the school building.

If your child is having an out-of-school party that does not include all classmates, please distribute invitations outside of school to spare other children's feelings.

**Calendar:** See appendix

## Cell Phones, Electronic Devices & Gadgets/Toys:

The goal is for all students to be fully and authentically engaged and present while in school. To that end, we would like to minimize distractions from technology as much as possible. **If it is not necessary for your child to bring their device to school, we ask that they please leave it at home**

**Cell phones, iPads, tablets, smartwatches** or other unapproved electronic devices are not to be used or seen at school without permission.

**Students in grades K-5th** grade who have one of the above-mentioned devices at school must keep it in the 'off' setting and placed in their book bags when in the school building.

**Students in grades 6th-8th** must turn their phone/device into the **office** upon arrival to the building. They will be locked in grade-level bins in the office until the student is dismissed.

Violations of these expectations will result in the following sequence of interventions.

- **First incident** – The student is issued a verbal warning and the instance is documented
- **Second incident** – The device is confiscated, a parent is notified, and the device is returned to the student when he/she leaves at the end of the day.

- **Third incident** – The device is confiscated, a parent is notified, and the device will only be returned directly to a parent or guardian.
- **Additional incidents** – Same protocol as third incident plus **\$25.00 fine**.

**The school will not be responsible for lost, damaged or stolen devices.**

**This Policy Applies to School Field Trips Also!**

## **Chapel**

- PK-8th grade students will participate in a weekly school-wide chapel on Wednesdays from 8:30am - 9:00am. Parents are welcome to join us in the sanctuary during this time of worship!

## **Concussion Policy**

### **Concussion Management Policy**

The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

### **Training**

This policy applies to all CWSCS students whenever present during school time, or participating in school activities including interscholastic sports, intramural sports, recess, field trips, or other. Student athletes, coaches, and school staff must be trained about concussion protocol annually.

Training will provide education about:

**Concussion Signs and Symptoms** A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following

#### **Signs Observed by Others Symptoms Reported by Athlete**

Appears dazed or stunned Headache or “pressure in head”

Appears confused Nausea Forgets sports plays Balance problems or dizziness Is unsure of game, score, opponent

Sensitivity to light or noise

Moves clumsily Double or fuzzy vision Answers questions slowly Feeling sluggish or slowed down Loses consciousness (even briefly)

Feeling foggy or groggy

Shows behavior or personality changes

Does not “feel right”

Can't recall events prior to hit or fall

Concentration or memory problems Can't recall events after hit or fall

Confusion

## **Removal and Return to Play**

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game, practice or activity and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, they shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play"

and "return-to-learn" protocols.

- A coach of an interscholastic athletics team may not authorize a student's return to play or return to learn.

**Licensed Health Care Professional** For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

**Concussion Policy/Fact Sheet** Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or interscholastic competition.

The parent/guardian of each student athlete and the student athlete shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student athlete may not participate in practice or competition prior to the school's receipt of this written verification.

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

**Concussion Oversight Teams (COT):** CWSCS' Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention.

The school nurse and team coaches shall make up the concussion oversight and management team.

**Coaches Training** All coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training.

## Communication

The school will communicate with you in several ways and wants to hear your ideas, questions or concerns as well. Please utilize the following communication tools:

- **School's Website:** [www.cwscs.org](http://www.cwscs.org) - includes links to forms and general school information
- **Bloomz:** Every parent is required to create a Bloomz account (*mobile app or web based*) so they receive all school communications (from teachers and administrators) and are connected to each of your child's teachers and classes
- **Otus:** Every parent is required to create an Otus account so they have access to student grades, mastery progress, and learning resources
- **FACTS/Renweb** is the school's web-based management system and will be invaluable for you to keep up with your child's progress.
  - The school's web-based management system is located at [www.factsmgt.com](http://www.factsmgt.com) Go to the login for ParentWeb. Parents can register with their email and a password of their choice. The site will ask for the school's code which is **CW-IL**. Features of FACTS give parents the ability to:
    1. *see monthly invoices and pay tuition and fees online via credit card*
    2. *regularly update contact information*
    3. *check the lunch menu*
    4. *re-enroll and apply for tuition assistance*
- **Student Folders:** In grades PK - 5th, students will bring home a **folder** each day that contains communication and student work
- **Email:** In addition to being able to send direct messages on Bloomz, you can reach out to any CWSCS staff member via email as well, which can be found on the [staff page](#) of our school website

## Dismissal

- Students are dismissed beginning at 3:00pm. **Please refrain from picking up your child prior to 3:00pm unless absolutely necessary.**
- A school staff member will be outside at the main entrance from 3:00pm - 3:15pm to call for your child using a walkie talkie once they are aware you have arrived. You can also call the main office (773) 542-0663 to request that your child be called for dismissal.
- Do not double park on Pulaski; pull your car forward as one departs
- Pick up authorization: the staff will use information you submitted in your FACTS enrollment form re: who can pick up your child. Please note that we will only release a child to authorized people and will require ID. If you need to send someone who is not on the list, please contact the office.
- Students should be picked up by 3:15 p.m. **After 3:15, all students must report to the after school program.** The after school program fee is \$3 per hour.
- Please note that the school must have legal documentation if there are custody issues that forbid a parent from visiting or taking a child from the school.

## **Early Dismissal**

When your child needs an early dismissal, please call or email the school with the time your child must be ready, as well as the reason for the early dismissal. If an emergency arises, call the office so the teacher can be notified. Note that all students must be signed out in the office by whoever picks them up if an early dismissal is required.

## **Emergencies/Crisis Management Plan**

Our school is committed to the safety and security of students, faculty and visitors. A crisis plan is in place to provide guidance on how to respond to natural and human caused disasters. Emergency drills are practiced during the school year to assure that students will be safe in the event of an actual emergency. If it is ever necessary to evacuate students from the school building, parents will be notified as soon as possible. Parents will be directed to the reunification location at that time. Our first sites would be the 13<sup>th</sup> and Pulaski parking lot, Roosevelt and Pulaski green space, or the YMEN building at 1241 S. Pulaski. However, because the nature of the emergency will determine where reunification is safest, it is imperative that your contact information is updated at all times.

You may access school closing information through the Emergency Closing Center as follows:

1. Check online at [www.emergencyclosings.com](http://www.emergencyclosings.com). Search for the school by either the name (Chicago West Side Christian) or the phone number (773) 542-0663.
2. Email: sign up for personalized email to notify you at [www.emergencyclosings.com](http://www.emergencyclosings.com).
3. Watch TV channels 2, 5, 7, 9, 32 and CLTV or listen to the following radio stations: 780 AM, 720 AM, 94.7 FM

Please note that if the weather is bad, we may not be able to get to school to answer phone calls. Please use one of the above ways to find out if school is closed. In the event of other emergency closings, such as power outages, or building emergencies, CWSCS staff will make every effort to contact families via email, Bloomz, text or phone.

## **Discipline** (See flow charts on following pages)

Chicago West Side Christian School is a Christ-centered community of students, faculty, staff and parents who work to provide a safe and nurturing environment that encourages academic success while developing faith and character. All CWSCS students should do the following:

- **Take advantage of the academic opportunities offered at the school**
  - (Deuteronomy 6:6-9)
- **Be honest with and respectful to all students, teachers, staff members and parents**
  - (1 Peter 2:17)
- **Adhere to all school rules and community expectations/agreements**
  - (Romans 13:1-2, Hebrews 13:17)
- **Treat school property with care and respect** (1 Corinthians 4:2)

We view discipline as an opportunity to disciple – to teach, correct, and encourage good decision making. We hold high expectations for students, both in their behavior and academics. We also expect that students will acknowledge wrongdoing and will accept correction and direction (James 5:16, Proverbs 27:17, Luke 17:3, Galatians 6:1).

To ensure students are continually taught, corrected, and encouraged to behave acceptably, restorative justice is used within the CSWCS school community. Restorative justice is an alternative to punitive punishments and discipline by focusing on repairing harm and promoting appropriate behaviors through different practices. These practices although, restorative, do not eliminate natural consequences but instead help students to see that there are consequences to all actions while learning why their behaviors are unacceptable. They are both preventative and responsive. Examples of these practices are peer mediation, reflections, school community service (cleaning around the school, recess monitor duty) ,and room agreements/norms.

CWSCS has established a flowchart to illustrate its process of handling behavioral issues (minor and major). The goal is to address student negative behaviors and reinforce positive behaviors. If behaviors cannot be changed after multiple interventions, level 4 interventions are considered. Here at CWSCS our goal is to allow students the opportunity to learn and grow from their mistakes while also understanding the idea of natural consequences. All interventions and natural consequences are left to the discretion of the teachers and administration team.

## **Substance Use**

CWSCS follows state laws when addressing the suspected or actual use of different substances by students. If a student attending school shows signs of having used tobacco, marijuana, alcohol, or other drugs on or outside of school premises, parents will be contacted immediately. State law requires that any drug use within the school be reported to local authorities.

### Minor Behavioral Issues:

Dress code violations; picking-on, bothering, or distracting other students; technology violations; use of profanity/vulgarity; refusing to follow directions.

#### **Level 1 Intervention** (Behavior done 1-2 times):

Warning/Redirection,  
Warning 2/ Redirection 2

#### **Level 2 Intervention** (Continued Behavior between 3-4 times):

-Referral to  
Dean/Reflection  
-Natural consequence

### Major Behavioral Issues:

Repeated minor behavior; bullying (teasing, name-calling, excluding, gossip, dirty looks); sexual harassment (verbal, written or electronic comments that are sexually offensive or degrading); skipping class; intentional destruction of CWSCS property; possession of firecrackers, or weapons; stealing school property; false activation of fire alarm.

#### **Level 3 Intervention** (Continued Minor Behavior done 4+ times or 1 Major Behavior):

- Referral to Dean/Reflection
- Behavior Chart (when applicable)
- Natural Consequence
- Behavior Plan (BIP) (when applicable)
- Suspension from extracurricular activities

#### **Level 4 Intervention** (Continued Minor or Major Behavior):

- Removal from extracurricular activities.
- Suspension (In School or Out of School)
- Expulsion

## **Sexual Misconduct Policy (student)**

Chicago West Side Christian is a Christ-centered community of students, faculty, staff and parents who work to provide a safe and nurturing environment that encourages academic success and develops faith and character. We expect students to be respectful to one another and to make good choices.

Sexual misconduct can be described as either consensual or unwanted touching, exploitation, inappropriate nonverbal or verbal behaviors, and sexual harassment.

Sexual misconduct will not be tolerated, and can lead to serious consequences.

As defined in guidance issued by the U.S. Department of Education's Office for Civil Rights (OCR), "sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature."

The following is a list of examples of sexual misconduct at school that may lead to punishments which may include suspension, expulsion from CWSCS, reporting to DCFS, and reporting to Chicago Police Department.

1. Touching another student's private parts. This includes touching or hitting a student's buttocks, breasts, genital area, or inner thighs.
2. Publicly touching one's own private parts in a suggestive or aggressive manner.
3. Taking sexually inappropriate pictures or video recording of yourself or another student. This includes pictures suggesting or showing any nakedness, or private parts.
4. Watching, sharing or distributing pictures or videos of pornographic nature.
5. Making sexual comments or gestures about yourself or another student. This is true for verbal or written comments.

Whenever an instance of sexual misconduct occurs, students and parents must report the incident to a CWSCS staff member, who must in turn report to school administrators. Confidentiality will be maintained and all students will be given due process. Final decisions for consequences will be made by school administration..

## **Field Trips**

Field trips are an important part of your child's education. The classroom teacher will notify you in advance re: trips and if volunteer chaperones are needed. Chaperones must read, understand, and sign the [chaperone expectation agreement form](#) prior to the trip.

The Student Resource Fee paid at the beginning of the year covers all field trips except for the middle school retreat and 3rd-8th grade end of year class trips. Unless otherwise noted on teacher communication, students should wear the **school uniform** for field trips. Note that if a child does not go on a class field trip, there is no refund as the Student Resource Fee does not cover the full cost of field trips.

## **Fundraising**

- Parent fundraising efforts support special projects to benefit students. In recent years parents have raised funds for technology, classroom libraries and student celebrations. This year, fundraising efforts will go towards adding more playground and gym equipment. Individual classes in grades 4 – 8 may also hold fundraisers for their class trips.
- Each parent is asked to raise **\$200 total** in the fundraisers: the Taffy Apple sale in October, the spring raffle and another fundraiser still to be determined. A \$200 fundraising charge will be posted to your account in October, and all fundraisers will be credited. **Any balance following the final fundraiser will be due as of May 1.**

## **Goal Setting Conferences**

Parents/Guardians are **required** to attend the goal setting conferences with their student at the end of the first two trimesters (**November 22, 2022 and March 8, 2023**). At these meetings, student growth, progress and areas of need will be shared and goals will be set. These are excellent relationship-building opportunities where your child can see the shared goals and expectations you have. The child is an active participant in the conference— **your child must attend with you**.

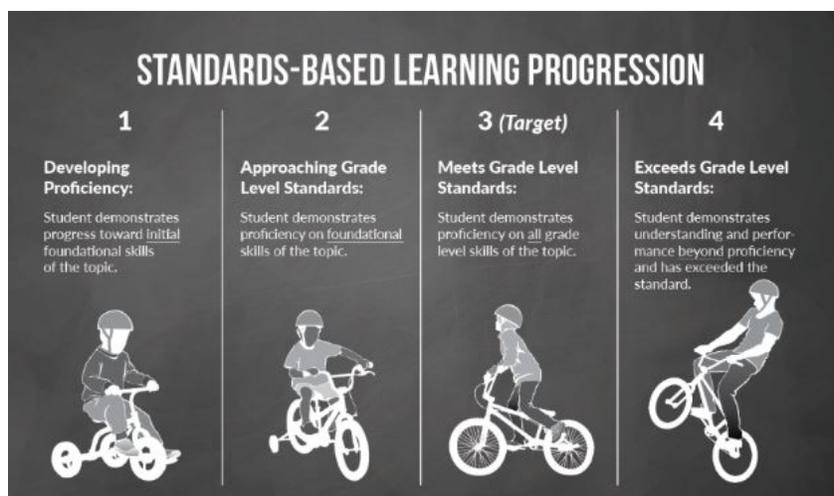
## **Grading**

Chicago West Side Christian School is using a standards-based reporting system which communicates how well a student is performing in relation to grade level standards. Rather than calculating a student's grade based on points and percentages, student achievement will be reported throughout the academic year using a 1-4 scale that communicates their proficiency on grade level standards and expectations. Student growth will be communicated using the standards-based gradebook in Otus which we encourage students and parents to engage with regularly. As a school, we believe that your understanding of the expectations established for your child as well as his or her progression towards meeting specific grade-level goals is critical as we work together with you in providing your student with the necessary knowledge and tools to reach his or her fullest potential.

Traditional Grading	Standards Based Grading
<ul style="list-style-type: none"> <li>- Focuses on 'points' and task completion</li> <li>- Averages all of a student's performance together</li> <li>- Uses percentages to calculate student grade; learning targets can be unclear</li> <li>- Factors student effort and other behaviors into grading process</li> <li>- Focus is on earning letter grades</li> <li>- Promotes a 'one size fits all' mentality</li> <li>- Expects learning to occur at same time and in the same way for all students</li> <li>- Penalizes academic risk taking and wrong answers in the learning process</li> </ul>	<ul style="list-style-type: none"> <li>- Focuses on understanding of skills/standards</li> <li>- Focuses on the most recent and consistent student performance</li> <li>- Uses clearly defined rubrics to determine student mastery level of learning targets</li> <li>- Student's ability to communicate / display understanding is the only element factored into the grading process</li> <li>- Focus is on communicating growth towards grade level mastery</li> <li>- Relies heavily on quality teacher feedback, differentiation, and re-assessment</li> <li>- Sees learning as a journey</li> <li>- Encourages students not to give up and to reach their goals; encourages a growth mindset</li> </ul>

**Mastery Scale:** A scale of 1-4 will be used for every assessment to represent a student's level of mastery on a particular grade-level learning objective or standard.

**4 = Exceeds Standard (Advanced)**  
**3 = Meets Standard (Got it!)**  
**2 = Approaching Standard (Almost)**  
**1 = Developing (Not Quite)**



**Summer School:** Scholars who have an overall course mastery average of less than a 2.0 in Math, Reading and/or Writing & Language, may be required to attend summer school in order to be eligible for promotion.

## Health

- The state requires that a **physical examination, immunization record and dental examination be on file for every student.**
- Students entering **Kindergarten and 6<sup>th</sup> grade** must have an updated **physical examination**. Students who are new to the state of IL must also have an updated physical regardless of grade level.
- **Dental examinations** must be updated in **Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade**.
- **Vision examinations** are required for all children entering **Kindergarten**. Students who are new to the state of IL must also have an updated vision examination regardless of grade level. Because your child's vision is critical to their learning success, we ask that every family follow the recommendations of the AOA (*American Optometry Association*) and get an eye exam for your child **every two years** if no vision correction is required. Children who need eyeglasses or contact lenses should be examined every **year**.
- **Immunization** forms must be turned in by **October 15<sup>th</sup>** or the child may be excluded from school.
- **Medication Policy:** Whenever possible, parents should provide medication for their children outside of school hours. In some cases, however, the dispensation of medication to your child during school hours may be deemed necessary by a physician. In cases such as this, the following must be done:
  1. The parent must write a signed note authorizing the school to have a staff member administer the medication to your child. The note should include the student's name, name of medication, the dosage, the time to be given, and the physician's name and phone number.
  2. Illinois law forbids the school to give any over the counter medication or prescription medication without the consent of the parent. If your child wants medicine to treat a headache or minor ailment, we will contact you to get your permission.
  3. An accident report will be sent home if your child is injured at school; you will generally receive a phone call unless the injury is minor (e.g. minor scrape on knee).
- **Covid:** The school will follow recommended CDC guidelines
- **Symptoms:** In order to keep our school community as healthy as possible, we will ask students to wear a mask when exhibiting mild symptoms (slight cough, sniffles, etc.). Please keep your child home if they have major symptoms (persistent cough/runny nose, nausea/vomiting, or fever)

## History

Chicago West Side Christian School was founded 52 years ago by parents who wanted quality Christian education in the Lawndale neighborhood. For many years, the school operated at 1241 S. Pulaski Road where it reached a capacity of 99 students. In 2004, the school built a beautiful new building at 1240 S. Pulaski Road, doubling the number of students it could serve. A few years later, parents and friends of the school worked with KaBoom to build a wonderful playground—in one day!

For the past five decades, CWSCS has served thousands of students, equipping them to lead and serve as Christians in their neighborhood and the world.

Our school has worked closely with the Lawndale Christian Reformed Church for all of those years and shares worship facilities and some programming. The church welcomes you to join its members for worship, Bible study, and youth outreach if you do not currently have a church. The church's number is (773) 658-2041, and the pastors are Pastor James Wolff and Pastor Eric Crawford.

### **Hot Lunch Program**

- The school offers hot lunch through the National School Lunch Program. Families that meet income requirements may qualify for free or reduced hot lunches. Parents must turn in a school lunch application to verify status. Reduced lunches are \$.40/ day, and full price lunches are \$4.25. A lunch order form and calendar will be sent at the beginning of each month. To ensure the school has ordered enough lunches, parents must pre-order.
- Please note that the lunchroom staff does **not** heat up lunches sent from home.

### **Loss and Damage of School Materials**

Students will be charged for lost textbooks, library books, and damaged school property.

### **Mandated Reporting**

All staff are mandated by state law to report suspected child abuse or neglect to the Illinois Department of Children and Family Services.

### **New to You Thrift Store Partnership**

The New to You Upscale Resale Store is a joint effort of three Christian schools that helps provide funding to each school to keep Christian education affordable and accessible. The store needs parent volunteers to keep it running successfully. Volunteers are needed at any time; if you are able to volunteer on a regular basis, let the thrift store manager know. You are invited to join the workers for devotions and prayer at 9:30 in the morning.

#### **New to You Upscale Resale**

1700 West Roosevelt Road / Broadview, IL 60155

(708) 344-8477

E-mail address: [new2you1700@sbcglobal.net](mailto:new2you1700@sbcglobal.net)

### **Physical Education**

Students who require any kind of activity restriction in PE due to illness or injury will be excused, upon written parent requests, for a period of up to three days. Recess participation will be restricted as well. Beyond that time, it is necessary to have a written request from the healthcare provider detailing the health concern, the extent of the restriction, and the date that full physical activity may be resumed. Children restricted from physical education by a healthcare provider (M.D., D.O., A.P.N., or P.A.) must have written authorization to be outdoors during recess.

Students with, but not limited to casts, splints, sutures, boot, crutches or wheelchairs, may not participate in physical education, recess, or school-sponsored sports/physical activities until such appliance or sutures are removed and written clearance is provided by the healthcare provider. Students wearing soft splints and soft braces for preventative purposes may participate in physical education with written permission from the healthcare provider. Students on crutches or scooters or in wheelchairs must have healthcare provider documentation outlining parameters for use.

## **Recess**

All CWSCS students will have recess daily, as your child's health is an important part of the holistic education we strive to provide. We believe that children need exercise and fresh air in order to stay healthy and alert. Students will be taken outside for recess anytime the temperature is 32 degrees or above (including the factor of wind chill) and there are no other elements, such as rain, that pose a challenge to being outside. We ask that you please send your child to school with appropriate clothing for the weather on a daily basis.

Children recovering from an illness (no longer in an infectious stage) will be permitted to remain inside at recess time upon written request from parents for **one-day only**. Requests for longer than one day will require a statement from the doctor explaining why the child is unable to be outside for a 15-20 minute time period, the duration of the exemption, and the specific minimum temperature at which the student should remain inside. Unless we have a note from the parents (**one-day only**), or a physician we do not keep children in from recess. In general, it is much better that the children become involved in outside activities rather than to stay indoors the entire day.

## **Surveillance Policy**

Chicago West Side Christian School uses surveillance policy to monitor entrances/exits and behavior in common areas so documentation is available to address safety and behavior concerns.

Parameters for use:

- A. Cameras are placed in common areas such as hallways and gathering spaces where students and staff have no expectation of privacy
- B. The school will post signs and publish information in handbooks to inform parents and students that surveillance devices are being used and that anyone on school property may be videotaped
- C. School personnel may use anything that is videotaped via the surveillance system in the investigation of safety and behavior concerns

Surveillance video will be turned over to authorities upon request.

## **Suspension**

Whenever a student is suspended from school for any reason, they are required to complete a reflection and presentation about the particular offense they are being suspended for before returning to school. The reflection and presentation template will be given to the student by an administrator at the time of the suspension. The completed suspension reflection/presentation must be viewed & signed by a parent upon returning to school.

## **Technology**

CWSCS embraces using technology as a tool for instruction and learning. To ensure it is used appropriately, the school has adopted an Acceptable Use Policy (in appendix). The school has a Google domain and students in grades 1st - 8th will receive an individual Google account through the school.

Each student will have a device (chromebook or iPad) specifically assigned to them for use during the school day. Students are responsible for properly taking care of their device and following expectations.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy and the school may require the student to share content in the course of such an investigation.

## **Testing**

Students in grades 3rd-8th will take the NWEA MAP (*Measures of Academic Progress*) assessment in September (Fall) and May (Spring). This standardized benchmark assessment is one of various tools used to inform teachers, parents and students of overall academic growth progress in the areas of math and literacy.

## **Travel**

With covid restrictions lifting, the school hopes to resume travel activities for grades 4 - 8. Details will be forthcoming.

## **Tuition**

Tuition payments are due according to the dates you chose when setting up your payment plan. Late payments will incur a \$20 late fee. Note that students will be excluded 10 days after fees were due until payment is received.

If a check is returned with non-sufficient funds, you will be charged a \$15 fee.

Please note that the actual cost of educating each CWSCS student is over \$8000. Through parent fundraisers and board/staff fundraising efforts, we work diligently to keep Christian education affordable. The school counts on parents' payments to ensure that students receive a quality education with the necessary resources.

## Uniform Policy

*The goal of our school uniform policy at CWSCS is to ensure that students are dressed comfortably, neatly and with a minimum of distractions so they can focus on learning. As you purchase items for the fall, please adhere to the following:*

### **Physical Education Uniform Days (2 days per week)**

- School **gym shirt**
- School **gym shorts** OR plain navy blue athletic shorts (no writing, stripes, etc.) **Note:** no athletic spandex shorts unless being worn as a base layer
- School **sweatpants** OR plain navy sweatpants from department store (solid navy, knit material, no writing, stripes). **Note:** no athletic spandex pants unless being worn as a base layer
- School sweatshirt **OR** plain navy sweatshirt from department store (solid navy, knit material, no writing, etc.)
- **Gym shoes** may be any color and may be worn any day of the week.
- **Socks:** Knee-high socks and tights must be **solid color** white, navy or black. There are no restrictions for ankle or crew socks.

### **Navy Polo & Khaki Uniform Days (3 days per week)**

- **Navy Polo Shirt** with school logo OR plain navy polo from department store
- Plain navy or white **knit sweaters** may be worn **OR** embroidered knit school sweater
- **Khaki** pants, shorts, skirts, capris, or jumpers may be worn. Please ensure shorts, skirts and jumpers are an appropriate length for school.
- **Belts** must be solid color black, brown, navy, or khaki. While belts are not required to be worn, please have your child wear one if needed to keep pants at their waist.
- **Dress shoes** or **gym shoes** can be worn - any colors are allowed
  - **Note: Sandals/Crocs** are NOT allowed to be worn to school for safety reasons
- **Socks:** Knee-high socks and tights must be **solid color** white, navy or black.
  - There are no restrictions for ankle or crew socks.
- **Jewelry and accessories** such as earrings, bracelets, headbands may be worn, but must not be distracting.
  - **Note:** Smart watches may **not** be worn during the school day.

**Preschool Parents:** Preschool students do not wear school uniforms. However, parents should order a **school gym shirt** from the online store for field trips

There will be opportunities throughout the school year for students to dress out of uniform such as: class rewards, Eagle Ticket prizes, out-of-uniform fundraisers, etc.

## Volunteering

One of the ways we keep tuition affordable is by using volunteer help in a variety of ways. Each parent is encouraged to contribute **15 hours** of volunteer time each year.

The New to You Upscale Resale Store is a joint venture with other Christian schools and raises over \$50,000 each year for our school. Parent volunteers are needed on a regular basis. The store is located at 1700 West Roosevelt Road in Broadview. Its web address is [www.newtoyouresale.org](http://www.newtoyouresale.org). We encourage you to volunteer a few Saturdays or weekdays per year at the thrift store if at all possible (and feel free to bring along extra adult relatives or friends).

Parent volunteer opportunities are available at the school as well. We need help with everything from mowing the lawn to shelving library books to repairing things . . . let us know your skills and your availability, and we will find a job for you!

For all persons who volunteer and interact with students on a regular basis, a background check and fingerprinting must be completed. Parents who attend overnight field trips with their child's class must have a background check completed.

### **Wednesday Academy**

From 2:00 to 3:00 on Wednesdays, students will participate in class-wide activities for enrichment. Staff and volunteers will introduce students to a variety of activities throughout the year that foster creativity, critical thinking, problem solving, and social-emotional development.

### **Illinois Administrative Code 425:**

Chicago West Side Christian School voluntarily seeks to comply with all mandates of state recognition. CWSCS complies with all applicable sections of the Illinois school code {105 ILCS 5}. CWSCS also adheres to the following policies:

**Title IX** - In accordance with Title 1X, Chicago West Side Christian School does not discriminate, or deny education to anyone based on gender.

**IDEA** - Chicago West Side Christian School does not discriminate or deny employment or education to persons with disabilities.

**Title VI and VII** - In accordance with Title VI and VII, Chicago West Side Christian School does not deny anyone employment or education because of race, color, or national origin.

**ADA** - In accordance with the American Disabilities ACT, Chicago West Side Christian School is an equal opportunity employer. It does not deny employment to individuals on the basis of disabilities.

#### **Appendix**

School Contact Information

School Staff

Parent Partnership Contract

Acceptable Use Policy

School Calendar

### **School Contact Information**

School address: 1240 S. Pulaski Road, Chicago, IL 60623

Office phone: (773) 542-0663

Office fax: (773) 542-0664  
 email: [info@cwscs.org](mailto:info@cwscs.org)  
 website: [www.cwscs.org](http://www.cwscs.org)

## **Staff**

*\*To contact staff via **email**, please see the staff page at **[www.cwscs.org](http://www.cwscs.org)**\**

Principal	Mrs. Sears
Director of Operations and Development	Mrs. Post
Dean of Students	Mrs. Edwards
After School Director & Admissions	Mrs. Meyer
Office Manager	Ms. Hibler
Pre-school	Mrs. Marquez and Ms. Lawrence
Kindergarten	Mrs. Fleetwood
First Grade	Mrs. Thirus
Second Grade	Ms. Dryden
Third Grade	Mrs. Christiansen
Fourth Grade	Mrs. Carr
Fifth Grade	Mrs. Wright
Middle School Literacy	Mrs. Weglarz
Middle School Social Studies	Ms. Banks
Middle School Math & Bible	Ms. Wiltjer
Science (5 <sup>th</sup> – 8 <sup>th</sup> )	Mrs. Trout
Spanish	Mr. Quevedo
Diverse Learners Coordinator	Mrs. Rivera
Literacy Support Specialist	Mrs. Morrissette
6th - 8th Grade Teacher Assistant	Mrs. Language
2nd/3rd Grade Teacher Assistant	Ms. Gross
4th/5th Teacher Assistant & After School	Ms. Caro
After School Staff	Ms. Washington
Title I	Mrs. Byington
Lunch Room	Ms. Pritchett



## CWSCS Parent/Guardian Partnership Contract 2022-2023



\_\_\_\_\_ I will ensure my scholar is in full school **uniform** daily

\_\_\_\_\_ I will **communicate** with **patience, respect** and **grace** with all members of the CWSCS community

\_\_\_\_\_ I will give my scholar the necessary **support, resources** and **accountability** to complete their weekly **homework** successfully and on time

\_\_\_\_\_ When there is a **behavior** incident with my scholar, I will actively work with the school to **address** and **restore** the situation

\_\_\_\_\_ I will get my scholar to school **on time daily** and will inform the school when they are going to be absent due to illness or other excused reason

\_\_\_\_\_ I will actively engage with the **Bloomz** communication app to remain aware of school-wide and classroom information

\_\_\_\_\_ I will actively use **Otus** to stay aware of my scholar's academic progress

\_\_\_\_\_ I will attend **Goal-Setting Conferences** on Nov 22 and March 8

\_\_\_\_\_ I will help my scholar have healthy daily **sleeping** and **eating** habits

\_\_\_\_\_ I will pay my **tuition** share faithfully on the day I selected when I set up my account and understand that if tuition payments are not made, my child will be excluded from school until I pay.

\_\_\_\_\_ I understand that every family is required to raise **\$200** through parent **fundraisers** throughout the year and I can **volunteer** hours at the school or the school's thrift store (New to You @ W. Roosevelt in Broadview)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date : \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

CWSCS is governed by a school board. In the event that you wish to contest an administrative decision, please use the below form to initiate the process.

### Grievance Form

Today's date: \_\_\_/\_\_\_/\_\_\_

Name of person bringing the complaint: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of student(s) involved: \_\_\_\_\_

Date(s) of incident(s): \_\_\_\_\_

1. Provide a detailed statement of the nature of your original complaint (attach additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What action has been taken by the school administration?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What action are you seeking?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please be sure to attach copies of all prior correspondence between you and the school  
Please submit the completed form, together with any attachments, to:  
CWSCS School Board President  
1240 S. Pulaski Rd.  
Chicago, IL 60623*

## ACCEPTABLE USE AGREEMENT FOR INTERNET AND OTHER ELECTRONIC RESOURCES

Chicago West Side Christian School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Chicago West Side Christian School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of CWSCS.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, CWSCS adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on CWSCS-owned equipment or through CWSCS-affiliated organizations.

### ***CWSCS Rights and Responsibilities***

It is the policy of CWSCS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, CWSCS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, CWSCS retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to CWSCS-owned equipment and, specifically, to exclude those who do not abide by CWSCS's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. CWSCS reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### ***Staff Responsibilities***

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the CWSCS.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

***User Responsibilities***

1. Use of the electronic media provided by the CWSCS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

***Acceptable Use***

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of CWSCS.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, CWSCS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

***Unacceptable Use***

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including for use on CWSCS computers is prohibited.

10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. CWSCS network may not be used for downloading entertainment software or other files not related to the mission and objectives of the CWSCS for transfer to a user's home computer, personal computer, or other media. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.
13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
14. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

#### ***Disclaimer***

1. CWSCS cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. CWSCS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. CWSCS makes no warranties (expressed or implied) with respect to:
  - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. CWSCS reserves the right to change its policies and rules at any time.

## **Chicago West Side Christian School Acceptable User Agreement**

### ***User Agreement (to be signed by all adult users and student users above grade 5)***

I have read, understand, and will abide by CWSCS's Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by Chicago West Side Christian School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

---

User Name (please print)

---

User Signature

Date

### ***Parent Agreement (to be signed by parents of all student users under the age of eighteen)***

As parent or guardian of [please print name of student] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Chicago West Side Christian School has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold CWSCS responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, that are available through Chicago west Side Christian School.

---

Parent Name (please print)

---

Parent Signature

Date

## CWSCS School Calendar: 2022-2023

### **1st Trimester:** (58 days total)

**Aug 24** - First Day of School

**Sept 2** - No School

**Sept 5** - No School (Labor Day)

**Oct 6 - 10** - No School (Fall Break)

**Nov 18** - End of 1st Trimester

### **2nd Trimester:** (57 days total)

**Nov 22** - Goal Setting Conferences *\*non-attendance day for students*

**Nov 23-25** - No School (Thanksgiving Break)

**Dec 23 - Jan 6** - No School (Holiday Break)

**Jan 16** - No School (MLK Day)

**Feb 16 - Feb 20** - No School (Mid-Winter Break)

**March 3** - End of 2nd Trimester

### **3rd Trimester:** (61 days total)

**March 8** - Goal Setting Conferences *\*non-attendance day for students*

**April 3 - April 7** - No School (Spring Break)

**May 26** - No School (Teacher In Service)

**May 29** - No School (Memorial Day)

**June 3** - 8th grade graduation

**June 7** - Last Day of School - End of 3rd Trimester

**Total School Days: 176**