

CWSCS

Parent Handbook

2018-2019

Be **Transformed**

Do not be conformed to the pattern of this world,
but be transformed by the renewing of your mind.

Romans 12:2



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.

Principals' Welcome

Welcome to another school year at CWSCS. We are happy that you have chosen to allow you to serve your family with a quality education. It is our endeavor to make sure that your child receives the best holistic educational experience that we can provide. As principals, we are here to serve, and are committed to the mission of CWSCS.

Please use this handbook as a resource to answer any questions you may have about our school's climate, 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!

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 each day. In cases of illness, emergency, or unusual circumstances, do the following:

- Send a note to the office with the child when he or she returns, explaining why the child was absent. Do so even if you call the school re: the absence. The school will then evaluate if the absence will be recorded as excused or unexcused.

*What is the difference between an **excused** and an **unexcused** absence?*

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.

- If you know your child will be absent for three or more days, please call or submit a note in writing to the office as early as possible so adjustments can be made in the hot lunch order. In addition, contact the teacher to make arrangements for homework.
- Students have as many days as they were absent to make up assignments. All assignments missed due to absences must be made up (teacher discretion will apply to unusual situations).
- Students arriving after 9:30 or leaving before 2:30 will be given a ½ day absence.

Excessive Absences:

- If your child is absent 3 times in a month, our school counselor will contact you to address the concern and establish a plan for improving attendance
- 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.

Tardies

- A student is tardy if he or she arrives **after 8:15am**. Arrival after 9:30 will result in a half day absence on the student's record.
- Students are expected to have **less than three tardies per quarter**. After three tardies, students in grades 3 – 8 will serve a detention. Parents/guardians will also 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. *With standardized testing 3 times/year, students with significant tardies throughout the year generally show less growth on average on MAP scores 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 (3:45 – 6:00)

- Students will have homework and tutoring time, enrichment activities, recreational time, and snack time.
- Students who have not been picked up by 3:45 must go to the after school program until they are picked up. A fee of \$2.50/ hour is charged after 3:45.
- Parents will use Renweb to sign students out at pick up.
- Complete the student dismissal form so staff knows who is authorized to pick your child up. Persons not listed on the dismissal form may not be allowed pick your children up.
- A weekly bill will be sent to your Renweb account. Payment is due between the 10th and 20th of the following month. A late fee of \$20 will be applied beginning on the 21st. Students will be excluded from the after school program beginning on the first of the month until full payment is made.
- Hours: 3:45 – 6:00 (after 6:00, a late fee of \$5 per every 10 minutes is assessed—please be on time out of respect for our staff members' time. Thank you.)
- 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/Investigative 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.

A.M. Arrival and Before School Program

- Students may come to school between 6:45 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 7:45. Note that there is a \$2.50 charge per hour from 6:45 – 7:45. There is no charge after 7:45.
- A weekly bill will be sent to your Renweb account. Payment is due between the 10th and 20th of the following month. A late fee of \$20 will be applied beginning on the 21st. Students will be excluded from the before school program beginning on the first of the month until full payment is made.
- School begins at 8:15 a.m.
- If students arrive after **8:15 a.m.**, they must report directly to the **hallway** attendance person to sign in and receive their tardy pass.
- Students arriving after **8:45 a.m** must report to the **office** to receive their tardy pass.

Birthdays

We encourage you to let your child celebrate his or her birthday with classmates at school. If you would like to bring treats for the class, talk with the teacher regarding the best time in the daily schedule. Please follow these guidelines:

- Parents should provide paper goods as needed and are welcome to be present to help serve.
- Please provide individual servings rather than items that must be cut and served to minimize clean up. Students may only have treats such as cupcakes, cookies, or donuts. Pizza and other food items are not allowed. Healthy treats are encouraged.

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:

Middle school students must lock cell phones in locker during school hours (all lockers must have a combination locks.). Once middle school students enter the building, cell phones must be turned off and put away in their pockets/backpacks until they arrive at their lockers.

Students 5th grade and below should not have phones at school. If there is a circumstance where a phone is needed, please let the office know, and the student can turn it into the office when they enter the building in the morning.

Students are not allowed to use cell phones during morning or after-school programs.

- **First Violation** -- confiscation of the phone, and a call to parent. Phone will be returned at the end of the day to the student.
- **Second Violation** -- detention and a call to parent. Parent must pick up phone.
- **Additional Violations** -- \$25.00 fine.

Periodically, popular items, such as fidget spinners and Beyblades, become distractions to the school environment. The school and individual teachers reserve the right to ban items as needed.

Chapel

- Each Wednesday, you are invited to join us at our chapel from 8:30 – 9:00 a.m. This year's theme is "**Be Transformed.**"

Color Club

- Students in grades 1 – 8 are assigned to a multi-aged Color Club team. Approximately six times per year, the groups work together on Color Club days to build teamwork, do service projects and have fun! In addition, the students have challenge activities throughout the year.
- Color Club shirts can be ordered through the office. Students must wear the Color Club shirts and PE shorts, sweat pants or uniform khaki pants for color club days.

Communication

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

- **School's Website:** www.cwscs.org - includes links to forms and information.
- **Weekly School Newsletter:** You will receive an email from the school office every Tuesday. If you want a paper copy, please notify the office. The school is moving toward paperless communication as a cost-cutting and environmentally responsible practice. Throughout the week, there will be occasional emails for upcoming events or activities.
- **Classroom Letters:** Teachers will send home informational letters on a regular basis. Read them to keep up-to-date with classroom activities and expectations re: Common Core Standards.
- **Renweb** is the school's web-based management system and will be invaluable for you to keep up with your child's progress. See the Renweb section of handbook to learn more.
- **Parent Communication with Staff:** In the lower grades, students will bring home a folder each day that contains communication and, students' work. Students in grades 4

- 8 fill in an assignment notebook each day. Parents should sign the notebook after checking it each night. Please use this as a tool to keep up with your child's progress.
- Your child's teacher will give you contact information to reach them when you have a question or concern. Because good communication is vital for your child's success, please call when you need information or clarification. If you have talked with the teacher and have additional questions or concerns, feel free to talk with one of the school administrators by contacting the school office at (773) 542-0663.

Detention (3rd - 8th)

- A student will serve a detention on Fridays during their lunch/recess time if:
 - they incur 3 school tardies (arrive after 8:15am)
 - they receive 3 behavior infractions
 - they have not completed an academic achievement assignment (project/paper) or must prepare for a test retake using their retake plan

Students will be brought to the library during recess to complete the detention task that has been assigned by their teacher.

Dismissal

- Students are dismissed beginning at 3:30. Parents should come to the gym to pick up their children between 3:30 and 3:45. Note that students who regularly stay for after school will remain in their classrooms until 3:45 every day but Wednesday. If you arrive earlier than your child would expect, ask the office to call by intercom for your child to come down.
- Every parent must complete a **Student Dismissal Authorization** form that identifies all people who may pick up your child. We may require photo identification from those who do not regularly pick up your children.
- If an emergency arises, and you must send someone who is not on the list, please notify the school so that we know who is picking up your child. If you have not contacted us or we cannot reach you, we will not release the child until we hear from you.
- Students should be picked up by 3:45 p.m. After 3:45, all students must report to the after school program. The after school program fee is \$2.50 per hour.
- Please advise the teacher and the office 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 send a note to school with your child stating 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. Any early dismissal that occurs prior to 2:30 changes attendance to a half day.

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 13th 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. 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.
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 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 or phone.

Discipline *(See flow charts on following pages)*

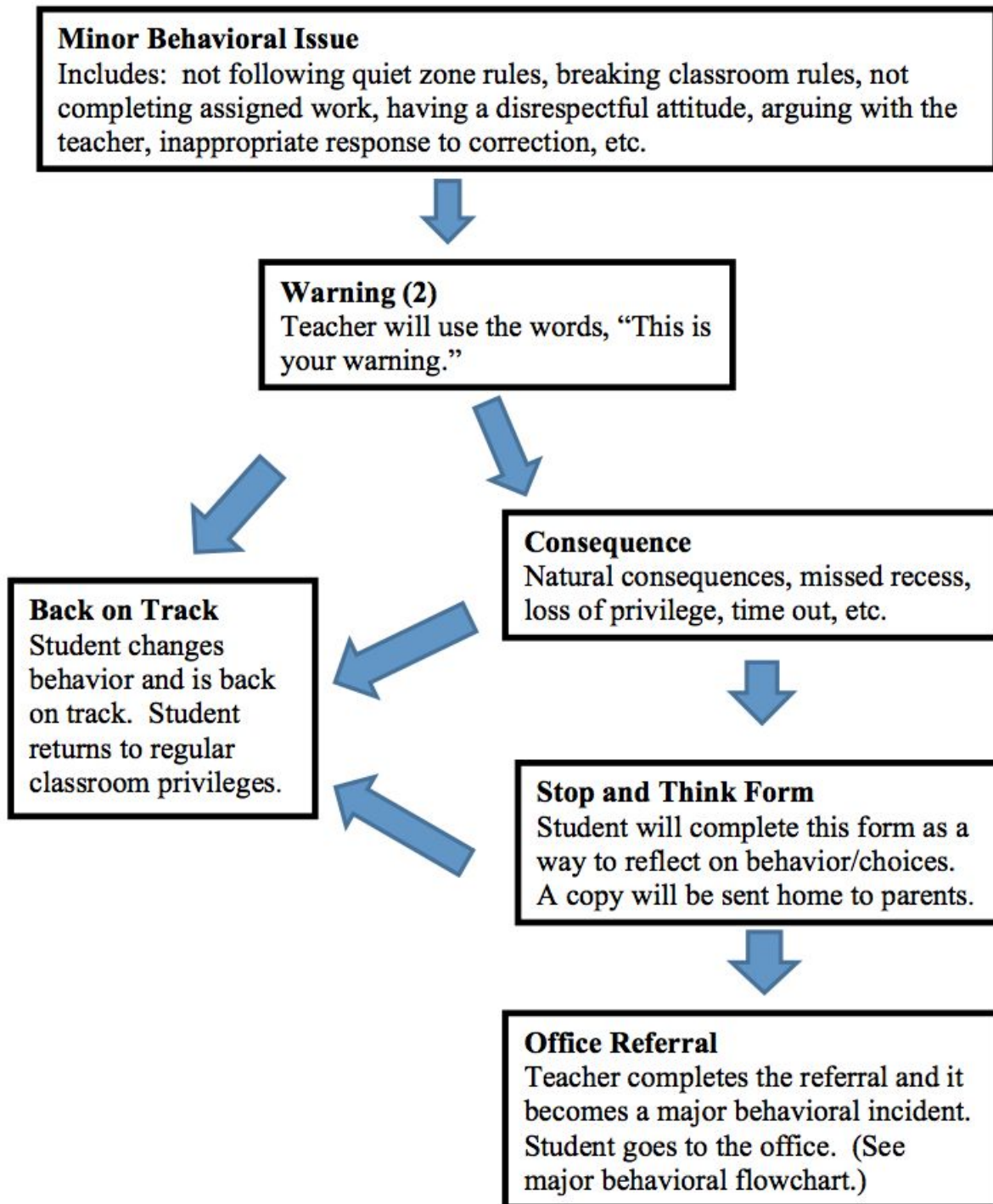
Chicago West Side Christian is a Christ-centered community of students, faculty, staff and parents who work to provide a safe and nurturing environment that encourages academic success and develops faith and character. All CWSCS students should do the following:

- take advantage of the academic opportunities offered at the school
- be honest and respectful to all students, teachers, staff members and parents
- obey all school rules
- treat school property with care and respect.

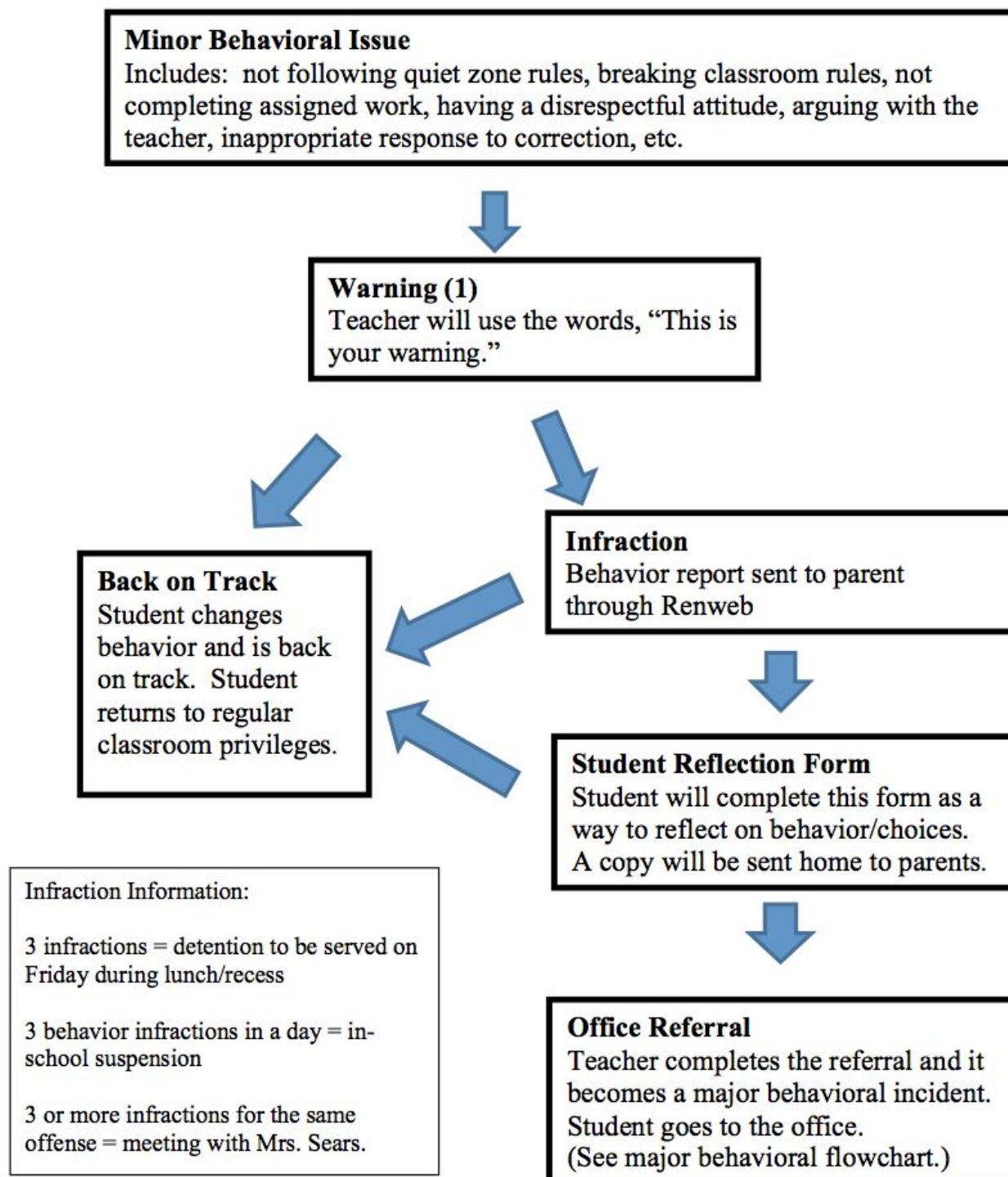
We view discipline as an opportunity to disciple—to teach, correct, and encourage good decision making. We hold high expectations for students, both in their behavior and academics. We also expect that students will acknowledge wrongdoing and will accept correction and direction.

CWSCS has established different flow charts to illustrate its process of handling behavioral issues (minor and major) for different grade levels. Charts and reflection sheets are included in the following pages.

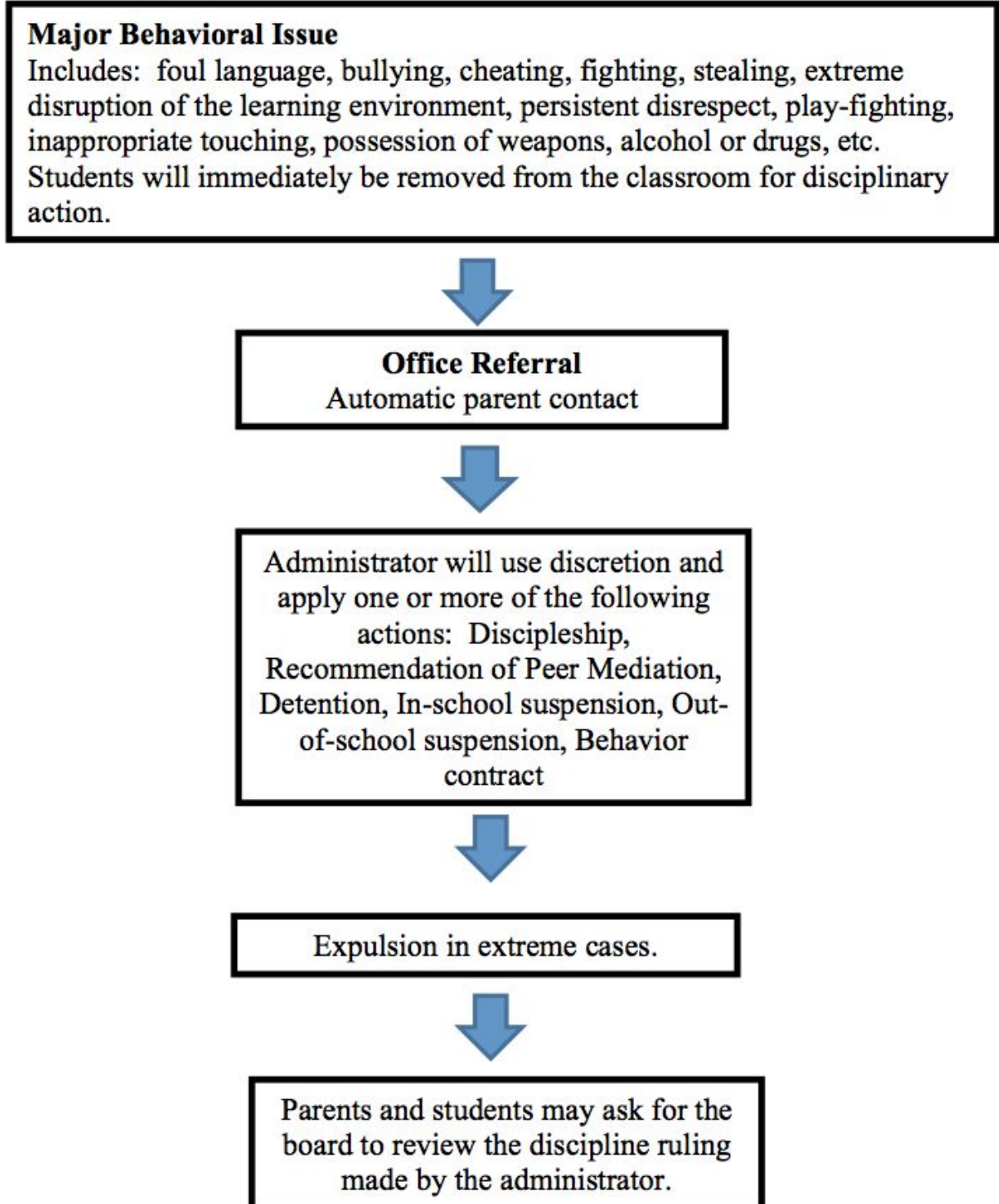
PK – 2nd Grade Minor Behavioral Issues Flowchart



3rd - 8th Grade Minor Behavioral Issues Flowchart



MAJOR Behavioral Issues Flowchart



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 even 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 volunteers are needed. 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 consist of 3 regular fundraisers and parent club-initiated fundraisers. Individual classes in grades 4 – 8 will also hold fundraisers for their class trips.
- Each parent is required to raise \$300 total in the 3 regular fundraisers: the taffy apple sale in October, the frozen cookie dough sale in November, and the plant sale in May. Parents will also get credit for selling raffle tickets for the school's annual scholarship benefit. Parents who do not plan to fundraise should notify the office, and a \$30/month charge will be added to their account. Any balance left after the final fundraiser will be added to parents' account.
- All parent fundraising for the 2018-2019 year will be used to expand the school's technology and to fund student activities.

Goal Setting Conferences

- Plan to attend the goal setting conferences at the end of the first three quarters. At these meetings, your child, you, and the child's teacher will set and evaluate goals. 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 uses a Standards Based Learning and Grading system.

Standards Based Learning and Grading increases student awareness of the standards and expectations set for them. In addition, the academic expectations in each major content area is clearly and regularly communicated to parents. 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.

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

4 = Mastery of Standard
3 = Significant Mastery of Standard
2 = Limited Mastery of Standard
1 = No Mastery of Standard

A student's grade will be based on both formative (exit slips, quizzes, etc.) and summative assessments (tests, papers, projects, etc.). Teachers will provide feedback to students and opportunities to relearn information and skills as well as retake summative assessments as they strive to help your child reach mastery of every standard.

K - 2nd Grade: Final quarterly grades will be converted from the 4-point scale to:

- *M* (Mastered Standards)
- *S* (Significant Mastery of Standards)
- *L* (Limited Mastery of Standards)
- *N* (No Mastery of Standards)

3rd - 8th Grade: Final quarterly grades will be converted from the 4-point scale to:

- *A, B, C, D, F*

- **Honor Roll**

Principal's Honor Roll

- GPA of 3.5 or above; no C's, D's or F's in any subject at the end of a marking period

Honor Roll

- GPA of 3.0 or above; no D's or F's in any subject at the end of a marking period

Health

- The state requires that a physical examination, immunization record and dental examination be on file for every student.
- Students entering kindergarten and 6th 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, 2nd and 6th 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.
- Immunization forms must be turned in by October 15th or the child may be excluded from school.
- Medication Policy: Whenever possible, parents should provide for 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).

History

Chicago West Side Christian School was founded 48 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 four 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 pastor is Reverend James Wolff.

Hot Lunch Program

- The school offers the National School Lunch Program. Fill out application to determine if your child qualifies for free or reduced hot lunches. If we do not receive a form, your child will be charged full price for lunches.
- Full cost for daily lunches (including milk) is \$3.90; reduced price lunches are \$0.40. Milk cost is \$0.55 per carton.
- Please note that the office does not order extra lunches. You must order lunches at the beginning of each month to ensure your child will receive lunches.
- A lunch order form and calendar will be sent home at the beginning of the each month; lunches can also be ordered on Renweb through ParentWeb.
- Please note that the lunchroom staff does not heat up lunches sent from home.

Loss and Damage of School Materials

Students must pay for lost textbooks, library books, and damaged school property. Students will not receive replacement textbooks until lost ones have been paid for. Report cards will not be issued to students with balances for materials or textbooks..

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

RenWeb

The school's web-based management system is located at www.renweb.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**. SEE APPENDIX FOR INSTRUCTIONS TO USE RENWEB.

Features of Renweb give parents the ability to:

1. *See monthly invoices and pay tuition and fees online via credit card*
2. *log volunteer hours*
3. *check student's homework and grades*
4. *receive behavioral reports*
5. *check students in and out of morning/after school programs*
6. *regularly update contact information*
7. *check the lunch menu*
8. *Re-enroll and apply for tuition assistance*

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 account and students in grades one through eight will receive an individual Google Drive account through the school.

Testing

Students will take MAP tests in September, January, and May. This test is used to inform teachers, parents and students of academic progress and is one of the variables for CPS high school selection.

Travel

- Students in grades 4 – 8 participate in travel experiences that require at least one overnight stay. These experiences add greatly to your child's learning experience, using the world as his or her classroom. All children are encouraged to attend.
- There will be some fees associated with these trips. Please note that tuition and fees must be up to date before we will allow students to travel on class trips.

- Students may be excluded from trips for poor behavior in school.

Tuition

Tuition is due between the 10th and 20th of each month, August through May. Payments received after the 20th will incur a \$20 late fee. Students will be excluded beginning the 1st of the month until payment is received.

If a check is returned with non-sufficient funds, you will be charged a \$15 fee and must pay with cash or money order for the remainder of the year. 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.

Uniform and Dress Code Policy

K-8th grade students must adhere to the uniform policy. Pre-K students are not required to wear uniforms. Our goal is that all CWSCS students dress neatly and focus on academics. . Requirements are as follows:

PE Days (2 days per week)

- School gym shirt (order from EPluno)
- School gym shorts (order from EPluno)
- Students are not allowed to wear compression leggings under their shorts/sweatpants
- When the weather gets cooler, students may wear a navy sweatshirt/navy sweatpants over gym uniform. (Sweat suit with logo: order from EPluno).

*****Note******If you choose to buy a navy sweat suit from a local store, it must be solid navy, knit material, and have no writing or stripes, zipper or hood.*

- Shoes: **Solid color** black, white, brown, navy or grey; or black/white/grey gym shoes that may be worn any day of the week. Casual shoes or boots may be solid color black, navy, or brown.
- Socks: **Solid color** white, navy or black.

Non-PE Days (3 days per week)

- Navy Polo Shirt with school logo (order from EPluno)
- Navy or white sweaters may be worn. No hoodies are allowed.
- Khaki pants, shorts (fingertip length), skirts, capris, or jumpers may be worn
- Belts must be solid color black, brown, navy, or khaki. Note that belts **MUST** be worn by boys in grades 3rd - 5th if their pants have belt loops. ALL middle school boys must wear belts.
- Gym shoes must be **solid color** black, white, navy, gray or a combination and may be worn any day of the week.

- Dress shoes must be **solid color** brown, black or navy and may only be worn on non-PE days.
- Socks may be **solid color** white, navy, black, or brown.
- Jewelry and accessories such as headbands may be colorful, but not distracting (no flowers, rhinestones, cat ears, etc.)

Students should wear all polo shirts tucked in whenever they are not in recess. Boys are not allowed to wear braids, ponytails, or earrings.

Preschool Parents: Note that preschool students do not wear uniforms on a daily basis. However, parents should order a school gym shirt from EPluno for field trips.

Volunteering

One of the ways we keep tuition affordable is by using volunteer help in a variety of ways. Each parent is required to contribute **15 hours** of volunteer time each year. If you are unable to do so, you must pay **\$100** by the end of May. Please log your hours on Renweb or in the volunteer book in the office.

The New to You Upscale Resale Store is a joint venture with three 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.

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 2:30 to 3:30 on Wednesdays, students will participate in class-wide activities for enrichment. Staff and volunteers will introduce students to a variety of activities that would foster creativity, critical thinking, problem solving, and social-emotional development.

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
 website: www.cwscs.org

Staff

To contact staff via **email, please see the staff page at www.cwscs.org**

| | |
|--|------------------------------|
| Co-Administrators: | Mrs. Harris and Mrs. Post |
| Assistant Administrator: | Mrs. Sears |
| Admissions | Mrs. Chambers |
| High School Counselor | Mrs. Chambers |
| Office staff: | Ms. Perry and Mrs. Wolff |
| Pre-school | Mrs. Powell and Mrs. Rivera |
| Kindergarten | Mrs. Fleetwood |
| First Grade | Mrs. Schultz |
| Second Grade | Ms. Dryden |
| Third Grade | Mrs. Seaver |
| Fourth Grade | Mrs. Carr |
| Fifth Grade | Mrs. Wright |
| Sixth Grade | Mrs. Perez |
| Seventh Grade | Ms. Iammarino |
| Eighth Grade | Ms. Wiltjer |
| Reading Interventionist | Mrs. DeArmas |
| Science (6 th – 8 th) | Mrs. Trout |
| Art /Communications | Mrs. Guanga |
| Title I | Mrs. Rivera |
| Music | Ms. Hibler |
| Parent Engagement | Mrs. Harris |
| Wednesday Academy Dir. | Mrs. Guanga |
| Lunch Room | Ms. Pritchett and Ms. Taylor |
| Before School | Ms. Mathis |
| After School Director | Mr. Grandison and Ms. Parker |
| After School Staff | |

**Chicago West Side Christian School
Parent Partnership Contract 2018-2019**

Your involvement in your child's education is key to his or her success.

Your Commitment to Your Child's Learning

___ My child will receive my support as I supervise homework and review school work regularly. I will hold my child to high expectations and will ensure that he or she completes work on time.

___ I will attend all parent-teacher-student goal setting conferences (3 per year) and will work closely with the teacher to help my child reach the goals that are set. If I have internet access, I will regularly monitor electronic reports re: grades and homework to see how my child is doing.

___ I will help instill personal discipline in my child by supporting the school's policies on discipline, attendance and dress code and will support consequences set by the school.

Your Commitment to Partnership with the School

___ I understand that my child will be taught about God, His Word and how we live and serve in His world. I will support the school's mission to "equip our children to lead and serve as Christians in society so they can make a difference in the world."

___ I will work with the teachers and will respond promptly to communication so my child can benefit from our partnership. I will speak with teachers and/or administrators when questions or concerns arise and will commit to discussing and resolving situations in a Christian spirit.

___ I understand that my tuition covers only about half of the actual expense for my child's education. I will pay my share faithfully between the 10th and 20th of each month. I understand that my child may be excluded from school and trips for non-payment and that a late fee of \$20 will be assessed on the 21st of the month. I understand that there will be occasional fees for field trips.

___ I understand that I have an obligation to do 15 volunteer hours at the school or the school's thrift store (New to You @ W. Roosevelt in Broadview) and to raise \$300 through parent fundraisers throughout the year. If I prefer, I can pay \$100 in lieu of the volunteer hours and \$300 (or remaining balance) for fundraising.

Signature of parent/guardian _____ **Date** _____

Signature of parent/guardian _____ **Date** _____

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
 email: boardpresident@cwscs.org

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