



W A T E R T O W N  
**CHRISTIAN**  
S C H O O L

**Parent - Student  
Handbook  
2023-2024**

**WATERTOWN CHRISTIAN SCHOOL**  
**Parent/Student Directory 2023-2024**

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Tina Saraceni – Kindergarten  
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Londa Florey – 2nd Grade  
Anita Bach – 3<sup>rd</sup> Grade  
Laurie Ries – 4<sup>th</sup>/5<sup>th</sup> Grade  
Lela Kurkowski – 6<sup>th</sup> - 8<sup>th</sup> Grade  
Jessica Hurkes– 6<sup>th</sup> – 8<sup>th</sup> Math/PE/Computer  
Sara Goche – 6<sup>th</sup> - 8<sup>th</sup> Grade ELA/Computer  
Katherine Althoff – K-8<sup>th</sup> Art  
Stephanie Jerke– JrK-8<sup>th</sup> Music  
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**Board of Trustees – Meet on the 4<sup>th</sup> Monday of the month at 6:30 pm**

Art Dirksen  
Nathan Graf  
Mike Peterson  
Nick Lomely

Shelly Raderschadt  
Jamie Conroy  
Brandon Houge

## WATERTOWN CHRISTIAN SCHOOL Parent/Student Handbook

### **STATEMENT OF EXCELLENCE**

- **We are committed to families.** We are privileged to serve God's creation, the family. We are committed to assist parents in training their children to reach their fullest potential, both academically and spiritually. We strive to maintain a safe and secure environment for them, and to challenge them in the Word of God and in knowledge of the world He has made.
- **We are committed to churches.** We affirm the mission of Bible believing churches to disciple people for Christ. We support local churches by encouraging loyalty to their ministries and by emphasizing the value of a life devoted to God.
- **We are committed to our students.** As our brothers and sisters in Christ, we are bound by love to watch for their souls; to train them in truth and righteousness; to protect and prepare them; to show them the way of salvation in Jesus Christ; to convey a Biblically based and quality education; to demonstrate correctly the Christian life in our words and actions; to begin equipping them for a life of Christian discipleship; and to imitate the love of God in our relationships with them.
- **We are committed to our staff.** We are committed to providing an environment that allows our staff to minister freely and effectively, to encourage and honor excellence in the classroom, and to support their work with materials and training that will assist them in their efforts to strengthen their ministry.
- **We are committed to our community.** As long as we are in the world, our name will be associated with honesty and integrity. We are dedicated toward educating citizens who will make positive contributions to society in their role in God's world. We will strive to present a testimony that will not shame the Christian community.

### **STATEMENT OF FAITH**

- **We believe** that the Scriptures of the Old and New Testaments are inspired by God and are without error in their original text; Scripture is the supreme and final authority in faith and life.
- **We believe** in one God, eternally existent in three persons: Father, Son and Holy Spirit.
- **We believe** in the deity of our Lord Jesus Christ. We believe in His virgin birth, His sinless life, His miracles and His atoning death on the cross. We believe in His resurrection and ascension to the right hand of God the Father and that He will return as He said, at which time He will judge the living and the dead.
- **We believe** that man was created by God and in His image.
- **We believe** that God has an eternal plan for every person.
- **We believe** that man sinned, thereby incurring both physical and spiritual death. We believe that all human beings are born with a sin nature.
- **We believe** that we are saved by God's grace alone through faith in Jesus Christ and what He willingly suffered in our place on the Cross.
- **We believe** in the resurrection of the saved to eternal life, and the resurrection of those who chose not to believe in Jesus Christ to eternal separation and condemnation.

### **STATEMENT OF MISSION**

**“Developing within each child the character of Christ in a challenging educational environment based on a biblical world view”**

Our primary focus as a Christian school is to provide a thorough learning experience grounded in the Word of God. This includes the implementation of a Christian-focused curriculum, where the Word of God is integrated throughout the entire course of study. One of our basic goals is to enable the child to be in competition with him/herself in the process of becoming the best he/she can be. Our program is grounded in the pursuit of excellence. The students at Watertown Christian School will be provided a quality education from a Christian perspective.

## **AIMS & OBJECTIVES**

### **WCS Aims To:**

1. Teach that the Bible is the inspired, inerrant, and infallible Word of God. (2 Timothy 3:15-17; 2 Peter 1:20-21)
2. Teach the basic doctrines of the Bible. (Titus 2:1)
3. Provide opportunities for the student to confess Christ as Savior and Lord. (Romans 10:9-10)
4. Teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Romans 12:1-2; 2 Timothy 2:14; Deuteronomy 26:16-17)
5. Impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Ephesians 4:12; 1 Corinthians 12:1-31; Matthew 28:19-20)
6. Teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities.
7. Teach the student how to develop the mind of Christ toward Godliness. (Philippians 2:5; 1 Timothy 4:7)
8. Encourage the student to develop self-discipline and responsibility from God's perspective. (1 Timothy 4:7; 1 Corinthians 9:24-27)
9. Teach the student respect for and submission to authority from God's perspective. (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
10. Help the student develop a Christian worldview by integrating life, and all studies, with the Bible. (2 Peter 1:3)
11. Teach the student to hide God's Word in his heart through memorization and meditation. (Psalm 1:1-3 & 119:11)
12. Teach the student how to study God's Word. (2 Timothy 2:15)
13. Help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential. (Psalm 139:13-16)
14. Teach the student to treat everyone with love and respect as unique individuals created in God's image. (Philippians 2:1-4; Ephesians 5:21)
15. Teach the student how to become a contributing member of his society by realizing his need to serve others. (Galatians 5:13; Romans 12:10)
16. Teach the student Biblical skills for personal and social relationships. (Psalm 119:9; Ephesians 4:12)
17. Teach the student the Biblical view of dating, marriage and the family. (1 Thessalonians 4:1-7; 1 Timothy 4:12; Genesis 2:18-25; Ephesians 5:22-33)
18. Teach the student physical fitness, good health habits, and wise use of the body as the temple of God. (1 Corinthians 6:19-20)
19. Teach the student Biblical attitudes toward material things and his responsibility for using them to God's Glory. (1 Timothy 6:17-19; Matthew 6:19-20; 1 Corinthians 10:31)
20. Teach and encourage the student to use good study skills and habits. (2 Timothy 2:3-7)
21. Teach the student how to research and to reason logically from a Biblical perspective. (Hebrews 5:14; Romans 12:2)
22. Teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (2 Timothy 3:14-17)
23. Teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (1 Corinthians 10:11; Romans 13:1-7)
24. Use current affairs in all areas, teaching the students how they relate to God's plan for man. (Romans 1:21-28)
25. Teach the student an appreciation for the Fine Arts. (Exodus 28)
26. Teach the student an understanding of and appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve it properly. (Psalm 8:6; Hebrews 2:6-8)

### **WCS Objectives Are To:**

1. Aid families in Christian growth and to help them develop Christ-centered homes. (Ephesians 5:22-55; 2 Peter 3:18)
2. Cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the educational program. (Mark 10:45)
3. Help the parents to understand Watertown Christian School's purpose and program.
4. Assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
5. Encourage regular attendance and involvement in the local church. (Hebrews 10:24-25)
6. Encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. (Deuteronomy 6:4-7; Proverbs 22:6)

### ***ADMISSIONS POLICY***

No student or family will be admitted or allowed to remain at Watertown Christian School who does not agree with, support and cooperate with the overall purpose and/or program of WCS.

All new students enrolled at WCS are considered to be on a probationary status (academic and disciplinary) for the first 30 days of attendance. During, or at the end of, that period the student will:

- Automatically gain permanent status
- Remain on probationary status for a period of time to be determined
- Be dismissed from attendance
- Be assigned conditions for continued attendance

Watertown 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. WCS does not discriminate on the basis of race, color, national, and ethnic origin in administration, in its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

WCS is not equipped to meet the needs of every child with physical, learning or behavioral needs. In such a case, we will assist parents to secure a more appropriate learning environment. Therefore, not all students who apply for admission will be accepted. The final decision in this matter will rest with the leadership team of Watertown Christian School.

WCS will take into consideration the "dismissed", "expelled", or "alternative education" status of any potential student.

### ***ASBESTOS HAZARD EMERGENCY RESPONSE ACT***

Watertown Christian School completed an inspection of its facilities for Asbestos containing materials in 2011. Pursuant to the Asbestos Hazard Emergency Response Act (AHERA), we are required to notify parents of students concerning this inspection and make available to you a copy of the inspection report.

The Asbestos Hazard Emergency Response Act (AHERA) requires that all school buildings be inspected or re-inspected for the presence of asbestos containing materials every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan, which outlines the steps to be taken to eliminate any hazards.

The Watertown Christian School has a limited amount of asbestos containing materials in the school building and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and the proper management procedures, is available for public inspection during normal working hours in the Administrative office.

### ***Morning Drop-off & After School Pickup Procedures***

Students in Preschool and Jr. K will follow the routines established by their teacher. Grades K-8 will follow the procedures listed below:

#### **Beginning of Day Procedure**

##### **Morning Drop-Off**

All Preschool, Junior Kindergarten, and K-6 students will report directly to the gym for the walking program when arriving between 7:45 AM and 8:10 AM. Students will not be in the school building at this time. Students that arrive at school between 8:15-8:20 may only enter front door of the building. No one will enter the side door of the school by the playground. All students in the walking program will be sent to their individual classrooms at 8:10 AM (8:15 for Jr.K & Preschool).

- All students in 7<sup>th</sup> and 8<sup>th</sup> grade will be allowed to be in Mrs. Kurkowski's room from 7:45-8:15
- Bus students will enter the front door of the building

#### **End of Day Procedure**

##### **After School Pickup**

- 3:20 PM – Bus students are dismissed  
Mrs. Hight will have the list of bus riders for the day. Bus students report to the door by the playground. Mrs. Hight will check to make sure everyone is present and send the bus off.
- 3:20 PM – All K-8 students not riding on the bus will sit in designated areas by grade in the lunchroom.
- Parents will line up their vehicles to the door closest to the lunchroom in the back parking lot of the school and along the road with a tag placed on their dashboard displaying the family last name and the grades of their children provided by WCS.
- Three cars will pull up to the pick-up area (outside luncheon door) at a time.
- The students will get inside the vehicles and the next three cars will pull up.
- Parents who wish not to wait in line or need to come into the school may park in the front of the school building, walk to the lunchroom, and pick up their child.
- All students who are not picked up by 3:30 PM or when the parent pick-up line is completed will be taken to the office.

#### **Teacher Stations for End of Day Procedure**

**Bus Students Supervisor:** This person makes sure all bus students are present and loaded on the bus safely.

**Name Caller:** This person stands out in front of the loading site and uses a walkie-talkie to communicate to the teacher inside which parent vehicles are coming up next. This person makes sure all students have been loaded into vehicles safely and waves on traffic in order that the three vehicles can move up.

**Door Person:** This person is at the exit door supervising when students leave the building.

**Crowd Control:** One teacher will be in the lunchroom with a walkie-talkie. This teacher will send students to the door when their family name is called.

## **ATTENDANCE POLICY**

### **ABSENCES**

Please call the WCS Administrative Office by 8:15 AM to report your child's absence for the day. DO NOT send notice by word of mouth with a sibling or other student. Any doctor's visits that need to be made during the academic day must be reported to the office by phone or note. During the academic day, a student must sign out at the front office before leaving campus and sign in upon returning to campus.

It is requested, to the best of your ability, that any vacation time or family trips be scheduled during our calendar holidays or the summer non-session time. Missed academic time means missed opportunity for learning. Absences for any reason inhibit the student's educational progress.

#### ***Excused Absences (Make-up work allowed)***

- Personal illness, injury, or doctor's appointments, which cannot be scheduled after school
- Illness in the immediate family, which requires the student's presence
- Death in the family
- Absences with PRIOR approval from the office (such as a family trip)

#### ***Unexcused Absences (No make-up work allowed)***

Absences not reported to the WCS Administrative office and those outside of the "Excused Absence" category will be considered "Unexcused" and students may not make up work and will receive a zero for that work missed during an unexcused absence. Parents should be advised that if a student accumulates three or more unexcused absences, a parent conference will be scheduled and further attendance at Watertown Christian School may be denied.

### **TARDY POLICY**

Students are tardy if not in the classroom by 8:20. A "no-fault" tardy system is in effect for all classes. Tardy attendance will be recorded with the exception of the following:

- Car trouble (a parent note or phone call is required)
- Inclement weather
- Detained by a staff member (student must bring a note from staff member)

Tardy attendance will be collected each day and taken to the office. Records will be kept in the office. Penalties for tardy attendance will be as follows (per quarter):

- *1<sup>st</sup>-2<sup>nd</sup> tardy: No penalty*
- *3<sup>rd</sup> Tardy or more: Call or Email to parents to resolve the problem*

## **ATTITUDES**

### **Respect**

Students will be expected to learn and model a deep reverence for God, the Bible and for the Christian faith. Respect is feeling and showing esteem and honor toward God and His creation. Students need to learn to respect tangible authority on Earth in order to learn respect for an intangible God.

Romans 13:1 states, "Every person is to be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God." These authorities include all members of the WCS team. Respect extends to self as a creation of God, other students and peer groups as well as physical property. 1 Peter 2:17 says, "Honor all people, love the brotherhood, fear God, and honor the king."

### **Responsibility**

Responsibility is personal accountability for one's words, beliefs, actions and choices. Students are expected to develop personal accountability in their studies, their behavior and in their lives as part of the student body of WCS. Parents are expected to reinforce the assignments given by the teachers and to support appropriate classroom discipline procedures.

## **Reverence**

Proverbs 1:7 states, *“The fear of the Lord is the beginning of knowledge; fools despise wisdom and instruction.”*  
Matthew 22:37 says, *“And He said to him, ‘You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.’”*  
Colossians 3:23 reveals, *“Whatever you do, do your work heartily, as for the Lord rather than for men.”*

## **BIRTHDAYS**

Birthdays are always a special time for children. Please make arrangements in advance with your child’s teacher when you would like to celebrate your child’s birthday; **no latex balloons please**. Parents are welcome to send or bring a cake, cupcakes, plates, cups, forks, napkins, etc. for your child’s birthday. Gifts are not to be exchanged in class. If you plan to send invitations to all of the children in your child’s class, you can get a list of names and addresses from their teacher.

## **CERTIFICATION / ACCREDITATION**

Watertown Christian School is affiliated with ACSI (Association of Christian Schools International) and is accredited through the South Dakota Department of Education.

Every teacher will hold, full certification from the State of South Dakota. Every teacher, administrative team member, and governing board member is encouraged to continue his or her professional development.

## **CHAPEL**

Watertown Christian School offers a weekly chapel program for our educational family. Chapel will be held for all grades Pre-Kindergarten through 8th Grade. Family members are encouraged to attend. Chapel is a time for a refreshing of the Spirit; a reminder that we are all in need of Christ and His atoning act of redemption. During this time, the students will learn hymns and choruses that praise God and hear His Word taught by our staff or other special guests.

## **CHILD ABUSE POLICY**

The policy of Watertown Christian School is to protect children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse. We will comply with the South Dakota law that requires the reporting of suspected physical or sexual abuse and conditions of neglect involving children. The reporting of the mistreatment of minors shall be strictly in accordance with the provisions of South Dakota State Statutes #268A3 and #268A7.

## **TEACHERS & STAFF**

Watertown Christian School seeks to provide the finest staff of professional Christian educators to lead our children. We seek to provide well-prepared and experienced teachers who will create and maintain a friendly Christian atmosphere in the classroom. All teachers employed by Watertown Christian School will hold as a minimum a Bachelors Degree in Education and will be certified by the state of South Dakota. Professionalism and a personal relationship with Jesus Christ provide the skills and attitudes essential for the teacher to guide each child’s development. Our teachers are encouraged and expected to “flavor” their classrooms with their own teaching styles, but to never sacrifice the awesome responsibility that has been placed before them to provide eternal foundations in Jesus Christ.

## **CONFERENCES & COMMUNICATION**

There will be two scheduled Parent / Teacher conferences held during the school year, one in the fall and one in the spring.

If you have questions or concerns pertaining to your child, please contact the WCS office at any time to arrange for an appointment with your child’s teacher. Communication between parents and teachers is vital for the success of each student.

In the event of conflict, WCS will follow the Matthew 18 principle.

## **CURRICULUM**

We strive to utilize the most current textbooks, Internet information, and instructional methods available. Each subject and textbook offering will be examined in light of God’s Word. Textbooks from Christian publishers will be the priority and



utilized when available. Watertown Christian School uses curriculum from ABeka, Bob Jones, and ACSI, along with other materials based on the Christian worldview

WCS incorporates State of South Dakota Standards, ACSI Standards, and Godly principles immersed throughout the curriculum. Guest speakers, experiments, technology, and field trips are tools that are also used to enhance our students' education.

## ***DISCIPLINE***

### **Parental Responsibility for Discipline**

The discipline procedure followed by Watertown Christian School is based upon the belief that God has ordained parents, more specifically fathers, with the role of teaching and leading their children (Deuteronomy 6:6-7, Psalm 78:5-6, Ephesians 6:1-4). Our desire is to honor and support parents in this role. Obedience to WCS behavioral guidelines will remain the responsibility of the parents.

### **Discipline Procedure**

One of the greatest services that WCS can provide for its children is an environment that is safe and nurturing, as well as, encouraging toward Christlikeness in daily choices.

### **Bullying Policy**

As followers of Christ, when we look at topics such as bullying, we are bound to Scripture, which gives us guidelines for how we should treat one another. Matthew 22:35- 40 is used as the basis for the type of behavior WCS expects from its students. WCS intends to provide its students an environment that is free of bullying; bullying, whether verbal, physical, or emotional, robs a student of their right to learn in a safe environment and is not permitted. Any person who believes he or she has been subject to bullying should report it to an appropriate superior (teacher, counselor, or administrator). Each report will be given consideration and will be promptly investigated. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion. Bullying can generally be defined as the repeated use of aggression, intimidation, and/or cruelty with the intention of hurting another person verbally, physically, or emotionally.

### **Student responsibilities:**

- 1) If a student is a victim or a witness to bullying, they are encouraged to report it to a staff member or parent.
- 2) When reporting such incidents, students may remain anonymous.
- 3) Students will not condone, encourage, or participate in bullying.

### **Staff responsibilities:**

- 1) Staff will be present in assigned areas where bullying may occur as requested by administration from time to time.
- 2) Staff will report incidents they perceive as bullying to the principal.
- 3) Staff will keep student identities anonymous if that is the student's desire.

### **Parent responsibilities:**

- 1) Recognizing the partnership between our school and the parents of our students, parents are encouraged to report bullying incidents involving their child to the administration.
- 2) Parents will meet with the principal if their child is involved in a bullying incident as a perpetrator or victim if deemed necessary by the administration.

### **Administration:**

- 1) The principal will investigate bullying incidents that have been reported to him/her.
- 2) The principal may summon the parents of the victim and/or perpetrator to the school for a meeting if deemed necessary.

3) If the principal discovers bullying has taken place, he/she reserves the right to impose consequences deemed necessary in accordance with the discipline section of this handbook.

**There are four all-encompassing guidelines that all students are expected to follow. These guidelines apply anywhere and at all times while a student is affiliated with WCS. The bullying policy is in effect on all buses and at bus stops. The policy also applies at extra curricular activities, athletic practices and games, and all other school sponsored events on or off campus. All reports of bullying will be promptly investigated.**

### **Behavior Expectations for Students**

1. **I will behave in a manner that honors God.** *“And He said to him, ‘You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.’”* (Matthew 22:37)

The following behaviors **do not** honor God:

- Lack of reverence towards authority
- Physical violence or aggression
- Using abusive or offensive language
- Attempts to create an atmosphere that discourages attitudes of obedience, academic diligence, or Christ-likeness in other students
- Using disrespectful body language or gestures
- Stealing
- Outright or repeated disobedience
- Lack of ready obedience

2. **I will respect others and their property.** *“The second is like it, ‘You shall love your neighbor as yourself.’”* (Matthew 22:39)

The following behaviors **do not** honor God:

- Talking at inappropriate times
- Using behavior that disturbs or distracts others
- Harassing or disrespectful behavior towards another child
- Abusing another’s or school property
- Using abusive language towards another child

3. **I will listen carefully and follow directions.** *“Children, be obedient to your parents in all things, for this is well-pleasing to the Lord.”* (Colossians 3:20) *“Obey your leaders and submit to them, for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.”* (Hebrews 13:17)

The following behaviors **do not** honor God:

- Not being in listening and learning position
- Not being on task
- Unwillingness to readily follow teacher’s instruction

4. **I will come prepared to do my best work.** *“Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.”* (Colossians 3:17)

The following behaviors **do not** honor God:

- Not accomplishing tasks at and to the best of your ability
- Not staying on task
- Not turning assignments in on time

Watertown Christian School believes in firm and loving discipline. Proverbs 22:6 states, *“Train up a child in the way he should go, and even when he is old he will not depart from it.”* This is the foundational philosophy of discipline at Watertown Christian School.

It is the desire of Watertown Christian School that students will discover and “own their mistakes,” accept responsibility for inappropriate actions, and ask for forgiveness so that full and complete restoration can occur.

The teacher will make a student aware of their improper behavior by referring to the corresponding “Behavior Expectation” (listed above). The teacher will take applicable steps to ensure student compliance.

### **Suspension & Expulsion**

Extreme cases of misbehavior may be dealt with by suspension. This process will involve a conference between the Administrator and the parents/guardians. The Administrator will determine the number of days of suspension.

Extreme cases of misbehavior may be dealt with by indefinite suspension, followed by expulsion from Watertown Christian School. The decision to expel will be made by the Administrator and at least two WCS Governing Board members. The parents, or WCS, may request a hearing attended by the Administrator, the parents/guardians, the student, and at least two Governing Board members. During a period of suspension or expulsion the student may not participate in WCS related or extracurricular activities.

The following may result in consequences including suspension or permanent expulsion:

- The safety or security of students and/or staff is put in question by a student’s behavior.
- Contraband materials such as weapons, offensive media material, alcohol, tobacco products or illegal drugs are brought on campus or to a WCS function.
- Serious or repeated infraction of the above discipline guidelines.
- Attitude of rebellion or indifference toward WCS authority.
- Attitude of rebellion or indifference toward spiritual objectives of WCS.
- Attitude of rebellion or indifference toward behavioral objectives of WCS.
- Attitude of rebellion or indifference toward academic objectives of WCS.

Failure of a parent/guardian to participate in and support the discipline procedure of WCS may lead to the child’s dismissal and/or ineligibility for future enrollment. Parents are responsible for encouraging and bringing about their child’s submission to the authority of WCS personnel. If a parent is unable or unwilling to command their child’s obedience, WCS reserves the right to dismiss the student.

### **Appeals**

Parents may submit a written appeal to the WCS Governing Board Chairman to be presented to the full Governing Board at the next monthly meeting. Final determination concerning the appeal and the status of a student rests with the Watertown Christian School Governing Board.

## **RESTRAINT AND SECLUSION**

- 1) WCS will notify the parent or guardian of the student, unless the student is emancipated, of an incident requiring the use of restraint or seclusion. This will be done within the school day if school is in session that day.
- 2) No employee of WCS will use the method of prone restraint, defined as physical pressure applied to any part of the student’s body to keep the student in a face down position on the floor or other surface, except when that use is necessary and reasonable in manner and moderate in degree.
- 3) No student will be placed in involuntary confinement in a locked room alone unless there is a clear and present danger.
- 4) The district will provide training to school personnel in crisis management and de-escalation techniques. A list of trained personnel will be maintained.

## **CORPORAL PUNISHMENT**

No corporal punishment will be used at Watertown Christian School.

## **DRESS CODE POLICY**

Watertown Christian School dress code is as follows:

Christian young people should dress in a way consistent with Biblical principles of decency. Decency in dress implies that others are not embarrassed, distracted, or tempted. We are instructed in 1 Timothy 2:9 and 1 Peter 3:3 to refrain from extremes which call attention to ourselves. The matter of dress is directly related to the kind of people we are and what we think ourselves to be. As Christians we ought to be moderate in all things and refrain from offending others or being stumbling blocks to them (1 Corinthians 8:9; Romans 14:21; Matthew 17:6). Clothing should be neat, clean and appropriate for a classroom atmosphere. The objective is not merely to barely meet the minimum requirements, but for students to flee from evil, as well as to protect their fellow students from temptation (Ephesians 5:3; 2 Timothy 2:22). Purity and Biblical chastity of mind, heart, body, and action are our lofty objectives.

If a staff member feels that a student's dress is inappropriate, the student will be sent to change and may receive the appropriate disciplinary action. The primary objective is to eliminate distractions and temptations, even if it is determined that the clothing is in compliance with the dress code.

Any student referred must immediately report to the office to change the clothing in violation (indicated by the referring teacher), and a report will be made to the administrator. The secretary may record the student's name and may keep the item of clothing until the student comes to claim it and returns the borrowed replacement clothing. Students who receive a dress code referral are asked to take note of the garment considered in violation and avoid wearing that item to school again (avoiding defiance). Parents are asked to hold their children accountable for their manner of dress – holding them to the school's standards.

Comments: While a student may be appropriately dressed for a particular context, different contexts necessitate different acceptable dress (e.g. swimming pool vs. school). For example, while there is nothing inherently wrong with caps or tank tops, they are not contextually appropriate for school.

### **Specifics:**

1. If any clothing in violation of the dress code can be seen (e.g. beneath outerwear that is see-through, lacy, or semi-transparent), the wearer will be considered in violation of dress code.
2. Visible cleavage is not allowed. A suggestion to avoid immodesty = one handbreadth (not including the thumb) below the base of the neck. If cleavage is visible (even if your clothing is in compliance with this recommendation), the student will be considered in violation of dress code.
3. No undergarments (including bra straps) should ever be seen under any circumstance.
4. Clothing with alcoholic beverage ads, suggestive slogans, or promoting movies, products, political, or music groups that promote a philosophy contrary to Scripture are not to be worn by anyone.
5. Caps and hats are prohibited during school hours.
6. Pants must be the appropriate waist size.
7. Skirts must be no more than 3 inches above the knee when standing.
8. Shorts must go past the wearer's fingertips when their arms are fully extended downward in a standing position.

9. Pants, shorts, and skirts should be free of holes and free of frays above the acceptable length for shorts (beyond the wearer's fingertips).
10. Shirts must be long enough to cover the entire torso with hands raised.
11. Tank tops are not allowed (on the outside or under see-through or semi-transparent tops). A tank top is defined as anything with a strap narrower than a handbreadth (sleeveless and cap sleeves are allowed).
12. Shoes must always be worn during school hours. Tennis shoes are required for P.E. class.
13. Hair dye must be a natural hair color: red, blonde, brown, or black.

#### Consequences for violations:

1. 1st offense: Student may be sent to the office and given a change of clothes or asked to go home to change. Parent contact may be made.
2. 2nd offense: Student may be given alternate clothes to wear and may receive a detention. Students will have a discussion with the administration regarding this issue. Parent contact will be made.
3. 3rd offense: See 2nd offense with the addition of a parent conference with possible detention/suspension. Probation students who are found to be deficient in an area, either academic, social, or spiritual, will be placed on a probationary period, usually for one semester. During this time, improvements must be made; if no improvements are made, the student will no longer be able to attend WCS. Written notification will be made to the parent when a student is placed on probation.

#### **Additional Dress Code Information**

- If in doubt, please check with the Administrator.
- All students must be in compliance with the WCS dress code daily.
- Extremes are to be avoided.
- All personal items should be marked with the student's name.

#### ***CELL PHONES/ELECTRONIC DEVICES***

Cell phones and smart watches are prohibited from being used during school hours for any reason. Outgoing and incoming phone calls are to pass through the office. It is recommended that cell phones and smart watches be left in lockers, vehicles, or not brought on school property during school hours. If a cell phone or smart watch is found to be on or in use during school hours, it will be immediately confiscated and taken to the office. First time, students may pick up from Mrs. Meyer at 3:30. Second or additional times, ONLY a parent may retrieve confiscated cell phones or devices. Repeated violations will result in further disciplinary action.

#### ***EMERGENCY CLOSING***

Watertown Christian School follows the closing and delays of the Watertown Public School System. Local radio stations will give closing announcements beginning at 6:30 AM, and the WCS Facebook page, Kelo-land news, and Remind App will also indicate changes due to weather. Any other variation in the schedule will be announced by personal phone contact or by email.

#### ***FIELD TRIPS***

##### **Students**

To participate in field trips, students must demonstrate that they have the self-discipline to obey rules and regulations that are necessary to have a safe and successful trip. All students must have returned a parental permission slip before they may participate in a field trip. Any faculty member, with the consent of the Administrator or designated representative, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip.

## Parents

Parents are encouraged to volunteer as chaperones for field trips. However, the parent must accept responsibility for providing students with a safe and beneficial experience. The parent must follow guidelines and schedules as set forth by the teacher and seek to be of true assistance. At no time should a parent vary from the prescribed schedule or plan as laid out by the teacher.

At no time should a parent (or student) use a field trip situation as a platform for personal views concerning politics, religion, etc.

If at any time a parent's actions indicate a probable threat to student safety or security, the teacher may immediately separate students from that parent. Any such incident will be reported to the Administrator as soon as possible.

## Drivers

Drivers should be provided with adequate directions/maps. The Administrator must approve all drivers before they are assigned student oversight. All drivers must have on file a signed Watertown Christian School Driver Agreement and a copy of their current driver's license and proof of insurance.

By accepting the responsibility of driving, the parent accepts accountability for the following:

- The car used is safe, in good working order and otherwise road worthy.
- All seat belts have been checked to ensure they function properly.
- To make sure that each student is seated and secured according to South Dakota Seat Belt laws, and the Watertown Christian School Seat Belt Policy, at any time the car is in motion.
- He/She will drive in a safe manner, obeying traffic laws.
- He/She will not use language unbecoming a Christian.
- He/She not smoke while transporting, or in the presence of, students.
- He/She will avoid phone conversations or other activities that could compromise one's alertness. I WILL NOT text while driving.
- He/She will avoid playing music, movies, or other programming that could be deemed offensive, or otherwise inappropriate, for children.

## **FINANCIAL POLICIES**

Watertown Christian School is a non-profit, self-supporting institution. Funds are not received from any source other than tuition, fees, donations and fundraisers. Please be prompt with your payments.

A non-refundable, annual Application Fee must be paid.

Payment of all fees should be mailed or made in person at the WCS Administrative Office. All questions regarding finances should be directed to the Business Manager or the Administrator.

## Payment of Fees

All checks are made payable to Watertown Christian School (WCS). Please make a notation on the "memo" line of the check (such as Tuition, Scrip, lunch, etc.).

Checks may be combined except for SCRIP as funding is kept in a separate account.

When paying with cash, be sure to make your payment directly to an Administrative Office Team Member, and obtain a written receipt. WCS cannot be responsible for un-receipted cash payments. Receipts for non-cash payments will be written upon request. Monthly fees will be considered delinquent after the 15<sup>th</sup> of the month. A \$20.00 late fee may be added to your bill if not paid by the 15<sup>th</sup> of each month. If you have difficulty in remaining current, please speak with the WCS Administrative leadership to assist you with special arrangements.

A service fee will be charged for all returned checks. **Two returned checks will result in future payments being made by an alternative method.**

If a student's account becomes overdue, at 3 months you will receive a letter indicating payment is expected. At 4 months past due you will have a personal phone call from administration, with a face to face meeting at 5 months past due. No records or report cards will be released nor will re-enrollment be allowed until all accounts are paid in full. A student may not participate in the summer programs if tuition and other fees have not been paid in full.

## **GRADING**

*" . . . the laborer is worthy of his wages." (1 Timothy 5:18b)*

*“For no man can lay a foundation other than the one which is laid, which is Jesus Christ. Now if any man builds on the foundation with gold, silver, precious stones, wood, hay, straw, each man’s work will become evident; for the day will show it because it is to be revealed with fire, and the fire itself will test the quality of each man’s work. If any man’s work which he has built on it remains, he will receive a reward. If any man’s work is burned up, he will suffer loss; but he himself will be saved, yet so as through fire.” (1 Corinthians 3:11-15)*

*“For it is written, ‘As I live, says the Lord, every knee shall bow to Me, and every tongue shall give praise to God.’ So then each one of us will give an account of himself to God.” (Romans 14:11-12)*

### **Mid-Term Reports**

At the middle of every nine weeks' grading period a Progress Report will be sent home in order that parents may see how their student is progressing in their studies.

The academic grading scale, grades 3 through 8, is as follows:

A+	=	100	%	D+	=	73-74	%
A	=	96-99	%	D	=	72	%
A-	=	92-95	%	D-	=	70-71	%
B+	=	88-91	%	F	=	69% and below	
B	=	85-87	%				
B-	=	81-84	%				
C+	=	79-80	%				
C	=	77-78	%				
C-	=	75-76	%				

The following scale will be used for Kindergarten – 2<sup>nd</sup> Grade and non-core subjects:

Excellent	=	E (92-100%)
Satisfactory	=	S (75-91%)
Needs Improvement	=	N (0-74%)

Grades will also be given for Conduct: Excellent; Satisfactory; Needs Improvement; Unsatisfactory

### **Incompletes**

Students having incomplete work at the end of a grading period are expected to complete the work within one week following the end of the grading period. .

### **Report Cards**

Report cards will be handed to parents at parent-teacher conferences or sent home with the students.

The purpose of the report card is to give students and parents an indication of current academic progress.

Parents/guardians are requested to review the grades and comments recorded with their child, praise them for their effort, encourage them to “do their best” and challenge them to strive for excellence.

### **GRIEVANCE PROCEDURE**

When an issue occurs that is not easily resolvable, Watertown Christian School covenants to observe the principles outlined by Scripture in Matthew 18:15-17 and Galatians 6:1.

*“If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” (Matthew 18:15-17)*

*“Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, so that you too will not be tempted.” (Galatians 6:1)*

Two principles can be drawn from these passages:

The people involved in the issue need to discuss the issue first with each other. The issue should be one that has been prayed about and committed to the Lord. If a parent has an issue with a teacher, the discussion should be with the teacher directly. Proper protocol dictates going to the party of concern first.

If the issue cannot be settled directly, then the next appropriate step is to go to the Administrator. Any issue that cannot be resolved from that point should be brought to the attention of the Governing Board.

Families at Watertown Christian School will covenant to live in attitudes of love and will be servant-minded towards one another. Conversations will be held in truth and kindness. The goal of WCS is to bring families together in fun and fellowship. While differences naturally occur among family members, each person involved in a matter that might cause division is encouraged to quickly resolve all differences (Matthew 18:15-17). Forgiveness will be the rule of the day, every day, at Watertown Christian School.

### **HEALTH AND SICKNESS POLICIES**

We require that a student is immunized pursuant to South Dakota Codified Law 13-28-7.1 and that proof of current immunizations are provided to WCS before a child is admitted to Watertown Christian School.

Do not bring a child to school if they have a fever, diarrhea, vomiting, unexplained rashes, infectious diseases, or any other viral symptoms. If your child becomes sick at home during the night, please consider keeping them at home the next day instead of bringing them to school. Medication will only mask the real problem, and your child will probably be sick once the medication wears off. Children with colds should remain at home if they have a fever. Children may return to WCS after being symptom free or on medication for 24 hours.

If your child begins running a fever, has diarrhea, is vomiting, has an unexplained rash, or appears to have conjunctivitis, they will be isolated until they can be taken home.

Medication is administered only after the "Permission for Medication/Emergency Treatment" form has been properly completed and signed by the parent/guardian. Medication will not be given to the child to take alone and must not be left in lockers or book bags. All medicine must be in its original container and clearly marked with the dosage and the child's name. All medication will be kept at the front office.

Children should have some daily outdoor activity. They will be given an outdoor playtime if at all possible (air temperatures or wind chill factors 0°F or above). Please dress your children appropriately when the weather is cold so that they will be comfortable outside. If a child is too ill to go outside and play, they may be too ill to be at WCS.

We will administer first aid when needed. Many of our teachers and administrative staff are trained and certified in first aid and CPR. In an emergency, we will call 911 for medical assistance.

Please see that your student receives a good night's rest and nutritious meals. These go a long way in providing for a healthy child. If a child must be on a special diet for health reasons, please inform the front office.

We will share information with those involved when any of our children have been exposed to a communicable disease. Notify the office when your child has an illness the school needs to know about.

When your child is unable to participate in recess or PE for health reasons, a note must be provided to inform the teacher.

### **HOMEWORK**

Teachers at Watertown Christian School, in appropriate increments based upon grade level, will assign homework. Homework is assigned for drill and practice, remediation, and special projects. The act of homework teaches responsibility and is vital in the growth and learning process of the student. Each teacher will set clear guidelines concerning homework assignments.

It is the student's responsibility to ask their teacher for assignments they missed while the student was absent. When a student has been absent, the rate of two days for every academic day missed is allowed to complete needed assignments. Non-illness related absences should be pre-planned and homework assignments arranged with the teacher prior to the student's absence.

Teachers will strive to ensure that no homework will be assigned on Wednesday evenings so that students and their families may participate in their church's activities. In extreme circumstances, and approved by the Administrator, homework may be required on Wednesday evenings.

Any modifications in homework requirements will be clearly stated in the student's IEP (Individual Education Plan), and/or clearly communicated by their teacher in conjunction with a plan set forth from the Administration Team or the Personal Education Planning Team.



## ***Library Policies***

### I. Donations

Tapes, VCR tapes or magazines are accepted. Toddler board books and Christian romance novels meant for an adult audience are also not accepted. We suggest donating these items to WCS Thrift Store.

### II. Parent usage

The WCS library is open to parent use. Please use the Manual Checkout binder located on the circulation desk. Include your last name, first name and the local number of the book (found on the inside book pocket).

### III. Call numbers and cataloging

Books are cataloged by the first three letters of the author's last name. In the case of a series written by multiple authors (the Who Was Biographies, etc.), three letters from the name of the series are assigned. These letters can be found on a colored dot on the book spines. Our library is divided into three main sections: RED: Preschool-gr.1 (picture books and beginning readers), GREEN: gr. 2-4 (easier chapter books), Yellow: gr.5-8. These divisions are to the best of our ability and are not perfect.

### IV. Questionable materials

Our staff strives to review each book added to our library, but some may slip through the cracks. If you find offensive material in any book, please fill out a Library Book Recategorization Request Form. These are available on the circulation desk and in the front office. Leave forms in the box marked "Completed Recategorization Requests" on the circulation desk. Removal requests will be reviewed by the administrator.

### V. Check Out

Classroom teachers decide how many books students are allowed to check out. Due dates vary from 1-3 weeks, depending on the grade your child is in. A grace period of 5-8 days is usually extended before an overdue book notice is sent home.

**Students with two or more books that are 30+ days overdue will not be allowed to check out additional books until a fee of \$10 per book is paid or a book is returned.** Fees may be paid in the office. If a book is located after a fee is paid, the fee will be refunded. Any unpaid fees will be billed to your account at the end of the school year. If you are struggling financially, please speak with the librarian or your child's teacher and we will work out an alternative plan.

### VI. Reference Items

Students may not remove reference materials from the library. Reference materials include Bibles, atlases, encyclopedias and dictionaries. These items are marked with a "Do Not Remove" sticker. Staff may check out reference materials from the library.

### VII. Student Check Out

Teachers must check out books for students in preschool-fourth grade. This is done on the computer using the students' photo ID cards. Fifth through eighth grade students may check out books independently using the manual check-out binder if a teacher or librarian is not available. Students must put their last name, first name and the local number of the book (found on the inside pocket) onto the form when checking out books.

## ***MONEY AND VALUABLES***

Students are asked not to bring large sums of money or valuable personal possessions to school. Any items that need special care should be brought to the administrative area for safekeeping.

## ***MOVIE & BOOK POLICY***

All reading assignments and movies must have a clear educational objective. The teacher must review all texts and movies for questionable material before giving assignments. If questionable material is contained within the desired text or movie, the teacher will first look for a viable replacement. If one cannot be found, or the educational objective cannot be achieved in a different manner, the teacher will seek approval from the Administrator for using the questionable text or movies. If approved, the teacher will inform the parents of the assigned reading material or movie, the questionable area, and the clear educational objective to be obtained. Parents have the right to "opt out" their child from reading the required text or watching

the movie. The student will then be assigned an appropriate and relational assignment. The teacher will work with parents to ensure that family values are supported and that educational goals are achieved.

### **OPERATING HOURS**

Academic instruction begins at 8:20 AM and ends at 3:20 PM. Students may enter the school building at 8:00 AM, drop off their backpacks at their lockers, fill their water bottles, and proceed to the Gymnasium. Students will be dismissed to their classrooms at 8:10 AM. At no time during the pre/post-academic day will a student be allowed to stay in the classroom area without a teacher's permission or be allowed to stay in the gymnasium without supervision.

Attendance and hot lunch count will be taken at the beginning of the day.

Bus transportation from WCS begins at approximately 3:20 PM. All students not riding the bus will be required to leave the WCS campus by 3:30 PM unless serving detention or making up missed work. Any student not picked up by 3:30 PM will report to the office. Please make sure your child knows where they are going after school, and how they are getting there.

### **FUNDRAISING**

In past years, Watertown Christian School has hosted events and fundraisers during the school year. Some of our annual fundraisers include: the school auction, cookie dough sales, hosting of special events, gun show concessions, and the year-end school banquet. WCS also uses SCRIP (gift certificates used to purchase groceries at local stores), General Mills Box Tops for Education, Campbell's Soup Labels, and Goodsearch (an internet search engine) as on-going opportunities to raise funds for school programs and educational enhancement. We also encourage our families to use Smiles on Amazon. If you are purchasing online, go to [www.smile.amazon.com](http://www.smile.amazon.com) and you can choose Watertown Christian School to get a % of your purchase amount. All fundraisers must be submitted to Watertown Christian School Administration for approval.

The leadership of WCS will pursue other opportunities, including grant writing. The goal of all fundraising is to enhance education at Watertown Christian School.

### **PARENT INVOLVEMENT**

Watertown Christian School is thankful for its numerous volunteers who make education an every day possibility! There are so many ways to get involved, but please do not wait to be asked. You can be as busy as you wish; from after school event duties to daily campus activities, Watertown Christian School has a place for you to serve!

Tuition at Watertown Christian School covers only 36% of the overall cost of education per student; the remainder is funded with donations and through fundraising events. In an attempt to keep tuition as low as possible, Watertown Christian School ENCOURAGES each family to participate in at least 20 hours of service throughout the school year. We realize that time is valuable for everyone and you may not have time to help with fundraisers and we respect that. There are many options we provide. We encourage you to speak to the WCS administrator personally to discuss a "buyout" option. To the many families who go above and beyond the suggest 20 hours of service each year, we way a hearty "Thank You". We could not get through the school year without your efforts.

### **PUBLIC RELATIONS**

Parents and students are the best public relations staff that WCS has to offer! We encourage our families to inform other people of the benefits derived from educating their children in a God-centered institution over a man-centered institution. The Administrative Leadership Team is ready, willing and available to speak on behalf of WCS anywhere and at anytime. Please contact us with ideas you may have about promoting His school to the Watertown community.

### **SEXUAL HARASSMENT POLICY**

WCS is called to honor God and our neighbors by leading wholesome and God-honoring lives. Whether it is in word or action, harassment will not be tolerated. Watertown Christian School will comply with federal and state laws relating to this matter.

Students and teachers will report abuse to the Administrator, who will then notify the appropriate authorities and the Governing Board for resolution.

### **STUDENT SUPPLIES**

Students must furnish their own personal supplies for individual use. See Supplies List at local stores and on the WCS website.

## **TECHNOLOGY & INTERNET RESOURCES ACCEPTABLE USE AGREEMENT FOR STUDENTS**

### **General Policy**

1. WCS provides technology equipment and services for the educational use of students, faculty, and staff. These resources are not provided as public access services or for recreational/entertainment use. Use of Watertown Christian School technology resources is a privilege, not a right.
2. No illegal activity is permitted.
3. Proper courtesy should be observed at all times.
4. Inappropriate use includes, but is not limited to: intentional use that violates the law, use that is named in this policy as prohibited, or use that hampers the integrity or security of the Watertown Christian School computer network or any computer networks connected to the internet.
5. Prohibited uses include, but are not limited to:
  - a. Transmission of any material in violation of any international, United States, or state law is prohibited. This includes, but is not limited to: copyright materials and threatening, harassing, or obscene material.
  - b. Commercial "for profit" activities or product advertisements.
  - c. Vandalism and mischief while using the school's computers and internet access.
  - d. Forgery of e-mail messages.
  - e. Altering or removing files belonging to another person.
  - f. Downloading of any files into the school's computers.
6. Keep your login and password private.
7. Students and staff should expect limited privacy of files accessed and stored on the school computer system (computers, servers, etc.) and on personal computer equipment used in the WCS facility. Internet traffic and the e-mail system at WCS are not guaranteed to be private. System operators have access to the e-mail, and web traffic is monitored.
8. Illegal activities may be reported to the authorities.
9. While Watertown Christian School cannot guarantee that users will not encounter inappropriate or offensive material while using the internet, WCS will take appropriate steps to protect students while using the internet at school. These steps include, but are not limited to:
  - a. Students will be supervised by teachers when using the internet.
  - b. Content filtering hardware and software will be used to assist in monitoring internet use.
  - c. Basic internet safety will be taught to all students every school year at age-appropriate levels.
  - d. WCS will operate in a manner that protects the confidentiality of information about our students.

### **User Responsibilities**

1. The user will recognize that the use of technology resources is a privilege, not a right.
2. The user will cooperate with school administration, faculty, and staff present to monitor computer activity.
3. The user is responsible for following local, state, national, and international copyright, intellectual property rights, and adhering to acceptable network use.
4. The user is responsible for protecting his or her own network accounts and is solely responsible for all actions taken while accessing resources with their account.
5. The user will work in a moral and ethical fashion that honors biblical principles.
6. The user will be responsible for adhering to the policies of other networks accessed.
7. The user will not violate the integrity of a network or computer system, change its performance, or intentionally make it malfunction.
8. The user will not add or delete programs, files, or other resources without approved authorization. Authorization must be obtained for each occurrence.
9. Misuse of WCS technology resources will be addressed through the disciplinary procedures outlined in the Watertown Christian School Student Handbook.

## **STATE TESTING**

Each year, during the month of April, State testing will be given to 3<sup>rd</sup> - 8<sup>th</sup> Grade students. Scores will be distributed in a timely manner and will be used as a tool in determining academic progress. Other "nationally recognized" tests may be administered at various times to evaluate student progress and achievement.

## **VISITATION**

Parents and grandparents are always welcome to visit Watertown Christian School during the academic day. It is required that all visitors must check in at the administrative office before proceeding to any instructional area in order that proper identification can be issued.

**Note: Revisions of this handbook may be done at any time. A 14-day notice will be given when major revisions occur. Other revisions will be posted in the WCS newsletter.**

## **WCS Notification of Rights under FERPA for Elementary and Secondary Schools**

FERPA, The Family Educational Rights and Privacy Act, is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99. Although Watertown Christian School (WCS) is a private school and does not receive Federal funding we wish to make sure that your child's records are afforded the same level of protection that FERPA requires. Under FERPA, schools must generally afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (4) WCS will seek parental consent when a request for educational records is received from officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.] (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

## **WCS Notification of Rights under FERPA Notice for Directory Information**

FERPA, The Family Educational Rights and Privacy Act, is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99. Although Watertown Christian School (WCS) is a private school and does not receive Federal funding we wish to make sure that your child's information is afforded the same level of protection that FERPA requires. FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the "directory information" notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.) Watertown Christian School has designated the following information as directory information: Student's name, address, phone number, photograph, age, and grade level. Under FERPA schools, with certain exceptions, are required to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to a school, such as Watertown Christian School, to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production The annual yearbook Honor roll or other recognition lists Newspaper submissions of awards received Graduation programs Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.