



Watertown Christian School

Strong Faith. Strong Minds.

Staff Handbook

2019-2020

WATERTOWN CHRISTIAN SCHOOL

Phone: 605-882-0949

Fax: 605-882-5935

STAFF DIRECTORY 2019-2020

Administrative Team

| | | |
|--|----------|--|
| David Florey - Administrator/7 th -8 th Math & PE 7 th -8 th Personal Finance | 886-4122 | dflorey@watertownchristianschool.com |
| Donna Hamre - Business Manager | 753-5129 | dhamre@watertownchristianschool.com |
| Sarah Zander - Front Office/ Administrative Assistant | 881-6585 | szander@watertownchristianschool.com |

Faculty/Staff

| | | |
|---|-----------------|--|
| Kate Ruggles - Pre-School | (701) 580 -1231 | kruggles@watertownchristianschool.com |
| Tina Saraceni - Jr-Kindergarten/Computer/PE | 660-2167 | tsaraceni@watertownchristianschool.com |
| Heather Hight - Littles (Kindergarten/1 st Grade) | 881-7297 | hhight@watertownchristianschool.com |
| Carly Fraher - Middles (2 nd /3 rd Grade) | (708) 522-5238 | cfraher@watertownchristianschool.com |
| Laurie Ries - Molders (4 th /5 th & 2 nd -3 rd) | 868-1503 | lries@watertownchristianschool.com |
| Lela Kurkowski – Olders & Molders (7 th - 8 th /4 th -6 th) Science, Social Studies, Reading, Bible | 886-3089 | lkurkowski@watertownchristianschool.com |
| Christi VanderWal - Spanish | | cvanderwal@watertownchristianschool.com |
| Tammy Rickard – Music/Learning Lab | 695-4579 | trickard@watertownchristianschool.com |
| Deana Jacobson - ELA Olders (7 th /8 th Grade) | | djacobson@watertownchristianschool.com |
| Cheryl Amrhien - Special Educ. /Learning Lab/ Dyslexia Eagle Center | 881-9688 | camrhien@watertownchristianschool.com |
| Paula DeJong – 7 th – 8 th Art | 882-4071 | pdejong@watertownchristianschool.com |
| Luke Smith - Bible Olders (7 th /8 th Grade) | (715) 410-4191 | |
| Shelly Raderschadt – FACS/Lifeskills (7 th -8 th) | 520-1413 | hotshot@datatruck.com |

Information Technology

| | | |
|--|----------|--------------------------------------|
| Nathan Sneden - Technology Coordinator | 237-2449 | nsneden@watertownchristianschool.com |
|--|----------|--------------------------------------|

Custodian/Maintenance/Walking Program

| | | |
|----------------|----------|--|
| Scott Anderson | 237-5980 | sanderson@watertownchristianschool.com |
|----------------|----------|--|

Hot Lunch Program Coordinator/Library

| | | |
|------------|----------|------------------------------------|
| Nikki Neal | 868-2307 | nneal@watertownchristianschool.com |
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Fundraising Lead

| | | |
|--------------------|----------|-----------------------|
| Shelly Raderschadt | 520-1413 | hotshot@datatruck.com |
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Board of Trustees

Executive Board Members

| | |
|---------------------------------|----------------|
| Dan Raderschadt - President | 881-6362 |
| Arthur Dirksen - Vice President | (209) 456-6782 |
| Jessica Hurkes– Secretary | 520-4352 |

At-Large Board Members:

| | |
|----------------|----------------|
| Rob Carlson | (701) 484-8080 |
| Daren McKeever | 881-5463 |
| Travas Uthe | 880-5480 |
| Dan Vander Wal | 881-0771 |

WATERTOWN CHRISTIAN SCHOOL
Teacher Handbook

WCS DISTINCTIVES

History of Watertown Christian School

Chartered in 1991 Watertown Christian School began classes in the fall of 1992. Having leased space from both the Wesleyan Church and Grace Lutheran Church, WCS purchased the former home of Lutheran Church of Our Redeemer in 2005, with the first classes being held during the school year of 2005-2006; Head Start shared part of our space until July 2008. The new gymnasium was donated to WCS with completion in the spring of 2008. WCS is accredited with the state of South Dakota.

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 (academically and behaviorally) 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

WCS is not equipped to meet the needs of every child with 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.

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 these 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)
7. Teach students with a growth mindset of lifelong learning.

Goals

- To partner with parents and churches to glorify God as we train up our children in the way they should go.
- To become fully accredited through ACSI
- To develop a full Pre-K through 12th Grade campus program.

MISSION STATEMENT

*“Developing within each child
the character of Christ
in a challenging educational environment
based on a Biblical worldview.”*

Strong Faith. Strong Minds

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.

Vision Statement

Watertown Christian School partners with parents and their churches to nurture children beyond biblical knowledge toward a mature Christian faith and character. Our Christ-honoring staff strives for academic excellence with bible-centered curriculum. Watertown Christian School equips students to live in the world, yet not be of the world. Our primary focus is to provide a thorough learning experience grounded in the Word of God and to influence the world for Jesus Christ.

Although education is our main purpose, we want every child to know that they are worthy in Jesus Christ and that God does want to be the center of their lives.

TEACHER POSITION

Qualifications

1. Must be born-again Christian
2. Must have scholarship, preparation, and certification in assigned fields
3. Must be led by the Lord to serve in Christian schools--specifically WCS
4. Must be interested in children and other school personnel
5. Must show personal qualities of cleanliness, good health, and a well-rounded personality

Required Teacher File Documentation

Watertown Christian School will keep in each teacher's file:

1. Teacher's application
2. Official transcript of college credits
3. Teacher's contract
4. Teacher's certification to teach
5. Evaluation forms
6. Background Check Results
7. Copy of Driver's License and Social Security number

Contract Issuance

Teaching contracts for the ensuing school term will be given consideration at a regular school board meeting no later than March. Contracts approved at this meeting will be issued within two weeks of the meeting. All contracts signed and unsigned are to be returned to the administrator's office on or prior to the validation date.

Pay Checks

Teachers/Staff are paid on the 15th and 31st of each month (or the Friday before when it falls on a weekend) for as long as the contract runs. Pay is delivered over a twelve-month period for returning employees. Pay is delivered over a ten-month period for new teachers.

Evaluations

Teachers will have at least one formal classroom evaluation per year in which they will prepare a lesson plan showing their objectives, plan of action, evaluation of lesson, etc. Teachers will give this plan to the administrator, along with the date and time that they expect to execute their prepared lesson. The administrator or assistant administrator will remain in the classroom during this time to observe the execution of the entire lesson. A one-to-one follow-up meeting to review the observation report will be held within two weeks of the observation.

Disagreements

Teachers shall not at any time engage in controversial school issues in the presence of students or parents. Matters in which teachers are in disagreement should be discussed in private and follow the principles found in Matthew 18.

Prep Time

Unless it is prep time, teachers will devote their time exclusively to school responsibilities. Teachers' plans and reports should be completed before or after school or during prep time, not during class time.

Personal Appearance

All teachers and staff will adhere to dress and personal grooming consistent with, and above, the student standard. Men should wear dress slacks and dress shirts. Women should wear dresses, skirts or dress slacks and dress tops. No sweatshirts or jeans are to be worn unless specific days are designated for doing so. On Friday, staff may wear WCS spirit clothing and nice jeans. Women, make sure your top covers all of your mid-section front and back, even when you bend over or lift your hands in praise. Wear blouses, shirts and tops that completely cover any possible cleavage. Men and boys are your brothers, and those among us who are women should exhibit sisterly love toward them by helping to protect their hearts and minds.

Again, whatever you choose to wear, simply make certain that you are professionally and respectfully attired at all times. Both men and women are responsible to set examples of God's "loveliness" for our students and for each other.

CELL PHONES/ELECTRONIC DEVICES

Cell phones are not to be used by students during school hours of 8:20 – 3:20 unless teacher is allowing for learning purposes. Outgoing and incoming phone calls are to pass through the office. It is recommended that cell phones be collected by homeroom teachers during morning attendance time or left in lockers. If a cell phone is found to be on or in use during school hours, it will be immediately confiscated and may be picked up at the office at the end of student's school day. Repeated violations will result in further disciplinary action.

Cell phones, game Boys, MP3 Players, and other electronic devices may only be used with teacher's permission and for learning purposes.

It is understood that teachers use their cell phones for alarms, photos learning purposes, etc.

Professional Development

Teachers and administrators are encouraged to improve their education for their own benefit, as well as for the benefit of WCS. Temporary leave at full salary is provided each teacher for visitation of other schools, educational conferences, serving on committees, attendance at professional association conferences, etc. Teachers must have the administrator's approval.

Church and Civic Responsibilities

Each teacher should set an example for the students by regularly attending worship services. Each teacher should be willing to participate in church activities. The teacher may be excused for civic duties (serving on a jury, etc.) for the length of time required by the duty.

RESPONSIBILITIES - CLASSROOM

Liability Laws and Information

There are a number of critical laws pertaining to potential liabilities that exist in the role that teachers and staff members play in the life of a student. It is necessary that faculty and staff members are alertly observing their students. If a teacher needs to step out of the classroom, please ask/call the office or the next-door teacher to help monitor your students while you are out of the room. Avoid leaving your class unsupervised; you are responsible for your assigned class at all times.

Class Record Books

Accurate and appropriate records must be kept regarding student attendance and performance. Using Sycamore, teachers may have lesson plans kept up-to-date in case a substitute is necessary. Please have a "rough" outline of your Scope & Sequence for the year inside your planning book, or give a copy to the administrator.

Lesson Plans

Appropriate planning is a key element to a successful lesson. Teachers are expected to design lessons in a manner that acknowledges that *all students can learn* and *students learn in a variety of styles*. Teachers should plan their weekly lessons at least one week in advance. It is understood that plans are subject to change as opportunities or needs arise.

Curriculum

Teachers are expected to use the Common Core Standards and ACSI Bible standards as a minimum guideline for what to teach at each grade level. Make God a part of all that you teach, for He has created a world of order and beauty in a wonderful way. Remember, the textbook is only one tool we use to teach the standards. Pull in other tools, as you are able, such as other Christian or pre-viewed material/texts, speakers, videos, manipulatives, experiments, field trips, etc., to teach your objectives. Your curriculum is the vehicle and you drive the vehicle. It is important that you are the guide and direct how the content and standards are to be met.

Chapel

Teachers are responsible to attend chapel and help with supervision of their students.

Confidentiality and Documentation

Students often confide in teachers and staff members regarding issues of a sensitive or confidential nature. When this occurs, the teacher or staff member must use discernment. You may ask the staff to pray with you about your student's concerns without having to reveal the details. Keep confidential things confidential *as much as is safe* for the student. Seek council from administration when needed. Written documentation, including dates, is important. Keep any written documentation in a place not accessible to your students or parents.

Copyright Information and Procedure

Guidelines for copying materials for classroom use:

- Teachers may copy up to 10% of a resource that they wish to use for a class teaching exercise, enhancement, or re-teaching practice. If in doubt, check the front of the resource for specifics on copyright infringement.
- Copyrighted CD's and DVD's should not be copied (in portion or entirety).
- New or extra material should be ordered as needed through administration.

Accident / Incident Reporting

It is necessary and critical that accidents and other incidents of a serious nature be reported properly and in a timely manner. When teachers or staff members observe an accident or serious incident, they need to attend to the injury using First Aid as needed. You may send students to the office where the secretary will care for minor injuries.

Any staff member who observes the accident or incident needs to complete an "Accident/Incident" form, especially situations that involve a head injury. The secretary will obtain the administrator's signature on the report and make a copy for the student's file. The secretary will return the original form to the student's teacher to send home to the parents. This should be done on the day of the incident if at all possible. Call the parents for verbal notification as needed. Document your follow-up calls to parents when checking on the student.

Classroom Fundraising

Class fundraisers are to be scheduled and coordinated through the administrator.

Care of Classrooms and Furnishings

It is important that classroom equipment and furnishings be properly inventoried and given proper care. Please be sure to sweep/vacuum floors after projects. Have students help with the dusting and ongoing care of your classroom. If students vacuum, **please teach them** how to care for the vacuum.

End-of-Year Checkout Process

Teachers are to follow the checkout process provided on the End-of-Year Checkout form.

Returning teachers need to be aware of the date for summer In-services or workshops that they plan to attend. Fall In-service dates will be announced.

Textbooks

All textbooks and workbooks are property of the school. If a student leaves before the end of the school year, be sure to collect **all** books and workbooks from them. They do have the opportunity to buy any workbooks that they have started using.

Textbook Distribution

Teachers are to distribute numbered textbooks to students. Each student should be assigned a specific book number and be given the responsibility for the care of that book for the year.

Textbook Collection

Teachers are to collect textbooks from students at the end of the year and store the textbooks in their classrooms. Teachers should assess the condition of the book and report to the office any damage beyond normal wear and tear.

Textbook Care

All textbooks are to have a cover on them. Students will be held responsible for damage beyond normal wear and tear.

Textbook Replacement

Any books lost by the student will have to be replaced by the student.

FIELD TRIPS

Teachers are encouraged to take students on field trips that provide an enhanced learning experience and that consider the learning objectives.

Students

Students are to wear WCS clothing on field trips when appropriate for the trip. 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. 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. NO student may participate if a signed permission slip is not returned.

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.

While supervising students, parents should not smoke, play potentially offensive music, or use language that would be unbecoming to a Christian.

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 submit for copying 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.

Teachers

When planning a field trip, teachers need to:

- Check the master calendar in the office for scheduled school activities / events.
- Submit a Field Trip Permission form to the Administrator for approval.
- Call the person, organization, etc., ahead of time to confirm the date/time of your field trip.
- Write your field trip information (departure/return time, the classes that will be going on the field trip) on the master calendar one month in advance.
- Give a copy of your field trip agenda to the administrator for his information.
- Obtain parent volunteer drivers/chaperones. Communicate with the Administrative Assistant for needed driver agreements, proof of insurance, or licensure. Driver documentation must be in place BEFORE departure.
- Send written Parent Permission for Field Trip notice two weeks prior to field trip.
- Make sure each student has a slip returned and the box "has my permission" is clearly marked.
- Please take with you on the field trip:
 - Cell phone (Make sure the office has your cell number and the phone number of your destination). Also make sure your cell phone is turned fully charged and turned on.
 - First Aid Kit.
- When a field trip involves being away from school during Lunch, Music, Spanish, PE, Chapel, etc., please inform the appropriate teachers/staff.
- Write a class or individual "Thank You" to the business or field trip host(s), address the envelope and the WCS office will stamp and mail your message.
- Walking field trip permission is included with the Student Handbook signature. Please make sure permission has been granted before taking students off school property. However, please inform parents prior to each "walking" field trip.
- Inform the WCS office of your scheduled departure/return. Call the WCS office if there will be any delay in your return. Clearly inform the office if parents need to be notified of the delay.

RESPONSIBILITIES - GENERAL

Arrival and Departure Times

It is expected that teachers arrive on campus in the morning by 8:00 AM and may leave at 4:00 PM. On the last day of the school week, staff may leave as soon as all students under their supervision have been picked up.

Faculty/Staff Meetings

Faculty/Staff meetings will be held each Thursday from 7:45 – 8:10 AM. The purpose of the meeting is to give updates on issues, to give announcements, to share testimonies, and to celebrate what God is doing in our classrooms.

Bulletin Board Announcements / Teacher Mailboxes

The main bulletin board in the Front Office contains the Master Calendars, Announcements, Chapel Schedule and other staff information.

Individual mailboxes are located in the office. Personal mail and small materials that may be of interest to you will be placed there. All bulletins of school importance will also be there. These are mailboxes, not storage boxes. Be sure to check your mailbox each morning and again before you leave for the day.

Weekly Newsletter / Monthly Calendar

The printed weekly newsletter is a tool for conveying important information to students and parents. Anyone who would like to have items placed in the newsletter must have written information to the Administrative Assistant by Thursday noon for it to be included in that week's edition. Newsletters are sent to our current families, staff, and others who request one.

Master Calendar

Information, field trips, special guest speakers (include name), etc., must be planned ahead and written on the Master Calendar (located in the front office) at least one month in advance.

Teacher Absences - Substitutes

Substitute (Sub) folders containing daily operating procedures and class schedules will be placed in the main office for the substitute to pick up. The absent teacher's responsibilities involve providing a daily lesson plan for the substitute, seating charts, and specific classroom rules and procedures. Specific instructions for additional duties (recess, co-curriculum classes, special education student classes, etc.) should be included as well.

When a teacher realizes that he or she will need to be absent due to illness, etc., please contact the administrator at 886-4122 or 520-5169 as soon as possible, preferably by 6:00 am. If unable to reach the administrator, please contact the vice principal at 628-2430 or 881-9688.

In certain instances, a teacher on staff will be asked to share the responsibilities of an absent teacher rather than obtain a substitute.

Full-time teachers are allowed two personal days per year. They do not accumulate. Personal days should have a two week notice and be approved by the administrator. Taking personal days the last month of school or to extend a school vacation is discouraged. Personal days may be denied when subs cannot be found.

Leaving Campus

Keep the administrator or secretary informed if you are leaving campus during the school day by signing out in the office. Inform the secretary and sign out of the building when you take students for recess at Highland Park or any walking trip that requires leaving school property. Please take a cell phone and a First Aid kit with you when you go to the park for recess.

Purchasing Procedures

Classroom teachers have a limited amount of funds, allocated to them, for reimbursement of classroom supplies. You must check with the Business Manager for the amount allocated or remaining for you. Please fill in the "Teacher Reimbursement" form and submit with your receipts to the Business Manager.

Teacher supplies will be ordered for the beginning of the year. For additional supplies, please complete a Supply Requisition form and submit it to the administrator for approval. Following approval, the administrative staff will order the supplies.

Pre-approval by the administrator is necessary in order for a teacher to be reimbursed for supplies or materials purchased (submit a Requisition form). Receipts must be turned in to the office along with a Teacher Reimbursement form.

All supplies purchased through WCS funding are property of WCS.

In the spring, administration will give teachers an updated inventory/order form to begin their requests for the next school year's textbook and supply needs. Teachers need to fill out each form completely with all needed information. **A Beka and ACSI curriculum orders for the next school year have incentives for completion of early orders.**

Kitchen Courtesies

- The kitchen is for kitchen staff use only. Preparation and clean up of our lunch program is the top priority for the kitchen. **No student admittance to the kitchen is allowed at any time** (before, during, or after school hours) unless under the direct supervision of a staff member, and for a specific purpose.
- Dirty dishes should be placed in the dishwashing room sink for the kitchen staff to wash using proper sanitation techniques.
- Please list any items "borrowed" from the kitchen on the sign out clipboard.
- Please be conscious of items that come into contact with food and don't employ them for other purposes. Keep chemicals away from these items.
- Return any items promptly to the dishwashing room for proper sanitation.
- Please arrange, and confirm, times you would like to use the kitchen or dining room area with the kitchen staff. The gymnasium kitchen is available for cooking projects. Please leave the kitchens and dining areas in the same or better condition you found them.

Telephone Use

Telephones, for teacher and staff use only, are available in each classroom. Please limit your calls to school related use and put your cell phones on vibrate or meeting mode. Classroom phones are NOT for student use. Students needing to make a phone call are to be directed to the office.

Telephone messages are accepted in the office, and the information will be relayed to the party concerned at the earliest convenient time (or forwarded to your voice mail), unless the message is of an urgent nature.

Parent/Student Handbook

Please read the Parent & Student Handbook 2019-2020 in its entirety. As policies and other information come from the school board, please read and stay up-to-date on the happenings within the governing board of the school. The chain of command is: School Board, Administrator, Vice Principal, and Teacher.

Campus Lockdown Instructions

Generally Administrative or Janitorial staff will lock down the campus at 5:00 PM. If you leave the campus after that time, please double-check your exit door make to make certain the lock is engaged.

Please make sure that all lights are off. Light switches to the Sanctuary are located just inside the dining room to the right of the double doors.

- Turn all five knobs to turn lights off.
- Switch off the 2nd through the 4th breakers on the right-hand side of the inside of the breaker box, which is adjacent to the light knobs. ******(Note: The breaker to the multipurpose room, kitchen and outlets is also in this breaker box. It is located at the top right column of breakers and is labeled "kitchen.")******

All exterior doors, with the exception of the front entrance, must be kept locked during school hours. Do NOT admit anyone through these doors without clearance from the front office first.

EMERGENCY CLOSING/PROCEDURES

Severe Weather

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. Any other variation in schedule will be announced by personal phone contact or by email. Our website will update with weather related changes.

In the event of severe weather, such as a tornado, go to an inside hallway and sit on the floor, facing the wall, with arms protecting the head.

SAFETY DRILLS

In accordance with the Watertown Christian School Safety Management Plan, safety drills will be conducted on a regular basis. All staff members are required to read the Plan, know how to reference the information therein, and begin implementation in the event of an emergency situation.

Fire

Fire drills will be conducted twice each semester at dates / times determined by the Administrator. Directional maps for exiting the building are posted by the light switch in each classroom. All students and staff members should go directly to the west (back) side of the building after exiting.

- Follow the posted classroom exit instructions
- See that all students are out of the room
- Take roll call
- Shut windows and doors
- Shut off lights.
- Move students at least 300 feet (preferably a city block) from the building.
- Confirm roll call, and report status to Administrator/Safety Management Team.
- Supervise and reassure students throughout the duration of the emergency.
- Keep students together in their assigned emergency groups.

- Because the alarm might interfere with the fire department's communication, it is to be disabled after evacuation. **A SILENT ALARM DOES NOT INDICATE ALL CLEAR.**

Weather

Weather drills will be conducted once each semester at a date and time to be determined by the Administrator.

- Evacuate classrooms to inner hallways, inside building wall, or best available space away from windows (avoid places with wide-span roofs, such as auditoriums, cafeterias, large hallways, etc). Students must take cover inside immediately. **Do not release students from school.**
- Have students cover their heads and necks with their arms and, if possible, with a coat or other clothing to minimize injury.
- If storm is accompanied by severe flooding, relocate students and staff to an area safe from flooding until further instructions are received.

Lock-Down

A building lock-down drill will be conducted once each year at a date and time to be determined by the Administrator.

- Close and lock your classroom door.
- Keep all students in the classrooms and away from windows.
- Do not allow students to leave the classroom until the all clear has been given.

Early Dismissal Due to Inclement Weather

After the administrator has made the decision to dismiss early, the administrative staff will post school closure information, contact parents concerning the decision to close, and confirm how the student will be getting home. If there is no parental response, the staff will follow "Operation Blizzard" instructions for a student's dismissal, confirming with the party designated by the parents.

A list concerning the student pick-up information will be given to the teachers upon completion. Please do NOT send a student to, or call the office, concerning transportation questions.

NOTABLE STATE REGULATIONS / INFORMATION

Medication

State laws regulating medication require that students must have on file a form for "Permission for Medication and /or Emergency Treatment." This form is filled out by the parent and states what medicines may be given to a child while at WCS. **ALL** medications (**even cough drops**) are to be kept in the school office.

Child Abuse/Neglect

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, which 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.

Sexual Harassment

Faculty, staff and students are to honor God and their neighbors by leading wholesome and God-honoring lives. Whether it is in word or action, sexual harassment will **NOT** be tolerated.

Watertown Christian School will comply with federal and state laws relating to this matter. In cases of students receiving sexual harassment, police will be contacted. Students and teachers must report abuse to the administrator. All reported instances of sexual harassment must be referred to the school board for resolution.

SPECIAL AND ENHANCED EDUCATION

WCS has the unique opportunity as a school to have Special Education and Enhanced Education. The goal of this department is to partner with classroom teachers and parents to enhance the learning success of students with diverse abilities and skills.

Individualized Education Plan

Students utilizing an IEP have completed multi-disciplinary team evaluations and observations by the WCS classroom teacher, WCS Special Educator, and a Watertown Public School Special Educator, as well as a Watertown Public School educational psychologist. A team-planning meeting is held with parents, teachers, and evaluators to determine if there is a learning disability and how to best help the child. The WCS Special Educator is responsible for writing the IEP based on the team's decisions deemed necessary for the student's learning success.

Personalized Learning Plan Students utilizing a Personalized Learning Plan at WCS benefit by having modifications, or tutoring, in an academic area, target behavior areas, or speech & language areas. As a team, parents, teachers, administration, and special education staff work to ensure that students receive the type of assistance needed based on student history, assessments, observations and screenings to help determine the best needed plan for learning success.

Eagle Dyslexia Center

Students may receive specialized teaching in reading and math due to dyslexia and/or dyscalculia. Screenings, observations, and characteristic checklists may be done at WCS. Formal diagnosis may be obtained outside of WCS. Clients may be students at WCS, students from other area schools, students who homeschool, or adults who desire to improve their reading and math skills due to dyslexia or dyscalculia.

Enhanced Learning Plans

Students who excel in various learning areas may need further diversification. The Enhanced Education staff partners with parents and teachers to offer assistance with diversification opportunities. This may include (but is not limited to) alternative activities, such as after-school activities/clubs, or the Enhanced Education staff working alongside the teacher on a teacher-directed class activity. We utilize programs such as Khan Academy also offers individual diversification for students.

STUDENT ACADEMICS

“ . . . 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)

Grading scale, grades 2 through 8, is as follows:

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

Standard based grading will be used for Kindergarten - 1st Grade

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

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.

Mid-Term Reports

At the middle of every nine weeks' grading period a Progress Report (grades 2-8) will be sent home in order that parents may see how their student is progressing in their studies.

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.

Incompletes

Students having incomplete work at the end of a grading period are expected to complete the work within one week of the end of the grading period. Beyond that week, all incomplete assignments will become failed assignments.

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”. 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.

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 K-6 students will report directly to the gym for the walking program when arriving between 7:45 AM and 8:10 AM (8:15 for JrK and PreS). 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 (8:15 for JrK and PreS).

- All students in 7th and 8th 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

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 (Mrs. Hight): This person makes sure all bus students are present and loaded on the bus safely.

Name Caller (Mr. Florey): 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 (Mrs. Ries) : This person is at the exit door supervising when students leave the building.

Crowd Control (Mrs. Kurkowski): 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.

ADDITIONAL RESPONSIBILITIES

Lunchroom

Teachers will assist with lunchroom duty as assigned.

Class and Club Advisor/Director Opportunities

The administrator will give opportunities to serve as an advisor or director of a class or club.

EXTRA CURRICULAR ACTIVITIES

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to a student's involvement in school activities. Opportunities for students to participate in extra activities are outlined as follows:

Service

Each classroom is expected to do a service or ministry activity.

Leadership

All students are expected to display honorable character and appropriate behavior as an example for the younger students.

Athletics

Basketball, volleyball, running club and other sports activities will be offered as coaches and/or volunteers step in to take on this responsibility.

Bible Study

Bible studies may be available to various age groups.

TECHNOLOGY USE POLICY

General Policies

1. WCS provides technology equipment and services solely for the educational use by 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:
 - 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.
 - Commercial “for profit” activities or product advertisements.
 - Vandalism and mischief while using the school’s computers and Internet access.
 - Forgery of e-mail messages.
 - Altering or removing files belonging to another person.
 - 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:
 - Students will be supervised by teachers when using the Internet
 - Content filtering hardware and software will be used to assist in monitoring Internet use.
 - Basic Internet safety will be taught to all students every school year at age-appropriate levels.
 - WCS will operate in a manner that protects the confidentiality of information about our students.

User Responsibilities

1. Use of technology resources is recognized by the user as a privilege.
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.

Misuse of WCS technology resources will be addressed through the disciplinary procedures outlined in the Watertown Christian School Parent/Student Handbook.

TECHNOLOGY POLICY FOR PERSONAL RESOURCES

1. Use of personal technology equipment at Watertown Christian School is permitted solely for educational purposes.
2. The Technology & Internet Resources Acceptable Use Policies/Agreement is in force at all times on all equipment used at Watertown Christian School, regardless of ownership.
3. Watertown Christian School cannot assume responsibility for the maintenance, security (physical or electronic), misuse, or failure of personal technology equipment used at school.
4. Students and staff should expect limited privacy of files accessed and stored on personal computer equipment used in the WCS facility.
5. School-owned hardware or software will only be installed on personal technology equipment if it is deemed necessary by administration.
6. Watertown Christian School will not install any hardware or software on privately owned equipment without the prior authorization of the owner.

User Responsibilities

1. Use of personal technology resources at Watertown Christian School is recognized by the user as a privilege.
2. The user will adhere to the Watertown Christian School Technology & Internet Resources Acceptable Use Agreement.
3. The owner will verify that any personal technology equipment connected to the school's network is free of viruses and that virus scanning software is installed, up-to-date, and in use on the equipment.
4. If deemed necessary, the owner agrees to permit WCS technical staff to install school-owned hardware or software on personal technology equipment. WCS technical staff will also perform removal of school-owned hardware or software.