

# **Whitehall Christian School**



## **Parent-Student Handbook**

**Accredited by the National Council for Private School Accreditation  
Accredited by the General Conference Board of Regents**

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## **History**

The Lehigh Valley Church School began in 1929 on South Sixth Street in Allentown. There were nine children in attendance that first year. In 1932 the school relocated to the corner of Oak and Poplar Streets in Allentown and then in 1941 another move brought the school to 16<sup>th</sup> Avenue and West Broad Street in Bethlehem.

As the school continued to grow another relocation occurred in 1965, this time to the corner of Jacksonville and Macada Roads in Bethlehem. With the ongoing success of the school, by 1974 it became apparent that there was a need for a larger building with ample area for a playground and gymnasium.

As a result, land was purchased and the doors of our present school, Whitehall Christian School, were opened in the fall of 1976. Currently this school operates grades Pre-K through 8<sup>th</sup> grade. Our campus currently has five large classrooms equipped with computers, library, kitchen, spacious gymnasium and playground.

## **Philosophy and Mission**

### **Our philosophy:**

At Whitehall Christian School is that education involves more than the pursuit of a certain course of study. It has to do with the preparation of the whole individual, both for this life and the life to come. It involves the harmonious development of the student, physically, mentally, and spiritually in preparation for the joy of service in this world, and for the higher joy of service in the world to come.

### **Our mission:**

Our Mission at Whitehall Christian School is to prepare students academically for higher education, and to help them achieve a personal relationship with Jesus Christ and an understanding of God's will for their lives.

Whitehall Christian School offers an academically excellent education from a Biblical perspective. The faculty and staff, in partnership with families and churches, seek to nurture the God-given potential of each student in a Christ-centered atmosphere. The committed staff provides a "family" atmosphere here at the school through genuine love and concern for each student. Christian education is a heritage our young people will take with them throughout their future years of study. It is our goal to instill Christian values that each student will take with them throughout their lifetime.

## **Our Mission Includes the Following Objectives:**

### ***Because God has revealed Himself in His Word both in the Old and the New Testament:***

- ◆ To teach our students about God as Creator, Redeemer, and Restorer of mankind.
- ◆ To present the rich ethical heritage of the Judeo-Christian worldview and its value to societies, families and individuals.

### ***Because God created and redeemed us through Christ:***

- ◆ To offer opportunities for each student to accept Jesus Christ as Savior and Lord.
- ◆ To recognize the uniqueness of each student, affirm their gifts, and demonstrate to them their infinite worth in God's eyes.

### ***Because families are the primary social unit established by God:***

- ◆ To encourage and facilitate a cooperative educational program that makes parents an integral part of the learning process.

### ***Because the Holy Spirit guides us into all truth:***

- ◆ To make students aware of and sensitive to the vast cultural, religious and political differences in the modern world.
- ◆ To teach students health principles and encourage personal responsibility and respect for one's physical health.
- ◆ To encourage and demonstrate the highest Christian standards in speech and behavior including honesty, fairness, purity, courtesy and kindness.

### ***Because Christians are called to do all to the glory of God:***

- ◆ To encourage each student to reach the highest level of their ability in any and all endeavors.
- ◆ To emphasize and prepare our students in the basic building blocks of education including Reading, Writing, Mathematics and Language Arts.
- ◆ To expose students to the vast world of knowledge including Science, Art, Music, Literature, Technology, and the Social Sciences.
- ◆ To make students aware of the rapid advances in knowledge and recent discoveries of the modern world.

### ***Because Christians are called to be salt and light in the world:***

- ◆ To teach the value of community and church involvement and provide opportunities for participation in local organizations.

### ***Because Christ is coming back:***

- ◆ To provide practical experiences in an environment that encourages sharing Christ's love, thus fulfilling the Gospel Commission.

## Statement of Faith

- ◆ We believe in God the Father, in His Son Jesus Christ, and in the Holy Spirit.
- ◆ We believe that the Bible is God's inspired Word, the only rule of faith and practice for the Christian.
- ◆ We accept the death of Jesus to pay for our sins.
- ◆ We believe that Jesus is ministering in the heavenly sanctuary on our behalf and that He gives us the Holy Spirit so that we can obey Him.
- ◆ We accept the new life Jesus gives us in place of our own sinful life.
- ◆ We believe the Ten Commandments to be a reflection of the character of God as exemplified by the life of Jesus Christ. They are a revelation of His will for all men. This includes the fourth commandment, which requires the observance of the seventh day of the week as the Sabbath of the Lord, the memorial of His creation.
- ◆ We believe that God has called us to be a godly people who think, feel and act in harmony with the principles of heaven. This means that our amusement and entertainment should meet the highest standards of Christian taste and beauty. While recognizing cultural differences, our dress is to be simple, modest, and neat and does not consist of outward adornment but rather the inward adornment of a gentle and kind spirit.
- ◆ We believe that our body is the temple of the Holy Spirit and we should avoid the use of anything that is harmful to our bodies.
- ◆ We believe God gives special abilities to His people and that prophecy is one of these gifts.
- ◆ We want to help as many people as possible to be ready for the Second Coming of Jesus.
- ◆ We believe in the soon return of Jesus Christ and that his second coming will be literal, personal, visible and worldwide.

## **Registration & Affiliation**

The Pennsylvania Department of Education recognizes the Whitehall Christian School as a Pennsylvania State registered school. The National Council for Private School Accreditation accredits the school. The school is affiliated with the General Conference Board of Regents which is recognized nationally. In Pennsylvania the school is associated with the Pennsylvania Conference of Seventh-day Adventists, Department of Education, which is located in Hamburg, Pennsylvania.

## **Admission**

- ◆ All first time prospective students must fill out and submit a school application form. An application form is available upon request and must be filled out for each student.
- ◆ A photocopy of a) current immunizations, b) a birth certificate and c) social security card are required.
- ◆ Acceptance of a student is conditional pending receipt of transcripts and records from the previous school.
- ◆ Upon enrollment in WCS, all new students will be given a placement exam.
- ◆ A student entering the 1<sup>st</sup> grade must be at least 6 years of age on or before Sept. 30 of the school year. All Pre-K students must be at least 4 years of age on or before Sept. 30 of the school year. Kindergarten students must be at least 5 years of age on or before Sept. 30 of the school year.
- ◆ All students who apply will be asked to supply two letters of recommendation from qualified individuals who can attest to their character.
- ◆ Enrolled students must re-register before each new school year. An intent-to-re-enroll form will be sent home in the spring. Re-enrollment is complete when the re-enrollment form and the registration fee have been received.
- ◆ Any student who has an outstanding tuition balance from a previous year will not be allowed to enroll until the previous year's balance is paid off.
- ◆ The Whitehall Christian School admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, in administration of its educational policies, admission's policies, scholarship and other school-administered programs.

## Academics

### **Student Records**

- ◆ Each student at Whitehall Christian School has a cumulative folder that contains the initial student application for enrollment, academic records received from prior schools, testing results (MAP – Measure of Academic Progress for PreK – 12 students), end of the year grades and homeroom teacher comments. It may also contain copies of reports from Intermediate Unit #19 if a student has received speech therapy, reading or math services.
- ◆ These student records are kept in the main office and are available to teachers. Upon request, parents may view the contents of these cumulative folders.
- ◆ When a student leaves Whitehall Christian School, the parent is required to sign a Release of Records form in order for these academic records to be forwarded to the receiving school.
- ◆ In the event a family's tuition is not paid in full, the account will be referred to the finance committee. **In compliance with Pennsylvania State law, health records will be forwarded to the new school, however academic records will be withheld until tuition has been paid in full.**

### **Bible Memorization**

- ◆ Memorization of the Bible has a long, rich, tradition as part of the curriculum at Whitehall Christian School. All students memorize Bible verses that support their classroom and Bible curriculum.

### **Honor Roll**

- ◆ Students in third through eighth grade are eligible to be on the Principal's List, High Honor Roll or Honor Roll.
- ◆ Students with a GPA of 3.75-4.0 are eligible for Principal's List
- ◆ Students with a GPA of 3.5-3.74 are eligible for High Honor Roll
- ◆ Students with a GPA of 3.0-3.49 are eligible for the Honor Roll.
- ◆ Because, as Christians, we are to train up a child in the way he/she should go, a student must have a citizenship grade of S (satisfactory) or above to qualify for Principal's List, High Honor Roll or Honor Roll, regardless of GPA.

### **Report Cards**

- ◆ Report Cards are issued quarterly. Parents may keep the actual report card but must sign and return the report card envelope quarterly. **In order to receive report cards, tuition payments must be current at the time of report card distribution.**
- ◆ Progress reports will be sent home regularly at times throughout the year, and more often if a need arises. At the beginning of the school year your child's teacher will explain when and by what method they will issue progress reports.

**Grading System:**

I. Students in the Pre-K to second grade receive marks according to the following scale:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement

II. Students in the third through eighth grades receive marks according to the following scale:

- A+ = (100%)
- A = (93 – 99%)
- A- = (90 – 92%)
- B+ = (88 – 89%)
- B = (83 – 87%)
- B- = (80 – 82%)
- C+ = (78 – 79%)
- C = (73 – 77%)
- C- = (70 – 72%)
- D+ = (68 – 69%)
- D = (62 – 67%)
- D- = (60 – 61%)
- F = (below 60%)

**Parent/Teacher Conferences**

Formal conferences are scheduled with each parent at the end of the first and third grading periods.

Conferences at the end of the second and fourth grading periods are optional and can be requested by either the teacher or the parent.

If a student is experiencing academic difficulty, parents are encouraged to be in contact with their child’s teacher as soon as possible.

Conferences will follow the guidelines as set forth in Matthew 18:15

**Required Medical Certificates**

- ◆ All new students must have both a dental and physical examination before entering school. Documentation of all Pennsylvania required immunizations is also required for all students. The school will provide medical, dental and immunization forms that need to be completed before registration can be concluded.
- ◆ All Pre-K, K, 1<sup>st</sup>, 3<sup>rd</sup>, and 7<sup>th</sup> grade students must have a dental examination before entering school.
- ◆ All Pre-K, K, 1<sup>st</sup>, and 6<sup>th</sup> grade students must have a physical examination before entering school.



- ◆ If your child is entering the 1<sup>st</sup> grade and attended kindergarten the previous year, you may provide documentation of the physical and dental examinations your child had for entrance to kindergarten instead of submitting new forms.

## Medical and Health Information

### I. Medical Health Issues

In order to safeguard your child's health and the health of other children, serious medical issues and medication needs should be disclosed to the school principal.

### II. Medical Confidentiality

The Whitehall Christian School endeavors to protect the confidentiality of its students and parents. Public School Code 24 P.S. § 14 - 1409 states that all health records shall be confidential, and their contents may be divulged only when necessary for the health of the child or at the request of the parent or guardian to a physician.

Under FERPA, there are a number of specific statutory exceptions to the general rule against nonconsensual disclosure that are set forth at U.S.C. § 1232g (b) - (j) and 34 C.F.R. § 99.31. FERPA provides for disclosure of confidential information about individual students in "health and safety emergencies." In general, "health and safety emergencies" refers to situations of immediate and serious danger, such as critical illness, serious accident, or threatened homicide or suicide. If the situation is serious enough to telephone for emergency services (call 911), release of sufficient student information to assist in emergency treatment is appropriate. Such release may be made only to "appropriate parties," and may be made only if knowledge of the specific information is "necessary to protect the health or safety of the student or other individuals."

FERPA also allows disclosure of personally identifiable information from an education record of a student without a parent's/guardian's consent if the disclosure is to other school officials, including teachers and administrators, within the agency or institution, whom the agency or institution has determined have a "legitimate educational interest" in the information. Specific information is outlined in the school's FERPA document.

### III. Prescription Medications, Over-the-counter Products and Herbal Remedies

Parent(s)/guardian(s) should administer medications at home whenever possible and should collaborate with their primary care provider to establish medication schedules that minimize administration at school. When a medication must be administered during school hours, use of prescription medication, *over-the-counter products and herbal remedies* is allowed under the following conditions:

- a) The prescription medication, OTC or herbal remedy product **MUST** be accompanied by a **written medication order** from a **licensed prescriber**. The **written medication order** **MUST** be written on the prescriber's letterhead, and **MUST** include contact information and instructions for administration.

- b) ***Written and signed parental/legal guardian consent MUST*** accompany the prescription medication/OTC/herbal remedy product.
- c) The prescription medication/OTC/herbal remedy product ***MUST*** be in the ***original pharmacy container*** with original labeling that includes instructions for administration of the substance. **In addition, the labeling on prescription medication according to 49 PA Code §27.18(d) (1) – (7) MUST include the following:**
- **Name, address, telephone and federal DEA (Drug Enforcement Administration) number of the pharmacy**
  - **Patient name**
  - **Directions for use (dosage, frequency and time of administration, route and any special instructions**
  - **Name and registration number of the licensed prescriber**
  - **Prescription serial number**
  - **Date originally filled**
  - **Name of medication and amount dispensed**
  - **Controlled substance statement, if applicable**

***Medications in plastic bags or containers other than in their original pharmacy container are NOT acceptable.***

- d) **All prescription medication/OTC/herbal remedy products *MUST* be delivered to the school by a parent or legal guardian.**
- e) **Except as detailed in Section III below, the prescription medication/OTC/herbal remedy product may NOT be carried by the student.** All such substances will be locked in a secure area by the building administrator.
- f) **Except as detailed in Section IV below, all prescription medication/OTC/herbal remedy products *MUST* be administered by a Certified School Nurse (CSN) or by a parent or legal guardian.**

#### **IV. Emergency Situations:**

Under certain situations, students may be permitted to carry their own medication and administer it during the school day ***if ordered by their licensed prescriber and authorized by their parent/guardian and the Whitehall School.*** Students with diagnoses such as asthma and life-threatening allergies are good examples when self-administration may be appropriate and necessary. The following conditions must be met:

- An emergency care plan (ECP) and an Individualized Healthcare Plan (IHP) must be developed by the CSN associated with the Whitehall Christian School.
- The CSN must perform a baseline assessment of the student's health status;
- The CSN must ensure that the student is competent in self-care through demonstration of administration skills and responsible behavior;
- The CSN must provide for the periodic and ongoing assessment of the student's self-management skills;
- The CSN must be notified immediately following each use;

- Immediate confiscation of the medication and loss of self-administration privileges will occur if the school policies are abused or ignored. If privileges are revoked, the Emergency Care Plan would need to be revised to ensure availability of the medication to the student.
- An order from a licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration, must be submitted to the CSN;
- Written parental/guardian consent must be on file.

### **School Hours**

- ◆ School hours are from 8:15 a.m. to 2:45 p.m., Monday through Thursday.
- ◆ *Friday dismissal is at 1:45 p.m.*
- ◆ Students should not arrive at school more than 15 minutes prior to the school’s starting time.
- ◆ All students should leave the school promptly after dismissal.

### **Attendance**

Whitehall Christian School adheres to Pennsylvania requirements for school attendance.

All schools in Pennsylvania are required to provide a minimum of 180 days of instruction or 900 hours of instruction per year at the elementary level.

Every principal or teacher is required to report at once to the Conference superintendent when a child of compulsory school age has been absent three days, or their equivalent, without a lawful excuse.

A child is “truant” if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is “habitually truant” if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year.

Whitehall Christian School is required, by law, to report unexcused absences to the student’s relevant resident school district throughout the school year so that the district may properly enforce the attendance and truancy requirements.

Examples of Excused absences:

- ◆ Student illness
- ◆ Doctor and dental appointments – attempts should be made to schedule these appointments outside of school hours when possible
- ◆ Death in the family

When a child has accrued an illegal absence, the child will be permitted to make up all work with no grade penalty.

Examples of un-excused absences/tardies include the following:

- ◆ *Family Vacations - Personal or family vacations should be coordinated with school vacations when possible. The dates for the school vacations can be found on the school calendar.*
- ◆ Missing the school bus
- ◆ Traffic
- ◆ Non-attendance of school-sponsored trips
- ◆ Working or caring for someone at home unless in the event of a medical emergency
- ◆ Shopping trips
- ◆ Other absences deemed unexcused by the school

If an absence is classified as “unexcused” or “illegal”, the student will not receive credit for assignments, tests, quizzes, projects, etc.

**Upon a student’s return to school, a parent is required to furnish a written note of explanation regarding the reason for the absence. If the student was at a doctor’s office, please provide a note signed by the doctor.**

***Absences cannot be excused without a written note of explanation from a parent/guardian.***

When a child has accrued 3 unexcused absences (truant), a conference between the Principal and parent(s)/guardian(s) will be convened to determine why the child has not been attending school. The outcome of the conference will be documented.

When a child has accrued 6 unexcused absences (habitually truant), a second conference between the principal, school board chair and the parent(s)/guardian(s) will be convened to determine a written course of improvement (School Attendance Improvement Conference (SAIC)). The outcome of the conference will be documented.

Should a child accrue more than 10 unexcused absences, the child may be referred to the WCS School Board for possible dismissal.

### **Tardiness:**

**A student is considered tardy if he/she is not in their seat and ready for class at 8:15 a.m.**

Please write a note of explanation to the teacher if your child is late for school. ***This note may not necessarily excuse the tardiness*** but will hopefully promote better understanding between the teacher and the home.

Note:

- 3 unexcused tardies = 1 unexcused absence.
- A student who arrives later than 10:00 am without excuse is considered unexcused for the first half of the day.

The protection of school children is a vital matter and one that demands strict obedience to school guidelines. A student is permitted to leave the school with an adult only after prior arrangements have been made and approval by the office. ***Students are not permitted to leave the school grounds at any time without prior satisfactory arrangements.***

***The school building is kept locked during school hours. If you arrive at the school during these hours, please ring the doorbell and wait for assistance.***

## **Contacting the School**

There are times when parents may need to contact the school principal or a teacher. Because there is not a school secretary on duty at all times, the principal or teacher must answer the phone.

**In order to minimize classroom interruptions and supervision, we ask that parents observe the following rules:**

**For Emergency Situations:** Some examples of emergencies include:

- ◆ Medical emergencies or illness
- ◆ Designated parent/guardian unable to pick up child at the end of the day

**For emergencies, you can call any time during the school day.**

**For Non-emergency Situations:** Some examples of non-emergency situations:

- ◆ Requests for parent-teacher conferences
- ◆ Requests for school visitations
- ◆ Questions about field trips, fundraisers, school procedures, etc.

**For non-emergency situations, please text or email your teacher or the principal, or use the Remind App. Your teacher or the principal will get back to you during after school hours.**

## **Classroom Visitation**

Classroom visitation by parents and school patrons are welcomed under the following conditions:

- ◆ ***Classroom visits are at the invitation of the classroom teacher or principal.*** If you would like to visit, contact your child's teacher with your request.
- ◆ **Arrangements for classroom visits must approved by the principal's office *prior to the visit.***
- ◆ Visitations may occur after the 4th week of the beginning of the school year and before the last 3 weeks of the school year.
- ◆ New teachers are given a 90-day moratorium from all classroom visitations in order for them to build rapport with their students and adjust to their new school.
- ◆ All visitors must sign in upon entering the school. A visitors badge will be issued while on the school premises. Upon exiting the school, all visitors must return their badge and sign out.

## Parent-Teacher Conferences

### **Teacher Initiated Conferences:**

Parent-teacher communication is vital to the success and well being of a student. Teachers will reach out to parents to arrange conferences at regular intervals during the school year, and on an “as needed” basis to ensure the academic success and well being of their students. Your child’s teacher will contact you to schedule these conferences.

### **Parent Initiated Conferences:**

Parental questions/concerns sometimes arise. If you would like to arrange for a conference with the principal or your child’s teacher, we ask that you follow these guidelines:

- ◆ *Arrangements for any and all conferences must be made with your child’s teacher or the principal prior to the conference. Please contact your child’s teacher or the principal by text or email to schedule a conference.*
- ◆ In the event of concerns relating to your child’s academic, social or emotional progress, contact your child’s teacher by text or email to arrange a conference. Your child’s teacher will get back to you after school hours.
- ◆ In the event of disagreements, resolution should first be attempted with your child’s teacher, following the guidelines of Matt. 18.
- ◆ If resolution is unsuccessful, an appointment with the Principal may be requested.
- ◆ In the event that your concerns are not addressed by the teacher or Principal, specific concerns or issues may be discussed verbally or in writing with the Superintendent of School, *but only after contact has been made with the teacher in accordance to Matthew 18:15, as mentioned above.*
- ◆ *Private conferences **must** be arranged in advance directly with your child’s teacher so that a time to meet can be arranged that will not interrupt classroom activities.*

**Student supervision is one of the primary responsibilities of our teachers. For This reason, attempts to meet with teachers before school begins without having scheduled an appointment compromises their ability to supervise their students and to protect your confidentiality.**

*To ensure your child’s safety, and your confidentiality, no unscheduled conferences will be accepted immediately before the beginning of the school day.*

*In order to maintain your child’s safety and confidentiality, parents who persist in violating this rule will be asked to leave the premises immediately. Failure to do so, or repeated violations of this rule, may result in your child being dismissed from the school.*

## Transportation

At the present time the school does not have its own school bus and parents are responsible for providing their own transportation. There are nine school districts that are located within the state mandated ten-mile limit from the school which allow for school bus transportation for the students. Districts start busing of students for Kindergarten. These local school districts include: Allentown (K-5<sup>th</sup> grade), Bethlehem, Catasauqua, Parkland, Southern Lehigh, Northern Lehigh, Whitehall, Northwestern Lehigh, East Penn and Northampton. To request transportation from your home school district to WCS, you must fill out an Act 372 Transportation Request form.

**See the “Frequently Asked Questions” page under the “Parent Resources” tab to download the form for your school district. Transportation for students from any other school district is the responsibility of the family.**

- ◆ If school bus transportation is utilized, the student should arrive at their bus stop at least 5 minutes before the bus is scheduled to arrive.
- ◆ *If the student is not taking the bus home from school, a note needs to be written to both the school bus driver and the child’s teacher to inform them of the change in transportation plans for that day.*
- ◆ *Because of the times in which we live, we strive to ensure the safety of all of our children. In order to be aware of who is dropping off and picking up students, we respectfully request that if you drop your child off at school or pick your child up using your own personal vehicle, we ask that you do not loiter in the parking lot after doing so. This will help us to make sure that only authorized parents/guardians are on campus.*

## Inclement Weather

In adverse weather please listen carefully starting at 6:30 a.m. to one of the following radio stations for announcements concerning our school. Cooperating radio stations include: **WAEB** (AM790), **WHOL** (AM1600) and **WFMZ** (FM100.7). These stations will report school delays and cancellations. Snow announcements can also be seen on **Channel 69** TV on your television or **wfmz.com** on the internet.

School delays and cancellations will also be reported on the Whitehall Christian School Facebook page and an e-mail will be sent through *Jupiter* to the e-mail addresses provided by the parents/guardians.

Please do not call the principal or school directly for information but plan to utilize the above mentioned resources for information on school closings.

## Important Transportation Note:

Our students utilize the transportation services of the school districts in which they reside. Because weather conditions can vary greatly throughout the Lehigh Valley, *our school determines*

*weather-related delays and closings based on the school district in which our school resides – the Whitehall-Coplay School District.*

**The School District in which you reside may have a different delay/cancellation policy! Because of this, please pay careful attention to the following guidelines!**

If the district you live in has a delay or cancellation different than our school, you may follow your resident district for that day.

For example, if your local school district has a 2 hour delay and WCS begins on time, you may come to school 2 hours late and it will be considered an excused tardy.

If your local school district cancels school and WCS conducts school that day, you may decide that the roads are not safe to travel in your area and receive an excused absence for that day. *But please note the extremely important exceptions listed below!\**

**\*Extremely Important Exceptions to the Above Rule:**

**1. Whitehall Christian School is delayed but your school district opens on time:**

*Do not send your child on the school district bus!* There will be no one at the school to receive him or her! Since school attendance is important, you may choose to drive your child to school yourself (weather permitting), *planning to arrive at the time our school opens*. If you are unable to do this, your child's absence will be excused.

***Your child's safety is of paramount importance!***

***Under no circumstances should you drop your child off at WCS before our school is open!***

**2. Whitehall Christian School is closed but your school district is open:**

*Do not send your child to school. Do not send your child on the school district bus or drop him or her off at school yourself!* There will be no one at the school to receive him or her!

**3. Whitehall Christian School has an early dismissal but your school district does not have an early dismissal:**

- You may choose to pick your child up from school yourself at the WCS dismissal time.
- You may have someone else pick your child up from school at the WCS dismissal time, *providing that this individual has been registered with the school prior to picking your child up.*

***Under no circumstances will your child be released to any individual without prior written permission, so please make advance arrangements with WCS before inclement weather necessitates it!***



- In the event that your child cannot be picked up at the early dismissal time, a staff member will remain with your child at school until your local school district bus arrives.

***Please make sure there is someone at home when your child arrives so that your child can be properly supervised and his or her safety assured!***

***The final decision rests with Whitehall Christian School.***

***If Whitehall Christian School is closed, even if your local school district is not closed, do NOT send your child to school.***

### **Dress and Appearance Code**

Whitehall Christian School endorses the principles of modesty, simplicity, and the wise use of economic resources. In order to best serve these values, we have adopted the following dress code:

#### **School Uniform:**

##### **Boys (Grade Pre-K- 8)**

- ◆ **Pants:** Khaki uniform pants - black belts for pants that are not elastic. Cargo type pants and sweatpants are not permissible.
- ◆ **Shirts:** Light blue or dark navy blue, long or short sleeve polo shirts with buttons and a collar, with the approved school logo.
- ◆ **Sweaters/Fleece Jacket (Optional):** Black button up sweater, or black zipper fleece with approved school logo. Sweatshirts and hoodies are not permissible.

##### **Girls (Grade 1- 4)**

- ◆ **Skorts:** Flynn O'Hara khaki skort – white or black knee-length socks, white or black tights.
- ◆ **Jumpers:** Flynn O'Hara drop waist jumper in plaid – white or black knee-length socks, white or black tights.
- ◆ **Pants:** Khaki uniform pants - black belts for pants that are not elastic. Cargo type pants and sweatpants are not permissible.

##### **Girls (Grade 5- 8)**

- ◆ **Skirts:** Flynn O'Hara pleated skirt – white or black knee-length socks.
- ◆ **Pants:** Khaki uniform pants - black belts for pants that are not elastic. Cargo type pants and sweatpants are not permissible

##### **Girls (Grades Pre-K & K)**

- ◆ **Girls (Pre-K & K)** – Khaki pants, khaki skort, plaid jumper

### **All Girls (Grade Pre-K- 8)**

- ◆ **Tops:** Light blue or dark blue, long, or short sleeve polo-style shirts with buttons and a collar, with the approved school logo. White button-up collared blouses are approved with jumpers.
- ◆ **Sweaters (Optional):** Black button up or zipper fleece with the approved school logo.
- ◆ **Leggings:** Girls may wear black or navy leggings under their skirts or jumpers. White or black knee-length socks.

Uniforms can be purchased from Flynn & O'Hara uniform shop. The clothing sold at Flynn & O'Hara is very durable and of good quality. There are order sheets available in your admission packet and at the school for those of you who would like to order online. There is also the Flynn & O'Hara uniform shop located off of Airport Road in Allentown where you can go to buy directly. Pants, shirts, socks and sweaters that adhere to uniform standards may be purchased at other stores like Sears, Kohls, Kids-R-U's and Target.

### **Out of Uniform**

- ◆ In unavoidable circumstances a child may attend school out of uniform if accompanied by a written note of explanation to the teacher. Being out of uniform is permissible 3 days per school year. Any further violations will make it necessary for the student to be sent home.
- ◆ There are occasional scheduled out of uniform days that are used as fund-raisers. You will receive periodic notice when one of these days is scheduled. Please have students refrain from wearing tank tops or sleeveless items, shorts and frayed or tattered clothing on these days. Hoodies are not allowed to be worn on the premises.

### **Jewelry and Makeup**

- ◆ Jewelry, colored nail polish, nail extensions or accessories, and unnatural looking makeup is not to be worn while at school or while participating in school functions by either male or female students. Hair coloring that is unnatural looking (for example- green, blue, orange) is not permissible.

## **Student Conduct and Behavior**

Students at the Whitehall Christian School should be aware that proper conduct and discipline are necessary in school. It is our hope that the students will choose to conduct themselves as good citizens. Such conduct includes Christian kindness and courtesy toward all fellow students and staff, a positive attitude toward the school and the principles for which it stands, and a deep commitment to do one's best in every task.

- ◆ Students should refrain from loud talking, running in the halls and other boisterous behavior in the school building.
- ◆ Students on the playground and in the gym area are subject to the authority of any staff member supervising the area at that time. Christian sportsmanship should be shown at all times.

- ◆ Students are to make good use of free time during the school day. All free class time should be occupied with study or appropriate school activities.
- ◆ All teachers and staff should be addressed by Mr., Mrs. or Miss during the school day or at any school activity.
- ◆ Students must obey and show respect for school personnel responsible for their care. These individuals may consist of regular teaching staff, teachers' aides, part time instructors, nurses, IU personnel, class sponsors and substitute teachers. If a student causes a disturbance, exhibits uncooperative or disrespectful behavior, or encourages others to do the same, the student will be subject to disciplinary action that may include suspension. Continual instances of such behavior may result in expulsion from the school.

### **Harassment**

Students and staff members of Whitehall Christian School are expected to conduct themselves according to the standards of Christian values and ethics.

No staff member or student may participate in or allow any act of harassment that degrades, injures, or disgraces any student or staff member. Harassment includes jokes, intimidation, bullying, and any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical challenges.

A student, who experiences such inappropriate conduct, whether physical or verbal, should report it to the principal, a teacher, or staff member. Incidents of harassment will be treated with confidentiality as appropriate.

This policy covers behavior in school, outside of school and on social media. Students or staff who violate this policy are subject to disciplinary action.

### **Discipline**

The purpose of discipline in a Christian school is two-fold:

- ◆ to bring the student to maturity in Christ
- ◆ to develop qualities of good citizenship

To help attain these goals, certain standards of conduct have been established. Students are asked to discipline themselves in relation to this code because the best form of discipline is self-discipline under the guidance of the Holy Spirit. Teachers seek to help their students achieve this self-discipline by forming positive relationships with them.

The school seeks to work cooperatively with the home in forming good habits in the student. These habits include cheerful obedience to authority, courtesy and respect for others, responsibility, cleanliness and orderliness, truthfulness and honesty, moral conduct, and wise use of time, talents, and material things. Actions which demonstrate disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, lateness or other offenses shall be handled by the

teacher. Negative behavior that the teacher deems chronic, flagrant, or otherwise worthy of special handling will be referred to the principal.

Students engaging in any of the following activities may be subject to immediate suspension and/or expulsion.

- ◆ Continual violation of any school regulation or insubordination toward school personnel.
- ◆ Intentionally causing damage to school property. If any destruction occurs on school property, the parents or guardian of the student responsible will be required to have the damage professionally repaired. Arrangements for repair or replacement must be made promptly with the principal.
- ◆ The use or possession of alcoholic beverages, tobacco, drugs or narcotics.
- ◆ Theft, breaking or entering into locked areas.
- ◆ Any form of dishonesty or cheating.
- ◆ Entering or leaving the school by any means other than regular entrances.
- ◆ Leaving school property without permission.
- ◆ Possession or use of a firearm (real or imitation), knife (including pocketknife), slingshot, explosive device or other weapons.
- ◆ The use of profane or indecent language.
- ◆ Bullying, cyberbullying or harassing another student or staff member.
- ◆ Sexual misconduct involving a person of the opposite or same sex.
- ◆ Recordings, reading material, internet use or anything else that contains immoral or illegal content, or is deemed inappropriate by the teacher.

If a student's behavior is not in harmony with school or classroom guidelines a citizenship notice will be issued. The citizenship notice process is intended to promptly deal with any disciplinary concerns and communicate those issues directly to the student and to the parents. A citizenship notice will provide, in writing, a description of the problem or concern. The notice will be sent home with the student for the parents to sign and return. A parental signature does not necessarily indicate that the parent agrees with the citizenship notice but it rather indicates that the parent has acknowledged the notice. Parents can request a parent/teacher conference if there are any concerns.

If a parent refuses to sign a citizenship notice, the student will be suspended. The student is not to be sent to school or be present on school property. Being on school property could result in charges against the parents for trespassing. If the parent continues to refuse to sign the citizenship notice, the student's name will be taken to the school board for consideration of expulsion.

The Whitehall Christian School does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or the faith mission of Whitehall Christian School.

## Prohibited Items

- ◆ **Gum & Candy** - No gum chewing is allowed at school at any time. No candy or food is permitted at any time other than lunch unless special permission is granted.
- ◆ **Lunches** - In order to encourage healthy eating habits in our students, the following items are not permissible: pork products, shellfish and caffeinated beverages.
- ◆ **Smartphones, iPods, hand-held games, ear buds, headphones, or any other electronic media device** - Unless special permission is granted, the above items will not be allowed. Failure to comply will result in confiscation of the item.
- ◆ **Immoral Reading Materials** - Reading material or anything else that encourages immoral or illegal activity is unacceptable.
- ◆ **Knives/Firearms/Slingshot/Explosive Devices/Other Weapons** - A zero-tolerance policy is in place on bringing any type of weapon to school including pocketknives. Anyone found possessing a weapon on school grounds or on school buses will be subject to automatic suspension and possible expulsion.
- ◆ **Cellular Phones, Pagers and Electronic Devices** - Students may not have cellular phones, pagers or other electronic devices in their possession on school grounds unless special permission has been granted.
- ◆ **Playing Cards and Gambling** - The use of playing cards, gambling and betting in any form are forbidden on school grounds.
- ◆ **Solicitation of Personal Items** - Selling of personal items is not permissible without prior approval of the student's teacher.
- ◆ **Drugs/Alcohol/Tobacco** - Whitehall Christian School follows a strict zero-tolerance policy on drugs and other illegal substances. The possession of any illicit drugs, alcoholic beverages or tobacco at school or any school functions will be considered grounds for suspension or dismissal.
- ◆ **Skateboards, hoverboards, roller skates** – are not allowed in school or on school premises.

## Internet, Network and Computer/Technology Acceptable Use Policy

Use of technology and the computer system at Whitehall Christian School is a privilege. To make the computer systems available to students who need them and to keep the network operating efficiently, we ask that students agree to and abide by the following conditions:

### **Students are expected to:**

- ◆ Share and interact in a way that will enhance their reputation, the reputation of others, and the reputation of the school, rather than damage them
- ◆ Always treat others in a respectful, positive, and considerate manner

- ◆ Exercise good judgment in all situations, behaving in a way that will make you and others proud and reflect well on our school.
- ◆ Use technology for the purpose of learning, conducting research and completing classroom assignments
- ◆ Treat technology equipment with care and respect
- ◆ Use only accounts provided by the school
- ◆ Communicate with others in a courteous and respectful manner
- ◆ Maintain the confidentiality of his/her personal name, address, phone number, password(s), and respect the same privacy of others
- ◆ Refrain from online gaming and non-academic multimedia consumption
- ◆ Agree to the review of communications, data, and files by WCS
- ◆ Comply with copyright laws and the intellectual property rights of others
- ◆ Report any incident of harassment to the Principal, Superintendent and/or School Board Chair
- ◆ Report any violation of this Acceptable Use Policy to the principal or school board chair.

The Whitehall Christian School (WCS) network is protected with software that restricts access to objectionable sites on the internet and eliminates a vast majority of potential problem situations. To ensure the safety of our students, all devices with internet access will be restricted from accessing inappropriate materials. The school's filter system supports blocking or filtering access to anything that may be harmful to minors.

Whitehall Christian School has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from the sites.

The school has the right to search all electronic media/devices on campus including computers, storage devices, and cell phones.

## **CYBERBULLYING:**

**Cyberbullying** is the use of electronic information and communication devices to bully a person. This is done by sending messages of an intimidating or threatening nature through, but not limited to, email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings, defamatory websites and social media.

As a Christian school we strongly believe in creating a safe environment for our students. WCS has a zero tolerance against cyberbullying. Reported instances will be taken very seriously in accordance with school and Conference policies and guidelines. WCS prohibits acts of cyberbullying by WCS students through the use of any WCS owned, operated, and supervised technologies. The school principal or superintendent may report allegations of cyberbullying to law enforcement authorities.

Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to

cyberbullying shall immediately make a report to the school principal, superintendent or school board chairperson.

Student access to the school network and Internet may be restricted because of low grades or other disciplinary issues. It is not possible to list all activity that is not permitted, but the following list gives examples of unacceptable behavior that extends to the technology area:

### **Students Will NOT**

- ◆ Log in to another student's account without his or her authorization
- ◆ Use another person's password or sharing your password with others
- ◆ Browse in another person's folders, work, or files
- ◆ Photograph or record students or staff members for non-instructional purposes and/or without their explicit permission
- ◆ Engage in cyberbullying of students or staff members by harassing, insulting, or attacking others or negatively impacting the learning environment in any way through the use of technology
- ◆ Posting any picture, video or derogatory/offensive comments on social media of any students, teachers/staff or volunteer from the school.
- ◆ Visit unapproved social networking sites
- ◆ Knowingly enter unauthorized networks or install software to tamper or destroy data
- ◆ Bypass the school's internet filtering software or restrictions
- ◆ Access or distribute abusive, harassing, libelous, obscene, offensive, profane, violent, pornographic, threatening, sexually explicit, or illegal material
- ◆ Install personal software on WCS devices
- ◆ Distribute personal information about yourself or any other Whitehall Christian School student or staff online by using chats, blogs, social networking sites, *e-mail* or other electronic communication
- ◆ Arrange a meeting with an online contact without school and parental approval
- ◆ Use obscene language
- ◆ Damaging computers, computer systems, or computer networks
- ◆ Violate copyright laws

***Students may NOT, in any way or for any reason, synch their personal or home computers with school computers.***

Computer and network access is a privilege, not a right, and involves responsibility. Access to network services is given to students who agree to act in a considerate and responsible manner. Because communications on the network are often public in nature. Individual users of the school computer network are responsible for their behavior and communication over the network just as they are in the classroom. It is required that users will comply with the school standards and will honor the agreement they have signed.

### **Violations of these policies may result in any or all of the following:**

- 1) Parental notification
- 2) Suspension of technology, network and/or computer privileges

- 3) Detention or suspension from school and school-related activities
- 4) Potential expulsion from school
- 5) Legal action and/or prosecution

## **Tuition and Registration Fee Policies**

At Whitehall Christian School, your child will discover his or her God-given potential, make lifelong friends, learn to serve, and graduate ready to make a difference in their community and around the world. **While this will require the investment of your financial resources, we believe you will see that this is a worthy investment in your child.**

### **Registration Fee:**

Upon acceptance at WCS, a non-refundable registration fee of \$400 is due no later than the first day of school.

**Note: A 10% discount applies to registration fees paid on or before July 1<sup>st</sup>, providing that there is no outstanding balance from a previous year at the time of registration.**

You may pay your *non-refundable* registration fee in one of two ways:

- in person, at our school office, by cash, check or money order. Checks should be made out to “Whitehall Christian School.”
- online by credit card, debit card, or through your bank account by clicking on the **make a payment** link under the “Support WCS” dropdown menu on the website.

### **Tuition:**

The primary function of tuition is to help defray the expenses of the school.

Tuition rates are available upon request from the Principal or school Treasurer.

**Note:** A 10 % discount on tuition is applied for each additional, non-constituent, grade 1-8 child, from the same family, enrolled at the school.

Tuition payments may be paid in full at the beginning of the year or in nine equal payments with the **first payment being due on September 1<sup>st</sup> and the final payment on May 1<sup>st</sup>**. Other payment plans may be available upon request. Invoices will be sent on a monthly basis, but ***it is the parent’s/guardian’s responsibility to pay tuition each month regardless of receipt of the invoice.*** Statements may be sent on a requested basis. Tuition is non-negotiable and should be paid even if there is a discrepancy. *Should a tuition discrepancy arise, the discrepancy will be investigated and handled by the School Treasurer/School Finance Committee in a timely manner upon formal request.*



You may pay your tuition in one of two ways:

- in person, at our school office, by cash, check or money order. Checks should be made out to “Whitehall Christian School.”
- online by credit card, debit card, or through your bank account by clicking on the [make a payment](#) link under the “Support WCS” dropdown menu on the website.

### **Tuition Includes:**

Textbooks, workbooks, classroom software subscriptions, specialty class supplies such as science lab consumables, technology services & fees, various school supplies and standardized testing.

### **Tuition Does NOT Include:**

Optional fees such as: lunch purchases, van fees (Allentown School District does not provide transportation for students grade 5 and over), some class field trips, school uniforms, class t-shirts, participation or activity fees, etc. This is not an exhaustive list and other fees may be incurred.

### **Financial Assistance:**

- Because of our small size and low tuition, Whitehall Christian School is unable to offer extensive financial assistance.
- A limited number of scholarships are available for students whose families are in financial need. Details, requirements and application forms are available from the school treasurer.
- Our school does, however, participate in the PFE (Partnership for Eternity) tuition grant program. The PFE program provides tuition assistance for families in need, while giving students an opportunity to serve others in their community. There are only a limited number of PFE grants available, and preference is given to families with the greatest need on a first come, first served basis. Because of the limited number of grants available:
  1. It is expected, if a PFE grant is made available to a student, that he/she will participate faithfully in the program.
  2. A student who chooses to participate in the PFE program is accepting a serious commitment to their mentor. If a student fails to meet the weekly requirements of the PFE program, he/she may be removed from the program and the grant will be reassigned to another eligible student. Parents of a student removed from the program will then be responsible for the amount of tuition that the grant was providing.
- More information about the PFE program is available from the school Treasurer.
- Some parents have been able to find sponsors for their child from relatives and/or members of their local churches. It is the parent’s responsibility to find sponsors if they so desire.

### **Tuition Due Dates and Late Payment Policies:**

- Tuition payments not received by the **1st** day of the month will be considered past due.

- Tuition payments not received by the **5th** day of the month will be considered delinquent and the student may be excluded from school until the balance is paid in full. All delinquent accounts must be paid by cash, *cashier's check* or money order. ***NO personal checks will be accepted for delinquent accounts.***
- Extenuating circumstances will be considered if the parent is actively communicating with and working with the school Treasurer. Any extenuating circumstances will ultimately require approval of the finance committee.
- Continued non-payment of tuition may result in dismissal of the student until payment is made or special arrangements have been set.
- In cases of transfer, in compliance with Pennsylvania State Law, *academic* records will not be forwarded to the new school system until all debts have been satisfied.
- If there is a balance due at graduation, report cards will not be issued and will remain the property of the school until the balance is paid in full.
- The student's application will not be accepted for the next school year if there is any tuition due from the previous year.
- Delinquent accounts may be subject to a \$25 late fee per month.
- Returned checks are subject to a \$25 service fee (in addition to your bank fee).

### **Hot Lunch Program**

Notes and e-mails will be sent to parents to inform them about lunch availability, menu, and cost.

### **Parental Involvement**

Enrolling your child at Whitehall Christian School is not only a commitment of money, but also a commitment of your valuable time. In order to have a successful school program; we encourage your involvement.

- ◆ **Home and School Association** - All parents of students along with the school faculty are members. This organization directly benefits all school patrons through periodic meetings, fund-raising activities and special educational offerings.
- ◆ **Projects Committee** - This committee conducts fund raisers throughout the school year to help maintain our school. The proceeds from these and other projects have aided the school program by providing funds for capital improvement and by providing additional instructional materials and equipment.
- ◆ **Volunteers** - Please discuss volunteer opportunities with the administrator. Proper background checks will need to be conducted prior to volunteering for field trips or any other events with the school children.
- ◆ **Attendance and participation in school functions and faithful prayer for the school are especially important.**

# Whitehall Christian School

## Parent Handbook Signature Page

After reading the Parent Handbook, please sign the appropriate lines below and return the form to the Front Office.

We, the parent(s)/guardian(s) of \_\_\_\_\_  
have read and understand the contents of the Parent Handbook.

**We agree to follow all of the policies outlined in Parent Handbook.**

We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the School.

The Parent Handbook is not an enrollment contract.

\_\_\_\_\_  
(Signature of Parent/Guardian)

Date \_\_\_\_\_

**Thank you very much, and welcome to Whitehall Christian School!**

(Parent/Guardian Copy)



# Whitehall Christian School

## Parent Handbook Signature Page

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\_\_\_\_\_  
(Signature of Parent/Guardian)

Date \_\_\_\_\_

**Thank you very much, and welcome to Whitehall Christian School!**

(Principal's Copy)